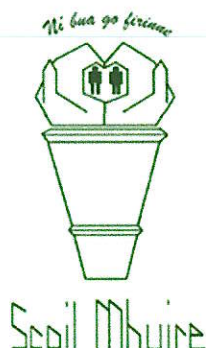


Admission Policy of Scoil Mhuire Community School



School Address: Prosperous Road, Clane, Co. Kildare. W91 PD79

Roll number: 91372D

School Patrons: Presentation Order & Kildare Wicklow ETB

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 in September 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 Scoil Mhuire Community 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

1. Scoil Mhuire Community School Clane is a co-educational multidenominational post-primary school under the joint patronage of the Presentation Order and Kildare Wicklow ETB. This school operates in accordance with The Community School Deed of Trust and relevant legislation.
2. Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to the delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical, and social development and wellbeing of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes. ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Presentation Religious Congregation are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.
3. The core values of Scoil Mhuire Community School are care, respect, community, inclusion, equality, justice, and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.
4. Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability, or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school provides all our students with equal opportunities to engage with the curriculum, school life and the local community.
5. Our school, Scoil Mhuire Community School Clane, provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture, or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents, and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.
6. Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.
7. In Scoil Mhuire Community School we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others, and our environment.

3. Admission Statement

Scoil Mhuire Community 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Mhuire Community School 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 Community School 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.

School with special education class

Scoil Mhuire Community School is a school which has established a special class, with the approval of the Minister for Education, 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

Scoil Mhuire Community School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism/Autistic Spectrum Disorders.

The special class provide an education exclusively for students with a definite diagnosis of Autism meeting DSM IV/V or ICD - 10 diagnostic criteria and a recommendation that they require the support of a special class. It should be noted that fulfilling the enrolment eligibility does not necessarily guarantee the student a place in the ASD Special Class.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 7 below for further details)
- b) a parent of a student or a student over 18 years of age, 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 and the policies of the school are acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- c) Where a student is less than 12 years of age in first year on the 1 January of the school year concerned. Students should reach 12 years of age by 1 January in their first year in second-level school.
- d) The special class attached to Scoil Mhuire Community School provides an education exclusively for students with Autism/Autistic Spectrum Disorders and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school,
- (c) a student's academic ability, skills, or aptitude,
- (d) the occupation, financial status, academic ability, skills, or aptitude of a student's parents,
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission,
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

other than,

1. siblings of a student attending or having attended the school and/or
2. parents of a student having attended the school.

In relation to number f2 above, parents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

7. Allocation of Available Places (Over-subscription)

A. First Year

In the event that the school is over-subscribed, 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:

Places will be offered to students according to the following criteria and in the order below:

- a. Siblings* of current or former students in Scoil Mhuire and sons and daughters of staff members of Scoil Mhuire Community School.
- b. Applicants attending primary schools in Clane & Rathcoffey. These primary schools are Scoil Bhride (Clane), Scoil Phadraig (Clane), St. Mochuo's National School (Rathcoffey) and Hewetson School (Clane) (not in order of priority).
- c. Sons and daughters of past students of Scoil Mhuire Community School.
- d. Applicants attending primary schools in Staplestown, Tiermohan, Robertstown, Straffan, Ardclough, Allenwood, Prosperous, Coill Dubh, Killina, Allen, Timahoe, Caragh (not in order of priority).
- e. All other applicants.

***Siblings**

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, (siblings must have completed one full academic year) 'Sibling' refers to full siblings, half-siblings, foster-siblings and stepsiblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, 'Sibling' refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

Note: the wider definition of sibling in the second of the two paragraphs immediately above is for the purpose of facilitating families who are required to do more than one drop-off and/or collection to/from the school.

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, a lottery will be used to allocate these places (See Appendix 1).

N.B. Since every student in a Special Class linked to a mainstream school must simultaneously be allocated a place in both the special class and the associated mainstream year group - the number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group.

i.e., The selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the

Special Class will be the number by which the places in the relevant mainstream year group(s) is/are reduced. This potential reduction will be outlined in the annual admission notice.

This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated."

