# Lucan

## COMMUNITY NATIONAL SCHOOL
## *SCOIL NÁISIÚNTA POBAIL*

Balgaddy, Lucan, Co. Dublin
Baile Gadaí, Leamhcán, Co. BÁC

# POLICY FOR ADMISSION TO LUCAN Community National School

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of Lucan CNS is responsible for the implementation of this Admission Policy.

## Introduction to Lucan Community National School

Lucan Community National School (CNS) is a co-educational primary school which is under the patronage of Dublin and Dun Laoghaire Education and Training Board (DDLETB).

Lucan CNS seeks to provide a school environment which is underpinned by excellence in education. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Lucan CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

It is the policy of Lucan CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending Lucan CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Lucan CNS welcomes children from all faiths/ beliefs and cultures.

Lucan CNS was established in September 2013 with a Junior Infant Class. Since early 2017, Lucan CNS has been located at its permanent home in Balgaddy, Lucan. Lucan CNS is a developing school. Lucan CNS caters for all mainstream classes from Junior Infants to Sixth Class. Lucan CNS also hosts a Centre of Specialised Education (CSE) which comprises of two classes catering for pupils with a confirmed diagnosis of Autism (ASD).

Under the patronage of DDLETB, a Board of Management oversees the running of the school. The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000, the Education for Persons with Special Educational Needs Act 2004, and the Education (Admissions to School) Act 2018. The board of management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

In view of the developing nature of the school, and population change within the areas served by the school, this admissions policy will be subject to regular review and change.

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# PART A

## *General Information for All Applicants*

1. ***Glossary of Terms***
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3. ***Legal Framework***
4. ***General Admission Provisions (for all Applicants)***

# 1. GLOSSARY OF TERMS

'**Applicant'** means the parent / guardian of a Child who has made an application for admission to Lucan CNS.

**Child'/ 'Student'** means the person in respect of whom the application is being made. All uses of the word 'Student' throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that an application or acceptance of offer makes him/her a student of Lucan CNS; a person is only regarded as a student of Lucan CNS once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

**'Enrolled'** means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

'**Gender'**, in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

'**Parent'** has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

**'Special Class'/ 'Autism Class'** means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills. Lucan CNS has two Autism Classes, established to cater for special educational needs of Students with Autism.

**'Relevant Report'**, as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional, which:

a) provides detailed evidence of the Student's needs,
b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and
c) makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

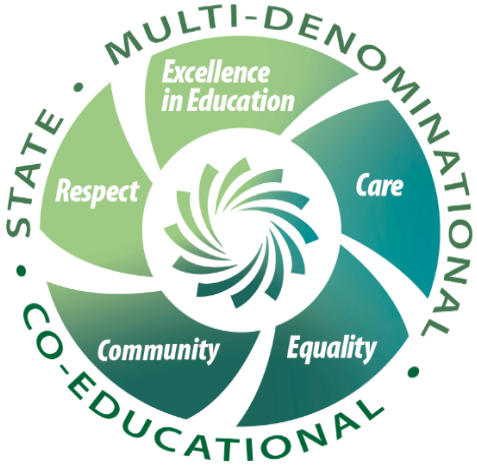
The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

**'Junior Infants'** means the intake group of Students for the most junior class in a school but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

## 2. Admission Statement

ETB schools are state, multidenominational, co-educational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.




As the State provider of education, the ETB sector defines a 'multidenominational' school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, disability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Lucan CNS shall not discriminate in its admission of a Child based on the following grounds:

2.1. Gender of the Child or Applicant.

2.2. Civil status of the Applicant;

2.3. Family status of the Child or Applicant;

2.4. Sexual orientation of the Child or Applicant;

2.5. Religion of the Child or Applicant;

2.6. Disability of the Child or Applicant;

2.7. Race of the Child or Applicant;

2.8. The Child's or Applicant's membership of the Traveller community;

2.9. Special educational needs of the Child or Applicant. However, as the school provides education exclusively for a category of special educational need in a Special Class, it is not discriminatory to refuse to admit to that class a Child who does not have the specified special educational need.

Lucan CNS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Lucan CNS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Lucan CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

## 3. Legal Framework

DDLETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Board of Management of Lucan CNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

## 4. General Admission Provisions

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

In processing an application Lucan CNS **shall not consider**:

4.1 The payment of fees or contributions to the school;

4.2 A Child's academic ability, skills or aptitude; unless:

- it is necessary to ascertain whether or not the Child has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a Special Class;

4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);

4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.

4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Child concerned attending the school.

4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Lucan CNS **will consider** the offer of a place to every Child seeking admission to the school, **unless one of the following applies**:

4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;

4.9 The Child seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class or has not attained a place in the class relevant to that Child.

Where Lucan CNS considers an application, each Child shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.

# PART B

## *Information for Specific Categories of Applicants*

***5. Application to the Junior Infant Group***

***6. Application to All Classes Other Than Junior Infants***

***7. Application to the Special Classes***

# SECTION 5
# Application to the Junior Infant Group

## 5. Application to the Junior Infant Group

**5.1 Admission Provisions (Junior Infant Group)**

5.1.1. Oversubscription

5.1.2. Selection criteria in order of priority

5.1.3. Selection process

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## 5.1 Admission Provisions (Junior Infant Group)

In the event that Lucan CNS is not oversubscribed, all Children will be offered a school place, subject to sections 4.8 and 4.9.

A Child applying for the Junior Infant Group but seeking admission to the Autism Class should see section 7 of this Admissions Policy. If the Child is also applying for a place in the mainstream Junior Infant Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

Incomplete applications received by the school will not be processed under this policy.

### 5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Lucan CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special (Autism) Class.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

### 5.1.2 Selection criteria in order of priority

Lucan CNS will apply the following criteria for admission to the Junior Infant Group:

| |
|---|
| **Category 1**<br>5.1.2.1<br>Brothers & Sisters (including step-siblings resident at the same address) of children Currently enrolled, who were born on or before 31st March, four years prior to the September of commencing Junior Infants up to 6 years of age [on 1st September of Junior Infant enrolment year]; |
| **Category 2**<br>5.1.2.2<br>Children born on or before 31st March, four years prior to the September of commencing Junior Infants up to 6 years of age [on 1st September of Junior Infant enrolment year]; with places offered in order of chronological age, beginning with the oldest. |
| **Category 3**<br>5.1.2.3<br>In the event that following application of Section 5.1.2.2 the number of places available in a given year has not been filled, children will be offered a place according to their chronological age, beginning with the oldest. |

Note: See section 7 for selection criteria applicable to admission to the Special Class.

### 5.1.3 Selection process

Lucan CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Lucan CNS will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

N.B. The number of places available in a mainstream class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that mainstream class group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream class group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream class group(s) are reduced [1].

### 5.1.4 Late applications

An application received by Lucan CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

[1] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated.*"

Where the relevant class is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section(s) 4.8 and 4.9.

Where the relevant class is not oversubscribed, i.e., there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

**5.1.5 <u>Second/third-round offers of a place</u>**

Where a Child is in receipt of an offer of a place within the relevant class but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the relevant class have been filled.

**5.1.6 <u>Acceptance of a place</u>**

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

### 5.1.7 Refusal

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

5.1.7.1. The reasons that the Child was not a offered a place in Lucan CNS;

5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

5.1.7.3. Details of the Child's place on the waiting list, if applicable; and

5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

5.1.7.5. The information contained in the application is false or misleading in a material respect.

### 5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

5.1.8.1. The information contained in the application is false or misleading in a material respect, or

5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, by the date stated for same in the letter offering the place, or

5.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

(ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Child and shall be treated as a late application in line with section 5.1.4 above.

## 5.2 Appeals

**5.2.1. <u>Appeal where refusal was due to oversubscription:</u>**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Lucan CNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@lucancns.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education, or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

**5.2.2. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Lucan CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Lucan CNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@lucancns.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

**5.2.3. Basis for a review by the Board of Management:**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

# SECTION 6
# Application to All Classes Other Than Junior Infants

## 6 Application to All Classes Other Than Junior Infants

### 6.1 Admission Provisions (other than Junior Infants)

6.1.1. Oversubscription

6.1.2. Selection criteria in order of priority

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6.1.4. Late Applications

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6.1.6. Acceptance of a place

6.1.7. Refusal

6.1.8. Withdrawal of an offer

### 6.2 Appeals

6.2.1. Appeal where refusal was due to oversubscription

6.2.2. Appeal where refusal was for a reason other than oversubscription

6.2.3. Basis for a review by the Board of Management

## 6.1 Admission Provisions (Other Than Junior Infants)

In the event that Lucan CNS is not oversubscribed, all Children will be offered a school place, subject to sections 4.8 and 4.9.

A Child applying for admission to a class other than Junior Infants but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the Child is also applying for a place in the mainstream class in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

Incomplete applications received by the school will not be processed under this policy.

### 6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Lucan CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

### 6.1.2 Selection criteria in order of priority

Lucan CNS will apply the following criteria for admission to all classes other than Junior Infants:

| |
|---|
| **Category 1**<br>6.1.2.1<br>Brothers & Sisters (including step-siblings resident at the same address) of children currently enrolled (provided they were born on or before 31st March, four years prior to the September of their commencing Junior Infants in their previous school); |
| **Category 2**<br>6.1.2.2<br>Children born on or before 31st March, four years prior to the September of their commencing Junior Infants (or equivalent) in their previous school; |
| **Category 3**<br>6.1.2.3<br>In the event that following application of Section 6.1.2.2 the number of places available in a given year/class level has not been filled, children will be offered a place according to their chronological age, beginning with the oldest. |

See section 7 for selection criteria applicable to admission to the Special Class.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

### 6.1.3 Selection process

Lucan CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the relevant

class still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the relevant class. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Lucan CNS will apply a random lottery to assign any available places in the relevant class, or on the waiting list, to those applications.

N.B. The number of places available in a mainstream class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that mainstream class group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream class group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream class group(s) are reduced[2].

### 6.1.4 Late applications:

An application received by Lucan CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the relevant class is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section(s) 4.8 and 4.9.

[2] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated.*"

Where Lucan CNS is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the relevant class, subject to sections 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

**6.1.5 Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within the relevant class but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

**6.1.6 Acceptance of a place:**

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below.

**6.1.7 Refusal:**

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

6.1.7.1. The reasons that the Child was not a offered a place in Lucan CNS;

6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

6.1.7.3. Details of the Child's place on the waiting list, if applicable; and

6.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

6.1.7.5. The information contained in the application is false or misleading in a material respect.

**6.1.8 <u>Withdrawal of an offer</u>**

An offer of admission may be withdrawn where:

6.1.8.1. The information contained in the application is false or misleading in a material respect, or

6.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, by the date stated for same in the letter offering the place, or

6.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

(ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application

must be made for the same academic year on behalf of that Child and shall be treated as a late application in line with section 6.1.4 above.

## 6.2 Appeals

### 6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Lucan CNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Admission Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@lucancns.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

### 6.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Lucan CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-

reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Lucan CNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@lucancns.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### 6.2.3. Basis for a review by the Board of Management

As required by section 29C(2) of the Education Act 1998, a request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

# SECTION 7
# Application to the Special Classes

## 7 Application to the Autism Classes

### 7.1 Admission Provisions for the Autism Classes

7.1.1. Oversubscription

7.1.2. Selection criteria in order of priority

7.1.3. Selection process

7.1.4. Late Applications

7.1.5. Second/third-round offers of a place

7.1.6. Acceptance of a place

7.1.7. Refusal

7.1.8. Withdrawal of an offer

### 7.2. Appeals

7.2.1. Appeal where refusal was due to oversubscription

7.2.2. Appeal where refusal was for a reason other than oversubscription

7.2.3. Basis for a review by the Board of Management

## 7.1 Admission Provisions for the Autism Classes

Lucan CNS has two Autism Classes, together known as the Centre of Specialised Education (CSE), established to provide education to Students with severe/complex educational needs arising from Autism/Autistic Spectrum Disorders.

Only applications in respect of Children whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section. The school also requires documentation from the NCSE (National Council for Special Education) confirming that the Child is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a Relevant Report.

We cater for pupils aged 4 (on or before March 31st in year prior to enrolment) to up to 6 years of age [on 1st September of Junior Infant enrolment year] for Junior Infants in the special class. Our Autism Classes are an additional support mechanism for pupils with an autism diagnosis who fulfil the criteria for admission into the Autism class and who would find attending mainstream on a full-time basis challenging. Our CSE classes are special classes within the overall school and as such form an integral part of the school community. As far as possible, pupils attending the Autism class will be integrated into the day-to-day activities of the school and it is envisaged that pupils attending the class will, as far as possible, participate in school-related events. The Autism classes will cater for children who would be suitable for integration into the mainstream school.

Should a pupil who is currently attending the Autism class leave the school or should a pupil who is attending one of our classes be ready to integrate fully into mainstream, places may become available. Initially any new pupil attending the Autism class will attend on a phased-in basis. The organisation of this phased approach will be at the discretion of the principal in consultation with the staff and parents. This is to help children settle into their new environment and familiarise themselves with their surroundings and the other pupils and staff members. It is

very important that to ensure this initial settling in period will be a positive experience for all involved.

In the event that the Special Class in Lucan CNS is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class, as confirmed by the NCSE, will be offered a place in the Special Class, subject to section 4.8. of this policy

**7.1.1 <u>Oversubscription</u>:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Lucan CNS is in a position to offer further school places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list, subject to there being a place in the relevant mainstream year group. If there is not a place available in the relevant mainstream class group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, *i.e.* if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant mainstream class group for that Student.

For clarity, if a place becomes available in a given mainstream class group, before that place is offered to a Student on the waiting list for that mainstream year group, the waiting list for the Special Class shall be reviewed and if there is a place available in the Special Class and there is a Student on the waiting list who would be able to take-up the place due to the available place in the given mainstream year group, that Student will be offered the place in the Special Class (thereby removing the place in the mainstream year group). This is in the interest of ensuring that the scarce resources of the Special Class are never under-utilised.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class/year group, and his/her application for one but not both is successful,

s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

For the avoidance of doubt, if a Child does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to the Special Class in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept for the Special Class.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

**7.1.2 <u>Selection criteria in order of priority:</u>**

Applications to the Special Classes will only be considered if the Child's needs fall within the specified category of special educational needs provided for by these classes. Subject to these requirements, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

7.1.2.1 Children, and then, Brothers & Sisters (including step-siblings resident at the same address) of children, already enrolled. Children born on or before 31st March, four years prior to the September of commencement up to 6 years of age [on 1st September of Junior Infant enrolment year].

If the number of children who satisfy criteria 7.1.2.1 exceeds the number of places available, the following additional criterion will apply:

7.1.2.2. Children born on or before 31st March, four years prior to the September of commencement up to 6 years of age [on 1st September of Junior Infant enrolment year] with places offered in order of chronological age, beginning with the oldest;

If the number of children who satisfy criteria 7.1.2.1 & 7.1.2.2 exceeds the number of places available, the following additional criterion will apply:

7.1.2.3 The greatest level of educational need, as determined by the Principal in consultation with the NCSE and/or NEPS, having considered the Relevant Report in respect of the Student, taking into consideration the needs of the students in the particular class and the age group where a place is available.

**7.1.3 <u>Selection process:</u>**

Lucan CNS will apply the selection process as follows:

Having met the criteria for admission to the Special Class, an Applicant will be offered a place therein based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Lucan CNS will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

N.B. The number of places available in a year/class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.[3]

[3] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the*

**7.1.4 Late applications:**

An application received by Lucan CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the Special Class is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied, subject to section(s) 4.8 and 4.9. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Lucan CNS is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 the same process as applies to Applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

**7.1.5 Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within the Special Class but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

**7.1.6 Acceptance of a place:**

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*child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated.*"

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

**7.1.7 <u>Refusal:</u>**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

7.1.7.1 The reasons that the Student was not a offered a place in Lucan CNS;
7.1.7.2 Details of the Student's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
7.1.7.3 Details of the Student's place on the waiting list, if applicable, and;
7.1.7.4 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

7.1.7.5 The information contained in the application is false or misleading in a material respect.

**7.1.8 <u>Withdrawal of an offer</u>**

An offer of admission may be withdrawn where:

7.1.8.1. The information contained in the application is false or misleading in a material respect, or

7.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, by the date stated for same in the letter offering the place, or

7.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

(ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Child and shall be treated as a late application in line with section 7.1.4 above.

## 7.2 Appeals

**7.2.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Lucan CNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@lucancns.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

**7.2.2. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Lucan CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Lucan CNS. Such a review must be brought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing Lucan CNS info@lucancns.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

**7.2.3. <u>Basis for a review by the Board of Management:</u>**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.