

ST DECLAN'S N.S.



ADMISSION POLICY

1. Introduction

Admission Policy of St. Declan's N.S.

Water Street,

Waterford.

Roll number: 16976M

School Patron: Bishop of Waterford and Lismore

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 16/09/2020. 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 St Declan's N.S. admission process are set out in the school's Annual Admission Notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the Annual Admission Notice for the school year concerned.

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

2. Characteristic spirit and general objectives of the school

St. Declan's National School is a Catholic all-boys primary school with a Catholic ethos under the patronage of the Bishop of Waterford & Lismore Diocese.

"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 St. Declan's National School 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.

This policy is set out in accordance with the provision in the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000, the Disabilities Bill 2005 and the Education (Admissions to Schools) Act 2018.

Within the context and parameters of Department regulations and programmes, and the funding and resources available, our school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment; and
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

The pervading atmosphere of the school is one of harmony – promoting respect and tolerance of difference. Pupils are enabled to learn in an environment which is safe and secure so that each individual can strive to realise his full potential and take his place in society with confidence.

3. Admission Statement

St. Declan's N.S. will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,

- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Declan's NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St. Declan's NS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

St. Declan's N.S. is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

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

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

This section is not applicable to our school.

5. Admission of Students

This school shall admit each student seeking admission except where –

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

St. Declan's N.S. provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

St. Declan's N.S. is a Catholic School and may refuse to admit as a student a person who is not Catholic, where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice:

Selection Criteria

1. An applicant whose brother is already enrolled in St. Declan's N.S.*
2. An applicant whose brother had previously been enrolled in St. Declan's N.S.*
3. An applicant who is a son or grandson of a permanent staff member of St. Declan's N.S.
4. An applicant whose father or grandfather had previously been enrolled in St. Declan's N.S.
5. An applicant whose permanent home address is closest to the school ∞

* includes foster brothers and step brothers

∞ as the crow flies from applicant's permanent residence to junior yard gate (Google Maps)

Note : Rel. to 1, 2 and 4 above, refer to 7(f) below

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

- Older applicant will be allocated the place

7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (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 family attending or having previously attended the school;*
 - *(other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.*
 - *In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).*
- (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.

8. Decisions on applications

All decisions on applications for admission to St. Declan's N.S. will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our Annual Admission Notice for receiving applications

Please refer to [section 13](#) below in relation to applications received outside of the admissions period

Please refer to [section 14](#) 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

(Please refer to [section 17](#) below for further details).

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

In accepting an offer of admission from St. Declan's N.S., you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and 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. Declan's N.S. where :

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

12. Sharing of Data with other schools

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

Section 66(6) of the Education (Admission to Schools) Act 2018

Co-operation between boards

66. (6)

(a) A board may, in order to facilitate the efficient admission of students, provide a patron or another board with a list of the students in relation to whom—

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

(b) A list provided by the board under paragraph (a) may include all or any of the following details:

- (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 St. Declan's N.S. were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Declan's N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admission Policy.

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

14. Late Applications

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

- Late applicants will be offered a place if there is a place available.
- In the event that there is no place available, late applicants will be placed at the end of the waiting list in order of the date of receipt of the late application.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years **other than the school's intake group are as follows:**

- Enrolment may take place at the discretion of the Board of Management at any time during the school year
- A parent must complete and submit the appropriate Application for Enrolment Form

Applications for enrolment are individually considered by the Board of Management, subject to the following :

- The Department of Education Rules governing National Schools and in particular, the Staffing Schedule
- St. Declan's N.S. Enrolment Policy
- Parents' /Guardian's written acceptance of our school's Code of Behaviour
- Available space in the classroom
- Existing educational, behavioural, and language needs within the class

- o Health and Safety considerations for children and staff

Note : The Board of Management will require parents/guardians to provide previous attendance and educational progress reports .

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

- Enrolment may take place at the discretion of the Board of Management at any time during the school year
- A parent must complete and submit the appropriate Application for Enrolment Form

Applications for enrolment are individually considered by the Board of Management, subject to the following :

- o The Department of Education Rules governing National Schools and in particular, the Staffing Schedule
- o St. Declan's N.S. Enrolment Policy
- o Parents'/Guardian's written acceptance of our school's Code of Behaviour
- o Available space in the classroom
- o Existing educational, behavioural, and language needs within the class
- o Health and Safety considerations for children and staff

Note : The Board of Management will require parents/guardians to provide previous attendance and educational progress reports .

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

The board of St. Declan's N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

- On enrolment, individual arrangements will be discussed and agreed between the principal and the parents/guardians.

18. Reviews/Appeals

Review of decisions by the board of Management

The parent of 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.

[Section 29B and Section 29C of Education Act.docx](#)

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

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

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

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

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of

management **prior to making an appeal** under section 29 of the Education Act 1998. ([see Review of decisions by the Board of Management](#))

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

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

This policy was ratified by the Board of Management of St. Declan's National School
on 24th September 2026

Signed:



Mrs. Kathleen O'Hagan
Chairperson, Board of Management

Date: 24.09.26