



## Admission Policy

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St. Mochta's National School, Porterstown Road, Clonsilla, D15 Y316

Roll No: 18778s  
School Patron: Archbishop Diarmuid Martin

### 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/guardians of children attending the school.

The policy was approved by the school patron on 16<sup>th</sup> September 2020. It is published on the school's website, with an online link to the application for admission, and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Mochta's 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.

### 2. Characteristic spirit and general objectives of the school

St. Mochta's National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"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 St. Mochta'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.

The mission of St. Mochta's National School is for every child to learn, develop and grow in a safe, secure and stable learning environment.

Our main concern at all times will be for the educational, social and emotional welfare of your child.

### **3. Admission Statement**

St. Mochta'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 ground', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Mochta'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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

#### 4. Categories of Special Educational Needs

St. Mochta's National School is a mainstream school. It currently does not host a special class because of space constraints. Children with a wide range of special educational needs are enrolled in the school which does not discriminate on the grounds of special educational needs.

#### 5. Admission of students

This school shall admit each student seeking admission except where:

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

St. Mochta's National School is a Catholic co-educational primary school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

#### 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:

•	Category 1	Siblings and stepsiblings of children already enrolled in the school and children resident in the Porterstown parish* (the eldest will have priority in this ranking).
•	Category 2	Children of staff (the eldest child will have priority in this ranking).
•	Category 3	Children living outside the catchment area* (the eldest child will have priority in this ranking).

*\*Children of Porterstown Parish in the school's catchment area are listed in Appendix A*

The Cut-Off date will be determined by the Date of Birth of the 112<sup>th</sup> eldest applicant or on 1<sup>st</sup> April depending on what date falls earliest.

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 of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## **7. What will not be considered or taken into account**

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;
- (e) a requirement that a student, or his or her parents/guardians, 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 St. Mochta'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.

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

## **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Mochta'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/or
- (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 St. Mochta'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/guardian 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. This is in line with GDPR guidelines.

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).

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications for to the school year concerned than places available, a waiting list of students whose applications for admission to St. Mochta'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 St. Mochta'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.

## **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 Board of Management generally admits 28 students per class. The Board reserves the right to cap this number at 26 where the need arises. A list of 'capped' classes is drawn up in June each year and this list is included in the minutes of the June Board of Management meeting. This means that if a class has been identified as having high levels of need, applicants from the waiting list will not be offered places in these classes unless the number of pupils in the class drops below 26.

This school shall admit students seeking admission except where the school is oversubscribed. If places are available before the start of the academic year, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below:

1. Priority to the eldest child.
2. Children of school-going age who live in the catchment area (See Appendix A) of St. Mochta's National School, Porterstown/children of staff of St. Mochta's National School and who do not have a school place.
3. Children of school-going age who live in the catchment area (See Appendix A) of St. Mochta's National School, Porterstown/children of staff of St. Mochta's National School and who do not have a school place in the Dublin 15 area.
4. Children who reside in the catchment area (See Appendix A) of St Mochta's National School, Porterstown/children of staff of St. Mochta's National School and who are attending one of the schools in the Dublin 15 area.
5. All other applicants.

Should places become available during the school year, 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:

1. Priority to the eldest child.
2. Children of school-going age who live in the catchment area (See Appendix A) of St. Mochta's National School, Porterstown and who do not have a school place.
3. Children of school-going age who live in the catchment area (See Appendix A) of St. Mochta's National School, Porterstown and who do not have a school place in the Dublin 15 area.

4. Children who reside in the catchment area (See Appendix A) of St. Mochta's National School, Porterstown and who are attending one of the schools in the Dublin 15 area.
5. All other applicants.

In the event of there being more applications to the school year concerned than places available, a waiting list of students will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Mochta'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.

Applications will be placed in date of receipt order.

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.

Documentation is held until the end of the academic year. If a child is not offered a place during this time, documentation will be confidentially disposed of. At this stage, a new application is required should you wish to keep a child's name on the waiting list.

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

The Board of Management of St. Mochta'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.

## **17. 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.



## 18. Reviews/Appeals

### Review of decisions by the Board of Management

The parent/guardian of 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 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/guardian of 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.

This policy is open to review by the Board of Management.

Ratified and signed on behalf of the Board of Management of St. Mochta's National School.



