



Admission Policy of Holy Child Community School

School Address: Pearse Road Sallynoggin, Co. Dublin

Roll number:91330K

School Patron: Le Chéile Schools Trust clg

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 patrons and with parents of children attending the school.

The policy was approved by the school patrons on 29th June 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 Holy Child Community School 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

Holy Child Community School was established in 1970 with the objective of providing a comprehensive, co-educational, multi denominational and accessible education for all in the community. Holy Child Community School is a designated co-educational multi denominational Community School under the trusteeship of Le Chéile Schools Trust .

Holy Child Community School welcomes students with diverse abilities and talents. In keeping with our Christian ethos, we seek to recognise and develop these varied gifts and to promote in our students a sense of self-confidence, tolerance and respect for others. We foster learning within a secure and happy environment, so that our students may mature to their fullest potential in personal, social, physical, aesthetic, spiritual and



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academic skills. We see parents/guardians as being essential partners in this process and look to them for support and reinforcement. Our school structures, curriculum and special events are all designed to reinforce these values and this vision

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Holy Child Community 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 school draws on the richness of the religious and cultural heritage of the founder Cornelia Connelly of the Society of the Holy Child Jesus. Cornelia Connelly developed an educational system based on trust, respect and the joy of learning. She believed children learn best when taught with reverence and respect, and when they are actively engaged in their education.

As a Community School we recognise this inherited tradition and Cornelian vision along with values inherited from the Le Chéile Schools Trust. *Our school seeks to build a learning community that recognises the unique dignity and worth of each person (Witness); pursues the greater understanding and appreciation of the world (Wisdom) and expresses Gospel Values in everyday life and recognises that every person is made in the image and likeness of God (Witness).* (Le Cheile Schools Charter)

The general objectives of all Community Schools are outlined in part 2 of the Articles of Management of the Community Schools. It states that *Holy Child Community School shall be established with the object of providing a comprehensive system of post-primary education open to all the children of the community, combining instruction in academic and practical subjects, and ongoing education for persons living at or near Sallynoggin in the County of Dublin and generally for the purpose of contributing towards the spiritual, moral, mental and physical well-being and development of the said Community.*



3. Admission Statement

Holy Child Community 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', '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.

Schools with special education classes

Holy Child is a school which has established a Moderate Learning classroom and an ASD classroom for students with moderate learning difficulties, 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

Holy Child Community School is committed, to do all that is reasonable to accommodate the needs of students with disabilities or special needs. We strive to facilitate a smooth transfer from Primary to Post-Primary education and to provide supports for these students throughout their time in Holy Child Community School.

The school is committed to helping all students reach their full potential. Support teachers work closely with parent(s)/guardian(s), other teachers, Year Heads, Management, Career Guidance, Chaplain and outside agencies

Holy Child Community School with the approval of the Minister for Education and Skills, has established two special classes to provide an education exclusively for students with Moderate Learning Difficulties and ASD



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 classes attached to Holy Child Community School provides an education exclusively for students with Moderate Learning Difficulties and Autistic Spectrum Disorders categories of special educational needs 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.

Application Forms for school entrance are available from the school and available on the school website.

Parents/guardians must note, in a particular way, the **closing date** for receipt of completed Application Forms, Acceptance Forms and any other requested documentation.

An Open Evening is held in September/October each year, during which time, the Principal will outline the enrolment procedure. It is important for prospective parent(s)/guardian(s) to attend this meeting.

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:

Insert selection criteria here

1. Children whose parents/guardians principal residence is in the Holy Child Community School catchment area and who have siblings currently attending the school. The catchment area is defined as Dublin south county, city of Dublin and North Wicklow
2. Children whose parent's/guardian's principal residence is outside the catchment area and who have siblings currently attending Holy Child Community School.
3. Children whose parent's/guardian's principal residence is in the Holy Child Community School catchment area
4. Subject to a maximum *25% of the enrolment figure, children whose parent's/guardian's principal residence is in the Holy Community School catchment area, and completed their post-primary education in Holy Child Community School to either Intermediate/Junior Certificate and/or Leaving Certificate level. If necessary, proof of attendance at Holy Child



Community School and/or certification will rest with the parent/guardian. (Should the number of children falling into this category exceed the maximum *25% of the enrolment figure, a lottery will be held. Children whose names are not drawn in the lottery will be placed in category 3.)

5. Any other applications received before the deadline as notified in the Annual Admission Notice.
6. Late applications.

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:

Insert details of the school's arrangements here

If there are insufficient places available to meet demand in a particular category, it may be necessary to allocate those places on the basis of an independently adjudicated draw. This process will be outlined at the school's open night.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these and schools must retain the exceptions that apply to them and delete those that do not:

- (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 the special classes 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 (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (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 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Holy Child Community 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 Holy Child Community 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
- (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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

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 [school name] 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.

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 data 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 Holy Child Community 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 Holy Child Community 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.

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 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 available, the name of the applicant will be added to the waiting list.

15. 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:

1. Children whose parents/guardians principal private residence is in the Holy Child Community School catchment area and who have siblings currently attending the school. The catchment area is defined as Dublin south county, city of Dublin and North Wicklow
2. Children whose parent's/guardian's principal private residence is outside the catchment area and who have siblings currently attending Holy Child Community School.
3. Children whose parent's/guardian's principal private residence is in the Holy Child Community School catchment area



4. Subject to a maximum *25% of the enrolment figure, children whose parent's/guardian's principal private residence is in the Holy Community School catchment area, and completed their post-primary education in Holy Child Community School to either Intermediate/Junior Certificate and/or Leaving Certificate level. If necessary, proof of attendance at Holy Child Community School and/or certification will rest with the parent/guardian. (Should the number of children falling into this category exceed the maximum *25% of the enrolment figure, a lottery will be held. Children whose names are drawn in the lottery will be placed in category 3.)
5. Any other applications received before the deadline as notified in the Annual Admission Notice.
6. Late applications.

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

The board of Holy Child Community School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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

This section must be completed by schools that provide religious instruction to students.

The rights of students and parents in relation to the provision of Religious Instruction and Religious worship are outlined in section 11 of the Articles of Management of the Community School (see attached)

Students in Holy Child Community School follow the National Council for Curriculum and Assessment (NCCA) Religious Education syllabus, at Junior Cycle level. At Senior Level, the RE syllabus complies with NCCA Religious Education (non-examination) framework

The National Council for Curriculum and Assessment (NCCA) states:

'Religious Education should ensure that students are exposed to a broad range of religious traditions and to the non-religious interpretation of life. It has a particular role to play in the curriculum in the promotion of tolerance and mutual



understanding. It seeks to develop in students the skills needed to engage in meaningful dialogue with those of other, or of no, religious tradition.'

The 1998 Education Act states that we must promote the spiritual and moral dimension of the student. This is the promise of holistic education – a promise to which the NCCA Religious Education Curriculum contributes uniquely. Religious Education has developed in such a way that it is open to all participants, contributing to the spiritual and moral development of students whatever their belief system: religious or secular. It promotes social cohesion and encourages tolerance and acceptance, allowing students to develop the skills and attitudes they need to engage positively, respectfully and constructively in a pluralist society.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, 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 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) The timeframe will be 2 weeks.

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.



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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.