

# **ADMISSION POLICY**

## **Naomh Lorcán Ó Tuathail (St. Laurence O'Toole's CBS) Seville Place, Dublin 1. Roll number: 17110B**

**School Patron:** Catholic Archbishop of Dublin  
**School Trustees:** Edmund Rice Schools Trust

### **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 25<sup>th</sup> January, 2023 and ratified by the school Board of Management on 20<sup>th</sup> February, 2023. 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 St. Laurence O'Toole's CBS 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**

St. Laurence O'Toole's CBS is a Senior Boys Primary School (2<sup>nd</sup> – 6<sup>th</sup> class) with a Catholic ethos under the patronage of the Archbishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b) a living relationship with God and with other people; and
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- d) the formation of the pupils in the Catholic faith,

and where the school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Laurence O'Toole's CBS 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 an Edmund Rice school.

In the spirit of Blessed Edmund Rice, within the context of the ERST Charter, the school aims to provide the best possible environment to cater for the education of the whole child to reach his full potential. We respect the dignity and uniqueness of each person. Our school is committed to the full and proper development of all aspects of the individual pupil, for personal and family life, for working life, for living in the community and for leisure.

Working together as a school community, the Board of Management, principal teacher, staff, parents, guardians, pupils and friends of St. Laurence O'Toole's CBS strive to provide an environment which will allow all pupils to develop to their maximum potential and fulfil their role in society.

The school recognises the central role of the family as the primary educator of the child. The school accepts and supports the constitutional right and duty of the parents to provide for the education of their children.

### 3. Admission Statement

St. Laurence O'Toole's CBS will not discriminate in its admission of a pupil to the school on any of the following:

- a) the gender ground of the pupil or the applicant in respect of the pupil concerned,
- b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
- d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
- f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
- g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- i) the ground that the pupil or the applicant in respect of the pupil 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.

St. Laurence O'Toole's CBS is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Laurence O'Toole's CBS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a pupil a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St. Laurence O'Toole's CBS will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

St. Laurence O'Toole's CBS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

### 4. Categories of Special Educational Needs catered for in the school's special class

St. Laurence O'Toole's CBS is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for pupils with a category of special educational needs specified by the Minister and may refuse to admit to the class a pupil who does not have the category of needs specified.

St. Laurence O'Toole's CBS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for pupils with Autistic Spectrum Disorder.

### 5. Admission of Pupils

This school shall admit each pupil seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details),
- b) a parent of a pupil, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the pupil,
- c) St. Laurence O'Toole's CBS provides education exclusively for boys and may refuse to admit as a pupil a person who is not of the gender provided for by this school,
- d) St. Laurence O'Toole's CBS is a Roman Catholic school, in the Edmund Rice tradition, and may refuse to admit as a pupil a person who is not Roman Catholic, where it is proved that the refusal is essential to maintain the ethos of the school,
- e) the special class attached to St. Laurence O'Toole's CBS provides an education exclusively for pupils with Autistic Spectrum Disorder (ASD). The school may refuse admission to this class

where the pupil concerned does not have the specified category of special educational needs provided for in this class.

If oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria in section 6 below.

## **6. Oversubscription**

In the event that the school is oversubscribed, St. Laurence O'Toole's CBS 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) Boys enrolling from St. Laurence O'Toole's National School, North Wall.
- b) Boys who are siblings (including half-siblings, step-siblings and foster-siblings, resident at the same address) of current pupils of St. Laurence O'Toole's CBS and/or St. Laurence O'Toole's National School, and, boys who are resident in the Parish of St. Laurence O'Toole, North Wall.
- c) Boys who are children of current school staff.
- d) Boys residing outside the parish.

Where, in any of the selection criteria categories above, the number of applicants exceeds the number of remaining places, the order of priority is determined by the date of birth of each boy, with priority given to the oldest. In the event of a tie between said applicants, their relative priority is determined by lottery with an independent party present.

