

# **Admission Policy of Lucan Educate Together NS**

**School Address: Mount Bellew Way, Lucan, Co. Dublin**

**Roll number: 20066S**

**School Patron: Lucan Educate Together Executive Committee**

## **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 24<sup>th</sup> September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Lucan Educate Together'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.

Lucan Educate Together will continue to treat as valid, those applications placed on a pre-enrolment list prior to February 2020 for all years until 31<sup>st</sup> January 2025 at the latest.

## **2. Characteristic spirit and general objectives of the school**

The school ethos is based on these four principles:

1) **Equality based:** Every child is equally respected and has equal rights of access to the school regardless of social, cultural or religious background or personal creed and where all children are educated together in an atmosphere of respect.

2) **Co-educational:** The school is committed to encouraging all children to explore their full range of interests and opportunities without distinction by sex.

3) **Child-centred:** The school's environment will encourage, nurture and facilitate each child so that they can explore their full range of abilities and work towards realising their highest potential. Every decision in the school is made from the point of view of what is best for the child/children.

4) **Democratic:** As a democratically run school, staff and parents are encouraged to play an active part in the daily life of the school. This can be done by joining school committees [Patron Executive (Executive), Board of Management (BOM) or Parent Teacher Association (PTA)] or by volunteering to help with school projects/activities. Children become involved in the decision making process through the Student Council.

LETNS is a double stream school with two classes of each standard from Junior Infants to 6th Class. LETNS also has established an Outreach (ASD) unit, with the approval of the Minister for Education and Skills, which provides an education exclusively for students on the Autistic Spectrum.

The school depends on grants and teacher resources provided by the Department of Education and Science (DES) and it operates within the regulations laid down. The school follows the curricular programmes as prescribed by the DES which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998. The curriculum also adheres to the timetable recommended by the DES.

### 3. Admission Statement

Lucan Educate Together 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.

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

Lucan Educate Together, with the approval of the Minister for Education and Skills, has established 2 classes to provide an education exclusively for students with ASD (Autism Spectrum Disorder)

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

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 7 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. The Code of Behaviour Policy can be found on the school website: [www.letns.org](http://www.letns.org)
- c) a student has not reached 4 years of age on or before the 31<sup>st</sup> of May of the school year concerned as required under this policy.

#### **School with special education class(es)**

The special classes attached to Lucan Educate Together provides an education exclusively for students with Autism Spectrum Disorder (ASD). 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 these classes.

#### **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) 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 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 students who are enrolled in the school at the same time,
- (g) the date and time on which an application for admission was received by the school,

## 7. 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:

In all cases the child must have reached 4 years of age on or before the 31<sup>st</sup> May of the school year concerned.

**Note:** *The definition of a sibling in this policy includes step siblings and foster siblings who are enrolled in the school at the same time.*

### a) Junior Infants

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 for Junior Infants.

#### **Priority Category 1:**

Applicant students who are siblings of children currently enrolled in the school

#### **Priority Category 2:**

Applicant students who are oldest, i.e. with the earlier birth date

#### **Priority Category 3:**

Any remaining places after the above two categories have been applied will be decided by way of a lottery of completed applications.

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), places will be offered or added to a waiting list by way of a lottery of completed applications.

In the event that there are multiple births such as twins, triplets, etc., these children will be entered into the lottery as one entry and will be offered a place on the waiting list in the order in which they have been drawn and in the sequence of alphabetical order of their first name.

## **b) Outreach (ASD) Unit:**

If a special class is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for the special class. The child must have a recommendation for the specified category of special educational needs provided for in these classes. The following criteria must also be met for enrolment in the Outreach Unit:

A child will be considered for admission when all of the following criteria have been met:

- a) The child has a diagnosis of an Autism Spectrum Disorder (this diagnosis being made from a professionally recognised clinical and psychological assessment procedure).
- b) AND the child must have a recommendation on their Child Psychological Assessment Report for inclusion in an Outreach unit.
- c) The child must be at least 4 years of age on or before 31<sup>st</sup> May of the relevant school year.

### **Priority Category 1:**

Applicant students who have satisfied criteria a, b, and c as outlined above

### **Priority Category 2:**

Students currently in mainstream classes in LETNS but who meet the criteria for inclusion in the Outreach class and whose needs would be more appropriately met through inclusion in the Outreach class.

### **Priority Category 3:**

Applicant students who are siblings of children and enrolled in the school at the same time.

### **Priority Category 4:**

Priority will be given to students with no other school place.

### **Priority Category 5:**

Students who have the earlier birth date.

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), places will be offered or added to a waiting list by *earliest date of birth*.

## **c) Other year groups – Senior Infants to 6<sup>th</sup> Class**

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

Having confirmed that a place is available within the specified class, applications are considered under the following criteria:

**Priority Category 1:**

Applications have been received for more than one family member. Consideration is given to whether the school can accommodate more than one application from a given family (families first)

**Priority Category 2:**

The applicant already has a sibling attending the school

**Priority Category 3:**

The child is transferring from a school in another part of Ireland/outside Ireland and currently has no school place

**Priority Category 4:**

The child is transferring from another school in Lucan

**Priority Category 5:**

All other applicants

**8. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, a special class or to other year groups will be considered and decided upon in date order of when they were received 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 not 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.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list in order of earliest date of birth.

**9. Waiting list in the event of oversubscription**

In the event of there being more applications for the school year concerned than places available in Junior Infants, a special class or other year groups, a waiting list of students whose applications for admission to Lucan Educate Together 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 Lucan Educate Together 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 see section 7 above. Late applications will be added to the list in date order, see section 8 above.

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. Waiting lists will expire at the end of each school year.

### **10. Admissions of students after the commencement of the school year**

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application.

### **11. Decisions on applications**

All decisions on applications for admission to Lucan Educate Together 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

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.

### **12. 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 but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

All contact by the school with the parent/guardians shall be at the contact address (postal or email as deemed appropriate by the school) stated in the application. It is the sole responsibility of the parent/guardian to provide up-to-date contact information (including address, email address and phone number) with their application and to advise the school of any changes to these details. The school cannot be held liable for any issues arising where the parent or guardian has failed to do so.

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 (or by email) 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).

### **13. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Lucan Educate Together, 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.

#### **14. 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 Lucan Educate Together 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 13](#) above.

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

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom –

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

The list may include any of the following:

- (i) The date on which an application for admission was received by the school
- (ii) The date on which an offer of admission was made by the school
- (iii) The date on which an offer of admission was accepted by an applicant
- (iv) A student's personal details including his 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)

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

The board of Lucan Educate Together 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. 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.

## **18. Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.