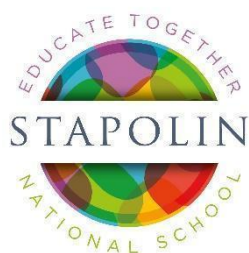


Stapolin Educate Together National School



Admission Policy

School Address: Belmayne Avenue, Belmayne, Dublin 13

School Roll Number: 20519G

School Patron: Educate Together

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 1st July 2022. 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 Stapolin Educate Together National School'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 hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Educate Together schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an Ethical Education curriculum, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. It teaches students about different belief systems as well as atheism, agnosticism, and humanism without promoting any one worldview over another. Our equality-based ethos informs all policies and practices in the daily life of the school. In exercising this policy making and decision-making responsibilities, the school's Board of Management upholds the characteristic spirit of the school.

Educate Together schools provide for equality of access in line with the Educate Together Charter and offers places to siblings enrolled in the school at the same time in the first instance.

The definition of a sibling in this policy includes step siblings and foster siblings who are enrolled in the school at the same time.

3. Admission Statement

Stapolin Educate Together National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the sex or 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.

Stapolin Educate Together National School has established two specialised classes, with the approval of the Minister for Education, which provide an education exclusively for students with Autism. As specified by the Minister, Stapolin ETNS may refuse to admit to the classes a student who does not have the category of need specified.

Stapolin Educate Together National School has established a specialised class, with the approval of the Minister for Education, which provides an education exclusively for students with Specific Speech and Language Disorder (SSLD). As specified by the Minister, Stapolin ETNS may refuse to admit to the class a student who does not have the category of need specified. The aim of the class is to provide children who meet the Department of Education (DE) criteria and the local criteria for Stapolin ETNS SSLD Class, the opportunity to spend one or two years in a small class setting where they can receive intensive educational and speech & language therapy support (DE Circular 0038/2007). **The place is offered initially for one year.** The class is staffed by a full time Teacher employed by the DE and a part time Speech & Language Therapist employed by the local HSE area. No more than seven children

will be enrolled in the class each year. More information on the SSLD class can be found in the Specific Speech and Language Disorder Class Policy.

4a. Categories of Additional (“Special”) Educational Needs catered for in the Specialised Autism Classes.

Stapolin Educate Together National School, with the approval of the Minister for Education, has established two classes to provide an education exclusively for students with autism.

4b. Categories of Additional (“Special”) Educational Needs catered for in the Specialised SSLD Class.

Stapolin Educate Together National School, with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Specific Speech and Language Disorder (SSLD).

Both Criteria A and B must be met by the applicant, and the application process must be adhered to.

Criteria A: Department of Education (DE) Criteria.

The DE has outlined the eligibility criteria for enrolment in a SSLD Class. These include exclusionary and discretionary criteria in relation to language and IQ scores in children with SSLD. In order to be described as having a specific speech and language disorder in Ireland each applicant should meet each of the following criteria (from the DE Circular 0038/07):

- (i) The applicant must have an assessment by a psychologist on a standardised test of intelligence, which places the applicant’s non-verbal, or performance ability within the average range or above. (i.e., non-verbal IQ of 90, or above).
- (ii) The applicant must have an assessment on a standardised test of speech/language development by a speech and language therapist which places the applicant’s performance in one or more of the main areas of speech and language development at two standard deviations or more below the mean or at a generally equivalent level (2 standard deviations or below, at or below a standard score of 70).
- (iii) The applicant’s difficulties are not attributable to hearing impairment; where the applicant is affected to some degree by hearing impairment, the hearing threshold for the speech-related frequencies should be 40Db.
- (iv) Emotional and behavioural disorders or a physical disability are not considered to be primary causes.

Criteria B: Local Criteria for Stapolin ETNS SSLD Class.

- (i) The applicant must live within the designated catchment area, as determined by the HSE, at the time of referral. At present this catchment area is HSE Community Healthcare Organisation Dublin North City & County (Dublin North Area). A full list

of the addresses covered by this catchment area is available from your local HSE Office.

- (ii) Applications are only accepted for children who are in 3rd, 4th or 5th Class at the time of referral. The maximum number of years for a pupil in the SSLD Class is two years. Children in 5th Class can only be considered for a one-year placement. Those children deemed to be in need of a second year in the SSLD Class must continue to meet Criteria A
- (iii) The applicant must have attended SLT sessions in the 9 months prior to the closing date for applications.

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, 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) Where a student is less than 4 years of age when they start school up to 30 September of the school year concerned.
- d) The autism classes attached to Stapolin ETNS provide an education exclusively for students with autism and the school may refuse admission to this class, where the student concerned does not have the specified category of additional educational needs provided for these classes.
- e) The SSLD class attached to Stapolin ETNS provides an education exclusively for students with Specific Speech and Language Disorder (SSLD) and the school may refuse admission to this class, where the student concerned does not have the specified category of additional educational needs provided for 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, other than in relation to admission to a specialised 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 siblings of students who are enrolled in the school at the same time,
- (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. Oversubscription

a) Junior Infants

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 for Junior Infants. Students must reach 4 years of age on or before 31st August of the year prior to the school year concerned:

Priority Category 1:

Applicants who are siblings of children enrolled in the school at the same time who are four years of age on or before the 30th June of the year prior to the school year concerned.

Priority Category 2:

Applicants living in the school planning area as defined by the Department of Education (see [Appendix](#)) who are four years of age on or before the 30th June of the year prior to the school year concerned.

Priority Category 3:

Applicants who are siblings of children enrolled in the school at the same time who are four years of age on or before the 31st August of the year prior to the school year concerned.

Priority Category 4:

Applicants living in the school planning area as defined by the Department of Education (see [Appendix](#)) who are four years of age on or before the 31st August of the year prior to the school year concerned.

Priority Category 5:

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), places will be offered or added to a waiting list by the earlier birth of the student.

b) Specialised Classes for Children with Autism

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 for Autism Classes.

Priority Category 1:

Applicants who are currently enrolled in the school in mainstream classes.

Priority Category 2:

Applicants who are siblings of children enrolled in the school at the same time.

Priority Category 3:

Applicants who are living in the school planning area as defined by the Department of Education (see Appendix)

Priority Category 4:

All other applicants.

In the event that there are two or more students tied for a place or places in the Autism classes (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of lottery of completed applications.

c) Specialised Class for Children with SSLD

In the event that there are two or more students tied for a place or places in the SSLD class (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of Criteria C.

Criteria C: Factors relating to greatest need.

The following factors will be considered by the Admissions Advisory Committee in relation to identification of the children's needs and those presenting with the greatest need will be offered a place in the class. The adapted New Brunswick Priority Rating Scale (PRS) will be used to identify the applicants with the greatest need under Criteria C under the areas of;

- The impact of Primary Presenting Problem
- The predicted Outcome of Intervention
- The impact of Service Delay

These areas of the PRS will be rated on a 5-point scale with 1 being a low impact score and 5 being a high impact score. The following information will be considered when reviewing individual applications under Criteria C;

1. The applicant's current profile, including standardised assessment results of receptive and expressive language development and speech. Standard scores, percentile ranks, standard deviations and age equivalents should be included where possible.
2. The severity of the applicant's speech impairment i.e. current level of intelligibility, phonological system, oral motor functioning.
3. History of the applicant's involvement to date with speech and language therapy services including the number of therapy sessions attended and/or offered, the focus of therapy and therapy outcomes.
4. Summary of the impact of the applicant's language and/or speech impairment on his/her educational progress
5. Summary of the impact of the applicant's language on his/her social/emotional development.
6. Case history information as included in the SLT Report; Psychology Report and other reports submitted.

In the event of spare capacity in the SSLD class the Advisory Admissions Committee will adhere to the relevant clauses in Circular 0038/2007.

d) Other year groups – Senior Infants to 6th Class

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:

Priority Category 1:

Applicants who are siblings of children and enrolled in the school at the same time.

Priority Category 2:

Applicants living in the school planning area as defined by the Department of Education (see [Appendix](#)).

Priority Category 3:

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), places will be offered or added to a waiting list by the earlier birth of the student.

8. Late Applications

All applications for admission received after the closing date as outlined in the Annual Admission Notice for Junior Infants, specialised Classes for children with Autism, specialised class for children with SSLD or to other year groups will be considered and decided upon in date order of when they were received 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 not 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 the name of the applicant will be added to the waiting list.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list by the earlier birth of the student.

9. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available in Junior Infants, specialised class for children with Autism, specialised class for children with SSLD or other year groups, a waiting list of students whose applications for admission to Stapolin Educate Together National 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 Stapolin Educate Together National 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 8](#) 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.

Waiting lists will expire at the end of each school year.

10. Admissions of students after the commencement of the school year

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application.

11. Decisions on applications

All decisions on applications for admission to Stapolin Educate Together National School will be based on the following:

- 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

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.

12. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant Annual Admissions Notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

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 or class concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

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

To accept an offer of a place in Stapolin ETNS, applicants must complete the Enrolment Form and provide the school with a copy of the child's birth certificate. In the case of children living in the school planning area (see [Appendix](#)), proof of address may also be required.

In accepting an offer of admission from Stapolin Educate Together National 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.

14. 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 Stapolin Educate Together National 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 13](#) above.

15. 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 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)

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

The Board of Stapolin Educate Together National 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. 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.

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 within 21 calendar days of the date** 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 within 21 calendar days of the date** 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.

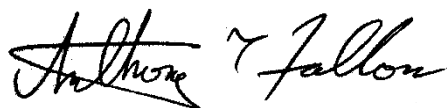
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education.

More information on appeals can be found [here](#).

18. Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process on behalf of children who do not subsequently enrol in the school will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the Board of Management.

The Board approved the publication of this admission policy on 14th September 2022.

A handwritten signature in black ink, appearing to read 'Anthony Fallon', written in a cursive style.

Signed: Anthony Fallon, Chairperson, Board of Management

Date: 14th September 2022

APPENDIX

School planning area as defined by the Department of Education

