



## **St. Gabriel's National School, Cowper Street, Dublin 7.**

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### **Admission Policy of St. Gabriel's N.S.**

**Cowper Street, Dublin 7**

**Roll number: 20035H**

**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 29<sup>th</sup> July 2020. 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 St. Gabriel's N.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**

St. Gabriel's N.S 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 Section 15 (2) (b) of the Education Act, 1998 the Board of Management of St. Gabriel'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.

St. Gabriel's N.S. is a mixed primary school catering for all classes from Junior Infants to Sixth class. At present there are 15 full time teachers employed in the school. The school set up a special class for children with a moderate learning disability, commencing in September 2016.

Our aims in St. Gabriel's N.S., in keeping with our Catholic ethos, are that our pupils develop a positive attitude towards learning, that they develop self-esteem, respect for themselves and others and achieve their full potential in a safe and happy environment. We recognise that many of the children in our school come from a variety of faith traditions and we welcome children of all faiths and none, respecting and valuing the diverse beliefs of our community.

### **3. Admission Statement**

St. Gabriel'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.

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

St. Gabriel's N.S. is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Categories of Special Educational Needs catered for in the school/special class**

St. Gabriel's N.S. with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with moderate learning disability.

#### **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 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

The special class attached to St. Gabriel's N.S. provides an education exclusively for students with a moderate learning disability and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

**See Appendix A below for admission criteria for the special class for children with a moderate learning disability.**

#### **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:

- (i) Siblings and step-siblings of children already enrolled in the school and children living within the parish boundary (the eldest child will have priority in this ranking)
- (ii) Children of current staff, including ancillary staff (the eldest child will have priority in this ranking)

- (iii) Children living outside the parish boundary (the eldest child will have priority in this ranking)

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), priority will be given to children within the particular category in order of age, starting with the eldest.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above who have the same date of birth, 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;  
(other than in relation to admission to a special 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 a student attending 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 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to St. Gabriel's N.S. 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. Gabriel'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 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. Gabriel'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.
- (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.

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 to the school year concerned than places available, a waiting list of students whose applications for admission to St. Gabriel'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 St. Gabriel'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.

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.

In the event that there are no places available, late applicants will be placed at the end of the waiting list in order of the date of receipt of the application.

## **15. Procedures for admission of students to other years and during the school year**

The procedure 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 is as follows:

- Pupils may transfer to the school at any time subject to the school's admission policy and available space.

The procedure 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, is as follows:

- Pupils will be placed at the end of the waiting list in order of the date of receipt of the application.

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

The board of St. Gabriel'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. 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) to discuss how the request may be accommodated by the school.

## **18. 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 and Skills.

A request to the board of management for a review must be made in writing within 3 weeks of the date of receipt of letter refusing a place in the school.

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.

### **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.



## **Appendix A: Admission Criteria for St. Gabriel's N.S. Special Class for Children with a Moderate Learning Disability**

### **Context of St. Gabriel's N.S. and our Special Class**

The Special Education Needs Organiser (SENO) made a request to the Board of Management (BOM) to open a special class for children with a Moderate Learning Disability (MLD). The decision to provide a special class for children with a diagnosis of a Moderate Learning Disability was taken by the BOM in conjunction with the Principal and staff in June 2015.

The decision was taken with a view to provide an education in a co-educational mainstream setting for children who have a MLD, who fulfil the enrolment criteria and for whom a place may be made available. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

### **Class Size**

St. Gabriel's N.S. MLD Special Class caters for children of primary school going age, i.e. 4-13 years.

There is a maximum number of 8 places in the MLD Special Class.

### **Criteria and Procedure for Admission to the MLD Special Class**

To be considered for admission to the MLD Special Class, the following criteria must be met:

- A fully completed Admission Application Form must be submitted. This form is available on request from the school office.
- The Admission Application Form should be accompanied by an original birth certificate.
- The child must have a primary diagnosis of a Moderate Learning Disability. The diagnosis must be made from a professionally recognised clinical and/or psychological assessment procedure and be submitted with the Admission Application Form.
- A recent recommendation, not more than two years prior to the proposed admission date, must be provided by the above professional indicating that a special class placement in a mainstream school is both necessary and suitable for the child.
- All reports in operation on a child must be provided to the school. The withholding of reports may invalidate the Admission Application Form at any time.
- The child must be aged between 4 and 12 years of age. The child must be at least 4 years of age on or before 1<sup>st</sup> September of the school year it is proposed the child will join the class. No child may be more than 12 years of age on the day they enrol in the class. No child can be older than 13 years during his/her last year in the school.

- The parents/guardians of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.
- The parents/guardians will attend a meeting with the Principal in the school.

**Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available.**

### **Support by Outside Agencies**

Parents/guardians please note that a guarantee of support by outside agencies such as the HSE cannot be provided. Children who require speech therapy, occupational therapy, physiotherapy, etc., will be dependent on their local HSE services. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are being availed of.

### **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:

- (iv) Siblings of children already enrolled in the school and children living within the parish boundary (the eldest child will have priority in this ranking)
- (v) Children of current staff, including ancillary staff
- (vi) Children living outside the parish boundary

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), priority will be given to children within the particular category in order of age, starting with the eldest.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above who have the same date of birth, a lottery will apply with an independent party present.

### **Refusal to enrol on grounds of 'Exceptional Circumstances'**

The Board of Management reserves the right to refuse enrolment of a child in the following exceptional circumstances:

- The pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide the pupil with an appropriate education

and/or

- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.