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# **Admission Policy**

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**San Carlo Senior National School,  
Leixlip, Co. Kildare**

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## **Admission Policy of Scoil San Carlo S.N.S.**

**School Address: Confey, Leixlip, Co. Kildare**

**Roll number: 19875V**

**School Patron/s: 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 originally approved by the school patron on 23rd January 2023. It was updated and approved by the patron and the Board on 17<sup>th</sup> June 2025.

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 Scoil San Carlo S.N.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**

Scoil San Carlo S.N.S. is a Catholic, co-educational school 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 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.

e) 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 such characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S15(2) (b) of the Education Act, 1998 the Board of Management of Scoil San Carlo S.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.

Mission Statement of Scoil San Carlo S.N.S.: Scoil San Carlo S.N.S. is a Catholic school under the patronage of the Archbishop of Dublin.

We wish it to be a place where the focus remains on developing the moral, spiritual, physical, academic, aesthetic, cultural aspects of each individual pupil.

This we envisage occurring in an atmosphere of mutual respect where all members of the school community feel happy and secure working in a spirit of encouragement and enthusiasm while recognising and celebrating diversity.

Our mission is encapsulated in our motto; Samhlaíocht, Saothar, Cúram

### **3. Admission Statement**

Scoil San Carlo S.N.S. 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 San Carlo Senior NS 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.

Scoil San Carlo Senior NS 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.

Scoil San Carlo S.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 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.

Scoil San Carlo Senior NS is a school which has established classes, with the approval of the Minister for Education, 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.

#### **4. Categories of Special Educational Needs catered for in the school/special classes**

**Scoil San Carlo SNS, with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with a diagnosis of a qualifying Autism Spectrum Disorder, in September 2022 and 2025.**

**Other pupils with a variety of Special Educational Needs are also accommodated within the mainstream setting as appropriate.**

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

Scoil San Carlo S.N.S. is a Catholic primary school and may refuse to admit as a student a person who is not of the Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

### **Essential Criteria for Admission of Students to the ASD Special Class.**

#### **Applicants must meet all of the following criteria:**

- Applications must be accompanied by a letter from the NCSE stating the student's eligibility for a place in the class.
- The applicant must have a primary diagnosis of a qualifying Autism Spectrum Disorder and the applicant must submit a professional report which;
  - a) confirms a diagnosis of a qualifying Autism Spectrum Disorder (DSM IV/V or ICD 10)
  - and
  - b) contains a recommendation to attend an ASD class attached to a mainstream school.Such a recommendation cannot be dated more than two years prior to the proposed admission date and must confirm that the diagnosis of a qualifying Autism Spectrum Disorder was made, using a professionally recognised clinical and psychological assessment procedure.

#### **Complex Needs:**

If the applicant with autism presents with complex needs, such as a general learning disability, that diagnosis must be made using a professionally recognised clinical and psychological assessment procedure, and the report confirming this must be submitted with the application form.

#### **Making an Application:**

- Applications must be in writing on the standard application form to the school and this is available on the school website or from the school office. A fully completed, signed and dated application form for enrolment will be submitted to the school by the Parents.
- It must include a qualifying diagnosis of Autism Spectrum Disorder (DSM IV/V or ICD 10), a recommendation to attend an ASD class attached to a mainstream school and any further information pertaining to the child regarding additional needs.
- If the application form is not fully completed, and/or all the required reports have not been furnished, the application will be deemed incomplete. The parents will be notified that the application will not be considered until a complete application is submitted.
- The application will be processed by the principal in line with the school's admissions policy which will be applied accordingly.
- If offered a place, the parents/guardians must confirm in writing within 7 calendar days that the place is being accepted. If this confirmation is not received within that time, the place will be reallocated.

Our special classes have a maximum capacity each of six pupils.

A waiting list is maintained only for the duration of the academic year for which the application was initially made.

The minimum age for enrolment in the special class is 8 years of age on or before the 1st September of the academic year for which the application is made.

Students transfer to post-primary education at the age of 12, i.e. before the start of the next school year following their 12th birthday.

The Scoil San Carlo SNS ASD special classes provide an education exclusively for students with Autism/Autistic Spectrum Disorders (ASD).  
The school may refuse admission to the classes, where the student concerned does not have the specified category of special educational needs provided for in these classes.

