

**Pobalscoil Náisiúnta  
Iarthar na Cathrach & Theach Sagard**

*Lána Bhaile Uí Fhoirtcheirn,  
Iarthar Na Cathrach,  
Baile Átha Cliath 24*

Príomhoide: Maidhc O' Broin

Leas-Phríomhoide: Orla Uí Dhochartaigh



**Citywest & Saggart  
Community National School**

*Fortunestown Lane,  
Citywest  
Dublin 24*

Principal: Mike Byrne

Deputy Principal: Orla Doherty

# **POLICY FOR ADMISSION TO SCHOOL YEAR 2023.2024**

## **Citywest and Saggart Community National School**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of Citywest and Saggart CNS is responsible for the implementation of this Admission Policy.

## **INTRODUCTION TO CITYWEST AND SAGGART CNS**

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Citywest and Saggart CNS (CSCNS) was established in 2012. It was opening under the name Scoil Niamh with 16 pupils. It has now grown and has a current enrolment of over 400 pupils. The school is vertical with two-stream and will eventually be home to two classes for children with ASD. The school moved into its new state of the art building in 2020 which is located on Fortunestown Lane in Citywest.

The school is under the patronage of Dublin and Dun Laoighaire Education and Training Board (DDLETB). The school operates as a multi-denominational school and all practice centres around the values of Respect, Community, Equality, Care and Excellence in Education.

CSCNS aims to expose children to active and exciting learning experiences. Strong links with the community ensure that the children receive the highest quality experiences in curricular and extra-curricular activities.

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# **PART A**

## ***General Information for All Applicants***

- 1. Glossary of terms***
- 2. Admission Statement***
- 3. Legal Framework***
- 4. General Admission Provisions (for all Applicants)***

## 1. GLOSSARY OF TERMS

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**‘Applicant’** means the parent / guardian of a Child who has made an application for admission to Citywest and Saggart CNS

**‘Child’** means the person in respect of whom the application is being made.

**‘Student’** means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

**‘Gender’**, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male and the other is female*”. This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

**‘Parent’** has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

**‘Early Start Pre-Schools’** refer to the 40 classes established in some designated disadvantaged schools through the form of a one-year intervention scheme for children between the ages of 3 years and 5 years, who are at risk of not reaching their full potential within the school system. The early start classes are offered in the September prior to the Child starting Junior Infants and are designated in a list published by the Minister for Education. Participation in the ‘Free Pre-School’ year through the ECCE scheme or an independent pre-school/creche does not qualify as participation in an Early Start Pre-School Class.

**‘Early Intervention Classes’** refer to special education classes established in schools which are available for children aged 3 years – 5 years with autism spectrum disorder (ASD). A small number of Early Intervention Classes are available for children who are deaf/hard of hearing and children with physical disabilities.

**‘ASD Class’** means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or

categories of additional needs specified by the Minister of Education. CSCNS will have an ASD Class, established to cater to special educational needs of students with Autism/Autistic Spectrum Disorders.

**‘Junior Infants’** means the intake group of Students for the most junior class in a school, but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

## 2. ADMISSION STATEMENT

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ETB schools are state, multidenominational, co-educational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the State provider of education, the ETB sector defines a ‘multidenominational’ school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Citywest and Saggart CNS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant.
- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Child or Applicant;
- 2.4. Sexual orientation of the Child or Applicant;
- 2.5. Religion of the Child or Applicant;
- 2.6. Disability of the Child or Applicant;
- 2.7. Race of the Child or Applicant;
- 2.8. The Child's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Child or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a ASD Class, it is not discriminatory to refuse to admit to that class a Child who does not have the specified special educational need(s).

Citywest and Saggart CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

### **3. LEGAL FRAMEWORK**

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DDLETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Citywest and Saggart CNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to admit a Student. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

However, if a parent wishes to opt their child out of GMGY, the parent/guardian must make a written request to the Principal in the first instance. The request should outline the reasons that s/he is seeking an opt-out. The Principal will then arrange to meet with the parent(s) to discuss the request. If after that meeting the parent still wishes to opt-out of the subject, the school will facilitate this in the following way: Where possible, the child will join the other class at his/her level for the duration of the GMGY lesson and complete work with that class appropriate to the ability of the child.

Citywest & Saggart CNS 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.

Citywest & Saggart CNS 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.

## 4. GENERAL ADMISSION PROVISIONS

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A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1<sup>st</sup> February 2020, Citywest and Saggart CNS had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1<sup>st</sup> February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Citywest and Saggart CNS **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Child's academic ability, skills or aptitude; unless:
  - it is necessary to ascertain whether or not the Child has the category of additional educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to students with a specified category of special educational needs or ASD Class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);
- 4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

- 4.6 A child's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Child concerned attending, or having attended, the school, or a Parent or grandparent having previously attended the school or their parents currently working in the school.
- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Citywest and Saggart CNS **will consider** the offer of a place to every child seeking admission to the school, **unless the following applies:**

- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Positive Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;
- 4.9 The Child seeking admission to the ASD Class in the school does not have the category of needs specified by the Minister of Education in respect of that class.

