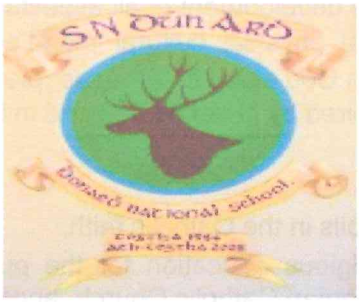


Admission Policy of Donard National School

Address: Barrack Street, Donard, Co. Wicklow W91 TW42

Roll number: 17920N

School Patron: 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 26th May 2026. 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 Donard National 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. The form must be completed and should be returned to the office.

2. Characteristic spirit and general objectives of the school

Donard National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church which aims at promoting:

(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual physical cultural moral and spiritual aspects; and
(b) a living relationship with God and with other people; and
(c) a philosophy of life inspired by belief in God and in the life death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Donard National 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.

Donard National School is a rural primary school in West Wicklow. There are currently seven mainstream classroom teachers and two SNAS. Donard NS is an inclusive school and promotes respect and positive behaviour

Our vision and aims are:

- To enable each child in our care to reach their full potential
- To ensure every child will have access to a well-rounded curriculum
- To promote the full and harmonious development of each and every aspect of the child
- To model positive behaviour in our teaching and learning within the school community.
- To promote a culture of mutual respect between students and staff
- To ensure that every child leaving Donard National School will be a confident well-rounded individual achieving his/her potential academically socially, morally, with respect for diversity in others and a sense of their own worth

3. Admission Statement

Donard National 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

Donard National School 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. (Insert name of schools) will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

All denominational schools

Donard National School 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 of Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Note for parents: the inclusion of the above wording was mandated by the Education (Admission to schools) Act 2018

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

Donard NS

Donard NS is an inclusive mainstream school which caters for all pupils. The school does not have a specific special class and all students are taught in mainstream settings If a student requires additional resources the school is dependent on the Department of Education for additional funding. The school will work with the Department in sourcing appropriate resources that may be required to meet the specific needs of a child.

5. Admission of Students

This school shall admit each student seeking admission except where -

a) the school is oversubscribed (please see section 6 below for further details)

b) a parent of a student when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000 fails to confirm in writing that the code of behaviour of the school is acceptable to him **or** her and that he **or** she shall make all reasonable efforts to ensure compliance with such code by the student

All denominational schools

Donard National School is a Catholic School and may refuse to admit as a student a person who is not a Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

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:

Selection Criteria (Ranking)

1. Siblings and stepsiblings of children already enrolled in the school and children resident **in** the Donard/ Davidstown catchment area of Dunlavin parish.
(the eldest child will have priority in this ranking).
2. Children of current of staff (the eldest child will have priority in this ranking).
3. Children residing outside the parish (the eldest child will also have priority).

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 there are two or more students 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.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission **or** when placing a student on a waiting list for admission to the school:

(a) a student's prior attendance at a pre school or pre school service, including naíonraí other than in relation to a student's prior attendance at-
(I) an early intervention class or
(II) an early start pre school specified in a list published by the Minister from time to time

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student's academic ability skills or aptitude;

(d) the occupation financial status academic ability skills or aptitude of a student's parents

(e) a requirement that a student or his or her parents attend an interview open day or other meeting as a condition of admission;

(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than siblings of a student attending or having attended the school as per Enrolment Criteria

(g) the date and time on which an application for admission was received by the school

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 Donard NS 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
- The Board of Management will have regard to the relevant Department guidelines in relation to class size and staffing provisions and or any other relevant requirements concerning accommodation including physical space and the health and welfare of children
- The Board of Management is bound by the Department of Education Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards though compulsory attendance does not apply until the age of 6 years. Children applying to enrol must have reached the age of 4 years by August 31st of the year they will commence

(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.)

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 Donard 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 Donard National 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 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 (b) allows a school to provide a patron or another board of management with a list of students in relation to when

1. Application for admission to the school has been received.
2. An offer of admission to the school has been made
3. An offer of admission to the school has been accepted

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 Donard 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 Donard 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.

* **Junior Infants**: It is important to note that the application period is strictly adhered to. Any applications received after the closing date will be put at the end of the Junior Infant waiting list by date of receipt.

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 Senior infants - 6th class

1.Siblings and stepsiblings of children already enrolled in the school and children resident in the parish (the eldest child will have priority in this ranking.
2. Children of current of staff (the eldest child will have priority in this ranking).
3.Children residing outside the parish (the eldest child will also have priority).

Applications for these classes (Senior Infants to 6th) should be received by 1st June each year and parents will be notified of the decision by 15th June.

The school Board of Management reserves the right to set the maximum number of pupils in any given class.

The procedures of the school in relation to the admission of students who are not already admitted to the school after the commencement of the school year in which admission is sought are as follows

If students wish to enrol during the school year, they will be admitted provided that the maximum class size has not been reached, and it is safe to do so under health and safety guidelines in the classroom. The number of students may change under health and safety guidelines.

16.Declaration in relation to the non charging of fees

The board of Donard 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

The following are the school's arrangements for students where the parents or in the case of a student who has reached the age of 18 years the student who has requested that the student attend the school without attending religious instruction in the school These arrangements will not result in a reduction 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.

Reviews/Appeals

Review of decisions by the Board of Management

The parent of the student or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission Such requests must be made in accordance with Section 29C of the Education Act 1998

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

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

Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

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

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

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

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

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

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

Implementation & Review

This policy will be reviewed as deemed necessary by the Board of Management.

This draft policy was drafted up during a zoom meeting on April 21st 2020 with all members of the Board of Management. The policy was further discussed on June 9th at a remote staff meeting and on August 4th 2020.

This policy was most recently updated on the 26th May 2026.

Signed Jerome Kelly

Chairperson of Board of Management

Date: 26/5/26

Signed Peter Kelly

Principal

Date: 26/5/26