



Drumcondra N.S., Church Ave, Drumcondra, Dublin 9  
Tel: (01) 8374886 Roll Number: 15895H  
Email: office@drumcondrans.ie

## **Admission Policy of Drumcondra National School**

**School Address: Church Avenue, Drumcondra, Dublin 9.**

**Roll number: 15895H**

**School Patron: The Archbishop of Dublin and Bishop of Glendalough**

### **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 Archbishop of Dublin and Bishop of Glendalough and with parents of children attending the school.

The policy was approved by The Archbishop of Dublin and Bishop of Glendalough on 28<sup>th</sup> August. 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 Drumcondra NS 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**

Drumcondra NS is a co-educational primary school with Church of Ireland management. The Archbishop of Dublin and Bishop of Glendalough is the school's Patron. The school endeavours to promote the moral, spiritual, emotional, intellectual, physically and social development of all the pupils in its care. The school reflects the ethos of the Church of Ireland and values of honesty, charity, kindness, patience and personal responsibility are encouraged. Equally it encourages and practises respect for the traditions and teachings of other churches



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- (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.

Drumcondra NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Drumcondra NS 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 (Church of Ireland) 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 56 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

#### **All denominational schools**

Drumcondra NS is a Church of Ireland School and may refuse to admit as a student a person who is not of Church of Ireland denomination where it is proved that the refusal is essential to maintain the ethos of the school.

#### **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



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- the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the minority religion or
- a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the minority religion.

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:

It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to Applicant Students who have siblings currently enrolled in the School (“Sibling Applicant Students”). Where the number of Sibling Applicant Students in such a priority category exceeds the available number of places, the remaining places will be allocated to Sibling Applicant Students by the Principal drawing names in the presence of the Board of Management and a person of good character who does not have a direct connection with the school. Where the number of Sibling Applicant Students in such priority category does not exceed the number places available, the remaining places in this category will be allocated using the same system.

Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category. Applicants will be informed of the Applicant Student’s place on the waiting list as it applies in the particular priority category.

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

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

- (a) a student’s prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student’s academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student’s parents;



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

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

In accepting an offer of admission from Drumcondra NS 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 Drumcondra NS 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 9 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 The Archbishop of Dublin and Bishop of Glendalough 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,



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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. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.

#### **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:

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. Applicant students will be offered a place in the relevant class if a place is available. In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 5 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.

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:

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. Applicant students 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 student will be added to the waiting list in accordance with Section 12 of this policy.

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

The board of Drumcondra NS 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**



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**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.