Dangan National School

Summerhill, Co. Meath

Roll Number 19018A

Admissions Policy
Updated: September 2025

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 reviewed and approved by the Board of Management on 30th September 2024. 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 school'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

Dangan National School is a Catholic primary school, under the Patronage of Bishop Tom Deenihan.

"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:

- The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- A living relationship with God and with other people; and
- A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- The formation of the pupils in the Catholic faith at school which 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 Dangan National School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school

Mission Statement

Dangan N.S caters for girls and boys from Junior Infants to 6th Class. The mission of the School is to provide a comprehensive, inclusive and accessible education of the highest quality, which will enable all our pupils to develop their full potential as persons, spiritually, socially, morally, physically and academically.

We are committed to providing a learning environment which is free from discrimination, threats, bullying and/or harassment for all our staff and pupils. In a caring and respectful way, we will affirm each person's self-worth and dignity and provide a student-centred education that nurtures the strengths, talents and potential of all.

3. Admission Statement

Dangan National School will not discriminate in its admission of a student to the school on any of the following:

(a) the gender ground of the student or the applicant in respect of the student concerned,

(b) the civil status ground of the student or the applicant in respect of the student concerned,

(c) the family status ground of the student or the applicant in respect of the student concerned,

(d) the sexual orientation ground of the student or the applicant in respect of the student concerned,

(e) the religion ground of the student or the applicant in respect of the student concerned,

(f) the disability ground of the student or the applicant in respect of the student concerned,

(g) the ground of race of the student or the applicant in respect of the student concerned,

(h) the Traveller community ground of the student or the applicant in respect of the student concerned, or

(i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Dangan National School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Dangan National School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Dangan National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

Dangan National School, with the approval of the Minister for Education and Youth, has established one special class to provide an education exclusively for students with Autism Spectrum Disorder.

Criteria for Admission to our Autism Class

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 Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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.*

4. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 5 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.

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

d) The School will refuse to enrol an applicant who is seeking to be enrolled in the School where that applicant was previously a pupil in the School and was either expelled from the School and/or transferred from the School to another School while on suspension and/or undergoing a process under the Code of Behaviour.

e) The special class attached to Dangan National School provides an education exclusively for students with Autism 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.

Parent(s) of applicants refused admission will be advised of the right to appeal the Board's decision as outlined in **section 18.**

5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Selection Criteria; in order of priority.

Category 1

Siblings of currently enrolled pupils

Category 2

Those permanently resident within a 15km radius of the school.

Category 3

All remaining applicants

In the case of oversubscription within one of the above categories, places should be allocated beginning with the eldest in descending order of age until all remaining places have been allocated.

Where two or more children tie for the last remaining place on the grounds of shared date of birth-time of birth as it appears on the birth certificate shall be used to determine who will be accepted.

There is an exception in the clause where multiples (Twins, triplets) tie for the last remaining place, all will be admitted by way of exception.

- A waiting list for unsuccessful applications will be compiled and applicants will be placed on the list in the order of priority as set out above, where a vacancy becomes available, applicants on the waiting list will be offered a place in accordance with the

order of priority the applicant has been placed on the list. A place on the waiting list expires on 30th September of the year of admission.

- Incomplete applications will not be considered, and applicants will not be placed on the waiting list.
- In a particular year, an applicant may fulfil the enrolment criteria and be offered a place, and parents of the applicant may accept the place. If subsequently, the applicant's parents decide not to send their child to the school that particular year, the applicant's place cannot be deferred. Instead, the applicant must reapply for the following year, and will be offered a place IF they fulfil the enrolment criteria for that following year.

6. 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) student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—

(I) an early intervention class, or

(II) an early start pre-school, specified in a list published by the Minister from time to time;

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

(c) a student's academic ability, skills or aptitude; **Other than in relation to**: **Admission to (a) to a special school or (b) a special class insofar as it is necessary to ascertain whether the student has the category of special educational need concerned**

(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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school. In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to Dangan National School 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

  (Please see section 13 below in relation to applications received outside of the admissions period and section 14 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.

8. 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 17 below for further details).

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

In accepting an offer of admission from Dangan National School, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

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

10. 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 Dangan National School where—

(i) it is established that information contained in the application is false or misleading.

(ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.

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

(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

11. 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-

1. An application for admission to the school has been received,
2. An offer of admission to the school has been made, or
3. An offer if admission to the school has been accepted.

The list may include any or all the following:

1. The date on which an application for admission was received by the school.
2. The date on which an offer of admission was made by the school.
3. The date on which an offer of admission was accepted by an applicant.
4. A student'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)

12. 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 Dangan National

School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Dangan National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

13. 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.

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

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

- That optimum arrangements of existing students for teaching and learning purposes are maintained.
- That a place exists in the relevant class(es), taking all relevant circumstances into account: Needs of the existing students, presence of students with special educational needs, integration of students with special educational needs, presence of students with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.
- An application to enrol will not be accepted where the existing class, in respect of which the application relates to, does not exceed the number indicated by the Board of Management.

- Only students on the established waiting list for the relevant academic year will be accepted in Junior Infants prior to 1st October of that year (should a place become available).
- An application for enrolment into Junior Infants after 1st October and for the remainder of the academic year, will only be considered where a vacancy exists, the applicant was already enrolled in another primary school and is/was in attendance at that primary school for not less than 20 school days and the maximum number in Junior Infants does not exceed the number indicated by the Board of Management.

An applicant will be enrolled in an age-appropriate class where the foregoing and following criteria have been met and provided there is not a refusal to enrol:

- The School is provided with a fully completed, signed, and dated admissions application form which is available from the School Office and on the School's website together with all the required documentation.
- A separate admissions form must be completed for each applicant, if applicable.
- In the event that there is only one place available in a class and there is more than one applicant. The criteria in Section 6 will apply in determining who will be offered a place. If all candidates fall into category 4, a selection process will apply whereby the place will be offered to the oldest eligible applicant with a completed application.
- Acceptance by the School Office of the application does not mean that same will be processed. Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be processed.
- Applicants who are not successful in securing a place will be placed on a waiting list in date order of receipt of completed applications. A place on the waiting list expires at the end of the academic year for which the application was made.

- Incomplete applications will not be considered, and applicants will not be placed on the waiting list.

- Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn and the place being

reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.

- Written notification of the decision regarding the application will be issued to the parent(s) of the applicant within 21 days of receipt of the fully completed, signed, and dated application form provided all requested documentation has also been provided.

- Parent(s) of applicants who have been offered a place must inform the School in writing of the acceptance of the place, by completing and returning to the School an admission acceptance form within 10 school days. Failure to do so will result in the place being forfeited and reallocated.

- Any contact or lobbying of School personnel or Board Members regarding admission will disqualify an applicant.

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

The board of Dangan National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

(a) an application for admission of a student to the school, or

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

16. Arrangements regarding students not attending religious instruction

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

- Additional work assignments in other subjects will be set by the class teacher.

17. 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.

18. 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:

Ms. Aoife Ryan
Principal

Signed:

Mr. Mark Ryan
Chairperson of the Board of Management

Date of Review: 15th September 2025