

Admission Policy of St Mary's & St Gerard's N.S.

School Address: Enniskerry, Co Wicklow

Roll number:172230

School Patron/s:Archbishop Dermot Farrell

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on **9th February 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 St Mary's & St Gerard's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St Mary's & St Gerard's is a Catholic Co-Educational primary school with a Catholic ethos under the patronage of the Catholic 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 and the pupil, including the intellectual, physical, cultural, moral and spiritual aspects ; and**
- (b) A living relationship with God and other people**

- (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 of 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, 1988, the Board of Management of St Mary's & St Gerard's 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 objective and conduct of the school.

We hope to achieve this in a climate of mutual respect and positive cooperation supported by the entire community-parents, pupils, staff, Board Of Management, Department of Education and Skills and the Parents' Association.

As stated, it is a mixed (boys and girls) school with the full stream of classes, Junior Infants -Sixth Class, being taught. At present there are 12 teachers on staff (Principal, 8 class teachers, three S.E.T. teachers, two SNAs, and two ancillary staff members. The school opens at 8.50 and closes at 1.30 for Infants and 2.30 for 1st-6th Class.

The school is funded by grants, which are paid to the Board of Management by the Department of Education and Skills and by other agencies and the school operates within the rules and regulations set by the DES. St Mary's & St Gerard's follows the curricular programmes prescribed by the DES which may be amended from time to time, in accordance with sections 9 & 30 of the Education Act, 1988.

Half an hour a day is allocated to the teaching of Catholic religion programmes including the preparation of the children for Sacraments of reconciliation, First Communion and Confirmation. Grow In Love is the religion programme used in the school.

3. Admission Statement

St Mary's & St Gerard's NS 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.

[St Mary's & St Gerard'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.

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

St Mary's & St Gerard's do not have a Special Class at present.
In the event that a special class is set up , the following criteria will apply.

Children are eligible for enrolment in the special class when the following is provided in support of an application:

Professional report (s) outlining :

- Diagnosis of special educational needs (e.g. Autism DSMiv/v of ICD 10/11 psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need(s) evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be the most appropriate and to est meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for the relevant category of special need

Selection Criteria

Admissions Notice will specify how many spaces are available in the Special Class. Where the school has places available and the child meets the eligibility criteria, the child should be admitted.

Where there are more applicants than spaces, a selection process will apply. For the relevant academic year and the child

Oversubscription

Where the number of eligible applicants exceeds the number of available places, the following **oversubscription criteria** shall apply:

1. Children who have been offered a place by the NCSE in this Special Class and who do not currently have access to an appropriate Special Class placement.
2. Siblings of pupils currently enrolled in the school (including in the Special Class), where applicable.
3. Date of receipt of a complete application, including NCSE eligibility confirmation.

These criteria will be applied in a fair, transparent and non-discriminatory manner.

Waiting List

Where a child is not offered a place due to lack of available places, and where the child meets NCSE eligibility criteria, the child will be placed on a **waiting list** for the Special Class.

The waiting list shall remain valid for the duration of the relevant school year unless otherwise specified, and places will be offered in accordance with the oversubscription criteria set out above.

Offer and Acceptance of Places

Offers of admission to the Special Class will be made in writing. Parents/guardians must confirm acceptance of a place within the timeframe specified in the offer letter.

Failure to accept a place within the stated timeframe may result in the place being offered to the next eligible applicant on the waiting list.

Cooperation with the NCSE

The Board of Management confirms that the school shall **cooperate fully with the NCSE** in the planning, establishment, continuation and operation of the Special Class, in accordance with section 66 of the Education (Admission to Schools) Act 2018 and NCSE policy.

Mary's & St Gerard's caters for the needs of pupils with Special Educational Needs through the allocation of resources from the NCSE/DES. The school embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or with special educational needs. The school welcomes applications from children with special/additional needs.

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

In order to assist the school in establishing the educational and other needs of a successful applicant, relevant to his/her needs, the school requests that the parent of the pupils who have been accepted for enrolment:

- Inform the school as early as possible
- Ensure that copies of all relevant reports are shared
- The Principal, Class teacher and/or the SenCo may meet with the parents to discuss the pupil's needs and how we can plan for their transition

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

St Mary's & St Gerard's NS is a Catholic school and may refuse to admit as a student a person who is not of Catholic Ethos where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

The school will indicate the number of places being made available in Junior Infants in the Annual Admissions Notice. In the event that the school is over-subscribed, the school will, when deciding on acceptance of the 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 Admissions Notice. The school will allocate based on the following criteria (in order of priority):

- The relevant category (see below)
And The age of the child (with the oldest children receiving priority) within each category.

In all cases, children must also have reached the appropriate age

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:

Using the cut-off date in the Annual Admissions Notice, a first round offer of places is then issued in order of priority and in accordance with the criteria below:

- Category 1: Siblings and step-siblings of children already enrolled in the school and children resident in the parish of Enniskerry (the eldest child will have priority in this ranking)
- Category 2: Children of staff (the eldest will have priority in this ranking)
- Category 3: Children residing outside the parish (the eldest child will also have priority)

Category 1 will be considered first in order of priority.

If there are further vacancies, Category 2 will be considered and then so on to Category 3.

If 2 students are tied for a place or places in any of the categories above the following arrangements will apply:

In the event of two or more students being tied for a place, the oldest student will be given a priority. If two have the same date of birth, a lottery (verified by P.A. & B.O.M. representatives) will decide which child is offered a place first.

All children being enrolled in Junior Infants shall have reached their 4th birthday by the last day of May in the calendar year in which they are enrolled. The BoM reserves the right to move this date at any point.

7. What will not be considered or taken into account

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

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (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)

8. Decisions on applications

All decisions on applications for admission to St Mary's & St Gerard's 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
- Parents will be asked to submit birth certificates and (3) proof of residence in the parish
- The required information being provided to accompany the application within the timeline specified in our annual admission notice

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

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

9. Notifying applicants of decisions

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

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

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

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

In accepting an offer of admission from St Mary's & St Gerard's NS, you must indicate—

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

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St Mary's & St Gerards' 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.

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Mary's & St Gerard's were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Mary's & St Gerard's is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admissions Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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

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. They will be placed at the end of the waiting list.

Late applicants will be informed of the decision in respect of their application no later than three weeks after the date of their application. Late applicants will be offered a place, if there is a place available, after all the children from categories 1-3 that applied during the annual notice period, have been offered places. As per section 13; 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.

15. Procedures for admission of students to other classes 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:

- For children seeking to be admitted to classes other than Junior Infants, places are offered where space is available until classes are deemed full and in accordance with the criteria and processes set out in this policy.
- The Principal, in consultation with the Board of Management, will decide if a class is full or if additional pupils can be accommodated.
- In applying these procedures, the school endeavours to ensure that optimal arrangements for teaching and learning are maintained and that consideration is given to the specific educational needs of pupils, quality of education; health and safety issues; available resources and relevant DES guidelines on class sizes.
- Parents will be asked to submit birth certificates and (3) proof of residence in the parish -following enrolment, copies of reports from previous schools will be requested. Parents will be notified of the decision (of the B.O.M.) in writing within 21 days.

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

This rule applies to all schools.

The board of St Mary's & St Gerard's 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 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) to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

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

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

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

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

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

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in 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 Skills.

Signed



Deirdre Morgan
Principal



Eugene O'Mara
Chair, Board of Management

Date:

Date:

