
DUBLIN DIOCESAN ADMISSION POLICY



SAINT FINIAN'S
NATIONAL SCHOOL

ADMISSION POLICY

Admission Policy of Saint Finian's National School

School Address: Wellmount Road, Rivermount, Finglas South, Dublin 11

Roll number: 19489Q

School Patron/s: ARCHBISHOP Dermot Farrell PATRONAGE

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 [date]. 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 Saint Finian's National 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

Saint Finian's National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop Dermot Farrell.

"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,

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

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Saint Finian's National School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

St. Finian's National School is a primary school with a Catholic ethos. It aims, in conjunction with parents, to help children achieve a sense of self-worth, cognitive and emotional development, learning skills, and an ability to further educate themselves. It promotes Christian values, sensitivity to others, compassion for the weak and a sense of duty to society.

The school aims to enable every child to acquire self-confidence, education, social and athletic skills, personal fulfilment, understanding of our national and international heritage, pride in our past and confidence in our future.

We aim to help each child reach their full potential to enable them to be positive contributors to society.

We aim to cater for the child's social and emotional needs to enable them to self-regulate their emotions.

We aim to foster good relationships in our school community where everyone feels welcomed and loved.

We aim to create a safe, warm and loving environment for our children to flourish in our care.

We aim to create strong community links which will help our school community establish support networks after completing their primary education in Saint Finian's National School.

3. Admission Statement

Saint Finian's National School will not discriminate in its admission of a student to the school on any of the following:

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

- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Saint Finian's National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each student seeking admission except where –

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

Saint Finian's National school is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Saint Finian's National school with the approval of the Minister for Education and skills is working towards opening two classes to provide for education exclusively for students with a diagnosis of Autism and may refuse to admit to the class a student who does not have the category of needs specified.

Autism Class

To be considered for enrolment in an Autism class, a child must fulfil all the following criteria, which incorporate the Dept of Education and Skills and HSE policies:

- (a) The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-V by a psychologist or multi-disciplinary team. A recent psychological assessment or a report from a multi-disciplinary team should be provided. A multi-disciplinary team may consist

of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist.

(b) A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

(c) Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

(d) Children must be aged between 4 and 12 years and will be placed in a class according to their age at that time.

(e) Children must have a letter from the NCSE confirming that the child is known to them and has the required diagnosis and recommendation for a special class for autism.

5. 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:

Junior Infant Enrolment Criteria	
Junior Infants must have reached the age of 4 years and 2 months by September on which they are starting Primary school for the first time.	
Priority	Criterion
1	Priority is given to Early Start pupils of Saint Finian's National School. If the class is oversubscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
2	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past. If the class is oversubscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
3	Families whose primary residence is either in the immediate areas of Rivermount Parish, starting closest to the school and radiating outwards from the school within the Parish
4	Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first. *a maximum of 25% of the available spaces can only apply to this criteria
5	Children who live outside the parish

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:

In the event that, following the implementation of all the above criteria the school still has vacancies, the Board will allocate places for enrolment in Junior Infants beginning with those who have reached the age of 4 years and 2 months by September on which they are starting Primary school for the first time and will continue to allocate available places in accordance with the respective ages on 3rd, 4th, 5th September etc. In the event of a tie for a place the BOM will pull a name from a hat.

Autism Class Enrollment Criteria

Priority	Criterion
1	Children currently enrolled in St. Finians N.S. with a diagnosis of Autism and having an essential written recommendation of a placement within an Autism Class, starting with the oldest applicant and working in chronological age.
2	Children who receive a new diagnosis who are currently enrolled in St. Finians N.S. starting with the oldest applicant and working in chronological age.
3	Siblings of children currently enrolled in St. Finians N.S. with a recommendation of a placement within an Autism Class, starting with the oldest applicant and working in chronological age.
4	Families whose primary residence is either in the immediate areas of Rivermount Parish, starting closest to the school and radiating outwards from the school within the Parish starting with the oldest applicant and working in chronological age.
5	Families whose primary residence is in the greater Finglas Area, starting closest to the school and radiating outwards from the school starting with the oldest applicant and working in chronological age.
6	Families whose primary residence is outside of the greater Finglas Area, starting closest to the school and radiating outwards from the school starting with the oldest applicant and working in chronological age.

This selection process and the enrolment policy on which it is based must be non-discriminatory and must be applied fairly in respect of all 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), the following arrangements will apply:

1. The oldest child will have priority
2. In the event that 2 or more children are tied for a place or places, by virtue of the same date of birth, then a lottery will apply with an independent party present.

- An application form, provided by the school should be fully completed by the parents/guardians on behalf of the child.

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, **other than in relation to a student's prior attendance at—
(I) Early Start in Saint Finain's National School**
- (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;
- (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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to Saint Finian's 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

(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.

8. 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).

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

In accepting an offer of admission from Saint Finian's 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.

10. 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 Saint Finian's 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 10](#) above.

11. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (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).

12. 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 Saint Finian's 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 Saint Finian's 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.

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.

13. 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 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.

14. 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 are as follows:

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6th classes.

Priority	Criterion
1	Priority is given to brothers and sisters of children already in the school or who have attended the school in the past.
2	Families whose primary residence is either in the immediate areas of Rivermount Parish, starting closest to the and radiating outwards from the school within the Parish
3	Children of parents who are past pupils of the school.
4	Children who live outside the parish

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:

Once a child has been offered and accepted a place in the school and signed the Code of Behaviour they can commence school the following Monday.

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

This rule applies to all schools.

The board of Saint Finian's 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.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, 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:

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

17. 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 and Skills.

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

Note: 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. This request to review must be made to the Board of Management within two weeks of the letter of refusal.

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. This request to review must be made to the Board of Management within two weeks of the letter of refusal.

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 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.