STAR OF THE SEA
SANDYMOUNT

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ADMISSION POLICY: Star Of The Sea BNS (Roll No. 15995L)

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/Guardians of pupils attending the school.

The policy was approved by the school patron on the 1st of February 2023. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for the admission process of Star of the Sea B.N.S 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. ABOUT THE SCHOOL

Star of the Sea Boys National School was established in 1878 and is a Catholic boys' primary school with a Catholic Ethos under the patronage of Archbishop of Dublin. It caters for pupils aged from 4 to 13 years (provided that they are aged at least 4 years on 1 September in the year of admission to Junior Infants).

"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:-

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(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 Star of the Sea B.N.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 objectives and conduct of the school.

Star of the Sea B.N.S. strives to provide a structured, caring, happy and secure environment, where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. We will strive to provide an appropriate education for every pupil in our school.

Star of the Sea school welcomes and is inclusive of all faiths and none.

Star of the Sea B.N.S. is a 15-teacher school including the Principal, Mr Niall Walsh. It has 9 mainstream classes, 1 special class, 4 special education teachers and 6 SNAs. The school operates under the direction of the Department of Education and Skills (D.E.S.) from which grants and resources are received annually.

The school curriculum followed is the Revised Curriculum for Primary Schools (1999) produced by the National Council for Curriculum and Assessment in conjunction with D.E.S. This curriculum may be amended from time to time in accordance with sections 9 & 30 of the Education Act (1998).

The number of teachers allocated to the school each year is determined by the number of pupils enrolled in the school as at 30th September in the previous school year.

The school supports the principles of:

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- Inclusiveness, particularly with reference to pupils with disabilities or special education needs,
- Equality of access and participation in the school,
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society,
- Parental choice in relation to enrolment,

-subject to the rights and limitations as set out in legislation and D.E.S. regulations and programmes, and the funding and resources available.

3. ADMISSION STATEMENT

Star of the Sea B.N.S. will not discriminate in its admission of a pupil to the school on any of the following:

(a) the gender ground of the pupil or the applicant in respect of the pupil concerned,
(b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
(c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
(d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
(e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
(f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
(g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
(h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
(i) the ground that the pupil or the applicant in respect of the pupil 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.

Star of the Sea B.N.S. is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Star of the Sea B.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

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as a pupil a person who is not of the Roman Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Star of the Sea B.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. Star of the Sea B.N.S. will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. CATEGORIES OF SPECIAL EDUCATION NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

Star of the Sea Boys National School has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified. The special class currently accommodates three pupils. The Board is in the process of seeking to extend the school so that adequate facilities will be created for an autism-specific special class. When these facilities are in place, the class will accommodate 6 pupils.

5. ADMISSION OF PUPILS

This school shall admit each pupil seeking admission except where:–

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

b) a Parent/Guardian of a pupil, 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.

Star of the Sea B.N.S. provides education exclusively for boys and may refuse to admit as a pupil a person who is not of the gender provided for by this school.

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Star of the Sea B.N.S. is a Roman Catholic school and may refuse to admit as a pupil a person who is not of the Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The ASD class attached to Star of the Sea Boys National School provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Admission to the ASD Special Class

Parents who apply for admission to the school's special class on behalf of their child should note that the following must be included with the application:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)
- A demonstration of the understanding of the complexity of the child's overall level of need/s evidenced in the professional report.
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for the same.

The application must also include:

- 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 autism.

The application will undergo team assessment by the Admission Team to ensure that the application fulfils the enrolment criteria outlined in this policy. The admission team includes the Principal, the Deputy Principal in the school and one other member of the Special Education Team. The Admissions Team will also be advised by the NEPS psychologist. Once this process has been completed the applicant secures a place on the list of applicants to enrol. This list is organised on the basis of our enrolment criteria outlined below.

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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.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Star of the Sea B.N.S also has responsibility to respect the rights of the existing school community and in particular the pupils of the school. This requires balanced judgement, guided by the principle of natural justice and acting in the best interest of all the pupils. Therefore the Board of Management reserves the right to determine the maximum number of pupils in each separate classroom.

All applications recorded in the applications list will be categorised and available places will be allocated with priority given in the following order to:

(a) Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Mary's Star of the Sea (the eldest child will have priority in this ranking)
(b) Children of staff (the eldest child will have priority in this ranking).
(c) 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 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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Oversubscription to the ASD Special Class

In the event of there being more applications for places in the ASD Special Class than places available, the following will apply:

1) Priority is given to pupils who are currently enrolled at Star of the Se B.N.S. and who meet the criteria for admission to the school's ASD special class.
2) Priority is given to siblings and stepsiblings of children already enrolled in the school and children resident in the parish of St. Mary's Star of the Sea, Sandymount (the eldest child will have priority in this ranking).

