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ST. MICHAEL'S SCHOOL ADMISSION POLICY

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WITH SECTION 2 AND 17 COMPLETED

THIS IS THE DOCUMENT THAT SHOULD FORM THE BASIS FOR DISCUSSION AT  
BOARD OF MANAGEMENT AND SHOULD BE USED BY SCHOOLS UNDER  
ARCHBISHOP DERMOT FARRELL'S PATRONAGE



## **St. Michael's Special National School**

HOLY ANGELS  
GLENMAROON  
CHAPELIZOD  
DUBLIN 20.

**Telephone: 018201859**

## **ENROLMENT/ADMISSIONS POLICY**

## **Admission Policy of St. Michael's School**

**Holy Angels, Glenmaroon, Chapelizod, Dublin 20, D20 A072**

**Roll number: 17971H**

**School Patron/s: Archbishop Dermot Farrell**

### **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 12<sup>th</sup> August 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 St. Michael's 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**

This section must be completed by all schools.

St. Michael's School is a Catholic co-educational special 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 student, 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 students in the Catholic faith,

and which school provides religious education for the students 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. Michael's 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.

St. Michael's School is under the trusteeship of the Daughters of Charity.

We provide a secure, healthy and caring environment which values the uniqueness of each person.

As a team:

We recognise the needs and talents of each student and provide an appropriate broad curriculum.

We foster self-esteem, empowering each student to reach his/her full potential.

We believe in an active partnership between home and school.

It is our wish that students leave us with enhanced self-confidence and with life-skills and attitudes which will enable them to lead lives satisfying to themselves and lives that will contribute to the betterment of society.

The Irish Special School system is category specific. Within this system, St. Michael's School is designated as a co-educational school for students with Mild General Learning Disability. Students, aged 5\* – 18 years, who, on psychological testing, have a full scale I.Q. between 50 to 69 (Mild General Learning Disability) are eligible to make application. This is not a school that caters for students with emotional and behavioural difficulties. The student/teacher ratio is 11:1.

\*Students must be 5 years of age on or before 1<sup>st</sup> January of the year for which they are applying for admission.

Referrals are considered on an individual basis giving due regard to both the characteristic designation of the school and the provision of adequate resources by the Department of Education & Skills (DES) and the National Council for Special Education (NCSE). Applications for enrolment should be directed to the School Principal, acting on behalf of the Board of Management.

*St. Michael's School is a welcoming and inclusive community under the Patronage of the Archbishop of Dublin and Trusteeship of the Daughters of Charity.*

In conformity with its Mission Statement, the School recognises the needs and talents of each student, and wishes to provide a broad curriculum for all students. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act (1998). The curriculum for students with mild general learning disabilities Guidelines for teachers of Students with Mild General Learning Disabilities (primary and post-primary) is the bedrock of all that is taught, along with the Primary School's Curriculum. The school also provides recognised post-primary programmes including the Junior Cycle programmes, level 2, level 3 subjects (Art, Craft and Design and Home Economics), as well as modules from Quality and Qualifications Ireland (QQI) level 3 (Woodwork, Food and Nutrition, Ceramics, Music Appreciation, Application of Number, Computers, Horticulture/Container Gardening, Health & Fitness, Art Appreciation and Communications).

Within the limits of the resources available, the School endeavours to empower each student to reach her/his full potential by working in an active partnership comprised of parents, teachers, Ancillary Staff, the Admissions Team, DES and Health Service Executive (HSE).

As special schools are under the primary section of the Department, the lengths of the school day and the school year are in accordance with primary school regulations. All students attend school from 9.20 a.m. to 3.00 pm to facilitate transport to and from school. In the interests of some students it may be necessary to shorten the day further if parents or school staff feel that the student would benefit from a shorter school day.

Children who require regular medicines or specific medical procedures of any sort are required to provide the school with signed parental/guardian consent stating the times and circumstances of when the medicine should be administered. An up to date medical report may be requested so that the school can assess its ability to cater for the student's medical needs. Should a student already enrolled require new medicines/medical procedures, the school, in consultation with parents/guardians, will reassess its ability to meet the student's needs. A copy of the school's Administration of Medication Policy will be given to parents/guardians of student with medical needs and is available upon request to all parents/guardians.

### 3. Admission Statement

St. Michael's 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.

Additional information must be included (as applicable) in this section, in the case of single gender schools, post-primary denominational schools, denominational primary schools of a minority religion, all denominational schools, special schools and schools with special classes as set out below.

#### **Special schools**

St. Michael's School is a school which, with the approval of the Minister for Education and Skills, provides an education for students with a Mild General Learning Disability.

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

In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here.

Schools must retain the following statements that apply to them and delete those that do not:

**(a) In the case of a special school**

St. Michael's School with the approval of the Minister for Education and Skills, provides an education for students with a Mild General Learning Disability.

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

#### 5. Admission of Eligible Students

This school shall admit each eligible student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of an eligible 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

Additional information must be included (as applicable) in this section.

**Special School**

St. Michael's School provides an education for students with a Mild General Learning Disability and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.

**Application Procedure**

The parent/guardian must apply in writing, completing an application form, to the school, furnishing the following documentation to the School Principal and satisfying the enrolment criteria:

- Recent Psychological Assessment containing a definite diagnosis of Mild General Learning Disability indicated with FSIQ standard scores (within two years of the application date),
- A recommendation within this report for a school for students with a Mild General Learning Disability,
- Copies of any other reports containing original additional diagnosis, e.g. ASD, ADHD etc.,
- Social History (where appropriate),
- Medical Report (where applicable),
- Psychiatric Assessment (where appropriate),
- Speech and Language Therapy Report (where applicable),
- Previous School related Reports/Individual Education Plans etc.,
- Any other relevant information.

An application will not be deemed completed until all requested documentation has been received. An appointment to visit the school will be made on receipt of all relevant documentation. Parents/Guardians of applicants who do not meet the criteria as set out in this policy will be notified in writing.

Upon receipt of requested documentation indicating that the child meets the criteria for enrolment, groups of parents/guardians are invited to a general information meeting with the Admissions Team. If any other person is attending this meeting with parents/guardians, the school must be informed in advance. At this meeting information about St. Michael's School, the Curriculum, Ethos, etc. will be shared and small groups of parents/guardians will be escorted on a brief tour of the school.

If parents/guardians do not wish to proceed with the application for enrolment at this stage, this must be expressed in writing to the Principal. For those who wish to proceed with the application, an arrangement will then be made for the Admissions Team to meet with the parent/guardian and child. If any other person wishes to attend this meeting with parents/guardians, the school must be informed in advance and, where considered appropriate, this will be accommodated. A record of all meetings and decisions of the Admissions Team will be kept.

Prior to actual admission the following certificates are required:

- Birth Certificate,
- Baptismal Certificate (if applicable).

Places cannot be deferred from year to year.

## **6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

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:

The selection of students for enrolment is a matter for decision by the Board of Management.

The Board of Management delegates to its Admission Team the power to apply this policy in a fair and transparent manner when applications for places are sought in the school. The Board has determined that the Admissions Team shall consist of three teachers who are permanently employed in the school, including the Principal, Deputy Principal and one other teacher.

An Admissions Team assess each application for enrolment. Generally, recommendations are made to the Board of Management giving consideration to the following criteria:

- Students of school-going age who, on psychological testing, are found to be functioning within the level of Mild General Learning Disability. Full Scale IQ and Standard Scores must be provided.
- A recommendation included within the psychological report for a school for students with a Mild General Learning Disability.
- Students attending St. Michael's School come from the catchment area which should be the nearest school to their address for students with a Mild General Learning Disability and is basically defined by provision of transport sanctioned by the Special Educational Needs

Organiser (SENO), the Department of Education & Skills and organised by School Transport Services, Bus Eireann.

- Availability of a place in an age appropriate class, with considerations to the particular needs of the current students.
- In the event of Special Needs Assistant support being required, a specific recommendation for Special Needs Assistant support within a special school setting must be made in the psychological assessment.
- In the event of Bus Escort support being required, a specific recommendation for Bus Escort support whilst on school transport services should be made in the psychological assessment.
- Students whom the Admission's Team otherwise recommend for admission for stated reasons.

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:

In the event that applications for enrolment exceed/are expected to exceed the number of places available the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria.

The criteria may include any of the following though not necessarily in that order:

- Availability of places at the age of the applicant
- Consideration of the current enrolment
- Availability of suitable additional supports and staffing to cater for additional needs that a student may have
- Catchment area
- Children of staff members
- Any specific provision for children of ethnic minorities, including travellers, refugees, asylum seekers etc
- Exceptional and unforeseen circumstances.

## **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 (highlighted in red below) 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;

- admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or

(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, in the case of the school wishing to include a selection criteria based on (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 criteria 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 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to St. Michael's 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 and requested information 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. Michael's School, 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, they 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, they 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. Michael's School 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 as 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—

- (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 Michael's 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 St. Michael's 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will only be processed should a suitable place become available and where an offer cannot be made to an applicant on the waiting list (e.g. an age appropriate class placement). Late applications which are processed 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.

Parents/guardians must re-apply for consideration for enrolment for the following school year.

### **14. Late Eligible 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 eligible 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. Late eligible applicants will be offered a place if there is place available. In the event that there is no place available, the name of the eligible applicant will be added to the waiting list as set out in Section 13.

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

The procedures of the school in relation to the admission of eligible students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Eligible students may transfer to the school at any time, subject to the Admissions Policy and availability of spaces.

#### **Re-enrolment**

"A child removed from the rolls in accordance with the terms of Rule 64 of the 'Rules for National Schools', shall at any time after she/he was so removed and at the request of her/his parents or guardian, be re-enrolled in the school, notwithstanding any alteration to the enrolment policy in the school which may have been formulated during the period when the child was not on the rolls, and subject only to there being a place available in the school."  
(Circular 4/97)

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:

The Board of Management will write to the parent/guardian of the student informing them of the vacancy and the offer of a place.

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

This rule applies to all schools.

The Board of St. Michael's School 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**

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

The following are the school's arrangements for students, where the parent 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 in 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.

## **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 this case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to reus 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 decision 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.

Sharon Gorevan  
*Principal*

Sr. Bernadette Carson  
*Chairperson*

19.11.2021  
*Date*