B. Special Class

In the event that the school is over-subscribed, 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:

1. The Special Class in Scoil Mhuire Community School will give initial priority to applications from students already enrolled in Scoil Mhuire Community School who received their ASD diagnosis after enrolment with a recommendation of requiring a place in a special class attached to a mainstream school, or who have such a diagnosis and receive their recommendation of requiring a place in a special class attached to a mainstream school after enrolment.
2. Siblings of current students in Scoil Mhuire Community School and sons and daughters of staff members of Scoil Mhuire Community School.
3. Applicants attending primary schools in Clane & Rathcoffey. These primary schools are Scoil Bhride (Clane), Scoil Phadraig (Clane), St. Mochuo's National School (Rathcoffey) and Hewetson School (Clane) (not in order of priority).
4. Siblings of former students, and sons and daughters of past students of Scoil Mhuire Community School.
5. Applicants attending primary schools in Staplestown, Tiermohan, Robertstown, Straffan, Ardclough, Allenwood, Prosperous, Coill Dubh, Killina, Allen, Timahoe, Caragh (not in order of priority).
6. All other applicants.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places, a lottery will be used to allocate these places (See Appendix 1).

C. Other year groups – Second to Sixth year

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

1. Applicant students who are siblings of current students and enrolled in the school at the same time and sons and daughters of staff members.
2. Applicants living in the school catchment area and who do not already have a school place in a school in the school catchment area, see map in Appendix 2.
3. Applicants living in the school catchment area, see map in Appendix 2.
4. All other applicants.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), a lottery will be used to allocate these places (See Appendix 1).

8. Important Information when Applying to the Special Class.

The aim of Scoil Mhuire Community School is to offer a positive meaningful educational experience to the student that allows her/him to develop to their full learning potential, in an environment that offers clarity, predictability and calm. After a period of time observing, assessing and inter-acting with the student, a Student Support Plan will be developed following consultation with Parents/Guardians and with other relevant professional staff/services (e.g., NEPS Psychologist, Co-Ordinator/Teacher(s) of Special Educational Needs/ASD, Occupational Therapist, School Principal/Deputy Principal etc), as deemed appropriate.

The aim of the ASD Class in Scoil Mhuire Community School is to offer a specific learning environment within a mainstream post-primary school. This setting facilitates optimum inclusion as part of the school community with access to mainstream educational activities that are available and that are deemed appropriate to the ongoing education of the student.

8.1 External Support Services – Special Class

Essential services are provided by the Health Service Executive (HSE). These services include Speech and Language Therapy, Occupational Therapy or Physiotherapy. The Board of Management at Scoil Mhuire Community School has no function in accessing these services, but merely acts as a relevant conduit for their provision, where available and possible. Furthermore, Scoil Mhuire Community School cannot guarantee any additional service or support that may be available to the student through the offices of the HSE. Scoil Mhuire Community School does not have the resources to follow up on these services and it is a matter for the parents/guardians alone to ensure that all such possible support services are being accessed and availed of.

8.2 Code of Behaviour – Special Class

As already indicated above the parents/guardians of the applicant for admission must accept and agree to the Scoil Mhuire Community School Code of Behaviour, the other school policies, and the terms of this admission policy.

Children with special educational needs may display challenging behaviours. All efforts will be made by the staff at the school to manage such behaviour using various strategies and through the implementation of the Student Support Plan. All students including those with special educational needs are subject to the school Code of Behaviour and the terms of the Health and Safety Statement adopted by the Board of Management at the school. Where any student's behaviour impacts in a negative way on the other students in the special class or the students in a mainstream class, to an extent that their constitutional right to an education is being interfered with as judged by the Board of Management of the school, then the school reserves the right to advise parents/guardians that a more suitable educational setting should be found for their child.

8.3 Pre – Admission – Special Class

Scoil Mhuire Community School has one Special Class with a maximum of six students, in line with the Department of Education and Science guidelines, established to cater for the special educational needs of students with Autism/Autistic Spectrum Disorder. It provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may not admit to the class a student who does not have the category of needs specified.

Only applications in respect of students whose needs fall within the category of special educational needs provided for by the Special Class will be considered.

