



HOLY FAMILY SENIOR NATIONAL SCHOOL

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**Admission Policy of Holy Family S.N.S
River Valley
Swords
Co. Dublin
K67V9V2**

Roll number: 19877C

School Patron: Archbishop of Dublin

1.Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 7th November 2024. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for Holy Family S.N.S.'s 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 hard copy on request to any person who requests it.

2.Characteristic spirit and general objectives of the school

Holy Family S.N.S is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin. Holy Family S.N.S. is located in the Parish of St. Finian's, River Valley. The areas in this parish are: Boroimhe, Ridgewood, River Valley/Hilltown /Rathingle, Forest Road/Hills, The Nurseries, Oulart/Forest Road, Boru Court, Cooks Road, Hawthorn Park. The school caters for children from 3rd to 6th class.

"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. Holy Family S.N.S. 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 Holy Family S.N.S. 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.

As a Catholic School, Holy Family S.N.S. is concerned with the education of the whole person, therefore prominence is given to the quality of relationships alongside academic development.

Holy Family S.N.S. sees the purpose of education as helping each child to realise their own full potential; develop positive self-confidence and learn skills and develop attitudes which enable them to participate as fully as possible in the life of the school community and the wider community both now and in the future. The focus is on providing all of our pupils with the best possible education in a well ordered, supportive, caring and equal opportunities environment. The school supports the principles of inclusiveness, equality of access and participation in school life and respect for diversity of values, beliefs, traditions, languages and culture. One of the school's core values is kindness (towards self, others, the wider world and the environment).

3.Admission Statement

Holy Family S.N.S. 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.

Holy Family S.N.S. 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.

Holy Family S.N.S. 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.

Holy Family S.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 student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Holy Family S.N.S. is a school which has established two Special Classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with Specific Learning Disabilities 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

Holy Family S.N.S. welcomes applications for enrolment of pupils with special educational needs.

Holy Family S.N.S will endeavour to provide suitable support when a pupil with special educational needs begins attending the school and throughout their enrolment at the school. To help the school ensure that this is achieved, it will be essential that parents/guardians:

- Inform the school that special support may be required.
- Provide up-to-date psychological/medical/speech and language/physiotherapy and occupational therapy reports, as appropriate so that appropriate levels of support can be provided.

The Board of Management will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the Department of Education and Skills and guidelines in relation to the deployment of these resources.

Holy Family S.N.S. with the approval of the Minister for Education and Skills, has established two Special classes to provide a one/two year intensive literacy programme exclusively for students in the 3rd to 6th class range with Specific Learning Disabilities (Dyslexia). Children applying for a place in the S.L.D. Reading Support classes must meet the criteria from the N.C.S.E.

See Appendix A of this Admissions Policy for the Criteria and Procedure for the enrolment of pupils in the Special Classes (S.L.D. Reading Support Classes).

5. Admission of Students

The relevant dates and timelines for the Holy Family S.N.S. admission process will be 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 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.
- c) Holy Family S.N.S. is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special classes attached to Holy Family S.N.S. provide an education exclusively for students with a Specific Learning Disability (Dyslexia) in placements up to two years in duration and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes and where a student does not fulfil the criteria as laid down by the N.C.S.E. (National Council for Special Education). (See Appendix A of this Admissions Policy)

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:

- a) Children currently attending 2nd class in Holy Family J.N.S. at the time of the application process.
- b) Siblings and step siblings of children already enrolled in the school and children resident in the Parish of St. Finian's (who have completed 2nd class or its equivalent) (the eldest child will have priority). The Parish of St. Finian's encompasses the following areas:
 - Boroimhe
 - Ridgewood
 - River Valley/Hilltown /Rathingle
 - Forest Road/Hills
 - The Nurseries

- Oulart/Forest Road
- Boru Court
- Cooks Road
- Hawthorn Park

c) Children residing outside the Parish of St. Finian's (who have completed 2nd class or its equivalent). 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: priority to the eldest child. Should both applicants have the same date of birth, lots will be drawn by the Principal in the presence of a representative of each applicant.

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;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude -other than in the case of admission to the special classes (for children with Specific Learning Disabilities), insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and meets the criteria of the National Council For Special Education (NCSE).
- (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 siblings of a student attending or having attended the school as per Enrolment Criteria.
- (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.

8. Decisions on applications

All decisions on applications for admission to Holy Family S.N.S. 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 Holy Family S.N.S., you must indicate—

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

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Holy Family S.N.S 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.
- (iv) the date on which an application for admission was received by the school;
- (v) the date on which an offer of admission was made by the school;
- (vi) the date on which an offer of admission was accepted by an applicant;
- (vii) 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 Holy Family S.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 Holy Family S.N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

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

14.Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is 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 students to other years and during the school year

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

- The requirements of the Department of Education and Skills for the transfer of a pupil from one primary school to another are fully complied with.
- The requirements of the Education Welfare Act 2000 are fully complied with.

