



Pelletstown Educate Together National School

Admissions Policy

September 2024

Section 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 25th October 2024. It was updated in January 2023 to reflect the legislative requirement of Circular 0075/2022 - Commencement of the Education (Provision in Respect of Children with Special Educational Needs) Act 2022 and commencement of remaining Sections of the Education (Admission to Schools) Act 2018, and in September 2024 to reflect the school's participation in the Dublin 15 Autism Class Application Trial. 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 Pelletstown Educate Together National School'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. (Appendix 1; Template)

The application form for admission is published on the school's website (linked to Aladdin Schools enrolment) and can be made available in hardcopy on request to any person who requests it.

Section 2 - Characteristic Spirit and General Objectives of the School

Educate Together schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an Ethical Education curriculum, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. It teaches students about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another. Our equality-based ethos informs all policies and practices in the daily life of the school. In exercising this policy making and decision-making responsibilities, the school's Board of Management upholds the characteristic spirit of the school.

Educate Together schools provide for equality of access in line with the Educate Together Charter and offers places to siblings enrolled in the school at the same time in the first instance.

The definition of a sibling in this policy includes step-siblings and foster-siblings who are enrolled in the school at the same time.

Section 3 - Admission Statement

Pelletstown Educate Together National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the sex or 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.

Pelletstown Educate Together National School will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with additional educational needs, including in particular by the provision and operation of a specialised class or classes when requested to do so by the Council.

Pelletstown Educate Together National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Pelletstown Educate Together National School is a school which has established 2 Autism Classes, with the approval of the Minister for Education, which provide an education exclusively for students with a category or categories of additional ("special") educational needs specified by the Minister and may refuse to admit to these classes a student who does not have the category of needs specified.

Section 4 – Categories of Additional Educational Needs catered for in Pelletstown ETNS Autism Classes

Pelletstown Educate Together National School, with the approval of the Minister for Education, has established 2 classes to provide an education exclusively for autistic students.

Criteria below must be met by the applicant, and the application process must be adhered to **as per circular 80/2024**.

1. Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)
2. A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
3. Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

Pelletstown ETNS operates Autism classes by class band e.g. Junior Class and Senior Class. Therefore, there is an age criteria to ensure children are accessing a peer – appropriate, positive learning environment and have sustainable access to an age appropriate mainstream class for inclusion practices.

For the 2024/2025 school year, Pelletstown ETNS will participate in the **D15 Autism Class Application Trial** with 12 other schools and the NCSE. This trial does not represent a common admissions policy. Pelletstown ETNS maintains complete autonomy over our admission policy, criteria and oversubscription criteria. Please note that **participation in this trial does not guarantee an autism class place for your child**.

Application forms are accessible on our school website and will be accessible via the NCSE website.

Application forms and relevant paperwork for autism class should be submitted as follows;

- Via email to D15ACAT@ncse.ie

OR

- via post to **NCSE D15 ACAT, NCSE Offices, Block 3, Grove Court, Blanchardstown, Dublin 15, D15 HNT2.**

The D15 Autism Class Application Trial will operate under the agreed Terms of Reference.

Section 5 - Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 8 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.
- c) The Autism Classes in Pelletstown Educate Together National School provide an education exclusively for autistic students and the school may refuse admission to this class, where the student concerned does not have the specified category of additional ("special") educational needs provided for in this class.

Section 6 - 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 pre-school 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;
- (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 other than siblings of students who are enrolled in the school at the same time,
- (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.

Section 7 - Over Subscription

a) Junior Infants

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 for Junior Infants. Students must reach 4 years of age on or before 1st June of the year of the school year concerned.

Priority Category 1:

Applicant students who are siblings of children enrolled in the school at the same time.

Priority Category 2:

Applicants living in the school planning area as defined by the Department of Education i.e. Pelletstown – to include the following areas; Phoenix Park Racecourse, Martin Savage Park, Rathborne and Royal Canal Park.

Priority Category 3:

All other applicants.

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), places will be offered or added to a waiting list by the earlier date of birth of the student.

b) Autism Classes

If the Autism classes are oversubscribed, the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for the Autism Classes. The child must have a recommendation for the specified category of additional educational needs provided for in this class.

