



# **SCOIL CARMEL JNS**

## **Admissions Policy**

[www.scoilcarmeljns.com](http://www.scoilcarmeljns.com)

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**Admissions Policy:** Scoil Carmel NS  
**Roll Number:** 17899C  
**School Patron:** Archbishop Dermot Farrell

### 1. Introduction

This policy was approved by the school patron on the 1<sup>st</sup> October 2025. It is published on the school website and will be made available in hardcopy, on request, to any person who requests it. The relevant dates and timelines for Scoil Carmel NS Admissions process are set out in the school's Annual Admission Notice, which is published annually on the school 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 forms for admission for mainstream Junior Infants and our Autism classes are published on the school 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

This Admissions 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 pupil attending the school. The Education Act, 1998, Section 15 (2) provides that a Board shall publish, with the agreement of the patron, the policy of the school concerning admission and participation. Our policy seeks to provide information and clear guidelines to prospective parents who may wish to enrol their child in Scoil Carmel NS.

Scoil Carmel NS is a Catholic Junior Co-educational Primary School with a Catholic ethos, under the patronage of Archbishop Dermot Farrell. 'Catholic ethos' in the context of a Catholic school means the ethos and characteristic spirit of the Catholic Church. In keeping with our Catholic ethos, we aim to promote:

1. The full and harmonious development of all aspects of the person, including the intellectual, physical, cultural moral and spiritual aspects
2. A living relationship with God and with other people
3. A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus, and
4. The formation of pupils in the Catholic faith
5. The school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church

### Mission Statement

We promote Christian values of honesty, respect, courtesy and tolerance while appreciating the needs and rights of individuals and being socially and culturally inclusive. We aspire to realise the educational, emotional, social and physical potential of all pupils and to encourage them to develop active and creative minds. We are committed to providing a learning environment which is free from discrimination, bullying or harassment for all our staff and pupils. In a caring and respectful way, we



will affirm each person's self-worth and dignity and nurture the strengths, talents and potential of all. We acknowledge that parents are the primary carers of their pupil and as our partners in education we need and encourage your involvement and support. As educators of your child, we have a positive and open attitude and wish to nurture an atmosphere of mutual trust, respect and understanding. We recognise that each child is unique and it is our hope and vision to cherish, nurture and develop that uniqueness.

### 3. Admission Statement

Scoil Carmel NS will not discriminate in its admission of a pupil to the school of the following:

1. The gender ground of the pupil or the applicant in respect of the pupil concerned
2. The civil status ground of the pupil or the applicant in respect of the pupil concerned
3. The family status ground of the pupil or the applicant in respect of the pupil concerned
4. The sexual orientation ground of the pupil or the applicant in respect of the pupil concerned
5. The religious ground of the pupil or the applicant in respect of the pupil concerned
6. The disability ground of the pupil or the applicant in respect of the pupil concerned
7. The ground of race of the pupil or the applicant in respect of the pupil concerned
8. The Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
9. The ground that the pupil or the applicant in respect of the pupil 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.

### **Categories Of Special Educational Needs Catered for in the School/ Special Classes**

Scoil Carmel NS 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 relating to the provision of education to pupils 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 Carmel NS will comply with any direction served on the patron or the board under Section 37(A) and any direction served on the board under section 67(4B) of the Education Act. Scoil Carmel NS is a 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 pupil a child who is not Catholic and it is proven that the refusal is essential to maintain the ethos of the school. Our school is fully committed to inclusivity, particularly with reference to the enrolment of pupil with special needs. Scoil Carmel NS has established 2 classes for pupils with Autism who meet the criteria as set out in the Admission Policy.

### 4. Admission of Pupils

This school shall admit each pupil seeking admission **except where:**

1. The school is oversubscribed (please see **Section 5** below for further details)
2. A parent of a pupil, 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 pupil

### 5. Oversubscription

If 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 Admissions Notice. Places will be offered to pupils in the following order of categories until all school places are filled. Selection criteria for offering places:

1. Children who are resident within the parish boundaries of Firhouse along with siblings, stepsiblings and foster siblings of pupils currently enrolled in the school. **Eldest child will be given priority.** (Parents will be asked to provide proof of residence within the parish and copies of birth certificates)
2. Children of staff. **Eldest child will be given priority.**
3. Children of past pupils living outside of the parish. **Eldest child will be given priority.**
4. Children residing outside of the parish of Firhouse. **Eldest child will be given priority.**

**Note 1:** A child must be at least 4 years and 5 months by September 1st of the year in which they are due to start school in order to be offered a place in Junior Infants.

**Note 2:** The current pupil teacher ratio determined by the Department of Education and Skills is 23:1 in a mainstream class and 6:1 in a special class The school will not exceed the pupil-teacher ratio.

**Note 3:** Once a parent has accepted a place, if the child has additional educational needs, a copy of the child's Multi-Disciplinary Team report, Psychological report, Speech & Language reports & Occupational Therapy report etc. must be provided so that necessary resources for providing for his/her needs may be put in place. Failure by parents to submit reports means that a school is unable to apply for resources for that child.



**Note 4:** If two applicants have the same date of birth, then a lottery will apply with an independent party present (teacher nominee on the Board of Management).

## 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 pupil on a waiting list for admission to the school:

1. A child's prior attendance at a pre-school or pre-school service, including Naíonraí
2. The payment of fees or contributions (howsoever described) to the school
3. A child's academic ability, skills or aptitude
4. The occupation, financial status, academic ability, skills or aptitude of a child's parents
5. A requirement that a child, or his or her parents, attend an interview, open day or other meetings as a condition of admission
6. 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.

