



## **Admission Policy of DALKEY SCHOOL PROJECT NATIONAL SCHOOL**

**School Address: Glenageary Lodge, Glenageary, Co. Dublin, A96 RX32**

**Roll number: 19612M**

**School Patron: Dalkey School Project Executive**

This Admission Policy will be implemented as required from the autumn of 2020 for admission of children into all classes. It will run in tandem with the offer of places, in the first instance, to those on the existing waiting lists according to the provisions of the previous Enrolment Policy up to and including applications received on or before 31 January 2020.

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## 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 (as amended). In drafting this policy, the Board of Management of Dalkey School Project NS (“**DSPNS**” or the “**school**”) has consulted with school staff, the school patron and with parents of children attending DSPNS. It sets out the procedures governing admission of children to Dalkey School Project NS (DSPNS) for the 2025/26 school year and supersedes any previous policies.

The policy was approved by the school patron on 26<sup>th</sup> June 2020. It is published on DSPNS’s website ([www.dspns.ie](http://www.dspns.ie)) and will be made available in hardcopy on request to any person who requests it.

The relevant dates and timelines for DSPNS’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 to the school is published on DSPNS’s website ([www.dspns.ie](http://www.dspns.ie)) and will be made available in hardcopy on request to any person who requests it.

If, prior to the commencement of the Education (Admission to Schools) Act 2018 (Admission Policies and Admission of Students) Regulations 2020, DSPNS had confirmed in writing that an applicant had been placed on a list relating to the allocation of school places or a pre-enrolment list for a particular school year up to 31 January 2025, then this place on the pre-enrolment list is still valid.

Clarification on any aspect of DSPNS’s admissions process or Annual Admission Notice may be sought from the Chairperson of the Board of Management or the Principal at Dalkey School Project National School, Glenageary Lodge, Glenageary, Co Dublin; phone: 01-285 7199.

## 2. Characteristic Spirit and General Objectives of the School

DSPNS is a multi-denominational school under the patronage of the Dalkey School Project CLG (Company Limited by Guarantee), and is also a member of Educate Together, the umbrella group for multi-denominational schools who subscribe to the Educate Together Charter. This Charter, as well as other information about the Educate Together sector, can be accessed through the Educate Together website at [www.educatetogether.ie](http://www.educatetogether.ie).

DSPNS embraces the Educate Together Ethos which has as its core principles that the school is:

- Child-Centred
- Equality-Based
- Co-Educational

- Democratically-Run

The school is co-educational and has one class at each level from Junior Infants to Sixth Class. School begins at 8:30 and finishes at 14:10 (13:10 for infants) and the school takes responsibility for children during this time.

DSPNS is a National School and, as such, operates in accordance with the rules for National Schools and other regulations as may be laid down by the Department of Education and Skills (“DoES”) from time to time. It is also dependent on such grants and teacher resources as are provided by the DoES. All school policies must have regard to the resources and funding provided. The school follows the curriculum programmes as prescribed by the DoES and these may be amended from time to time in accordance with sections 9 and 30 of the Education Act (1998).

In accordance with the Equal Status Acts 2000 and 2004 (as amended), the DSPNS Enrolment Policy provides for equality of access and participation in DSPNS for all children in society and does not discriminate on any of the nine grounds defined in the Equal Status Act: gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

The school operates within the context and parameters of:

- the regulations and programmes set down by the DoES, in particular those regulations relating to class size, staffing provision and accommodation;
- the rights of the Patron body as set down in the Education Act 1998 (as amended);
- the funding and resources available;
- the health and safety of pupils and staff; and
- the physical space in the school.

DSPNS does not have a defined catchment area. DSPNS offers places to siblings enrolled in the school at the same time in the first instance.

The definition of a sibling in this policy includes step siblings, adopted and foster siblings who are enrolled in the school at the same time. Reference to a parent or parents in this policy includes reference to a legal guardian or guardians.

### **3. Admission Statement**

DSPNS will not discriminate in its admission of a student to the school on any of the following:

- A. the sex or 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 (as amended).

#### **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 (<https://www.dspns.ie/wp-content/uploads/2010/09/Code-of-Behaviour-2010-Final.pdf>) of the school is acceptable to him/her/them and that he/she/they shall make all reasonable efforts to ensure compliance with such code by the student; and/or
- c) a student is less than 4 years of age on 1 June of the school year concerned.

#### **5. 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, other than in relation to a student's prior attendance at: (i) an early intervention class; or (ii) an early start pre-school specified in a list published by the Minister from time to time;
- 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<sup>1</sup>;
- E. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

<sup>1</sup> This would include whether the student is the child of a member of staff at the school.

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 students who are enrolled in the school at the same time;

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.

Offers of places will be made in the first instance based on existing waiting lists formed prior to February 2020, based on the priority category of the policy at the time of application (up until 31<sup>st</sup> January 2025 only).