Priority Category 1:

Applicant students enrolled in and attending mainstream classes in Pelletstown ETNS, who meet the criteria for enrolment for the Autism class

Priority Category 2:

Students who have been offered a place in a mainstream class for the coming year in Pelletstown ETNS, who meet the criteria for enrolment for the Autism class

Priority Category 3:

Applicant students who are siblings of children, enrolled in the school at the same time who meet the criteria for enrolment for the Autism class

Priority Category 4:

Applicant students living in the school planning area as defined by the Department of Education i.e. Pelletstown – to include the following areas; Phoenix Park Racecourse, Martin Savage Park, Rathborne and Royal Canal Park, who meet the criteria for enrolment for the Autism class

Priority Category 5:

All other applications received within the timeframe set out in the Annual Admission Notice, who meet the criteria for enrolment for the Autism class

Priority Category 6:

All other applications received after the closing date set out in Annual Admission Notice, who meet the criteria for enrolment for the Autism class.

Oversubscription:

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), places will be offered or added to a waiting list by the earlier date of birth of the student.

Priority ranking will be given to the child who is no older than the oldest child enrolled in the Autism Class and, where there is capacity within the corresponding mainstream class to accommodate integration of the pupil. If there are two or more children with the same date of birth, a lottery will be used to determine the order that these places will be offered or added to the waiting list.

c) Other year groups – Senior Infants to 6th Class

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

Priority Category 1:

Applicant students who are siblings of children enrolled in the school at the same time.

Priority Category 2:

Applicants living in the school planning area as defined by the Department of Education i.e. Pelletstown – to include the following areas; Phoenix Park Racecourse, Martin Savage Park, Rathborne and Royal Canal Park.

Priority Category 3:

All other applicants.

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), places will be offered or added to a waiting list by the earlier date of birth of the student.

Section 8 - Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, the Autism classes or to other year groups, will be considered and decided upon in date order of when they were received 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 not 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 the name of the applicant will be added to the waiting list.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list in order of earliest date of birth.

Section 9 - Waiting List in the event of Oversubscription

In the event of there being more applications to the school year concerned than places available in Junior Infants, the Autism Class, or other year groups, a waiting list of students whose applications for admission to Pelletstown Educate Together National School 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 Pelletstown Educate Together National School 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 see 7 above. Late applications will be added to the list in date order, see section 8 above.

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.

Waiting lists will expire at the end of each school year.

Should your child or young person be placed on a waiting list for a place in our autism classes their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

Section 10 - Admission of students after the commencement of the school year

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application.

Section 11 - Decision on Applications

All decisions on applications for admission to Pelletstown Educate Together National School 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

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.

Section 12 - Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant annual admissions notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

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 or class concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 17 below for further details).

Section 13 - Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Pelletstown Educate Together National School, 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 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.

Section 14 - 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 Pelletstown Educate Together National School 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 13 above.

Section 15 - 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. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom –

- (i) An application for admission to the school has been received
- (ii) An offer of admission to the school has been made, or
- (iii) An offer of admission to the school has been accepted.

The list may include any of the following:

- (i) The date on which an application for admission was received by the school
- (ii) The date on which an offer of admission was made by the school
- (iii) The date on which an offer of admission was accepted by an applicant
- (iv) A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

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

The Board of Management of Pelletstown Educate Together National School or 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.

Section 17 - 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.

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 within 21 calendar days of the date** 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 within 21 calendar days of the date** 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.

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.

More information on appeals can be found [here](#).

Section 18 - Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

Section 19 – Ratification and Communication

This updated policy was ratified by the Board of Management on 26th September 2024, and submitted to the Patron Body (Educate Together) thereafter.

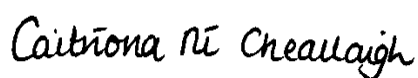
It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

Signed:



(Chairperson, Board of Management)

Signed:



(Principal)

Date: 26th September 2024



Pelletstown Educate Together National School
ANNUAL ADMISSION NOTICE
for XXXX school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the XXXX is available as follows: –

To download at: www.pelletstownetns.ie

On request: By emailing secretary@pelletstownetns.com or writing to : Pelletstown Educate Together National School, Rathborne Vale, Ashtown, Dublin 15.

