

Admission Policy of Scoil Assaim BNS

Raheny, Dublin 5 D05 AW29

Roll Number: 17976R

School Patron: Archbishop of Dublin, 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 in September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the Scoil Assaim BNS 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.

Application for admission to the ASD class:

The Annual Admission Notice will be published on the school website www.scoilassaim.com at least one week before the commencement of the admission process for the school year concerned.

The application form for admission to the ASD class 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

Scoil Assaim BNS is a Catholic all boys' 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 providing:

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 Scoil Assaim BNS 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.

The Mission Statement of Scoil Assaim BNS is:

To educate each child within our care to the best of that child's ability and to lead our pupils to early adolescence in the happy development of all their gifts and talents.

3. Admission Statement

Scoil Assaim BNS 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.

Scoil Assaim BNS is an all boys' school and does not discriminate where it refuses to admit

a girl applying for admission to this school.

Scoil Assaim BNS 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 a Catholic religious denomination 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

Scoil Assaim BNS will co-operate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs (EPSEN) Act 2004 in relation to the provision of education to children with special educational needs including, in particular, by the provision of a special class or classes when requested to do so by the Council.

Scoil Assaim BNS will comply with any direction served on the Board or the patron under sections 37A and 67(4) b of the Act.

Scoil Assaim is an inclusive senior boys school that welcomes children with special educational needs. These pupils are taught in mainstream classes with support from the teachers on the special education team (SET).

To provide education exclusively for pupils with Autistic Spectrum Disorder (ASD), Scoil Assaim, with the approval of the Minister for Education and Skills, will establish a special ASD class in the 2025-2026 school year.

In order to access an ASD class, the child must fulfill the following Department of Education criteria:

1. Each child must have a full current psychological or multi-disciplinary assessment report i.e. within 2 years of application deadline date, which must specify a diagnosis of 'Autism Spectrum Disorder' meeting DSMV or ICD10 criteria.
2. The professional report must also specify that the child has complex needs and has a recommendation for a special class placement in an ASD class attached to a mainstream primary school.
3. The parents must have contacted the local SENO and received an eligibility letter for a place in a special class.
4. Parents/guardians of an applicant must fill in and return an Enrolment form for the ASD class, available on www.scoilassaim.com
5. All relevant reports and assessments, and the eligibility letter must be submitted with the enrolment form.
6. Once a child has secured a placement in Scoil Assaim's ASD class, a phased approach may be utilised to help support the pupil's initial introduction and settlement into the ASD class.

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/guardian 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.

(c) Scoil Assaim BNS provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

(d) Scoil Assaim BNS is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

(e) Scoil Assaim BNS provides education for boys from 2nd class to 6th and may refuse to admit a student who is not age appropriate to those year groups i.e. a child less than 7 years of age on September 1st of the school year concerned.

6. Oversubscription

6.1 - Mainstream classes

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:

- (i) Boys attending the neighbouring Infants' school, Naiscoil Íde
- (ii) Brothers and stepbrothers of boys already enrolled in Scoil Assaim BNS and/or boys resident in the parish of Raheny (the eldest child will have priority in this ranking)
- (iii) Sons and stepsons of school staff
- (iv) Boys residing outside the parish of Raheny (the eldest child will have priority in this ranking)

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (where the number of applicants exceeds the number of remaining places), the following arrangements will apply:

The oldest student will be given priority. If two applicants have the same date of birth, a lottery will apply. The lottery draw will be witnessed by the Chairperson of the Board of Management, who will be deemed to be an independent party.

6.2 - ASD class

In the event that the ASD class is oversubscribed, Scoil Assaim will, when deciding on applications for admission, apply the following criteria:

Selection criteria in the following order:

- (a) Current pupils in the school, siblings and stepsiblings of pupils currently attending the school and children resident in the parish of Raheny (the eldest child will have priority in this ranking)
- (b) Children of full time staff (the eldest child will have priority in this ranking).
- (c) Children currently enrolled in Naiscoil Íde (the eldest child will have priority in this ranking)
- (d) Children residing outside the parish (the eldest child will have priority in this ranking).

In the event that there are more applicants within any category than there are available places,

priority will be given to children within the particular category in order of age, starting with the eldest.

In the event that there are two or more children tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), with the same date of birth, places must be decided by a draw, by an independent person and not by the Chairperson of the board of management.

In the event that there are no available places in the ASD class for a particular year in the case where there are already six pupils, no places will be offered.

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) the payment of fees or contributions to the school;
- (b) a student's academic ability, skills or aptitude;
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his family attending or having previously attended Scoil Assaim BNS, other than siblings of a student attending or having attended the school per enrolment criteria;
- (f) the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Scoil Assaim BNS will be based on the following:

- (i) Our school's Admission Policy
- (ii) The school's annual Admission Notice
- (iii) 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

(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 classes other than Second Class.)

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 Scoil Assaim BNS.

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 Admission Notice.

If a student is not offered a place in our school, the reasons why he has not been 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 Scoil Assaim BNS, parents/guardians must indicate:

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

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

An offer of admission may not be made or may be withdrawn by Scoil Assaim BNS 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/guardian 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 Scoil Assaim BNS Code of Behaviour is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom:

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant; (iv) a student's personal details including his address, date of birth and personal public service number (PPSN) (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13.Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Assaim BNS 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 Scoil Assaim BNS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the annual Admission Notice, **will 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. The list remains valid only for the academic year in which the application was made.

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 Admission Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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

The procedures in relation to the admission of students who are not already admitted to Scoil Assaim BNS to classes from Third to Sixth, inclusive, are as follows:

All applications for admission will be considered and decided upon in accordance with the school's Admission Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

The procedures 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:

All applications for admission received after the commencement of the school year, as outlined in the annual Admission Notice, will be considered and decided upon in accordance with the school's Admission Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Consideration will be given to the time of year the application is received; as a general rule, pupils will not be accepted into Sixth Class in the final term of the school year.

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

The Board of Management of Scoil Assaim BNS, or any persons acting on its behalf, will not charge fees for or seek payment or contributions 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 any pupil whose parents have requested that he does not attend religious instruction in the school:

The pupil will remain in the classroom during religious instruction but will not be expected to participate in the RE lesson; Scoil Assaim BNS does not have a facility to supervise pupils who are to be excluded from lessons during the school day.

An arrangement for a pupil to be excused from participating in RE lessons will not result in a reduction in the school day for the pupil.

A written request should be made to the Principal. A meeting will then be arranged with the parent/guardian to discuss the request and how it can be accommodated.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the pupil 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 pupil may appeal a decision of the 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 to 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.

This policy was approved by the Board of Management of Scoil Assaim BNS in June 2025