In the event of two or more boys being tied for a place, the eldest child 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 pupil on a waiting list for admission to the school:

(a) a pupil'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 pupil's academic ability, skills or aptitude;

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

(e) a requirement that a pupil, or his or her Parents/Guardians, attend an interview, open day or other meeting as a condition of admission;

(f) a pupil's connection to the school by virtue of a member of his or her family attending, or having previously attended, the school, except for siblings of a pupil attending or having attended the school (See section 6, 'Oversubscription').

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

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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 Star of the Sea B.N.S. will be based on the following:

- The 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

  (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 pupil 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 pupil's ranking against the selection criteria and details of the pupil'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).

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10. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from Star of the Sea B.N.S, you must indicate—

(a) 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

(b) 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 Star of the Sea B.N.S where:—

(a) it is established that information contained in the application is false or misleading.
(b) 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.
(c) the Parents/Guardians of a pupil, 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; or
(d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

The Board of Management reserves the right to refuse enrolment to the ASD Special Class in exceptional circumstances, for example:

- If a child has special needs, such that even with additional resources available from the Department of Education and Skills, the school cannot meet the needs and/or provide the pupil with appropriate education.

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- If in the opinion of the Board of Management, the child's behavior will pose a substantial risk to the health and safety rights/needs of the child himself, of other pupils and/or staff.

12. SHARING 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 pupils.

13. IN THE EVENT OF OVERSUBSCRIPTION

In the event of there being more applications to the class concerned than places available, a list of pupils whose applications for admission to Star of the Sea B.N.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 list is in the order of priority assigned to the pupils' 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 Admission Notice will be placed at the end of the list in order of the date of receipt of such applications.

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 pupils on the list, in

accordance with the order of priority in relation to which the pupils 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.

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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 receives 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 PUPILS TO OTHER YEARS AND DURING THE SCHOOL YEAR

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

Pupils may be admitted to classes or years other than the school's intake group year if, for example, they are newly resident in the area or transferring from another school, subject to the school's Admissions Policy and availability of places. Pupils wishing to transfer from other schools are enrolled subject to the rules governing National Schools. A letter of transfer with information in relation to attendance and educational progress from the previous school must be provided when transferring to the school.

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The Board of Management of Star of the Sea B.N.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 pupil to the school, or

(b) the admission or continued enrolment of a pupil in the school.

17. ARRANGEMENTS REGARDING PUPILS 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:

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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/Guardian of a pupil may, within 21 days of notification of a decision to refuse admission, request the Board of Management to review that decision. Such request 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 of Management 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 a pupil 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.

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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.

19. SPECIAL CATEGORIES OF ENTRANT

In relation to applications for the enrolment of pupils with special needs, it is the responsibility of Parents/Guardians of any pupil to inform the school of any such needs on the enrolment application form for the pupil's own welfare. The Board of Management will request copies of the pupil's medical and/or psychological reports or, where such a report is not available, will request that the pupil be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the pupil relevant to his disability or specific needs, and to profile the support services required.

Following receipt of the report, the Board of Management will assess how the school can meet the needs specified in the report. Where the Board of Management deems that further resources are required, it will request the Special Education Needs Organiser to provide the resources required to meet the needs of the pupil as outlined in the psychological and /or medical report. These resources may include for example, access to, or provision of, any or a

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combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialized equipment or furniture, transport services or other.

The school will meet with the Parents/Guardians of the pupil and with the Special Education Needs Organiser (SENO) to discuss the pupil's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include Parents/Guardians, Principal, class teacher, learning support/ resource teacher, SENO or psychologist, as appropriate.

20. GENERAL

Pupils enrolled in our school are required to co-operate with and support the school's policies including policies on Code of Behaviour, Curriculum, Organisation and Management. The Board of Management places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.

The policy will be reviewed annually or as deemed necessary.

This policy was approved by the Board of Management on the 20th of January, 2005.
Reviewed in 2008
Amended April 2009
Amended March 2011
Amended February 2013
Amended May 2014
Amended June 2016
Reviewed October 2018
Amended October 2020
Amended January 2021
Amended September 2021
Reviewed September 2022
Reviewed November 2022
Reviewed September 2023
Reviewed September 2023
Reviewed September 2024
Amended September 2025

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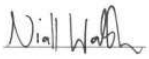
Signed:

Bernard Barron
Chairperson, Board of Management

Signed: 

Niall Walsh
Principal and Secretary to the Board of Management

Date: 6th October 2025