



**Admission Policy of Scoil Mhuire G.N.S.  
Gilford Road  
Sandymount  
D04 DC04**

**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 Scoil Mhuire G.N.S. has consulted with school staff, the school patron and with Parents/Guardians of pupils attending the school.

The policy was reviewed following publication of Circular 39/2025 and approved by the school patron on 7<sup>th</sup> October 2025. 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 the admission process of Scoil Mhuire G.N.S. are set out in the school's annual admission notice ("the 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 to the school is published on the school's website ('the Admission Application Form') and will be made available in hardcopy on request to any person who requests it.

## **2. ABOUT THE SCHOOL**

Scoil Mhuire G.N.S. is a primary school for girls located in Sandymount, close to Sandymount village and beach, under the patronage of the Archbishop of Dublin.

We offer a child-centred education where we stress that all of our collective endeavours seek to support the girls in reaching their full potential. This takes place within a caring Catholic and Christian community, welcoming children of all faiths and none.

The school operates under the governance of the Board of Management which takes responsibility for the adherence to all legal, safety and educational requirements as set out by the Department of Education and Youth.

Scoil Mhuire has forged great links with the parish and the wider community. We are a hub where pupils, parents, staff, management and groups within the community work together to provide a life-enhancing experience of learning and development.

Scoil Mhuire G.N.S. is a Catholic girls' primary school with a Catholic Ethos under the patronage of the Archbishop of Dublin. It caters for pupils aged from 4 to 13 years (provided that they are aged at least 4 years on 31<sup>st</sup> July in the year of admission to Junior Infants).

"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

the school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Mhuire G.N.S. shall uphold, and be accountable to the patron for 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.

Scoil Mhuire G.N.S. strives to provide a structured, caring, happy and secure environment, where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. We will strive to provide an appropriate education for every pupil in our school.

Scoil Mhuire G.N.S. welcomes and is inclusive of all faiths and none.

The school operates under the direction of the Department of Education and Youth (D.E.Y.) from which grants and resources are received annually.

The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the National Council for Curriculum and Assessment in conjunction with D.E.Y.

This curriculum may be amended from time to time in accordance with sections 9 & 30 of the Education Act (1998).

The number of teachers allocated to the school each year is determined by the number of pupils enrolled in the school as at 30<sup>th</sup> September in the previous school year.

The school supports the principles of:

- Inclusiveness, particularly with reference to pupils with disabilities or special education needs,
- Equality of access and participation in the school,
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society,
- Parental choice in relation to enrolment subject to the rights and limitations as set out in legislation and D.E.Y. regulations and programmes, and the funding and resources available.

### **3. ADMISSION STATEMENT**

Scoil Mhuire G.N.S. will not discriminate in its admission of a pupil to the school on any of the following:

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

Scoil Mhuire G.N.S. is an all-girls school and does not discriminate where it refuses to admit a child who is not of the gender provided for by this school.

Scoil Mhuire G.N.S. 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 of the Roman Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire G.N.S. established a special class, with the approval of the Minister for Education and Youth, which provides an education exclusively for pupils with Autism and may refuse to admit to this class a child who does not have the category of needs specified.

### **4. CATEGORIES OF SPECIAL EDUCATION NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS**

Scoil Mhuire GNS is a school which has established an autism class, with the approval of the Minister for Education and Youth, 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.

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

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

## 5. ADMISSION OF PUPILS

This school shall admit each child seeking admission except where:–

- a) the school is oversubscribed (please see 'Oversubscription' section 6 below for further details)
- b) a Parent/Guardian of a child, 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 child.

The Autism Special Class at Scoil Mhuire G.N.S. will provide an education exclusively for pupils with autism and the school may refuse admission to this class where the child concerned does not have the specified category of special educational needs provided for in this class.

Parents should note the procedure for applications for admission to the school set out in this policy and the Annual Admission Notice which is available on the school website or on request from the school.

### Admission to the Autism Special Class

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (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 reports

AND

- 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

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism

## 6. OVERSUBSCRIPTION

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the Annual Admission Notice.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management, in accordance with Department of Education guidance and guidelines, reserves the right to determine the maximum number of pupils in each mainstream classroom and in the Autism class.

All applications recorded in the applications list will be categorised and available places will be allocated with priority given in the following order to:

- (a) Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of Sandymount (the eldest child will have priority in this ranking);
- (b) Children of staff (the eldest child will have priority in this ranking);
- (c) Siblings enrolled in Star of the Sea Boys' N.S.;
- (d) Children from Merrion Road Parish;
- (e) Children residing outside the parish of Sandymount (the eldest child will have priority in this ranking)

All criteria should be on the basis that the eldest child has priority.

In the event that there are two or more children 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:

The eldest child will be given priority. If two children have the same date of birth, then a lottery will apply with an independent party present.

The Board of Management will not regard the residency requirement above in each case above as satisfied until the Parents/Guardians are able to provide proof on request by the Board of Management of the child's residency in the Parish for three months prior to the closing date for applications, and continuing residency up to and after the date of entry to Junior Infants. The Board of Management's determination as to whether the residency requirement has been satisfied in any given case shall be final and conclusive. The Board of Management reserves the right to withdraw a place that has been allocated on the basis of residency at any time prior to the commencement of the relevant Junior Infant class in the school if the Board of Management is satisfied that the child no longer satisfies the residency requirement.

Providing false or misleading information or withholding relevant information will invalidate an application.

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

- (a) a pupil'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 pupil's academic ability, skills or aptitude (other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the pupil has the category of special educational needs concerned);

- (d) the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- (e) a requirement that a pupil, his or her Parents/Guardians, attend an interview, open day or other meeting as a condition of admission;
- (f) a pupil's connection to the school by virtue of a member of his or her family attending, or having previously attended, the school except for the sibling criteria (See section 6 'Oversubscription').
- (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 for the school year concerned.

## **8. DECISIONS ON APPLICATIONS**

All decisions on applications for admission to Scoil Mhuire G.N.S. will be based on the following:

- The school's admission policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's 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 admission 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 this 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 Admission Notice.

If a pupil 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 pupil's ranking against the selection criteria and details of the pupil'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 Mhuire G.N.S., you must indicate—

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

## **11. CIRCUMSTANCES IN WHICH OFFERS MAY NOT BE MADE OR MAY BE WITHDRAWN** An offer

of admission may not be made or may be withdrawn by Scoil Mhuire G.N.S where:

- (a) it is established that information contained in the application is false or misleading. (b) 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.
- (c) the Parents/Guardians 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
- (d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

## **12. SHARING 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 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 LISTS IN THE EVENT OF OVERSUBSCRIPTION**

In the event of there being more applications to the school year concerned than places are available, a waiting list of pupils whose applications for admission to Scoil Mhuire G.N.S. 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 Mhuire G.N.S. is in the order of priority assigned to the pupils' 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 Admission Notice will be placed at the end of the waiting list in order of the date of receipt of such applications.

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 pupils on the waiting list, in accordance with the

order of priority in relation to which the pupils 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 this policy, the Education Admission 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 receives the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available the name of the applicant will be added to the waiting list as set out in Section 13.

#### **15. PROCEDURES FOR ADMISSION OF PUPILS TO OTHER YEARS AND DURING THE SCHOOL YEAR**

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

Pupils may be admitted to classes or years other than the school's intake group year if, for example, they are newly resident in the area or transferring from another school, subject to the school's Admission Policy and availability of places. Pupils wishing to transfer from other schools are enrolled subject to the rules governing National Schools. A letter of transfer with information in relation to attendance and educational progress from the previous school must be provided when transferring to the school.

#### **16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES**

The Board of Management of Scoil Mhuire G.N.S. 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 pupil to the school, or
- (b) 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 pupils, where the parents have requested that the pupil attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such pupils:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the pupil, as the case may be, to discuss how the request may be accommodated by the school.

#### **18. REVIEWS/APPEALS**

##### **Review of decisions by the Board of Management**

The Parent/Guardian of a pupil may, within 21 days of notification of a decision to refuse admission, request the Board of Management to review that decision. 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 For Education under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Youth.

The Board of Management 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 a pupil 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 and Youth.

## **19. SPECIAL CATEGORIES OF ENTRANT**

In relation to applications for the enrolment of pupils with special needs it is the responsibility of Parents/Guardians of any pupil to inform the school of any such needs on the enrolment application form for the pupil's own welfare. The Board of Management will request copies of the pupil's medical and/or psychological reports or, where such a report is not available, will request

that the pupil be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the pupil relevant to their disability or specific needs, and to profile the support services required.

Following receipt of the report, the Board of Management will assess how the school can meet the needs specified in the report. Where the Board of Management deems that further resources are required, it will request the Special Education Needs Officer to provide the resources required to meet the needs of the pupil as outlined in the psychological and /or medical report. These resources may include for example, access to, or provision of, any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.


The school will meet with the Parents/Guardians of the pupil and with the Special Education Needs Officer to discuss the pupil's needs and the school's capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include Parents/Guardians, Principal, class teacher, learning support/ resource teacher, Special Education Needs Officer or psychologist, as appropriate.

## **20. GENERAL**

Pupils enrolled in our school are required to co-operate with and support the school's policies including policies on Code of Behaviour, Curriculum, Organisation and Management. The Board of Management places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.

The policy will be reviewed annually or as deemed necessary.

This policy was approved by the Board of Management on 7<sup>th</sup> October 2025

Signed:   
Josephine Henry, Chairperson

Signed:   
Donncha Cleary, Principal

Date: 7/10/2025