Required Criteria for Consideration for Application to Scoil Mhuire Community School Special Class

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

Professional report(s) outlining:

- Diagnosis of 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 of complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meets the child's needs, along with the rational 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

The withholding of such reports from the Board of Management may invalidate a school admissions application at any time. All applications to this and other schools currently in operation for a child, must be provided to the school for assessment by Board of Management.

The Special Class at Scoil Mhuire Community School will only cater for children that are at least 12 years of age on the 1st of January of the school year concerned in their first year in post primary school and less than 18 years of age on the 1st of September of the school year in question or a maximum of six years whichever is reached first.

For clarity, the duration of junior cycle education is three consecutive years, senior cycle education is also three consecutive years where a student follows the Transition Year programme followed by the two-year Leaving Certificate/Leaving Certificate Applied course or two consecutive years where a student progresses directly to the two-year Leaving Certificate/Leaving Certificate Applied course.

8.4 Admissions – Special Class

An Admission Application Form, a copy of which is available from the school and online via our school website, scoilmhuireclane.ie, should be fully completed and submitted by the parent/guardian on behalf of the applicant. The closing date for receipt of such completed applications by the school is published in the Annual Admission Notice for the relevant year.

This Admission Application Form must be accompanied by an original Birth Certificate for the applicant and accompanied by all the up to date and pertinent educational psychological assessments(s) and diagnostic report(s). The Admissions Application Form where applicable must also be accompanied by school reports and relative documented information from all previous post primary schools that the applicant attended. Proof of address is also necessary.

N.B. While every student in a Special Class linked to a mainstream school must simultaneously be allocated a place in both the special class and the associated mainstream year group – an application for the Special Class **will not** automatically also be a separate application for a place in the mainstream year group. A separate application should be made where you would like your student to be considered separately for a place in the mainstream year group irrespective of him/her applying for a place in the Special Class. Therefore, when over-subscribed your student will then be placed on two waiting lists, the mainstream list, and the special class list.

Only applications that meet the criteria for admission, subject to available space and maximum student numbers, will be considered.

Students that are currently enrolled in a Special Class in another post-primary school will not be considered for transfer during the school academic year.

Students enrolled in a Special Class in another post-primary school will not be considered for transfer at the end of a school academic year unless the family are currently living or have moved residence into the Clane Electoral Area of Scoil Mhuire Community School (see map in Appendix 2).

8.4.1 Selection Criteria in Order of Priority – Special Class

Where the Special Class in Scoil Mhuire Community School is not oversubscribed, students whose needs fall within the category of special educational needs may be offered a place in the Special Class, subject to sections 8.4.1 – 8.4.2

Please refer to section 7B & 7C for our selection criteria.

Scoil Mhuire Community School will apply the selection process as follows:

Having met the criteria for admission to the Special Class, an Applicant will be offered a place in Scoil Mhuire Community School based on the number of the published selection criterion met by him/her. Where two or more applications have met the same number of selection criteria and are tied for a place, Scoil Mhuire Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

8.4.2 Oversubscription – Special Class

In the event of there being more applications to the school year concerned than places available, the published selection criteria as set out at section 7B will apply. A waiting list of students whose applications for admission to Scoil Mhuire Community School were unsuccessful due to the school being over-subscribed will be compiled and will remain valid for the school year in which admission is being sought.

Please refer to section 14 for additional details.

Where Scoil Mhuire Community School is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list subject to there being a place in the relevant mainstream year group.

If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, i.e. if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school in the Annual Admission Notice as being the period when it will accept made to all years other than the first year group applications.

For clarity, even if a place becomes available in a given mainstream year group, if there is a waiting list for that mainstream year group, the students on that list have first refusal at the place in the year group irrespective of any matters relating to the Special Class.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful,

regardless of whether the Applicant accepts the place in the group to which the Student was successful.

Waiting lists will expire at the end of each school year, i.e., the last day of the final school term.

For the avoidance of doubt, if a Student does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to Special Class in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school in the Annual Admission Notice as being the period when it will accept applications for the Special Class.

Where the school is over-subscribed, any selection criteria that is not included in this Admission Policy shall not be considered in determining whether or not a student is admitted to the school.

