

# Admission Policy of Solas Chríost National School.

**School Address: Cookstown Road, Belgard, Tallaght, Dublin 24. D24 C621**

**Roll number: 19541P**

**School Patron: Archbishop of Dublin**

## 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 **3rd September 2023**. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. The final 2 paragraphs of section 3 of the policy were added by the school's Board of Management on 7<sup>th</sup> December 2022 as directed by the school's Board of Management as required under circular 75/2022.

The relevant dates and timelines for Solas Chríost National School 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

Solas Chríost National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the 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; and
- (d) the formation of the pupils in the Catholic faith,

and 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 Solas Chríost National School 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

Solas Chríost National School is a Catholic co-educational primary school under the patronage of the Archbishop of Dublin. Our aim is to create a safe and secure school environment where all pupils are respected and encouraged to develop to their full potential. We aim to address the intellectual, spiritual, moral, social and cultural needs of all pupils at all times.

## VISION STATEMENT

- Solas Chríost National School is a Catholic co-educational school with a strong Catholic ethos which permeates all aspects of school life, while respecting the diverse nature of the beliefs and cultures of all pupils in the school.
- In keeping with the Heritage of “Ard Mhuire” and “Solas Chríost”, the school actively promotes the concept of community, and so, promotes the partnership between the Church, the wider community, our families and the school community, thus ensuring the well-being of all pupils.
- The school aims to promote a team spirit of openness, consideration and co-operation among all staff members in order to ensure the optimum learning environment for each pupil. Teachers are encouraged to share good practice and to use digital technologies to enhance learning, teaching and assessment practices.

### **3. Admission Statement**

Solas Chríost National School 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.

Solas Chríost National School is a Catholic denominational school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic it is proved that the refusal is essential to maintain the ethos of the school.

Solas Chríost National School is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified. Please see the school Speech and Language Class Enrolment Policy for details.

Solas Chríost National School, will cooperate with the NCSE in the performance by the Council of functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 required to do so by the Council.

Solas Chríost National School, will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

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

(See 4.1) Solas Chríost National School with the approval of the Minister for Education and Skills, has established 2 Speech and Language Special classes (one Junior and one Senior) to provide an education exclusively for students with Developmental Language Disorder (Department of Education and Skills - Specific Speech and Language Disorder Classes)

(See 4.2) Solas Chríost National School with the approval of the Minister for Education and Skills, has established 1 ASD Special class to provide an education exclusively for students with ASD

##### **4.1 Admissions to the School's Speech and Language Classes:**

###### **Introduction**

Solas Chríost National School has two Specific Speech and Language Disorder (SSLD) classes. The school has one Junior Class (for children from Junior Infant to 2<sup>nd</sup> Class level) and one Senior Class (for children from 3<sup>rd</sup> class to 6<sup>th</sup> class). Each class has a full-time teacher with a reduced pupil-teacher ratio of 7:1 as well as having designated time assigned to it by a speech and language therapist (SLT). A child must be at least 4 years of age on/before 1<sup>st</sup> September of the enrolment year. *'Eligible children may spend up to two years in such classes'* (DES circular 0038/2007). All offers of places to the class are subject to National Council for Special Education (NCSE) approval through the schools Special Educational Needs Organiser (SENO) as well as Department of Education (DES) approval.

###### **Terminology**

The term specific speech and language disorder (SSLD), specific speech and language impairment (SSLI) and 'Developmental Language Disorder' (DLD) are used interchangeably in this document to describe a child's speech and language presentation. Heretofore known as SSLI in Ireland, the term DLD is favoured by the Irish Association of Speech and Language Therapists (IASLT, 2017) and is used in the following definition:

###### **Definition**

*"Developmental Language Disorder' (DLD) describes "children likely to have language problems enduring into middle childhood and beyond, with a significant impact on everyday social interactions or educational progress"* (Supporting Children with Developmental Language Disorder, IASLT, 2017)

###### **The objectives of the language class:**

1. To develop to optimal levels the child's academic and communication skills through intensive teaching and speech and language therapy.
2. To maximize parental involvement in the above process by maintaining open communication.
3. To ensure the child experiences meaningful integration within the school.
4. To maintain open communication with the school of origin/return and other professionals working with the child so that the speech and language class intervention will be of maximum benefit to the child.