**Valerie Haslam**  
**Chairperson**



**Maria Farrell**  
**Principal**

16<sup>th</sup> September 2020

**Date**

## Appendix A - Catchment Area

Aldermere	Luttrell Park Court	Portersgate Avenue	St. Mochta's Vale
Allendale Square	Luttrell Park Crescent	Portersgate Close	Stationcourt Hall
Annfield Close	Luttrell Park Drive	Portersgate Court	Stationcourt Park
Annfield Court	Luttrell Park Green	Portersgate Cresent	Stationcourt View
Annfield Crescent	Luttrell Park Grove	Portersgate Drive	Stationcourt Way
Annfield Drive	Luttrell Park Heath	Portersgate Green	Stationview
Annfield Lawn	Luttrell Park Lawn	Portersgate Grove	Strawberry Beds
Annfield View	Luttrell Park Lawn	Portersgate Heights	The Beeches
Barberstown	Luttrell Park View	Portersgate Lawn	The Courtyard
Barnhill	Luttrellstown Chase	Portersgate Rise	The Meadows
Bracken Park	Luttrellstown Close	Portersgate View	The Orchard
Bramley Avenue	Luttrellstown Court	Portersgate Way	The Village
Bramley Court	Luttrellstown Dale	Porterstown Road	Warren Avenue
Bramley Crescent	Luttrellstown Drive	Riverwood Chase	Warren Close
Bramley Garth	Luttrellstown Glade	Riverwood Close	Warren Crescent
Bramley Heath	Luttrellstown Green	Riverwood Copse	Warren Green
Bramley Park	Luttrellstown Grove	Riverwood Court	Weavers Hall
Bramley Way	Luttrellstown Heath	Riverwood Crescent	Weavers Row
Burnell Avenue	Luttrellstown Heights	Riverwood Dale	Weavers Walk
Burnell Green	Luttrellstown Park	Riverwood Dene	Windemere
Carpenterstown Manor	Luttrellstown Place	Riverwood Drive	Windmill
Carpenterstown Road	Luttrellstown Rise	Riverwood Gardens	Woodberry
Clonsilla Road	Luttrellstown Road	Riverwood Glebe	Woodbrook Court
College Gate	Luttrellstown Thicket	Riverwood Glen	Woodbrook Crescent
Cottonwood	Luttrellstown View	Riverwood Green	Woodbrook Hall
Diswellstown Cottages	Luttrellstown Walk	Riverwood Grove	Woodbrook Park
Diswellstown Manor	Luttrellstown Way	Riverwood Hall	Woodbrook Square
Fernleigh Close	Luttrellstown Avenue	Riverwood Heath	
Fernleigh Court	Luttrellstown Oaks	Riverwood Lawn	
Fernleigh Crescent	Manor Court	Riverwood Park	
Fernleigh Dale	Mount Symon Avenue	Riverwood Place	
Fernleigh Dene	Mount Symon Close	Riverwood Terrace	
Fernleigh Drive	Mount Symon Crescent	Riverwood Vale	
Fernleigh Grange	Mount Symon Dale	Riverwood View	
Fernleigh Green	Mount Symon Drive	Riverwood Way	
Fernleigh Grove	Mount Symon Green	Rugged Lane	
Fernleigh Heath	Mount Symon Lawn	Sandholes	
Fernleigh Lawn	Mount Symon Park	Sandpits	
Fernleigh Park	Mount Symon Rise	Shelerin Road 1 - 5	
Fernleigh Place	Moutain View Cottages	Somerton (Golf Course)	
Fernleigh Vale	Mulberry Court	Somerton Lane	
Fernleigh View	Mulberry Crescent	St. Joseph's	
Fernleigh Way	Mulberry Drive	St. Mochta's Avenue	
Fottrell Hall	Mulberry Lawn	St. Mochta's Chase	
Hamilton Park	Mulberry Park	St. Mochta's Drive	
Homeleigh	Oldfarm	St. Mochta's Glen	
Kellystown Road	Orchard Avenue	St. Mochta's Green	
Lambourn	Outfarm Lane	St. Mochta's Grove	
Larch Grove	Park Manor	St. Mochta's Lawn	
Luttrell Park Close	Portersfield Apartments	St. Mochta's Road	