



Admission Policy of St. Clare's Primary School  
Harold's Cross Road Dublin 6W D6W WC86

**Roll number: 16651H**

**School Patron: Archbishop of Dublin and Trustees  
of Sisters of St. Clare**

## **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 02.02.2023 It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Clare's Primary 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**

St. Clare's Primary School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin and the Trustees of the Sisters of St. Clare.

"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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- 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 St. Clare's Primary 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**

St. Clare's Primary School is a co-educational Catholic Primary School. We in St. Clare's aim to create an ordered and orderly environment in which children feel secure, in which self-esteem is fostered and in which children can make progress at their work. We aim at a general education, which embodies high academic standards allied to a broad range of experience, which will develop the whole child and prepare him/her for the demands of further education and the rapidly changing society in which we now live.

St. Clare's Primary School provides religious education for pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

St. Clare's Primary School encourages parents to become involved in what children do at school and we hope that every parent will take advantage of the opportunities to find out about their child's work progress and response in school. We also encourage the involvement of parents through their involvement in the Parent Association.

St. Clare's will strive to promote both individually and collectively the professional and personal development of teachers through staff development programmes.

Déanfaimid iarracht Gaeilge á labhairt chomh minic agus is féidir.

We see our school as the extension of the home; a place where children are not just taught, but where the teachers and children work, play and pray together. The ethos of the school is Catholic and in this atmosphere the spiritual, intellectual, social and physical growth of the children is fostered in the spirit of St. Francis and St. Clare encouraging pupils and staff to care for each other and the world around us and to pray and work for peace in our school, parish and the world. The school motto is "***Deus Meus et Omnia***" which means "***My God and My All***".

### **3. Admission Statement**

St. Clare's Primary 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.

St. Clare's Primary School will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with 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.

St. Clare's Primary School will comply with any direction served on the board or the patron under section 37A and section 67(4)(b) of the Education Act 1998.

St. Clare's Primary School 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 student a person who is not of Roman Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

St. Clare's Primary School is a school which has established a class, 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.

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

St. Clare's Primary School with the approval of the Minister for Education, has established four classes to provide an education exclusively for students with autism.

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

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

St. Clare's Primary School is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to St. Clare's Primary School provide an education for students who meet the criteria for inclusion in an autism specific class, i.e. a diagnosis of autism which meets the DSM-IV, DSM-V or ICD 10 criteria and a professional report indicating that the student requires this type of support. A maximum of six students will apply to each AS class.

## 6. Oversubscription

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

### Selection Criteria – Junior Infants

1. Children who are over four years of age on the 1<sup>st</sup> September of the relevant school year and who have siblings and stepsiblings currently enrolled in the school and children who are over four years of age on the 1<sup>st</sup> September of the relevant school year and who qualify as resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish. *(the eldest child will have priority)*
  - a. **Note: 'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 17 and 18 of this document.**
  - b. **Note: Two of the following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. gas, electricity, or water.**
2. Children who over four years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within any of the preceding categories and whose parent is a member of the staff of the school. *(the eldest child will have priority)*
3. Children who are over four years of age on the 1<sup>st</sup> September of the relevant school year and who are not included in categories 1-2. *(the eldest child will have priority)*

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:

The Board of Management will apply the three selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be retained on a waiting list for the school year in which admission is being sought.

### **Selection Criteria – Junior AS Class**

1. Children with a diagnosis of autism and who are currently enrolled in Junior Infants and Senior Infants in the school.
2. Children with a diagnosis of autism and who are aged between 4 years of age and 7 years of age on the 1<sup>st</sup> September of the relevant school year and who have siblings currently enrolled in the school and children with a diagnosis of autism and who are aged between 4 years of age and 7 years on the of the relevant school year and who qualify as resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish
  - a. **Note: 'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 17 and 18 of this document.**
  - b. **Note: Two of the following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. gas, electricity, or water.**
3. Children with a diagnosis of autism and who are aged between 4 years of age and 7 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children with a diagnosis of autism and who are aged between 4 years of age and 7 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within categories 1-3.

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:

The Board of Management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

### **Selection Criteria – Middle AS Class**

1. Children with a diagnosis of autism and who are currently enrolled in 1<sup>st</sup> & 2<sup>nd</sup> class in the school.
2. Children with a diagnosis of autism and who are aged between 6 years of age and 8 years of age on the 1<sup>st</sup> September of the relevant school year and who have siblings currently enrolled in the school and children with a diagnosis of autism and who are aged between 6 years of age and 8 years on the of the relevant school year and who qualify as resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish

- a. **Note: 'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 17 and 18 of this document.**
  - b. **Note: Two of the following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. gas, electricity, or water.**
3. Children with a diagnosis of autism and who are aged between 6 years of age and 8 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children with a diagnosis of autism and who are aged between 6 years of age and 8 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within categories 1-3.