Where Citywest and Saggart CNS considers an application, each Child shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the ASD Class.

# **PART B**

## ***Information for Specific Categories of Applicants***

- 5. Application to the Junior Infant Group***
- 6. Application to All Classes Other Than Junior Infants***
- 7. Application to the ASD Class***

# **SECTION 5**

## **APPLICATION TO THE JUNIOR INFANT GROUP**

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### **5. APPLICATION TO THE JUNIOR INFANT GROUP**

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#### **5.1 Admission Provisions (Junior Infant Group)**

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
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#### **5.2 Appeals**

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal by the Board of Management

## **5.1 ADMISSION PROVISIONS (JUNIOR INFANT GROUP)**

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Where Citywest and Saggart CNS is not oversubscribed, all Children will be offered a school place, subject to sections 4.8 and 4.9.

A Child applying for the Junior Infant Group but seeking admission to the ASD Class should see section 7 of this Admissions Policy.

### **5.1.1 Oversubscription**

The number of junior infant places for the 2023.2024 academic year will not exceed 52. When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Citywest and Saggart CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

### **5.1.2 Selection criteria in order of priority**

Citywest and Saggart CNS will apply the following criteria for admission to the Junior Infant Group:

<b>Category 1:</b>
<ul style="list-style-type: none"><li>Brothers and sisters (including step-siblings, resident at the same address) of children currently in the school. The child must have turned four years of age by June 30<sup>th</sup> prior to entry. (Applications must be submitted by January 31<sup>st</sup> prior to entry)</li></ul>
<b>Category 2:</b>

- |                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• All other children. The child must have turned four years of age by June 30<sup>th</sup> prior to entry.<br/>(Applications must be submitted by January 31<sup>st</sup> prior to entry)</li></ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<b>Category 3:</b>
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- |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Late applicants (applicants after January 31<sup>st</sup> prior to entry) who have turned four years of age by June 30<sup>th</sup> prior to entry.</li></ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Note: See section 7 for selection criteria applicable to admission to the ASD Class.

### **Selection process**

Citywest and Saggart CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion with children being offered places based on the eldest applicant first. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school with children being offered places based on the eldest applicant first. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process the date and time of birth (As evident on birth certificate) will be used to determine the admission.

#### **5.1.3 Late applications**

An application received by Citywest and Saggart CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Citywest and Saggart CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the school's selection criteria as specified above in 5.1.2.

Where Citywest and Saggart CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section(s) 4.8 , 4.9 and 5.1.2 and the same process as applies to Applicants whose

applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 1 week of issue.

#### **5.1.4 Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within Citywest and Saggart CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

#### **5.1.5 Acceptance of a place**

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 1 week of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 1 week of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

#### **5.1.6 Refusal**

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Child was not offered a place in Citywest and Saggart CNS
- 5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

- 5.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

### **5.1.7 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 1 week, or
- 5.1.8.3. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);  
and
  - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 5.1.4 above.

## 5.2 APPEALS

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### **6. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of CSCNS . Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [cscns@ddletb.ie](mailto:cscns@ddletb.ie)

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

### **7. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to CSCNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of CSCNS. Such a review must be sought by the Applicant within twenty one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an

appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [cscns@ddletb.ie](mailto:cscns@ddletb.ie) (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, the applicant may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

#### **8. Basis for a review by the board of management:**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

# **SECTION 6**

## **APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

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### **6 APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

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#### **6.1 Admission Provisions (other than Junior Infants)**

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer

#### **6.2 Appeals**

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for appeal by the Board of Management

## **6.1 ADMISSION PROVISIONS (OTHER THAN JUNIOR INFANTS)**

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Where Citywest and Saggart CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8 and 4.9.

A Child applying for admission to a class other than Junior Infants but seeking admission to the ASD Class should see section 7 of this Admissions Policy.

### **6.1.1 Oversubscription**

The number of places in all mainstream classes will not exceed 54 (27 in each class) for the 2023,2024 academic year. When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Citywest and Saggart CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

### **6.1.2 Selection criteria in order of priority**

Citywest and Saggart CNS will apply the following criteria for admission to all classes other than Junior Infants:

1.

<p><b>Category 1:</b></p>
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- |                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Brothers and sisters (including step-siblings, resident at the same address) of children already in the school.</li></ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Category 2:**

- All other children where the age and class level is appropriate to the class to which the child is applying.

See section 7 for selection criteria applicable to admission to the ASD Class.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

**6.1.3 Selection process**

Citywest and Saggart CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted, with the places being offered based on date of original application.

Where two or more applications are tied in the foregoing selection process, the place will be offered in the first instance to the application that was received first.