###### **What happens in the SSLD Class?**

1. Pupils follow the regular primary school curriculum to the level at which they can access it.
2. Pupils will not be taught Irish.
3. Teachers and Speech and Language Therapist (SLT) work together in the class to support the students' language learning in order that they can successfully access the curriculum. Individual goals for the student are developed together with the pupil, parent, teacher, and SLT.
4. Pupils will receive intensive group and/or one to one Speech and Language Therapy.
5. Pupils are integrated with their peers in mainstream classes for some subjects, school activities and break times.
6. Parent involvement is a key part of achieving students' goals.

7. Parents are required to attend parent-teacher meetings outside formal school hours. Meetings with the SLT may be held within school hours.

### **Criteria for Enrolment**

The criteria for enrolment in special classes for pupils with specific speech and language difficulties have been set by the Department of Education and Skills (DES) as well as local criteria as set out below:

#### DES Criteria: (Circular 0038/2007)

A pupil enrolled in a special class for pupils with SSLD should meet each of the following criteria:

1. The pupil has been assessed by a psychologist on a standardized test on intellectual ability that places non-verbal ability within the average range (i.e. non-verbal IQ of 90 or above)
2. The pupil has been assessed by a speech and language therapist on a standardized test of speech and language development that places performances in one or more of the main areas of speech and language development at two standard deviations or more below the mean or at a generally equivalent level (i.e 2 standard deviations or below, at or below a standard score of 70).
3. The pupil's difficulties are not attributable to hearing impairment; where the pupil is affected to some degree by hearing impairment, the hearing threshold for the speech-related frequencies should be 40dB.
4. Emotional and behavioural disorders or a physical disability are not considered to be primary causes. (A pupil with emotional and behavioral disorders or a physical disability (or presenting with possible emotional and behaviour disorders based on the information provided in the application) must have it stated in the child's professional reports that emotional and behavioural disorders or a physical disability have been ruled out or have it stated in the professional reports, that they are not considered the primary causes for speech and language difficulties).

#### HSE Criteria:

5. Diagnosis of Developmental Language Disorder must be established and evidence submitted that a child has attended a recent episode of speech and language therapy (minimum 6 sessions).
6. Developmental Language Disorder must be the child's primary need.

Applicants who meet the above criteria will be prioritized at the Admissions Advisory Committee (AAC) meeting using the (AAC) Priority Rating Scale for Solas Chríost NS with reference to the information provided in the child's Social, Emotional and Behavioral Rating Form and the necessary documents required for referral outlined below.

### **Referral Process**

Referral Packs including the relevant speech and language class admission's policy will be available from the first working day of November for the following school year's enrolment. Referral Forms for the correct year of referral will only be accepted. Incorrect referral form templates will be returned to the application referrer. Referrals to the SSLD class in Solas Chríost National School are accepted from speech and language therapists, psychologists, school principals or parents (in conjunction with the speech and language therapist working with the child), with the following information:

- Parent/Guardian signed consent form for the referral.
- Speech and Language referral form.
- School report detailing educational progress, behaviour, social skill and current school supports.
- Recent Speech and Language Therapy Assessment report, supporting a diagnosis of DLD (not less than 9 months old – on application closing date).
- Recent cognitive assessment report (within 2 years – of application closing date).
- Evidence that a child has attended a recent episode of speech therapy (minimum 6 sessions).
- A child's most recent school report card.
- Social, Emotional and Behavior Rating Form

It is recommended but not essential that applicants have completed one year in a recognized primary school.

The referring person is requested to send **three copies of all the reports and forms** to Solas Chríost NS on or before **the last working day of February** of the year of enrolment (Solas Chríost National School, Belgard, Tallaght, Dublin 24. D24 C621) All referral packs received are dated and stamped in the school office and one copy will be passed straight over to the school's SLT. All professionals involved in the

Admissions Advisory Committee (AAC) Meeting will receive a copy of all reports two weeks in advance of that meeting.

### **Successful Candidates**

Depending on the number of places available in the Speech and Language classes and based on the outcome of the prioritization which takes place at the AAC meeting, a final list of successful candidates and a priority waiting list will be drawn up and sent to the Board of Management (BOM) for approval. All candidates will be notified of the outcome by the school principal, in writing, within 10 working days of the AAC meeting. This will be cc'd to the person who referred the child. Successful applicants who wish to accept a placement must do so in writing, within five working days. The waiting list will remain open until the 30<sup>th</sup> of September of the year of enrolment. After that the waiting list will be closed and unsuccessful applicants will have to reapply again when the application process opens for the following school year – which will follow the speech and language enrolment policy and referral process in force at the time of further applications.