### **Behaviour:**

***All children, including pupils with special needs, are subject to the school's Code of Behaviour & the school's Health & Safety Policy Statement.***

## **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:

- a) Children transferring from Scoil San Carlo Junior National School.**
- b) Children who have siblings/step siblings/foster siblings in Scoil San Carlo S.N.S. or Scoil San Carlo Junior School**  
**and**  
**Children living in the catchment area of the parish of Confey. Priority given to the oldest on the date of commencement of the school year as per birth certificate.**
- c) Children of members of staff of Scoil San Carlo S.N.S. and Scoil San Carlo J.N.S. Priority given to the oldest on the date of commencement of the school year as per birth certificate.**
- d) Children living outside the catchment area of the parish of Confey. Priority given to the oldest on date of commencement of the school year as per birth certificate.**

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:

**The prospective pupils' names will be drawn by lot. Places will be allocated in the order in which pupils names are selected. Pupils who do not receive a place will be placed on a waiting list in the order in which their names were drawn. The parents of the children concerned will be invited to attend the lottery which will be supervised by an independent person. The waiting list will expire at the end of the school year.**

#### **Oversubscription for the ASD class;**

In the event of oversubscription, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that meet the essential criteria for enrolment to the ASD special class and which are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- a.) Priority will be given to children already enrolled in our mainstream setting in Scoil San Carlo Senior National School with a recommendation for a Special Class setting. Priority eldest.
- b.) Children transferring from Scoil San Carlo Junior National School. Priority eldest.
- c.) Children who have siblings/step siblings/foster siblings in Scoil San Carlo S.N.S. or Scoil San Carlo Junior School and Children living in the catchment area of the parish of Confey. Priority eldest.
- d.) Children of members of staff of Scoil San Carlo S.N.S. and Scoil San Carlo J.N.S. Priority eldest.
- e.) Children living outside the catchment area of the parish of Confey. Priority eldest.

After this, names will be placed on a waiting list for the duration of one academic year only, for which the application was originally made.

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 student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; Other than in relation to admission to the ASD special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs 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 siblings of a student attending or having attended 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.

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

## **8. Decisions on applications**

All decisions on applications for admission to Scoil San Carlo S.N.S. will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(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- third 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 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 San Carlo S.N.S., 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 are 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 Scoil San Carlo S.N.S. where -

- (i) It is established that information contained in the application is false or misleading.
- (ii) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) The parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

## **12. Sharing of Data with other schools**

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

### **13. Waiting list in the event of oversubscription**

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

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

### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

### **15. 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 to classes or years other than the school's intake group (3<sup>rd</sup> class) are as follows:

Pupils will be admitted to classes other than the schools intake group subject to a space being available.

Notice of the enrolment will be issued to Parents/Guardians, and relevant information concerning attendance and the child's educational progress will be requested. (Education Welfare Act). Parents will be directed to the School's Code of Behaviour on the school website, or given a hard copy, if requested. Parents/Guardians must confirm in writing that the Code of Behaviour of the school is acceptable to them and that all reasonable efforts will be made to ensure compliance of the code.

In the event of non-admission classes being over-subscribed the same admissions criteria will apply in establishing priority as applies to the intake (3<sup>rd</sup>) class.

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:

Pupils will be admitted to classes subject to a space being available.

Notice of the enrolment will be issued and relevant information concerning attendance and the child's educational progress will be requested (Education Welfare Act). Parents will be directed to the School's Code of Behaviour on the school website, or given a hard copy, if requested. Parents must confirm in writing that the Code of Behaviour of the school is acceptable to them and that all reasonable efforts will be made to ensure compliance of the code. In the event of classes being over-subscribed the same admissions criteria will apply in establishing priority as applies to the intake (3<sup>rd</sup>) class.

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

The board of Scoil San Carlo S.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 student to the school,  
or
- (b) the admission or continued enrolment of a student in the school.

## **17. Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students: A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or 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 of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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

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

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

### **Right of Appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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

This re- drafted Admissions Policy received Patron approval on 3<sup>rd</sup> March 2022 and was ratified by the Board of Management on March 21<sup>st</sup> 2022. It was subsequently re-approved on 23<sup>rd</sup> January 2023. This policy has been reviewed due to the opening of a second ASD special class within the school and has approval of the Patron on 17th June 2025. It has been ratified by the Board of Management on 29<sup>th</sup> September 2025.

Signed by Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_