



Scoil Maelruain Junior

Old Bawn Ave,

Tallaght

Dublin 24

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Roll Number: 19462T

www.scoilmaelruainjunior.org



Admissions Policy 2025/26

Annual Redraft Date:	August 2024
Roll Number	19462T
School Patron/s	Catholic Diocese of Dublin
Ratified by the Board of Management	20th September 2024

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on **10th September 2024**. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Maelruain Junior's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Maelruain Junior is a Catholic co-educational/all boys/all girls primary school with a Catholic ethos under the patronage of the Catholic Archbishop of Dublin.

'Catholic Ethos' in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church which aims at promoting:

- A. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- B. a living relationship with God and with other people; and

- C. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- D. the formation of the pupils in the Catholic faith, and
- E. Which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Maelruain Junior shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission Statement :

Each child is given the opportunity to reach his or her full potential; morally, socially, aesthetically, spiritually, emotionally and physically, in a safe and caring learning environment. We strive to provide a holistic intercultural education for all children. We endeavor to lead children to become happy, respectful, independent and competent people capable of active participation in society. The holistic development of each child is achieved through the delivery of a board curriculum and participation in various projects.

3. Admission Statement

Scoil Maelruain Junior will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Maelruain Junior is a school whose objective is to provide education in an environment which promotes Roman Catholic religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

4. Categories of Special Educational Needs catered for in the school/special class

Scoil Maelruain Junior is an inclusive school and diversity is celebrated and embraced. Pupils with additional needs are supported and enabled to participate in all aspects of school life, to develop their social and emotional competencies and to engage in rich learning experiences. In relation to the admission of pupils with additional needs, the school requests that parents/guardians submit relevant documentation such as:

- medical reports
- psychological reports
- speech and language reports

- occupational therapy reports
- physiotherapy report
- Assessment of Needs reports
- Children's Disability Network Team reports
- any other relevant reports to support their additional needs.

Parents/guardians are requested to submit any reports on their child in advance of his or her enrollment so that the school can liaise with any relevant outside agencies such as the National Council of Educational Needs.

Scoil Maelruain Junior will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Scoil Maelruain Junior will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act."

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

a. Autism Support Class (AS Class): Admission of Students

Scoil Maelruain Junior, Roll Number 19462T, with the approval of the Minister of Education, is establishing one class to provide an education exclusively for students with the complex need of Autism Spectrum Disorder, Autism Support Class (AS Class)

The following criteria will apply when making an application for a place in this special class:

- i. Each child must have a psychological and cognitive assessment which **must specify** a diagnosis of the complex need of Autism under the DSM IV/V or ICD 10 and a recommendation for a AS class placement in a mainstream school from such a professional report.
- ii. Parents/Guardians must return a completed Application form for school enrolment. All relevant professional reports must be submitted once the child has been offered a place.
- iii. The Department of Education states that the ratio for each AS class is a maximum of six pupils per class teacher and two SNAs.
- iv. In accordance with section 23(4) of the Education (Welfare) Act a parent/guardian must confirm compliance with the school's Code of Behaviour. The Board of Management reserves the right to refuse enrolment if this confirmation is not received prior to the pupil attending school.

- v. Scoil Maelruain Junior is a junior school and therefore the AS class will be for pupils from Junior Infants to Second Class only.
- vi. A placement breakdown can sometimes occur. All placements are subject to review at the request of the parents/guardians and/or the school. The review will include input from all agencies involved through a multidisciplinary team meeting (parents/guardians and school). Following a review a recommendation may be made that the child be enrolled in a school that suits his or her needs better.
- vii. The Admissions Policy criteria are similar to that of the mainstream classes. In the case of oversubscription please see section 6. However there is a selection criteria outlined below.
 - 1. All children must have a diagnosis of the complex need of Autism Spectrum Disorder and have a psychological and cognitive assessment which **must specify** a diagnosis of the complex need of Autism under the DSM IV/V or ICD 10 and a recommendation for a AS class placement in a mainstream school from such a professional report.
 - 2. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Martin de Porres (the eldest child will have priority in this ranking)
 - 3. Children of staff (the eldest child will have priority in this ranking).
 - 4. Children residing outside the parish (the eldest child will also have priority).
 - 5. Late applications in order of the date and time the application is received.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- 1. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Martin de Porres (the eldest child will have priority in this ranking)
- 2. Children of staff (the eldest child will have priority in this ranking).
- 3. Children residing outside the parish (the eldest child will also have priority).
- 4. Late applications in order of the date and time the application is received.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applications have the same date of birth, a lottery will apply with an independent party present.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- A. a student's prior attendance at a preschool or pre-school service, including naíonraí;
- B. the payment of fees or contributions (howsoever described) to the school;