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:

The Board of Management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

#### **Selection Criteria – Senior AS Class**

1. Children with a diagnosis of autism and who are currently enrolled in 3<sup>rd</sup> – 5<sup>th</sup> class in the school.
2. Children with a diagnosis of autism and who are aged between 8 years of age and 10 years of age on the 1<sup>st</sup> September of the relevant school year and who have siblings currently enrolled in the school and children with a diagnosis of autism and who are aged between 8 years of age and 10 years of age on the 1<sup>st</sup> September of the relevant school year and who qualify as resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish.
  - a. **Note: 'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 15 and 16 of this document.**
  - b. **Note: Two of the following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. gas, electricity, or water.**
3. Children with a diagnosis of autism and who are aged between 9 years of age and 11 years of age on 1<sup>st</sup> September of the relevant school year and who are not included within any of the preceding categories and whose parent is a member of the staff of the school.

4. Children with a diagnosis of autism and who are aged between 8 years of age and 11 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within categories 1-3.

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:

The board of management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

## **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 a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than, in the case of siblings of a student attending or having attended the school;
- (g) the date and time on which an application for admission was received by the school.

## **8. Decisions on applications**

All decisions on applications for admission to St. Clare's Primary 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 St. Clare's Primary School, you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## **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 St. Clare's Primary 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;
- (v) 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 St. Clare's Primary 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 St. Clare's Primary 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 (Admission to Schools) 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.

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

##### **15(a)**

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.

Parents complete an application form.

**Note:** *The Board of Management currently operates a maximum average of 26 pupils per mainstream class, based on the staffing circular of the Department of Education and Skills Circular 18/2020*

##### **Selection Criteria – Senior Infants – 6<sup>th</sup> class**

1. Children who are currently enrolled in the Autism classes in the school.
2. Children who have siblings currently enrolled in the school and children who qualify as a resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish.
  - a. **Note:** *'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 17 and 18 of this document.*
  - b. **Note:** *Two of the following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. gas, electricity, or water.*

3. Children who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children who are not included in categories 1-3.

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:

The board of management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

### **15(b)**

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.**

Parents complete an application form.

A maximum of six students will apply to each AS class.

#### **Selection Criteria – Mainstream classes**

1. Children who are currently enrolled in the Autism classes in the school.
2. Children who have siblings currently enrolled in the school and children who qualify as resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish.
  - a. **Note: 'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 17 and 18 of this document.**
  - b. **Note: Two of the following documents dated within three months of the date of application must be supplied as proof of address: bank statement, utility bill, gas bill, electricity bill or water bill.**
3. Children who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children who are not included in categories 1-3.

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:

The board of management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

### **Selection Criteria – Junior AS Class**

1. Children with a diagnosis of autism and who are currently enrolled in Junior Infants and Senior Infants in the school.
2. Children with a diagnosis of autism and who are aged between 4 years of age and 6 years of age on the 1<sup>st</sup> September of the relevant school year and who have siblings currently enrolled in the school and children with a diagnosis of autism and who are aged between 4 years of age and 6 years on the 1<sup>st</sup> September of the relevant school year and who qualify as resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish.
  - a. **Note: 'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 17 and 18 of this document.**
  - b. **Note: Two of the following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. gas, electricity, or water.**
3. Children with a diagnosis of autism and who are aged between 4 years of age and 6 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children with a diagnosis of autism and who are aged between 4 years of age and 6 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within categories 1-3.

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:

The board of management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

### **Selection Criteria – Middle AS Class**

1. Children with a diagnosis of autism and who are currently enrolled in 1<sup>st</sup> and 2<sup>nd</sup> class in the school.
2. Children with a diagnosis of autism and who are aged between 6 years of age and 8 years of age on the 1<sup>st</sup> September of the relevant school year and who have siblings currently enrolled in the school and children with a diagnosis of autism and who are aged between 6 years of age and 8 years on the 1<sup>st</sup> September of the relevant school year and who qualify as resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish.
  - a. **Note: 'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 15 and 16 of this document.**
  - b. **Note: Two of the following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. gas, electricity, or water.**
3. Children with a diagnosis of autism and who are aged between 6 years of age and 8 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children with a diagnosis of autism and who are aged between 6 years of age and 8 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within categories 1-3.

