



Admission Policy of Gaelscoil Chnoc Liamhna 2025/2026

School Address: Cnoc Liamhna, Baile Átha Cliath 16.

Roll number: 20043G

School Patron: An Foras Pátrúnachta

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 24/01/2023. It is published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for the Gaelscoil Chnoc Liamhna 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

Gaelscoil Chnoc Liamhna is a Gaelscoil whose primary aim is to educate the child through the medium of Irish. The school is under the patronage of an Foras Pátrúnachta and functions in accordance with the rules of the Department of Education and Skills. Established in 1996, Gaelscoil Chnoc Liamhna is a co-educational school with a Catholic ethos. A child centred curriculum is in place which recognises the value and uniqueness of each child and where each child is encouraged to develop to their full potential. We strive to provide a peaceful, caring environment and every effort is made to promote the intellectual, physical, cultural, moral, spiritual, social and emotional development of all our pupils regardless of abilities, aptitudes or gender. We aim to

- .- promote an open, friendly atmosphere with an emphasis on co-operation, professionalism and teamwork.
- encourage positive parent/teacher relationships.
- nurture communication in every area of school life that is based on respect and trust.
- develop the self-esteem and self-confidence of our pupils.
- follow a definite code of behaviour that emphasises respect, honesty, fairness and personal responsibility.

We encourage the children to participate in every aspect of our Irish culture – language, games, music, dance. Parental participation and support are important aspects of school life.

3. Admission Statement

Gaelscoil Chnoc Liamhna will not discriminate in its admission of a student to the school on any of the following grounds:

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

Gaelscoil Chnoc Liamhna will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Gaelscoil Chnoc Liamhna will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Gaelscoil Chnoc Liamhna 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 catered for in the school

Gaelscoil Chnoc Liamhna is a mainstream school. It does not have a special class or ASD class. Pupils with special educational needs are taught by their mainstream class teacher with the support of the Special Education Team.

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.

Gaelscoil Chnoc Liamhna is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

Children will be accepted in Junior Infants who are four years of age on or before the 30th April of the year they start school.

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. In all cases places will be allocated according to the children's date of birth; beginning with the oldest.

1. Brothers, sisters, half-siblings, fostered or adopted brothers or sisters of pupils who are attending the school.
2. Children who have reached a level of fluency in Irish that would likely deteriorate if they didn't attend an all-Irish school. Parents must provide evidence of their children's fluency in Irish to the board of management. Further information is available from the school office.
3. Brothers, sisters, half-siblings, fostered or adopted brothers or sisters of past pupils.
4. According to the children's date of birth; beginning with the oldest.

The board of management reserves the right to determine the maximum number of children in each class. The maximum number of pupils in Junior Infants in the school year **2025/2026** will be 29 per class.

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:

Places will be allocated according to the next criterion on the list. If necessary, the time at which the child was born as indicated on the child's birth certificate will apply.

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;
- (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) 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 Gaelscoil Chnoc Liamhna will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

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

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

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

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

In accepting an offer of admission from Gaelscoil Chnoc Liamhna, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

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

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

An offer of admission may not be made or may be withdrawn by Gaelscoil Chnoc Liamhna 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.

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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-

- (1) an application for admission to the school has been received,
- (2) an offer of admission to the school has been made, or
- (3) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (1) the date on which an application for admission was received by the school;
- (2) the date on which an offer of admission was made by the school;
- (3) the date on which an offer of admission was accepted by an applicant;
- (4) 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 Gaelscoil Chnoc Liamhna 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 Gaelscoil Chnoc Liamhna 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

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.

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 an application.

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

The following procedure will apply 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 **at the start of the school year.**

Parents/guardians who wish to apply for a place in any class other than junior infants must apply in writing to the chairperson of the board of management. **The decision to accept a child in any other class lies with the board of management.**

Senior Infants/Rang 1

A place will be offered in Senior Infants and Rang 1 if there is a place available. Where the number of applications exceeds the number of places available in a particular class, the criteria outlined in Section 6 of this document will apply. If no place is available, the child's name will be placed on a waiting list as outlined in Section 13 of this document.

Rang 2 to Rang 6

A place will be offered to children in Rang 2 to Rang 6 if there is a place available in the particular class and if the principal/board of management determines that the child's fluency in Irish is such that will enable him/her to learn in the class and that the other pupils will not have to resort to English to communicate with the child.

Parents/guardians must provide evidence of the child's fluency in Irish. The final decision to offer a place lies with the board of management.

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:

Parents/guardians who wish to apply for a place in any class other than junior infants must apply in writing to the chairperson of the board of management. **The decision to accept a child to any other class lies with the board of management.**

Senior Infants/Rang 1

A place will be offered in Senior Infants and Rang 1 if there is a place available. Where the number of applications exceeds the number of places available in a particular class, the criteria outlined in Section 6 of this document will apply. If no place is available, the child's name will be placed on a waiting list as outlined in Section 13 of this document.

Rang 2 to Rang 6

A place will be offered to children in Rang 2 to Rang 6 if there is a place available in the particular class and if the principal/board of management determines that the child's fluency in Irish is such that will enable him/her to learn in the class and that the other pupils will not have to resort to English to communicate with the child.

Parents/guardians must provide evidence of the child's fluency in Irish. The final decision to offer a place lies with the board of management.

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

The board of Gaelscoil Chnoc Liamhna 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 pupils 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 request in writing should be made to the principal. A meeting with the parents/guardians will be organised to discuss how best to facilitate this request.

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.

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.

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 may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due to a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **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.