### **Unsuccessful Candidates**

If an offer of a placement is declined, the next eligible child on the priority waiting list will be offered a place in the SSLD class. In line with Section 28 of the Education Act 1998, parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued, on request, by the school to parents/guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

### **Concessionary Places**

In instances where there is spare capacity in a SSLD class because of an insufficient number of eligible children, the Board of Management may offer a place to a maximum of two pupils, who do not meet the eligibility criteria but who could benefit from enrolment in the class for one school year, on a concessionary basis. Such placements must be supported by the recommendation of a speech and language therapist and /or psychologist. The question of the continued enrolment of these pupils for a second year can only be considered once all eligible pupils have been accommodated. The National Council for Special Education (NCSE) through the local Special Educational Needs Organiser (SENO) will monitor such situations. A child who is offered a place through discretionary capacity may/may not be eligible to receive speech and language therapy. The decision to accept a child on a concessionary basis rests entirely with the schools Board of Management.

### **What happens when a pupil leaves the SSLD Class?**

Decisions regarding the discharge of a student from the SSLD class, rests with the school principal, the SSLD class teachers and the SLT. A child may attend the SSLD class for up to a maximum of two years. Placements in the SSLD class will be reviewed annually and whether or not a child is to be offered a second and final year in the class will depend on whether or not the child continues to meet all of the criteria as outlined in the 'criteria for enrolment' listed above. During a child's first year in the class, parents will be informed by the end of February whether or not their child is to be offered a second year in the class. The school team (principal, the SSLD class teachers, and the SLT) may recommend relevant onward referrals as appropriate. The school team will support families to organise a smooth transition from the SSLD Class to the child's school of origin/return.

### **Late Applications:**


Late Applications will be accepted up to and on or before **the last working day of May** of the year of enrolment (Solas Chríost National School, Belgard, Tallaght, Dublin 24. D24 C621). As soon as the late applications are processed in line with the enrolment criteria, "the board of management may offer a place to a maximum of two pupils who do not meet the eligibility criteria but who could benefit from enrolment in the class for one year on a concessionary basis" (*Circular 0038/2007*)

## **Ratification of this Specific Speech and Language Disorder Classes - Enrolment Policy**

This version of the policy was adopted by the Board of Management on the 20<sup>th</sup> September 2023 and refers to enrolment to the school's speech and language classes for the August/September 2024 intake.

Signed: 

Chairperson of Board of Management

Signed: 

Principal/Secretary to the Board of Management

Date: 20<sup>th</sup> September 2023

Date: 20<sup>th</sup> September 2023

#### 4.2 Admissions to the School's ASD Special Class:

##### **Admissions to the School's ASD Class: (Admissions for Academic Year 2024-25).**

We are a mainstream, co-educational, vertical (J1 to 6<sup>th</sup> class) national school with one ASD (Autistic Spectrum Disorder) class opening in September 2024. Solas Christ National School welcomes all students for whom we can provide an appropriate education. Our ASD class aims to offer an autism specific learning environment within a mainstream school. In this setting, we endeavour to nurture self-esteem and promote growth and learning in an atmosphere of inclusion, mutual respect, predictability and calm. Through the provision of a broad curriculum, we will focus on the development of each pupil's individual strengths and identify and provide for their special educational needs to enable them to reach their full potential.

This class will be funded and resourced by the Department of Education with additional financial support from Board of Management resources. The maximum class size is six pupils. Each complete class is allocated one full-time Teacher and two Special Needs Assistants. If class size is less than six pupils, Special Needs Assistants are appointed on a pro-rata basis. Children are eligible to attend the ASD class between the ages of four and twelve years only.

Taking into account the regulations and programmes of the Department of Education, the rights of the Patron as set out in the Education Act, 1998, and the funding available, Solas Christ National School supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for diversity of values and beliefs.
- Traditions, languages and ways of life in society

The Board of Management will not refuse a child on the basis of ethnicity, disability (i.e. severity of ASD), Traveller status, refugee status, political beliefs, family or social circumstances, provided they fulfil the enrolment criteria. Fulfilling the enrolment criteria does not necessarily ensure enrolment if:

- Sufficient classroom space is not available.
- Necessary resources pertaining to the enrolment are not available.

##### **Criteria for Enrolment**

A child will be deemed eligible for an offer of placement when all the following criteria have been met, in addition to the enrolment criteria.

1. A fully completed application form for enrolment has been submitted to the school by the parents/guardians by post (Including hand delivery), during the admissions window specified in the Annual Admissions Notice.
2. The child must have a primary diagnosis of Autism/Autistic Spectrum Disorder made using the DSM - 5 or ICD 11 by a psychologist and/or psychiatrist.