- There is a place in the particular class year group sought (see * below)
- Criteria as outlined in this Admissions Policy are met.
- A completed ***Application Form for Admission*** - (available in the secretary's office or on the website Holy Family S.N.S) which must be accompanied by the following documentation:
 - An original Birth Certificate/Adoption Certificate. (will be copied and returned)
 - Child's PPSN (requirement from the Department of Education and Skills)
 - A current utility bill (no older than three months) as proof of address
 - Any other relevant reports e.g. medical/psychological/speech and language etc. where supports are being sought from the Department of Education and Skills.

*Availability of places in class year groups is dependant on:

- class numbers (Department of Education and Skills maximum class size directives)
- size of/available space in classrooms

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

The Board of Management of Holy Family S.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 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:

- A written request should be made to the Principal of the school.
- Alternate work shall be provided for the student to complete during Religious Education lessons in the classroom.

These arrangements will not result in a reduction in the school day of such students

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 of Management 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 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 within three weeks of date of notification of refusal, 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 within three weeks of date of notification of refusal, 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 to 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 within three weeks from date of notification of refusal, **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 within three weeks of notification of refusal, 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.

This policy was reviewed and ratified by the Board of Management of Holy Family S.N.S. on 11th November 2024.

Signed: Mary Kildea
Date: 11th Nov. 2024

Mary Kildea, Chairperson, Board of Management

Signed: Geraldine Gowen
Date: 11/11/2024

Geraldine Gowen, Principal

Appendix A

Criteria and Procedure for the Enrolment of Pupils in the Special Classes (Specific Learning Disability (S.L.D.) Reading Support Classes) in Holy Family S.N.S.

Holy Family S.N.S. with the approval of the Minister for Education and Skills, has established two Special Classes to provide a one/two year intensive literacy programme exclusively for students in the 3rd to 6th class range with Specific Learning Disabilities (Dyslexia). Children applying for a place in the S.L.D. Reading Support classes must meet the criteria from the N.C.S.E. (National Council for Special Education). Children must be in the class range, 3rd to 6th class.

Applications for the Specific Learning Disability (Reading Support) Special Classes will be assessed on the following criteria:

1. Children enrolling must have a diagnosis of Dyslexia. The referring Psychological Report confirming this should be less than two years old.
2. Children must be identified in the Educational Psychological report as being on the 2nd percentile or lower in terms of key aspects of literacy (Word Reading, Comprehension, Spelling).
3. Children must be of average or above average intelligence, as outlined in their Psychological Report, which must accompany the application.
4. The Psychological Report should state that it is recommended that the pupil attend the S.L.D. Special Class (Reading Support Class) in order to give them the required support.
5. In the case of co-occurring diagnoses, dyslexia must be the student's primary diagnosis.
6. Priority is given to children who meet the criteria 1-5 and who are currently pupils in Holy Family S.N.S. or who are transferring from Holy Family J.N.S. (having completed 2nd class).
7. Remaining places will be offered to children (who meet the criteria for enrolment in the S.L.D. classes) and who are currently enrolled in other schools. As there are two special classes catering for children diagnosed with severe Specific Learning Disabilities (Dyslexia), priority will be given to the oldest child in each group (Class 1 (3rd/4th) and Class 2 (5th/6th)).
8. ONLY FULLY COMPLETED APPLICATIONS WILL BE ACCEPTED. A completed application includes a letter from parents/guardians requesting a place, a completed application form, a psychological report which specifically recommends a place in a Reading Class, school reports from the last two years, an Irish Exemption Certificate if applicable and any other reports by professionals.

A Special Class (S.L.D. Reading Support Class) application form is available from the school office or from the school website (www.holyfamilysns.ie).

A copy of the Educational Psychologist's Report which diagnoses dyslexia and the end of year school reports for the child's previous two years at school must be included with the application form.

All reports e.g. speech and language reports, occupational therapy reports and psychological reports should be included with the application form. A letter giving permission to contact child's present school should also be included.

Pupils are initially enrolled for a year. Enrolment may then be extended to two years. The child's present school must undertake to re-enrol the child at the end of the child's enrolment in Holy Family S.N.S.' Special Class (S.L.D. Reading Support Class.)

All decisions on applications to the Special Classes for children with Specific Learning Disabilities, including details of the student's place on the waiting list will be provided in writing to the parent.

Successful applications will be forwarded to the National Council for Special Education (N.C.S.E.) for approval.

Travel applications for School Transport will be made if necessary. Travel applications can be made for students accepting a place in the nearest S.L.D. Class to their home address.

In the event of over subscription to the Special Classes for Children with Specific Learning Disabilities (Reading Support Classes), children meeting the criteria will be placed on a waiting list. This waiting list will remain valid for the duration of the school year applied for only and will be used to fill any vacancies which arise during this time period, with priority to the oldest eligible child.

Should your child or young person be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

This Appendix A to the Admissions Policy of Holy Family S.N.S. was reviewed and ratified by the Board of Management of Holy Family S.N.S. on 11th November 2024.

Signed: Mary Kildea

Mary Kildea

Chairperson, Board of Management

Date: 11/11/2024

Signed: Geraldine Gowen

Geraldine Gowen

Principal

Date: 11/11/2024