## **6. Oversubscription**

### **a) Junior Infants**

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 for Junior Infants. Students must reach 4 years of age on or before 1 June of the year of commencement of the school year concerned:

#### **Priority Category 1:**

Applicant pupils who qualify for an offer of a place from an existing waiting list based on date of application under the provisions and stipulations of the previous Enrolment Policy.

#### **Priority Category 2:**

Applicant students who are siblings of children in DSP who will be enrolled in the school at the same time.

#### **Priority Category 3:**

Applicants who have reached 4 years of age before 30 April of the year of the school year concerned.

#### **Priority Category 4:**

All other 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 (where the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery of completed applications. The school welcomes multiple siblings. However, the school does not guarantee an offer of places to multiple siblings if by doing so the class number would exceed the cap of 30 places.

### **b) Other Year Groups – Senior Infants to 6<sup>th</sup> Class**

If the school is oversubscribed, the school will when deciding on applications for admission apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

**Priority Category 1:**

Applicant students who are siblings of children in DSPNS who will be enrolled in the school at the same time.

**Priority Category 2:**

All other 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), places will be offered or added to a waiting list by way of a lottery of completed applications.

## **7. Late Applications**

All applications for admission received after the closing date as outlined in the Annual Admission Notice for Junior Infants or to other year groups will be considered and decided upon in date order of when they were received 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 not 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, the name of the applicant will be added to the waiting list.

If two applications are received at the same time, the applicant will be offered a place or placed on the waiting list by earliest date of birth.

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

In the event of there being more applications to the school year concerned than places available in Junior Infants or other year groups, a waiting list of students whose applications for admission to DSPNS 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 DSPNS 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 (see section 6 above). Late applications will be added to the list in date order (see section 7 above).

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.

Waiting lists will expire at the end of each school year.

## **9. Admissions of students after the commencement of the school year**

If a place is or becomes available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application.

## **10. Decisions on applications**

All decisions on applications for admission to DSPNS will be based on the following:

- DSPNS's Admission Policy;
- DSPNS's Annual Admission Notice (where applicable); and
- the information provided by the applicant in the school's official application form received during the period specified in the DSPNS Annual Admission Notice for receiving applications.

Selection criteria that are not included in DSPNS's Admission Policy will not be used to make a decision on an application for a place in our school.

## **11. Notifying applicants of decisions**

Applicants will be informed in writing (which may be via email) as to the decision of the school within the timeline outlined in the relevant Annual Admissions Notice but no later than three weeks after the annual admissions process ends or, for late applications, three weeks after the school receives an application.

Following the closing date for receipt of confirmation of interest forms, the school will send out letters of offer of places. A Registration Form will be sent with each letter of offer.

If a student is not offered a place in DSPNS, the reasons why they were not offered a place will be communicated in writing (which may be via email) 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 or class concerned.

Applicants will be informed of the right to seek a review or the right of appeal of the school's decision (see section 16 below for further details).



## 12. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from DSPNS, applicants must indicate—

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, the applicant must also provide details of the offer or offers concerned; and
- (ii) whether or not they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, the applicant must provide details of the other school or schools concerned.

In accepting an offer of a place, parents/guardians must return a completed Registration Form together with the child's original birth certificate on or before the date specified in the Letter of Offer. Any recent assessments for the child(ren) should be included at this time.

**PARENTS/GUARDIANS are reminded that it is ESSENTIAL that they KEEP DSPNS INFORMED of any CHANGE OF ADDRESS including EMAIL ADDRESS or CONTACT NUMBERS. Changes of address, email or contact numbers MUST BE NOTIFIED IN WRITING to [info@dspns.ie](mailto:info@dspns.ie). Please note that DSPNS may contact applicants via email in relation to an application and it is the responsibility of parents/guardians to ensure that the school has their correct email address.**

## 13. 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 DSPNS where:-

- it is established that information contained in the application is false or misleading;
- 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;
- 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 DSP Code of Behaviour is acceptable to him/her/them and that he/she/they shall make all reasonable efforts to ensure compliance with such code by the student; or
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 12 above.

## 14. 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 board of management of another school 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; and/or

- (iii) An offer of admission to the school has been accepted.

The list may include any 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; and
- (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).

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

Neither the board of DSPNS nor any persons acting on its behalf will 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. Reviews and/or appeals of decisions under this policy**

### **Right of review of decisions of the school by the Board of Management**

The parent of the applicant may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29(1)(c) 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** by the Board of Management of that decision 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 of the student may appeal a decision of the school to refuse admission to the DoES. 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 or 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.

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.

## **17. Data Protection**

DSPNS acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete and up to date. Individuals have the right to have any inaccurate information rectified or erased. Individuals are requested to notify the school of any change in information provided by them (such as address (including email address), phone number). All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the Chairperson of the Board of Management.