3. A recent recommendation (within 2 years of the proposed admission dates) must be provided that indicate that a placement in a special class for children with autism in a mainstream school is warranted.
4. The child is at least 4 years of age on or before 1st May prior to starting school.
5. The child must have the potential (independence with SNA access for the full school day) to be included in a mainstream class with his/her age-based cohort.
6. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.

Please note that fulfilling the assessment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient space is not available.

**Enrolment Criteria** Enrolment to this class will only be available to children with ASD who are at least 4 years of age on 1st May on the year of entry who, with the support available in Solas Chríost National School, will have the capacity to, at least, partially integrate into a mainstream class.

The maximum enrolment in the ASD class is six pupils. The Board of Management reserves the right to enrol less than this if it is deemed in the best interest of the class, the pupils and the school. If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one – subject to meeting all the criteria and completing all the procedures outlined in this policy.

Children who meet the criteria above will be selected for the autism class according to the following priorities in the event of oversubscription:

1. Children **enrolled** and **have attended** Solas Chríost National School.
2. **Children resident in Belgard Heights, Belgard Green, Belgard Park, Alpine Rise, Cairnwood, Kingswood Rise, Ambervale and Lanndale Lawns**
3. **Children resident in the Springfield Parish Tallaght.**
4. **Siblings and stepsiblings of children already enrolled** in the school.
5. **Children of staff.**
6. **Children residing outside the parish.**
7. **All other eligible applicants.**
8. **Lottery.**

Having met the criteria for admission to the ASD Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion.

Subsequently, where the Class still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the ASD Class.

This process will continue (following 1 to 8 above) until all available places have been offered and accepted and a waiting list will be created if necessary.

Where two or more applications are tied in the selection process, Solas Chríost National School Board of Management will apply a random lottery (No. 8) to assign any available places in the school, or for placement on the waiting list.

### **Procedure for Enrolment**

Parents can apply for the ASD Class during the Admissions window as outlined in the Annual Admissions Notice. This usually takes place in October. For the opening year of the ASD Class the Admissions window will be during term 3 of the 2023/24 academic year. The Enrolment Form must be fully completed and submitted by the parent on behalf of the student. The closing date for receipt of such completed applications by the school is published in the Annual Admission Notice for the relevant year.

The application form for the Special Class will be on our website [www.solaschriost.ie](http://www.solaschriost.ie) Receipt of acknowledgement of application by the school does not constitute an offer of a place nor does it guarantee

a place in the school. Decisions in relation to applications for the enrolment are made by the Board of Management in accordance with our Admissions Policy.

This Enrolment Application Form should be accompanied by an original Birth Certificate of the applicant and proof of address accompanied by all the up to date and pertinent educational psychological /professional assessments(s) and diagnostic report (s). The Enrolment Application form must also be accompanied by the child's latest School Report and relative documented information from all previous schools that the applicant attended. Only full applications that meet the criteria for enrolment, subject to available space and maximum student numbers, will be considered for a place.

## **The Admissions Team**

The Admissions Team will:

- Ascertain how many places are to be filled in the ASD Class. The maximum number of pupils in the class will be six.
- Review all applications and all documentation relevant to a child applying for a place in the ASD Class.
  - Verify that there is a recommendation from a psychologist/relevant professional for placement in an ASD special class in a mainstream school.
  - Verify the suitability of the child for potential, meaningful integration in an age-appropriate mainstream class.
  - Identify qualifying applicants with reference to these criteria.
  - Prioritise each qualifying applicant with reference to selection criteria.
  - Make a recommendation based on these findings to the Board of Management.

## **Confirmation of a Placement**

A letter of confirmation of a place in the ASD Class will be sent as per the dates in the Admissions Notice.

## **Withdrawal of an Offer**

An offer of admission may be withdrawn where:

- The information contained in the application is false or misleading in a material respect, or
- The applicant fails to confirm acceptance of an offer on or before the date set out in the annual Admissions Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second or third round offer, within two weeks, or
- An applicant has not indicated whether s/he has applied for and is awaiting confirmation of an offer from another school(s); whether or not s/he has accepted an offer of admission from another school(s).

If an offer is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place on the ASD Class Admission list or Waiting List for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late applicant.

All offers by the school are subject to NSCE Application and Approval. Offers cannot be deferred to. A full reapplication would be required.