## 7. Special Classes for Pupils with Autism

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 as set out in Section 5.

1. A child will be eligible for enrolment in an autism class when the following is provided in support of such an application:
  - Professional report(s) outlining:  
Diagnosis of autism under DSM IV/V or ICD 10 (psychologist, psychiatrist, multi-disciplinary report).And
  - A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reportsAnd
  - 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 sameAnd
  - A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for an autism class
2. Parents must fill in and return an application form for admission. All relevant professional reports and assessments must be given to the school once the child has been offered a place in the school.



3. The Department of Education states that the ratio for each class is a maximum six pupils to one teacher and two SNAs. There must be more than three pupils for the school to access the second SNA for a special class.
4. In accordance with section 23(4) of the Education (Welfare) Act, a parent 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 the school
5. As Scoil Carmel is a Junior National School the class will be for pupils from Junior Infants to Second Class only
6. Placement reviews take place annually to ensure that the child is receiving an education in the most appropriate setting

### 8. Decisions on Applications

All decisions on applications for admission to Scoil Carmel NS will be based on the following:

1. Our school's Admissions Policy
2. The school's Annual Admission Notice (*where applicable*)
3. 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.
4. 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 child is not offered a place in our school, the reasons why they were not offered a place will be communicated to the applicant, including, where applicable, details of the child's ranking against the selection criteria and details of the child'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 Carmel NS you must indicate:

1. 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
2. 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

Please note that if parents have accepted a place in two schools, this will show up on the Department of Education's database.



## 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 Carmel NS where:

1. It is established that information contained in the application is false or misleading
2. 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
3. The parent of a pupil, 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 pupil, or
4. 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 pupils. Section 66(6) allows a school to provide the Patron or another Board of Management with a list of children in relation to whom-

1. An application for admission to the school has been received
2. An offer of admission to the school has been made, or
3. An offer of admission to the school has been accepted

The list may include any or all the following:

1. The date and time on which an application for admission was received by the school
2. The date on which the admission was made by the school
3. The date on which an offer of admission was accepted by the applicant
4. A pupil's personal details including his/her name, address, date of birth and PPSN

(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 in the school year concerned than places available, a waiting list of pupils whose applications for admission to Scoil Carmel NS 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 Carmel NS is in the order of priority assigned to the pupil applications after the school has applied the selection criteria in accordance with this Admission Policy.





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 children on the waiting list, in accordance with the order of priority in relation to which the children 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 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. Places will be offered when they become available based on the date and time that the late application was received regardless of potential category of criterion.

### **15. Procedures for Admission of Pupils to other Years and During School Year**

Pupils admitted to the school to classes or years other than the school's intake group are as follows:

1. Pupils may transfer to Scoil Carmel NS from other schools, provided that the numbers do not exceed the departmental pupil - teacher ratio for a school
2. This transfer must be in accordance with Rule 64 of the 'Rules for National Schools'
3. Places in the school will be offered to these pupils in accordance with the criteria which applies to Junior Infants
4. The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:
  - Places may be offered, provided that the numbers do not exceed the departmental pupil-teacher ratio for a school
  - Places in the school will be offered to these children in line with the criteria which applies to Junior Infants

### **16. Declaration in Relation to the Non-Charging of Fees**

The Board of Management of Scoil Carmel NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

1. An application for admission of a pupil to the school, or
2. The admission or continued enrolment of a pupil in the school





## 17. Arrangements regarding Pupils not attending Religious Instruction

The following are the school's arrangements for children, where the parents of a child are not Catholic. These arrangements will not result in a reduction in the school day of such pupils:

1. An email request to meet with the Principal must be made by incoming parents to the school to discuss the matter. A meeting will then be arranged with the parents to discuss how the request may be accommodated by the school.
2. For those parents who have no objection to their child taking part in the religion programme (as long as they don't participate in prayer or learn the dogma) this will be facilitated. Parents will sign a statement to that effect.
3. If, and when pupils have to attend Church services, non-Catholic pupils will be dispersed to other classes within the school.

## 18. Reviews/ Appeals

### Review of Decisions by the Board of Management

1. The parent of the child may request the Board of Management to review a decision to refuse admission.
2. Such requests must be made in accordance with Section 29(C) of the Education Act 1998.
3. 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 29(B) of the Education Act 1998 which are published on the website of the Department of Education and Skills.
4. The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29(B) and with section 29(C) 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.

**Note:** 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

1. Under Section 29 of the Education Act 1998, the parent of the child, or in the case of a child who has reached the age of 18 years, the child, may appeal a decision of this school to refuse admission.
2. 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
3. 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.



4. 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).
5. 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).
6. 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.
7. 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 29(B) of the Education Act 1998 which are published on the website of the Department of Education and Skills.

### **Role of Board of Management**

The Board of Management is responsible for and must respect the rights of the existing school community and the pupil already enrolled. The Board of Management has the right to overrule any decision made by the Admissions Team. In particular, the Board of Management reserves the right to refuse enrolment if they believe the school cannot meet the needs of a particular child. All unsuccessful qualifying applicants will be placed on the Waiting List, in accordance with the above criteria for places that may become available. The waitlist is valid for the school year in which admission is being sought.

### **19. Policy Review/ Ratification**

This policy has been made available to school personnel, published on the school website and provided to the Parents Association. A copy of this policy will be made available to the Patron and to the Department of Education if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents Association. A record of the review and its outcome will be made available to the Patron and if requested to the Department of Education.

Chairperson of the Board of Management      Date:

Principal      Date: