

## Admission Policy of Holy Spirit G.N.S.

School Address: Sillogue Road, Ballymun, Dublin 11

Roll number: 19209H

School Patron : Catholic Archbishop of Dublin

### 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. All staff notified of Circular and guidelines issued by patron and provided with links. All parents and staff notified of requirement to review and amend current policy.

The policy was approved by the school patron in **November 2023** It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Holy Spirit GNS 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.

*Carmel Terrey*  
*22/11/2023*

## 2. Characteristic spirit and general objectives of the school

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Holy Spirit GNS 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.

"Catholic Ethos " in the context of Holy Spirit GNS means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
  - (b) a living relationship with God and with other people; and
  - (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
  - (d) the formation of the pupils in the Catholic faith,
- and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

### **Mission Statement**

Holy Spirit Girls' National School wish to promote the development of a learning environment through the provision of a quality and comprehensive system of education that is inclusive to all our children . We wish to create a happy, caring and safe environment for all children in our care.

#### **Aims**

We in Holy Spirit Girls' School aim to:

- Enable each child to reach her full potential academically.
- Ensure that the children leaving our school will have developed good self-esteem, a measure of self-reliance and self confidence to face the next phase of their lives.
- To foster a global awareness and a sense of responsibility for the long term care of the environment.

### **3. Admission Statement**

Holy Spirit GNS 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. Holy Spirit GNS is a vertical all girls' school and does not discriminate where it refuses to admit a boy applying for admission to this school.
- (b) the religion ground of the student or the applicant in respect of the student concerned. Holy Spirit GNS is a school whose objective is to provide education in

- an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.
- (c) the civil status ground of the student or the applicant in respect of the student concerned,
  - (d) the family status ground of the student or the applicant in respect of the student concerned,
  - (e) the sexual orientation 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
  - j) Holy Spirit GNS is a vertical girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.
  - K) ***Holy Spirit G.N.S. will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. Holy Spirit G.N.S. will comply with any direction served on the board or the patron under section 37A and 67(4)(b).***

#### **All denominational schools**

Holy Spirit G.N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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.

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

Holy Spirit G.N.S. caters for girls with additional needs who can be accommodated within a mainstream setting.  
Holy Spirit G.N.S. with the approval of the Minister for Education and skills has established one class to provide for education exclusively for girls with Autism Spectrum Disorder

#### **5. Admission of Students**



Holy Spirit GNS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

This school shall admit each student seeking admission except where -

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the pupil.

### **All denominational schools**

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Holy Spirit Girls' School provides education exclusively for girls from junior infants to 6th class and may refuse to admit as a student a person who is not of the gender provided for by this school.

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## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

**In the case of the Mainstream classes**

- A. Sisters (including step-siblings, resident at same address) of children already enrolled from the parish. Priority to the oldest on the date of commencement of the school year (as per birth cert). and children ordinarily resident at an address within the parish boundaries. Priority to the oldest on the date of commencement of the school year (as per birth cert).\*
- B. Children of staff. Priority to the oldest on the date of commencement of the school year (as per birth cert).\*
- C. Siblings of children outside the parish boundaries. Priority to the oldest on the date of commencement of the school year (as per birth cert).\*
- D. Children outside the Parish of Holy Spirit Girls' School. with priority to the oldest on the date of commencement of the school year (as per birth cert).\*
- E. A waiting list will then be drawn up in line with criteria and will then run for that school year with priority to the oldest on the date of commencement of the school year (as per birth cert).\*

**Criteria for enrolment into the Special Class for Children with Autism Spectrum Disorder (ASD) in the event of oversubscription:**

- The child must have a diagnosis of Autism/ASD with complex needs, without significant intellectual impairment made using the DSM V or ICD 10, and a recommendation that a placement in an ASD unit is appropriate.
- A recent (no more than 2 years old) psychological assessment or a report from a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist.
- The overall IQ score/level of ability as measured in the educational assessment must fall within the Average or Mild General Learning Disability Range. Liaison with a psychologist may be deemed necessary.

Each application will be considered by the school Principal, Special Education Coordinator and Special Education Teachers. A recommendation will be made in relation to each application to the Board of Management (BOM) of the school. The BOM has the right to endorse or overrule any decision made by the school Principal, Special Education Coordinator and Special Education Teachers.

The maximum class size in each special class is six pupils. If the number of applicants exceeds the number of places available, the following criteria will apply in priority order:

1. Children currently on roll in our school with a diagnosis of Autism.
2. Sisters of siblings and stepsiblings of children already enrolled Holy Spirit G.N.S..
3. Children resident in the parish of St. Pappins.
4. Children residing outside the parish of St. Pappins (priority will be given based on proximity to the school to determine distance).

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:

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In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

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## **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:

There are limited exceptions to some of these and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naionrai, other than in relation to a student's prior attendance at the early intervention class/ early start class in the school.
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;  
(other than in relation to: admission to 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 ;i.e. children of teachers may NOT be given any priority
- (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 her family having attending or having attended the school; other than siblings of a student attending or having attended the school as per Enrolment Criteria.
- (g) the date and time on which an application for admission was received by the school,

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.

## **8. Decisions on applications**

All decisions on applications for admission to Holy Spirit Girls' National School will be based on the following:



- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.
- NB Information supplied may need to be verified by Holy Spirit Girls' National School.

(Please see section 15 below in relation to applications received outside of the admissions period and section 16 below in relation to applications for places in years other than the intake group.)

**Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.**

## 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, **details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.**

**Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).**

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

In accepting an offer of admission from Holy Spirit Girls' National School, you must indicate-

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## 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 Holy Spirit Girls' National School where-

- it is established that information contained in the application is false or misleading.
- an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.**
- the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the 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;
- 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.

Holy Spirit Girls' National School may share information on application forms with other schools for the purpose of determining likelihood of acceptance of offers and verification of address but not limited to these. etc.

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

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Holy Spirit Girls' National School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Holy Spirit Girls' National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

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

Should there be space in the required class, having applied the criteria for enrolment, the pupil shall be enrolled once all necessary paperwork provided.



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:

Should there be space in the required class, having applied the criteria for enrolment, the pupil shall be enrolled once all necessary paperwork provided.

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

The board of Holy Spirit Girls' National 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 parents 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, **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 298 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 298 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, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Date of Approval by Patron: 18/01/23

Date of Implementation by school: 18/01/23

Reviewed on: Nov 2023.

Review Date: Nov 2024