## **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 place available. In the event that there is no place available, the name of the applicant will be added to the waiting list. The waiting list will close at the end of the academic year to which the application relates.



Late applications will be considered on a first come first served basis. Wait lists will not carry through to the following academic year and a new application will be required.

### **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.

### **Review**

This policy is subject to annual review and will be reviewed in September 2024 by the Board of Management.


It was ratified on: 17th January 2024.

### **Ratification of this ASD Special Classes – Admission’s Policy**

This version of the policy was adopted by the Board of Management on the 17<sup>th</sup> January 2024 and refers to enrolment to the school's speech and language classes for the August/September 2024 intake academic year.

Signed: 

Chairperson of Board of Management

Signed: 

Principal/Secretary to the Board of Management

Date: 17<sup>th</sup> January 2024

Date: 17<sup>th</sup> January 2024

*This ASD Special Class Admissions Policy must be read as part of the school's overall Admissions policy available on the school's website [www.solaschriost.ie](http://www.solaschriost.ie)*

## 5. Admission of Students (Mainstream)

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

Solas Chríost National School is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Solas Chríost National School provides an education exclusively for students with Developmental Language Disorder (Department of Education and Skills - Specific Speech and Language Disorder Classes) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. Please see the school Speech and Language Class Enrolment Policy for details.

## 6. Oversubscription (Mainstream)

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:

### Selection criteria:

Oversubscription, will be as follows:

- a) **Children resident in Belgard Heights, Belgard Green, Belgard Park, Alpine Rise, Cairnwood, Kingswood Rise, Ambervale and Lanndale Lawns** (the eldest child will have priority in this ranking).

- b) **Children resident in the Springfield Parish Tallaght** (the eldest child will have priority in this ranking).
- c) **Siblings and stepsiblings of children already enrolled** in the school (the eldest child will have priority in this ranking).
- d) **Children of staff** (the eldest child will have priority in this ranking).
- e) **Children residing outside the parish** (the eldest child will have priority in this ranking).

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 applicants have the same date of birth, then 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 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; (other than in relation to admission to school's Speech and Language special classes insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and meets the criteria as set out in the Speech and Language Class Enrolment Policy.
- (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; other than siblings of a student attending or having attended the school as per Enrolment Criteria.
- (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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to Solas Chríost 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

(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 in writing 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 Solas Chríost 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 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 Solas Chríost 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 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. 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 or all 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).

### **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 Solas Chríost 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 Solas Chríost 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date 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.

### **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 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.

Late applications will be considered on a first come first served basis.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school, to classes or years other than the school's intake group are as follows: (For Applications to the school's Speech and Language Class, please see the school's Speech and Language Class Enrolment Policy)

- They 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.
- They 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.
- They 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.
- The size of the classroom will be considered
- The number of pupils in the classroom will be considered
- Pupils may transfer to the school at any time
- A child's most recent Report Card, if applicable, must be provided as part of the application

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: (For Applications to the school's Speech and Language Class, please see the school's Speech and Language Class Enrolment Policy)

- They 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.
- They 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.
- They will be offered a place if there is 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.
- The size of the classroom will be considered
- The number of pupils in the classroom will be considered
- Pupils may transfer to the school at any time
- A child's most recent Report Card, if applicable, must be provided as part of the application
- A child's Psychological and Educational Reports should be provided as part of the application to ensure the appropriate supports are put in place
- Applications for individual classes will be prioritised on a first come first served basis
- The child will not be able to start in the school until any necessary resources are available in the school: including SNA access, Appropriate Special Educational Needs teaching Provision, Special Educational Needs Equipment

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

The board of Solas Chríost 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.

## **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

As Religious Instruction takes place at the same time 12:00pm, usually, in all classes:

- a. The student will remain in his own classroom.
- b. Work will be prescribed for the duration of the lesson.
- c. If the entire school are going to the church the student will also attend, to ensure adequate supervision for these students.
- d. If a class is going to the church e.g. to practise for Sacrament of Holy Communion, the student(s) will be placed in a different classroom

## 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)

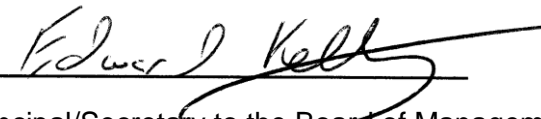
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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.

Signed:   
Chairperson of Board of Management

Date: 17<sup>th</sup> January 2024

Signed:   
Principal/Secretary to the Board of Management

Date: 17<sup>th</sup> January 2024