DUBLIN DIOCESAN ADMISSION POLICY

Admission Policy of Scoil Cnoc Mhuire Junior (Knockmore Junior School)

School Address: Knockmore Ave, Dublin 24

Roll number: 19775R

School Patron: Archdiocese of Dublin

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was originally approved by the school Patron on 18th 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 Scoil Cnoc Mhuire Junior (Knockmore JNS) admissions process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Cnoc Mhuire Junior (Knockmore JNS) a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

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

(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
(b) a living relationship with God and 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 which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or 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 Scoil Cnoc Mhuire Junior (Knockmore JNS) shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission and Vision Statement for Scoil Cnoc Mhuire Junior (Knockmore JNS)

Cnoc Mhuire JNS (Knockmore JNS) is a junior co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin. In accordance with section 15(2)(b) of the Education Act, 1998 the Board of Management of Scoil Cnoc Mhuire Junior (Knockmore JNS) shall uphold, and be accountable to the the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Our school aims to be a happy safe place with an environment where learning is stimulated, encouraged and guided. It is a community where kindness, fairness and friendship is encouraged, fostered and nurtured.

Our school aims to ensure that each child reaches their full potential academically, physically, socially and emotionally.
All members of our school community should appreciate and understand a wide variety of cultures and spiritual beliefs whilst upkeeping the Catholic ethos of the school.
All should develop appropriate social skills and know how to express themselves appropriately in different situations.
Resources will be made available to adhere to the specific learning needs of each child.
Children from all cultural backgrounds will be encouraged to express themselves while also being open to diversity.
The children will be taught appropriate social skills and given ample opportunity to utilise them.
We will provide a secure environment in which the children can learn and express themselves with confidence.

3. Admission Statement

Cnoc Mhuire JNS (Knockmore JNS) 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.

Cnoc Mhuire JNS (Knockmore JNS) is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Cnoc Mhuire JNS (Knockmore JNS) is a school which has established two classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with Autism Spectrum DIsorder (ASD) specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.
There is a specified admissions document for the ASD class please contact the secretaries office for further information.

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

Cnoc Mhuire JNS (Knockmore JNS) with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 6 below for further details)
b) Age :The child must be aged between 4-8 years of age. All children must be at least 5yrs of age on or before the 31st December of the incoming school year and cannot be older than 8 years starting second class.
c) 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
d) A child, who does not have diagnosed needs, is not toilet trained.

Cnoc Mhuire JNS (Knockmore JNS) is a Catholic school and may refuse to admit as a student a person who is not of Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Cnoc Mhuire JNS (Knockmore JNS) provides an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

Cnoc Mhuire JNS (Knockmore JNS) classes are capped at 17 children as per the DEIS schedule for Junior Schools. The exception to this in our ASD special classes where classes are capped at 6 students.

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:

This school shall admit each student seeking admission except where –

a) The school is oversubscribed (please see section 6 below for further details)
b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
c) Scoil Cnoc Mhuire (Knockmore JNS) is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
d) The special class attached to Scoil Cnoc Mhuire Junior (Knockmore JNS) provides an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

In the event of the numbers of children seeking enrolment in any given class/standard exceeding the number of places available the following criteria will be used to prioritise children for enrolment.

a .Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of Killinarden (the eldest child will have priority in this ranking)
b. Children of staff (the eldest child will have priority in this ranking)
c. Children residing outside the parish, eldest child will have priority.

In the event that there are two or more students tied for places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places) the following arrangements will apply:

- The oldest student will be given priority.
- If two applicants have the same date of birth, then a lottery will apply with an independent party present.

7. What will not be considered or taken into account

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

(a) a student's prior attendance at a preschool or pre-school service.
(b) a payment of a fees or contributions however described to the school.
(c) a student's academic ability, skills or aptitude;
- However in the instance of 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 in order to secure a place.
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(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than siblings of a student attending of having attended the school as per Enrolment Criteria.
(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Scoil Cnoc Mhuire Junior(Knockmore JNS) 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

  (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.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

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

In accepting an offer of admission from Scoil Cnoc Mhuire Junior (Knockmore JNS) , 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.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil Cnoc Mhuire Junior (Knockmore JNS) where:

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

12. Sharing of Data with other schools

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

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Cnoc Mhuire Junior (Knockmore JNS) were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Cnoc Mhuire Junior (Knockmore JNS) 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.
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 students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

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

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 students to other years and during the school year

- Children wishing to enrol in classes from Senior Infants to 2nd Class or seeking to transfer from other schools are enrolled subject to the rules governing National Schools, school policy and the availability of places in classes. This is also based on whether there is space in the school. As per DEIS retention figures, classes are full at 17 children with ASD special classes being full at 6 children.
- Parents/Guardians will be informed of the decision of the Board of Management within 21 days of receipt of a completed Application to Enrol form and the provision of relevant assessment reports, where applicable.
- When a child is accepted for enrolment, the school authorities will seek school reports and, with parental permission, will request other relevant reports from the child's previous school.

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

The board of Scoil Cnoc Mhuire Junior (Knockmore JNS) or any persons acting on its behalf will not charge fees for or seek payment or contributions as a condition of-

(a) an application for admission of a student to the school, or
(b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

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

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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

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

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

Right of appeal

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

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

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

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

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

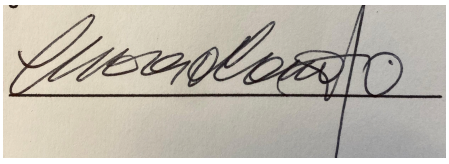
Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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

Ratification

This policy was ratified by the Board of management of Scoil Cnoc Mhuire Junior (Knockmore JNS) on 10/06//2026

Signed,



Charlie O Connor

Chairperson of the Board of Management

Submitted to and Approved by the Dublin Diocese: Monsignor Dan O connor on 12/06/2026