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:

The board of management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

### **Selection Criteria – Senior AS Class**

1. Children with a diagnosis of autism and who are currently enrolled in 3<sup>rd</sup> – 5<sup>th</sup> class in the school.
2. Children with a diagnosis of autism and who are aged between 9 years of age and 10 years of age on the 1<sup>st</sup> September of the relevant school year and who have siblings currently enrolled in the school and children with a diagnosis of autism and who are aged between 9 years of age and 10 years of age on the 1<sup>st</sup> September of the relevant school year and who qualify as resident for the purposes of this Admission Policy within the catchment area of Harold's Cross Parish and Mt. Argus Parish.

- a. **Note: 'Parish' for the purposes of this policy refers to the area of Harold's Cross Parish and Mount Argus Parish as stated in the attached list on pages 17 and 18 of this document.**
  - b. **Note: Two of the following documents dated within three months of the date of application must be supplied as proof of address: Bank Statement, Utility bill, e.g. gas, electricity, or water.**
3. Children with a diagnosis of autism and who are aged between 9 years of age and 10 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within any of the preceding categories and whose parent is a member of the staff of the school.
4. Children with a diagnosis of autism and aged between 9 years of age and 10 years of age on the 1<sup>st</sup> September of the relevant school year and who are not included within categories 1-3.

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:

The board of management will apply the four selection criteria in the order of priority in which they are listed. In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place. Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

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

The Board of Management of St. Clare's Primary 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 have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students.

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

## 18. Reviews/Appeals

### Review of Decisions by the Board of Management

The parent of the student 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:** In the absence of any procedures under S.29(b) of the Education Act 1998 where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review within three weeks of the date of the receipt of the refusal** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Similarly, In the absence of any procedures under S.29(b) of the Education Act 1998 where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review within three weeks of the date of the receipt of the refusal** 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, and in the absence of any procedures under S.29(b) of the Education Act 1998 the applicant **must request a review within three weeks of the date of the receipt** 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, and in the absence of any procedures under S.29(b) of the Education Act 1998 the applicant **may request a review within three weeks of the date of the receipt** 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:**

**Sr. Mercedes Coen OSC  
Chairperson Board of Management**

**Date:** 08.02.2023



## APPENDIX 1

## CATCHMENT AREA

### Harold's Cross Parish

Grove Road 36-80  
Parnell Road to the Filling Station  
Greenfield Place  
Greenmount Ave  
Greenmount Lane  
Greenmount Square  
Limekiln Lane  
Boyne Court  
Grove Ave  
O'Hara Ave  
Harold's Cross Cottages  
Armstrong Street  
Mount Drummond Court  
Zuma Terrace  
Emmet Street  
Le Vere Terrace  
Darley Street  
Drummond Place  
Ashworth Place  
Fitzgerald Street  
Greenfield Place  
Harold's Cross Road  
Mount Drummond Ave  
St. Clare's Terrace  
Mount Drummond Square  
St Clare's Ave.  
Parkview Avenue  
Harold's Cross Road  
Leinster Place- mews  
Leinster Road  
Grosvenor Park  
Grosvenor Place  
Grosvenor Square  
Effra Road  
Leinster Road West  
Le Bass Terrace  
Kenilworth Lane  
Kenilworth Square North  
Kenilworth Road (nursing home side only)  
Ryan's Cottages  
Tivoli Ave  
Casimir Road / Casimir Ave /Casimir Court  
Sion Hill Road  
Kenilworth Park  
Clareville Road  
Adrian Ave  
Shanid Road  
Larkfield Grove  
Fitzpatrick Cottages  
Mountainview Ave  
Mount Harold Terrace  
Wilfrid Road  
Wilfrid Terrace

Woodford Court  
Leinster Hall  
Harold's Cross Road  
Brighton Ave  
Harmac Court  
Ashfield Park  
Cedar Court  
Cherry Court  
The Cloisters  
Mount Tallant Ave  
Corrib Road  
Melvin Road  
Neagh Road

### **Mount Argus Parish**

Aideen Avenue  
Aideen Drive  
Aideen Place  
Brookfield Green  
Corrib Road 1-55, 2-52  
Derravaragh Road  
Hazel Park  
Kimmage Grove  
Larkfield Gardens  
Lower Kimmage Road 174 -372, 168-355  
New Poddle Park  
Poddle Park  
Ravensdale Close  
Ravensdale Drive  
Ravensdale Park  
Riversdale Grove  
St. Martin's Park  
St. Martin's Drive  
Bangor Road 140-212, 131-217  
Clonard Road 598-632, 400-462  
Clonfert Road  
Church Park Estate  
Gandon Close  
Harolds Cross Road 100 -180  
Kilfenora Road  
Lwr. Kimmage Road 1-166, 167-174  
Larkfield Avenue  
Larkfield Park  
Mount Argus Grove  
Mount Argus Road  
Mount Argus Estate  
Mount Argus Apartments  
Priory Road  
Sundrive Road  
Sundrive Park  
Westfield Road