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Admission Policy of Scoil Fhursa

School Address: Cromcastle Green, Kilmore West, Dublin 5

Roll number: 19297H

School Patron: Archbishop of Dublin

1. Introduction

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

The policy was approved by the school patron on 29th September 2025. The policy is available on request in hardcopy from the school office or via email in PDF format.

The relevant dates and timelines for the Scoil Fhursa admission process for September 2026 intake are set out in the school's annual admission notice which is available on the school's website.

The application form for admission is made available in hardcopy only during school office opening hours to any person who requests it, or online at www.scoilfhursa.ie . A completed hardcopy must be returned to the school office.

2. Characteristic spirit and general objectives of the school

Scoil Fhursa 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 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 Scoil Fhursa 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.

Mission Statement of Scoil Fhursa

Scoil Fhursa is a Catholic School that respects the beliefs of others. We aim to provide an academic education and to teach values and life skills. We aim to nurture positive attitudes to lifelong learning and to educate pupils to accept differences in each other.

Within the context of the DES regulations and programmes, the rights of the Trustees as set out in the Education Act 1998 and the funding and resources available, Scoil Fhursa is committed to the following principles:

- Inclusiveness, in particular, in relation to the enrolment of children with special needs
- Equality of access and participation in the school
- The right of parents to enrol their children in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The admission policy of Scoil Fhursa aims to ensure that appropriate procedures are in place to enable the school to make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of resources available to it and to make decisions on all applications in an open and transparent manner. These decisions are made in a manner consistent with the admission policy of Scoil Fhursa as approved by the Board of Management, and with the ethos of the school and legislative requirements.

3. Admission Statement

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

Scoil Fhursa is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

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

Pupils with additional needs are accommodated in an inclusive setting under the guidelines of the NCSE/NEPS/DE 'Continuum of Support Framework'. Since September 2024 there has been provision for two special classes in Scoil Fhursa with a maximum enrolment of 6 pupils per class.

4.1 Special Class for pupils with Autism

Scoil Fhursa with the approval of the Minister for Education and Skills, has established school age class to provide an education exclusively for students of school going age with autism spectrum disorder. The School Age ASD class caters for a maximum of 6 children.

Enrolment in Scoil Fhursa for the purposes of attending the School Age ASD class is subject to the standard criteria by the Department of Education and Skills, following a diagnosis of autism defined by DSM V, by a psychologist or multi-disciplinary team. Subject to the availability of places, the procedures for admission are as follows:

- Parents must complete the standard enrolment form.
- The enrolment form must be accompanied by a recent psychological assessment or a report from a member of the multi-disciplinary team.
- A recent recommendation (within 2 years of the proposed admission date) be provided by the above professional stating that a special class placement in a mainstream school is both warranted and suitable for the child.
- There will be a maximum of 6 pupils to a teacher and a minimum of two SNA's. Should the number of applicants exceed the number of places, a waiting list is put in place (see Section 13)
- When an enquiry is made, names are automatically put on an Expression of Interest List.
- In order to be placed on the waiting list, parents/guardians must supply the school with all reports specifying that the child meets all requirements to attend the Early Intervention ASD class.
- Parents must 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.

5. Admission of Students

5.1 to Mainstream Classes

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 and that he shall make all reasonable efforts to ensure compliance with such code by the student

Scoil Fhursa is a Catholic school and may refuse to admit as a pupil a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Fhursa 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.

5.2 to the Special Classes

Enrolment of all pupils into Scoil Fhursa is determined by the Board of Management Enrolment Policy. Enrolment into the special classes is determined additionally by important admission criteria below:

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or 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 most appropriate to best 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 autism

6. Oversubscription

6.1 Oversubscription in Mainstream Classes

In the event that mainstream classes in the school are 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:

1. Children transferring from on-site Early Start class/Early Intervention Class, priority eldest;
2. Siblings and stepsiblings of children already enrolled in the school (including siblings and stepsiblings of children already enrolled in Scoil Ide) and children resident in the parish of Kilmore West, priority eldest;
3. Children of current staff members, priority eldest;
4. Children residing outside the parish, priority eldest.

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

*Please note: Original documentation must be provided to prove residency status in the parish.

6.2 Oversubscription in Special Classes

In the event that special classes in the school are 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:

- a) 1st priority for admission into the special classes will be given to boys currently attending mainstream classes in Scoil Fhursa, who fulfil criteria above (5.2). Priority eldest.
- b) 2nd priority is given to boys attending the Early Intervention class in Scoil Íde, Kilmore West. Priority eldest.
- c) 3rd priority is then given to siblings (including stepsiblings who are resident at the same address) of boys already enrolled in Scoil Fhursa, who fulfil criteria above (5.2). Priority eldest
- d) 4th priority is given to boys not in priority categories a), b) or c) above, but whose families provide proof of residence with a home address in the Kilmore West parish and who fulfil criteria above (5.2). Priority eldest.
- e) 5th priority is given to boys outside of the parish catchment area and who fulfil criteria (5.2) above. Priority eldest.

In the event that there are two or more pupils tied for a place, the oldest pupil 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, other than in relation to a student's prior attendance at on-site Early Start pre-school;
- (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 parents, 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 family attending or having previously attended the school; other than siblings/stepsiblings of a student already enrolled in the school
- (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 Scoil Fhursa will be based on the following:

- The school's admission policy
- The school's annual admission notice (Appendix 1)
- 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 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 Scoil Fhursa, a parent/guardian 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 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 Fhursa 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 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
- (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 pupils.

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 pupil's personal details including his or her name, address, date of birth and personal public service number (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 pupils whose applications for admission to Scoil Fhursa 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 Fhursa is in the order of priority assigned to the pupil's 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 pupils on the waiting 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.

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 pupils to other years and during the school year

- a) 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:
- Applications for enrolment of pupils who are not already admitted to the school to classes or years other than the school's intake group will be considered provided there is a vacancy. The DEIS pupil-teacher ratio in 2022-23 is a maximum 21:1.
 - If there is a surplus of applications for available places in senior infants to 6th class, the same outlined in Section 6 will apply.
 - Parents must complete the standard enrolment form in full.
 - Parents must 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.
 - False or misleading declarations and /or withholding of relevant information will invalidate an enrolment application.
- b) The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:
- Applications for immediate enrolment in the current school year will be considered provided there is a vacancy.
 - Parents must complete the standard application form.
 - Parents must 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
 - False or misleading declarations and /or withholding of relevant information will invalidate an enrolment application.

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

This rule applies to all schools.

The Board of Scoil Fhursa 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 pupils, where the parents have requested that the pupil 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 pupil, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the 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, or in the case of a pupil who has reached the age of 18 years, the 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.

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.

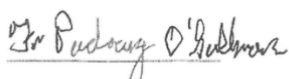
Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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:



Chairperson Board of Management

2025