8.5 Late Applications – Special Class

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.

Please see section 15 for further details.

9. Decisions on applications

All decisions on applications for admission to Scoil Mhuire Community School will be based on the following and in the following order:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- 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.

Where the school is over-subscribed, any selection criteria that is not included in this Admission Policy shall not be considered in determining whether or not a student is admitted to the school.

10. 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).

11. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Mhuire Community 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.

When the student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school. The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Annual Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Annual Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, as set out section 12 below.

12. 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 Community 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 or a student over 18 years of age, 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 11 above.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

13. 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 board 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).

14. Waiting list in the event of over-subscription

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 Scoil Mhuire Community 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 Scoil Mhuire Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy, see section 7 above. Late applications will be added to the list in date order, see section 15 above.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

For the avoidance of doubt, if a student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that student during the dates specified in the Annual Admissions Notice for the relevant year by the school as being the period when it will accept applications made to all years other than the first year group.

Where the school is over-subscribed, any selection criteria that is not included in this Admission Policy shall not be considered in determining whether or not a student is admitted to the school.

Waiting lists will expire at the end of each school year, i.e., the last day of the final school term.

15. 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.

An application received by Scoil Mhuire Community School after the closing date published by Scoil Mhuire Community School, as set out in the Annual Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Scoil Mhuire Community School is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Scoil Mhuire Community School, subject to sections 5 and 6, and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e., an Acceptance Form will be issued to the Applicant for completion and return to the school as per the Annual Admission Notice.

Where Scoil Mhuire Community School is oversubscribed and receives a late application for admission, that application will not be included in the lottery process but will receive a place on the waiting list beneath applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

Waiting lists will expire at the end of each school year, i.e., the last day of the final school term.

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

The board of Scoil Mhuire Community 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/guardians or in the case of a student who has reached the age of 18 years, of the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students.

Scoil Mhuire Community School offers religious education to all year groups in accordance with the Community School Deed of Trust as it promotes the holistic development of students. In addition, religious education supports the 'multi-denominational' aspect of our school's Characteristic Spirit as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

Religious Education has a particular role to play in the curriculum in the promotion of tolerance and mutual understanding (NCCA). This programme is a non-denominational programme and is written to encompass all faiths and none. It seeks to contribute to the spiritual and moral development of all students equally.

In this context it is important to understand the distinction between 'religious education' and 'religious instruction'

- Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.
- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview.

In relation to Religious Instruction, parents should contact the principal if they wish to withdraw their child from religious observance events.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note:

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

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

Right of appeal

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

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education.

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: Padraig Nolan
Chairperson, Board of Management

Date: 15/9/2026

Signed: Ken Martin
Principal/ Secretary, Board of Management

Date: 15/9/2026

Date of Next Review: September 2027

APPENDIX 1

Procedures for the Lottery

1. The Lottery will take place as soon as is practicable after the closing date.
2. The Lottery will be conducted by the Principal in the presence of two members of the Board of Management along with an independent observer from the community.
3. If the number of applicants is exceeded, then all the names of the applicants in the category where over subscription occurs will be placed in a ballot box. The names of the applicants will be picked individually from the Box by the BOM.
4. The order in which the applicant names are picked from the box should be recorded by the principal with the first name picked being person number 1 in that category and so on until the total enrolment figure is reached. If a twin is picked from the box their twin will automatically get the next place. Any subsequent names picked after this figure has been reached will be recorded to enable a waiting list to be created.
5. Procedures as in 3 & 4 above will be followed in all the remaining categories down to Category 4 so a full waiting list can be created. Only when the above lotteries are completed will the extra applications be added according to date and time of application.
6. All such lists must be verified by the Chairperson of the Board of Management or his / her representative and signed accordingly to ensure/ confirm the fairness and transparency of the process.
7. Only those applicants numbered 1 to the agreed figure will be offered places, according to the Policy, and only after an applicant declines an offer of a place in writing to the principal or after a period of time if in the professional opinion of the principal the place is not going to be accepted can the next person on the waiting list be offered the place.

APPENDIX 2

School Catchment Area