PART 1 - Admissions to the 2021/2022 school year

Application and Decision Dates for admission to 2021/2022

The following are the dates applicable for admission to **Junior Infants**

1. The school will commence accepting applications for admission on	XX/XX/XX
2. The school shall cease accepting applications for admission on	XX/XX/XX
3. The date by which applicants will be notified of the decision on their application is	XX/XX/XX
4. The period within which applicants must confirm acceptance of an offer of admission is	14 days from the date on letter of offer

Note: applications made after XX/XX/XX will be processed as late applications, the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Failure of an applicant to accept an offer within 14 days of the letter of offer may result in the offer being withdrawn.

Other Year Groups Application and Decision Dates for admission to [XXXX]

The following are the dates applicable for admission to other classes, i.e. **S.I. to 6th class**

1. The school will commence accepting applications for admission to other year groups on	XX/XX/XX
2. The school shall cease accepting applications for admission to other year groups on	XX/XX/XX
3. The date by which applicants will be notified of the decision on their application is	XX/XX/XX
4. The period within which applicants must confirm acceptance of an offer of admission is	14 days from the date on letter of offer

Note: applications made after the XX/XX/XX will be processed as late applications, the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Failure of an applicant to accept an offer within 14 days of the letter of offer may result in the offer being withdrawn.

Number of places being made available in XXXX/XXXX

***Note:** The figures set out below in relation to classes are subject to change dependent on whether all current pupils remain in the school*

The number of places being made available in Junior Infants is:	X
The number of places being made available in the Autism class is:	N/A
The number of places being made available in other year groups is:	Sen. Infants: X 1 st Class: X 2 nd Class: X 3 rd Class: X 4 th Class: X 5 th Class: X 6 th Class: X

Pelletstown Educate Together National School has accepted applications for places prior to the commencement of Section 62 of the Education (Admission to Schools) 2018 on 1 February 2020. The number of those places offered and accepted for Junior Infants and other class groups for XXXX/XXXX is:

Junior Infants intake group:	0 (X applications received prior to February 1st)
Special Class:	N/A
Other class groups:	0 (3 applications received prior to February 1st)

PART 2 - Admissions to the XXXX/XXXX school year

(This section will only be completed if the school intake group/ special class/ other year group was oversubscribed in the previous school year)

Information regarding the admission process for the Intake Group for Junior Infants/other year group for the XXXX/XXXX school year

In respect of the XXXX/XXXX school year, the total number of applications for admission received by the school was **X**

Breakdown of places allocated for the 20XX/20XX school year in Junior Infants	
Number of places available:	X
Number of applications received:	X
Number of Offers made and accepted under each criteria:	<u>Criteria 1 (Siblings)</u> X applications X offers X acceptances <u>Criteria 2 (Catchment)</u> X applications X offers X acceptances <u>Criteria 3 (Other)</u> X applications 0 offered
Total number of offers made	X
Number of names placed on waiting list for the school year concerned.	X

Breakdown of places allocated for the 20XX/20XX school year in Senior Infants-6th Class:	
Number of places available:	X
Number of applications received:	X
Number of Offers made and accepted under each criteria:	<u>Criteria 1 (Siblings)</u> X <u>Criteria 2 (Catchment)</u> X applications X offers X acceptances <u>Criteria 3 (Other)</u> X applications X offers X acceptances
Total number of offers made	X
Number of names placed on waiting list for the school year concerned.	X

Breakdown of places allocated for the 20XX/20XX school year in Autism Class:	
Number of places available:	X
Number of applications received:	X
Number of Offers made and accepted under each criteria:	<u>Criteria 1 (Current Pupils)</u> X <u>Criteria 2 (Siblings)</u> X <u>Criteria 3 (Catchment)</u> X <u>Criteria 4 (Other)</u> X X accepted
Total number of offers made	X
Number of names placed on waiting list for the school year concerned.	X