**6.1.4 Late applications:**

An application received by Citywest and Saggart CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Citywest and Saggart CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently, the school's selection criteria will be applied in accordance with this Admission Policy.

Where Citywest and Saggart CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to

section(s) 4.8, 4.9 and 6.1.2 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 1 week of issue.

#### **6.1.5 Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within Citywest and Saggart CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

#### **6.1.6 Acceptance of a place:**

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

#### **6.1.7 Refusal:**

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1. The reasons that the Child was not offered a place in Citywest and Saggart CNS

- 6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 6.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

### **6.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 6.1.7.6. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 1 week, or
- 6.1.7.7. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);  
and
  - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 6.1.4 above.

## 6.2 APPEALS

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### 6.3 **Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of CSCNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Admission Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [cscns@ddletb.ie](mailto:cscns@ddletb.ie)

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

### 6.4 **Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to CSCNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of CSCNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's

decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [cscens@ddletb.ie](mailto:cscens@ddletb.ie) (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

#### **6.5 Basis for a review by the board of management:**

As required by section 29C(2) of the Education Act 1998, an request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

# SECTION 7

## APPLICATION TO THE AUTISM CLASS

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### **7 APPLICATION TO THE AUTISM CLASS**

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#### **7.1 Admission Provisions for the ASD Class**

- 7.1.1. Oversubscription
- 7.1.2. Selection criteria in order of priority
- 7.1.3. Selection process
- 7.1.4. Late Applications
- 7.1.5. Second/third-round offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. Withdrawal of an offer

#### **7.2 Appeals**

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for appeal by the Board of Management

## **7.1 ADMISSION PROVISIONS FOR THE ASD CLASS**

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Citywest and Saggart CNS has an ASD Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Children whose needs fall within the category of special educational needs provided for by the ASD Class will be considered and whom have a recommendation for placement in an ASD class attached to a mainstream school. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within the 24 months immediately preceding the Student's application to the Special Class.

### **7.1.1 Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Citywest and Saggart CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the criteria as set out in this admissions policy.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school. Where a student applies for both the ASD Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

### **7.1.2 Selection criteria in order of priority:**

Applications to the ASD Class will only be considered if the Child's needs fall within the specified category of special educational needs provided for by this class\*. Subject to these requirements, in the event of oversubscription, the following criteria for admission to the ASD Class will apply:

7.1.2.1 Children born on or before 31st March, four years prior to the September of commencement;

If the number of children who satisfy criteria 7.1.2.1 exceeds the number of places available, the following additional criterion will apply:

7.1.2.2 Children enrolled in CSCNS mainstream classes, and then, Brothers & Sisters (ordinarily including step-siblings resident at the same address) of children, already enrolled.

If the number of children who satisfy criteria 7.1.2.1 & 7.1.2.2 exceeds the number of places available, the following additional criterion will apply:

7.1.2.3 the greatest level of need, as determined by the Principal in consultation with the SEN team in the school, having considered the Relevant Report and any relevant supporting documents in respect of the Student, taking into consideration the needs of the students in the particular class and the age group where a place is available. as determined

In addition to the above criteria, it must be noted:

- A fully completed application form must be filled in by the parents/guardians and any relevant reports must be submitted to the school,
- The completion of an application form does not constitute an offer of place,
- The child must be age appropriate for the ASD class to which they are applying

\* DSM-IV/5 or ICD 10 criteria as set out by a professional/individual approved by the Department of Education and a Multi-Disciplinary assessment report

### **7.1.3 Selection process:**

Citywest and Saggart CNS will apply the selection process as follows:

Having met the criteria for admission to the ASD Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the ASD class still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the class. This process is continuously carried out until all available places have been offered and accepted. Places are offered on a case by case basis, depending on age and class needs.

N.B. The number of places available in a year/class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.<sup>1</sup>

#### **7.1.4 Late applications:**

An application received by Citywest and Saggart CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Citywest and Saggart CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently, the school's selection criteria will be applied in accordance with this Admission Policy.

Where Citywest and Saggart CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 the same process as applies to Applicants whose applications were

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<sup>1</sup> This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated."

received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### **7.1.5 Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within Citywest and Saggart CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

#### **7.1.6 Acceptance of a place:**

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

#### **7.1.7 Refusal:**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 7.1.7.1 The reasons that the Student was not offered a place in Citywest and Saggart CNS
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

- 7.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 7.1.7.4 Details of the Applicant's right to appeal the decision

### **7.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 7.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 7.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.8.3. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);  
and
  - (ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 7.1.4 above.

## **7.2 APPEALS**

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### **7.2.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Citywest and Saggart CNS. Such an appeal must be brought within fourteen calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998.

### **7.2.2. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Citywest & Saggart CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Citywest & Saggart CNS. Such a review must be brought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [cscns@ddletb.ie](mailto:cscns@ddletb.ie). (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the

Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

**7.2.3.** If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

**7.2.4. Basis for a review by the board of management:**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.