



St Patrick's GNS, Hollypark

RN: 19259W

Admission Policy

School Patron: Dermot Farrell Archbishop of Dublin

Ratified: 31st January 2023

Next review date: January 2024

Signed: *Arthur Hutchinson*

Arthur Hutchinson, Chairperson BOM

At the time of drawing up this policy, all details and the enclosed information are correct. It is possible that between now and the review date, changes may have to be made to the provisions, policies and procedures of the school. This may be due to external changes required by the Department of Education, the school patron or other agencies. Mandatory policies will be available on the school website and up to date information will be posted regularly.

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 31st January 2023. 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 Patrick's GNS Hollypark 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 Patrick's GNS Hollypark is a Catholic all girls' 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 S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Patrick's GNS Hollypark 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 Patrick's GNS Hollypark serves the geographic boundary of the parish of Our Lady of Perpetual Succour.

The school is committed to diversity and inclusivity while, at the same time, protecting the integrity and Catholic ethos of the school which underpins all aspects of school life. Religious education for pupils is provided in accordance with the doctrines, practices and traditions of the Roman Catholic Church and the school promotes the formation of pupils in the Roman Catholic faith. The school promotes holistic development of pupils and supports the principle of equality for all students regarding access to and participation in school.

3. Admission Statement

St Patrick's GNS Hollypark 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.

Single gender schools

St Patrick's GNS Hollypark is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

All denominational schools

St Patrick's GNS Hollypark 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.

The Board of Management is responsible for respecting the rights of the existing school community and acting in the best interests of the children. The Board reserves the right to determine the maximum number of children in each classroom having due regard for:

- Size of /available space in classrooms and communal/play areas
- The educational needs of children of a particular age
- Multi-grade classes
- Presence of children with special educational or other needs
- Department of Education maximum class average directives
- Availability of appropriate teaching staff

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

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education to the Board of Management. Every child is supported as far as possible and in accordance with our Learning Support Policy to be included in her class curriculum and to participate in the activities of the school.

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
- c) St Patrick's GNS Hollypark provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.
- d) **For procedure for the admission of Junior Infants students prior to the commencement of the intake year, please see [Appendix A](#)**

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:

Pupils must be aged 4 on or before 30th June in the year of admission.

1. Sisters and step-sisters of girls already enrolled in the school and girls resident in the parish of Our Lady of Perpetual Succour, Foxrock, Dublin 18. (the eldest child will have priority in this ranking)
2. Girls who currently have a brother or step-brother as a pupil in St. Patrick's BNS Hollypark (the eldest child will have priority in this ranking)
3. Daughters of current school staff of St Patrick's GNS & BNS (the eldest child will have priority in this ranking)
4. Girls residing outside the Parish of Our Lady of Perpetual Succour, Foxrock, Dublin 18. (the eldest child will have priority in this ranking)

In the case of multiple birth siblings an Admission Application Form must be completed for each individual sibling.

If the number of applicants in a particular category exceeds the number of available places, **applicants will be accommodated in age order commencing with the eldest.** Children born on the same date will be deemed to be the same age.

Applications received after the closing date prior to the year of intake will be placed on a waiting list strictly in order of date and time received.

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:

A lottery will be drawn by an independent person, as defined in Section 9 60 of the Education (admission to schools) Act 2018.

In the event that multiple birth siblings apply for admission to the school each individual name will be entered into the lottery with the indication that the student has multiple birth sibling applicants. If one of the multiple birth siblings is selected for admission to the school then all the multiple birth siblings will be admitted.

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) 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 or having attended the school as per Enrolment Criteria.
- (g) the date and time on which an application for admission was received by the school,
 - a. 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.
 - b. 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 St Patrick's GNS Hollypark 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 Patrick's GNS Hollypark, 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 Patrick's G.N.S. Hollypark 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 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 –

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- 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 Patrick's GNS Hollypark 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 Patrick's GNS Hollypark 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.

Applications received after the closing date prior to the year of intake will be placed on a waiting list strictly in order of date and time received.

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

Other Years: Senior Infants- 6th Class

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:

Pupils may transfer to the school at any time subject to school policy, available space and in some cases the approval of the Department of Education. In the event of over-subscription applications will be placed at the end of our existing Waiting Lists (see Section 13 & 14 above) strictly in order of date and time received.

The school's Admission Policy and Admission Form can be downloaded from the school website www.hollyparkgns.ie, by emailing hollyparkgns@gmail.com or contacting the school office on (01) 2893293.

Applicants are required to submit a fully completed, signed and dated Admission Form. Applications will be deemed incomplete if all requested documentation and information has not been received. The following documents must accompany a completed application:

- Birth Certificate/Adoption Certificate – original
- An original Utility Bill (Gas, Electricity, Refuse) in the name of either or both parents/guardians, dated within three months of the application date, (where bills are received electronically, parents/guardians must sign the printed copy of the e-bill when submitting) and
- Any one of the following, in the name of either or both parents/guardians, dated within three months of the application date:
 - an original bank statement
 - an original Tenancy Agreement
 - an original document issued by a Government Department eg Revenue, Social Welfare
 - an original valid TV Licence
- Two passport photographs with your child's name written on the back
- Stamped self-addressed envelope for return of original documentation

The completion of an Admission Form does not confer an automatic right to a place in the school. The Board of Management will examine all applications and the supporting documentation. The Board of Management reserves the right to request further documentation in support of the application. The onus rests on the applicant to prove conclusively to the Board of Management that all documentation is accurate and correct.

False or misleading information will lead to the application being deemed null and void.

- An offer of a place or a decision to refuse admission will be notified within 21 days of the receipt of the application to enrol.
- Acceptance of a place must be confirmed in writing within 14 days from the date of the letter of offer by completing and returning an Enrolment Acceptance Form. (see also Section 10 & 12 above)
- Failure to return a completed Enrolment Acceptance Form within 14 days may result in the place being forfeited and/or reallocated.
- It is the responsibility of parents/guardians to make a new application each year in the event of not securing a place in the year first requested.
- Where a place is not immediately available the applicant's name will be placed on a waiting list or added to an existing list in accordance with the order of priority assigned in the School's Admissions Policy.

During the Year: Junior Infants - 6th Class

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:

Junior Infants:

Parents/guardians seeking admission for their daughter/s to a **Junior Infant** class after the commencement of the school year in relation to which admission is sought can apply at any time throughout that school year. Applications will be placed at the end of any existing Junior Infant Waiting List (see Section 13 & 14 above) strictly in order of date and time received.

Senior Infants-6th Class:

The school's Admission Policy and Admission Form can be downloaded from the school website www.hollyparkgns.ie, by emailing hollyparkgns@gmail.com or contacting the school office on (01) 2893293. Applications will be placed at the end of any existing Waiting Lists (see Section 13 & 14 above) strictly in order of date and time received.

Applicants are required to submit a fully completed, signed and dated Admission Form. Applications will be deemed incomplete if all requested documentation and information has not been received. The following documents must accompany a completed application:

- Birth Certificate/Adoption Certificate – original
- An original Utility Bill (Gas, Electricity, Refuse) in the name of either or both parents/guardians, dated within three months of the application date, (where bills are received electronically, parents/guardians must sign the printed copy of the e-bill when submitting) and
- any one of the following, in the name of either or both parents/guardians, dated within three months of the application date:
 - an original bank statement
 - an original Tenancy Agreement
 - an original document issued by a Government Department eg Revenue, Social Welfare
 - an original valid TV Licence
- Two passport photographs with your child's name written on the back
- Stamped self-addressed envelope for return of original documentation

The completion of an Admission Form does not confer an automatic right to a place in the school. The Board of Management will examine all applications and the supporting documentation. The Board of Management reserves the right to request further documentation in support of the application. The onus rests on the applicant to prove conclusively to the Board of Management that all documentation is accurate and correct.

False or misleading information will lead to the application being deemed null and void.

- An offer of a place or a decision to refuse admission will be notified within 21 days of the receipt of the application to enrol.
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- Failure to return a completed Enrolment Acceptance Form within 14 days may result in the place being forfeited and/or reallocated.
 - It is the responsibility of parents/guardians to make a new application each year in the event of not securing a place in the year first requested.
 - Where a place is not immediately available the applicant's name will be placed on a waiting list or added to an existing list in accordance with the order of priority assigned in the School's Admissions Policy.

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

This rule applies to all schools.

The Board of St Patrick's GNS Hollypark 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 or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction of 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

The school's Religious Education Policy is available on www.hollyparkgns.ie.

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)

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.

19. Additional Provisions

School Policies

Children are enrolled in our school on the understanding that they co-operate with and support the school's Code of Behaviour in addition to all other school policies. The Board of Management holds parents/guardians responsible for ensuring that their child(ren) comply with our policies in an age-appropriate way.

The Admission Policy that is in existence at the time an application for admission is being made is the policy that will be applied to that application.

Appendix A

Procedures for the admission of Junior Infant students prior to the commencement of the intake year

The procedures of the school in relation to the admission of Junior Infant students prior to the commencement of the intake year for which an application is being made are as follows:
(Please see Section 15 for procedures for admission of students to other years and during the school year)

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- any one of the following, in the name of either or both parents/guardians, dated within three months of the application date:
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- Failure to return a completed Enrolment Acceptance Form within 14 days may result in the place being forfeited and/or reallocated.
- It is the responsibility of parents/guardians to make a new application each year in the event of not securing a place in the year first requested.
- Where a place is not immediately available the applicant's name will be placed on a waiting list or added to an existing list in accordance with the order of priority assigned in the School's Admissions Policy.