## **7. What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a pupil on a waiting list for admission to the school:

- a pupil's prior attendance at a pre-school or pre-school service, including naíonraí;
- the payment of fees or contributions (howsoever described) to the school;
- a pupil's academic ability, skills or aptitude other than in relation to admission to the ASD class, insofar as it is necessary in order to ascertain whether or not the pupil has the category of special educational needs concerned;
- the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- a requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- the date and time on which an application for admission was received by the school, 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;
- a pupil's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than, in the case of the selection criteria, based on siblings of a pupil attending or having attended the school and parents or grandparents of a pupil having attended the school; (In relation to parents and grandparents having attended, a school may only apply these criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

## **8. Decisions on applications**

All decisions on applications for admission to St. Laurence O'Toole's CBS will be based on the following:

- Our school's admission policy.
- The school's annual admission notice.
- 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. (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.)

## **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 pupil 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 pupil's ranking against the selection criteria and details of the pupil'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 St. Laurence O'Toole's CBS, you must indicate,

- a) 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
- b) 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 St. Laurence O'Toole's CBS where —

- a) it is established that information contained in the application is false or misleading.
- b) 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.
- c) the parent of a pupil, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the pupil; or
- d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

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

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

Section 66(6) allows a school to provide a patron or another board of management with a list of the pupils in relation to whom—

- a) an application for admission to the school has been received,
- b) an offer of admission to the school has been made, or
- c) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school;
- the date on which an offer of admission was made by the school;
- the date on which an offer of admission was accepted by an applicant;
- a pupil's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

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

In the event of there being more applications to the school year concerned than places available, a waiting list of pupils whose applications for admission to St Laurence O'Toole's CBS 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 St Laurence O'Toole's CBS is in the order of priority assigned to the pupils' applications after the school has applied the selection criteria in accordance with this admission policy (see [section 6](#) above).

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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

#### **14. Late Applications**

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

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in [section 13](#).

#### **15. Procedures for admission of pupils to other years and during the school year**

*The procedures of the school in relation to the admission of pupils who are not already admitted to the school, to classes other than the school's intake group,*

and,

*The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought,*

are as follows:

The Board of Management may make available a place in the school other than at the start of 2<sup>nd</sup> class. However, the Board of Management reserves the right to decline to make a place available. In deciding whether to make a place available other than at the start of 2<sup>nd</sup> class the Board of Management considers all relevant factors, including those referred to in this Admission Policy.

To facilitate the allocation of such places the school may operate a waiting list for each class. An applicant wishing to join any class other than 2<sup>nd</sup> class whether at the start of an academic year or at any time during that academic year, must apply to the school.

The waiting list for each class will remain open for the duration of the school year and is used to allocate any place that the Board of Management decides to make available in that class. All waiting lists cease to operate at the end of each academic year, and new waiting lists for each class take effect from the beginning of the next academic year. Accordingly, a fresh application is needed each year for any applicant who wishes to remain on the waiting list to join a year group as it progresses through the school.

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

The board of St. Laurence O'Toole's CBS 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 pupil to the school, or
- b) the admission or continued enrolment of a pupil in the school.

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

The following are the arrangements for pupils whose parent(s)/guardian(s) have requested that the pupil attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such pupils.

- a) A written request should be made to the Principal of the school.
- b) A meeting will then be arranged with the parent(s)/guardian(s) of the pupil to discuss how the request may be accommodated by the school.

- c) It will not be possible however to provide religious instruction in other faiths or to provide facilities to allow children to engage in the practice of another faith.

## 18. Reviews/appeals

### Review of decisions by the Board of Management

The parent/guardian of the pupil may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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

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

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

### Right of appeal

Under Section 29 of the Education Act 1998, the parent of the pupil 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.



---

Patrick O'Keefe  
Chairperson, Board of Management



---

Mark Candon  
School Principal and  
Secretary, Board of Management