- C. a student's academic ability, skills or aptitude;
- D. the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;
- E. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- F. a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- G. the date and time on which an application for admission was received by the school,

(This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned).

8. Decisions on applications

All decisions on applications for admission to Scoil Maelruain Junior will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed via email as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Maelruain Junior you must indicate:

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and;

(ii) whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil Maelruain Junior where:

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Maelruain Junior were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Maelruain Junior is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be considered to be a 'late applicant' (see section 14) will be placed at the end of the waiting list in order of the date and time of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list. Offers made to those on the waiting list must be accepted within two days of being issued.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission, prior to the commencement of the school year, of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- A. The Board of Management admits 24 students per class subject to change depending on the teacher pupil ratio, advised by the Department of Education.
- B. Scoil Maelruain Junior will admit all students seeking admission, except where the school is oversubscribed. The school will, when deciding on applications for admission, apply the criteria in the order listed:
 - a. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Martin de Porres (the eldest child will have priority in this ranking)
 - b. Children of staff (the eldest child will have priority in this ranking).
 - c. Children residing outside the parish (the eldest child will also have priority).
- C. Scoil Maelruain Junior will admit all students seeking admission to the AS class, except where the class is oversubscribed. The school will, when deciding on applications for admission, apply the criteria in the order listed:
 - a. All children must have a diagnosis of the complex need of Autism Spectrum Disorder and have a psychological and cognitive assessment which **must specify** a diagnosis of the complex need of Autism under the DSM IV/V or ICD 10 and a recommendation for a ASD class placement in a mainstream school from such a professional report.
 - b. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Martin de Porres (the eldest child will have priority in this ranking)
 - c. Children of staff (the eldest child will have priority in this ranking).
 - d. Children residing outside the parish (the eldest child will also have priority).

In the event that there are more applications than available places in the year concerned, a waiting list of students will be compiled and will remain valid for the school year in which admission is being sought.

Applications for each class will be placed in the categories listed above based on date of receipt order.

The procedures of the school in relation to the admission of students, who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- e. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Martin de Porres (the eldest child will have priority in this ranking)
- f. Children of staff (the eldest child will have priority in this ranking).
- g. Children residing outside the parish (the eldest child will also have priority).
- D. Scoil Maelruain Junior will admit all students seeking admission to the ASD class, except where the class is oversubscribed. The school will, when deciding on applications for admission, apply the criteria in the order listed:
 - a. All children must have a diagnosis of the complex need of Autism Spectrum Disorder and have a psychological and cognitive assessment which **must specify** a diagnosis of the complex need of Autism under the DSM IV/V or ICD 10 and a recommendation for a ASD class placement in a mainstream school from such a professional report.
 - b. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Martin de Porres (the eldest child will have priority in this ranking)
 - c. Children of staff (the eldest child will have priority in this ranking).
 - d. Children residing outside the parish (the eldest child will also have priority).

16. Declaration in relation to the non-charging of fees.

The board of Scoil Maelruain Junior any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parent(s) has/ have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students: A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

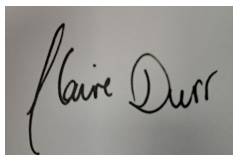
An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

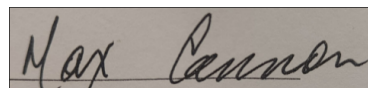
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.



Claire Durr
Principal



Max Cannon
Chairperson

Review Date: 30th August 2024

Ratified by the Board of Management: 20th September 2024