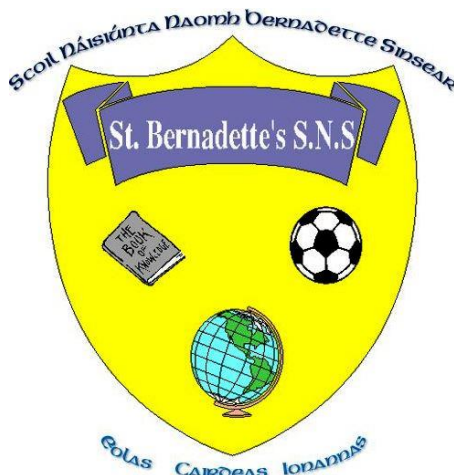


ADMISSION POLICY



Admission Policy of St. Bernadette's Senior National School

School Address: Quarryvale,
Clondalkin,
Dublin 22,
D22PW58.

Roll number: 19785U

School Patron: Catholic Archbishop 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 approved by the school patron on 19th November 2025. 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. Bernadette's Senior National School 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. Bernadette's Senior N.S. is 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 St. Bernadette's Senior N.S. 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 Statement and general objectives of the school

While St. Bernadette's Senior N.S. is a school with a Catholic ethos, it also has due recognition for all other religions.

St. Bernadette's Senior N.S. strives to create a warm, safe and secure learning environment for all the school community, where all can live, work and play in pleasant surroundings and in peace and harmony with each other.

St. Bernadette's Senior N.S. strives to give each child an equal chance of obtaining optimum personal fulfilment.

St. Bernadette's Senior N.S. strives to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

St. Bernadette's Senior N.S. encourages the involvement of parents through home/school contacts and through their involvement in the St. Bernadette's Senior N.S. Parents Association.

St. Bernadette's Senior N.S. promotes gender equity amongst teachers, pupils and ancillary staff.

St. Bernadette's S.N.S. 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 the diversity* of values, beliefs, traditions, languages and ways of life in society.

Déanfaimid iarracht Gaeilge a labhairt.

3. Admission Statement

St. Bernadette's Senior 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. Bernadette's Senior N.S. is a school whose objective is to provide education in an environment which promotes certain Catholic religious' values and does not discriminate

where it refuses to admit as a student a person who is not a Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St. Bernadette's SNS 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. Bernadette's SNS 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.

Appendix 1

Application Procedure for Mainstream class

Parents wishing to enrol their child in St. Bernadette's Senior School should call to the school at the specified time from mid - November onwards. This time is notified to parents in the Admissions Notice. At enrolment, parents will be asked to provide specific information regarding their child including:

- Pupils' name, age, address and Personal Public Service Number (PPS Number)
- Names and addresses of parents / guardians
- Contact phone numbers for children's parents / guardians
- Emergency phone numbers
- The religion of the child
- Previous schools or pre-schools attended
- Acceptance that their children's behaviour will conform with the Code of Behaviour of the School.
- Any medical conditions which the school should be aware of
- Any other relevant information (including any such other information as may be prescribed under the Education Welfare Act 2000)
- Permission to share personal data with third parties, including other Government bodies. This includes the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, NEPS, SCP, EWO, other schools to which pupils transfer to.

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

St. Bernadette's SNS is an all inclusive mainstream school and accepts children with any special needs requirements. We are educating pupils with special needs in the mainstream system.

St. Bernadette's Senior N.S. is a school which has established two special needs classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with Autism Spectrum Disorder (ASD) and may refuse to admit to the class a student who does not have the category of needs specified.

Appendix 2

Application procedure for special class (for children with ASD)

All procedures in [Appendix 1](#) apply for enrolment in the special class, in addition:

Eligibility Criteria for enrolment in ASD class

Children and young people are eligible for enrolment in a special class for Autism when the following is provided in support of such an application:

- Professional report(s) outlining: Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)
AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same
AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

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- The Department of Education & Skills states that the ratio for each class is a maximum of six pupils to one teacher and two special needs assistants. There must be more than three pupils to access the second special needs assistant.
 - The classes will be co-educational and will cater for children from third class to sixth class only i.e. the child will be dually enrolled in an age appropriate mainstream class.

Their education in St. Bernadette's Senior National School will finish upon the completion of sixth class.

- The application will undergo team assessment by the Admission Team, (The admission team is made up of the Principal, a Special Education co-ordinator teacher and one other member of the Learning Support / CareTeam) to ensure that the application fulfils the enrolment criteria outlined in this policy.
- When a place becomes available the parents and principal will complete the "Notification to NCSE of enrolment in a special class". This is Form 7 available on www.ncse.ie
- All placements are subject to review at the request of parents and/or the school. The review will include input from all agencies involved, the parents/guardians and the school. Following the review, a recommendation may be made that the child be enrolled in a school that can meet his/her needs.
- The school reserves the right to refuse enrolment/admission to any student where the student has special needs such that even with additional resources available from the Department of Education & Skills and the Department of Health, the school cannot meet such needs and/or provide the student with an appropriate education
- N.B. If the school does not receive the required documentation with the Enrolment Application form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/Guardian(s) to ensure that all supporting documentation is correct and is received by the 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
- c) St. Bernadette's Senior N.S. is a school of Roman Catholic denomination and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special classes attached to St. Bernadette's Senior N.S. 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

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:

St. Bernadette's Senior N.S. is a Diocesan senior school receiving enrolment from a St. Bernadette's Junior N.S. in the parish, therefore those children will always get priority.

Selection criteria for acceptance to mainstream classes in St. Bernadette's Senior N.S.
*(All Children applying to the mainstream classes must meet the criteria outlined in **Appendix 1.**)*

The criteria that will apply is as follows:

- a) Children from St. Bernadette's Junior N.S.
- b) Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Quarryvale and Rowlagh. (the eldest child will have priority in this ranking).
The parish boundaries - catchment area for enrolment in St. Bernadette's Senior N.S. are as follows: the housing estates located in Harelawn, Greenfort, Shancastle, Glenfield, St. Mark's and Old Tower estates
- c) Children of staff (the eldest child will have priority in this ranking).
- d) Children residing outside the parish (the eldest child will also have priority).

Places will be offered in accordance with date of birth (oldest to get priority)

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:

In the event of two or more students being tied for a place, 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.

Selection criteria for acceptance to special classes in St. Bernadette's Senior N.S.
*(All Children applying to the special class must meet the Special Needs Criteria outlined in **Appendix 2.**)*

The criteria that will apply is as follows:

- a) Children from St. Bernadette's Senior N.S.
- b) Children attending St. Bernadette's Junior N.S. ASD class

- c) Siblings and stepsiblings of children already enrolled in the St. Bernadette's Junior and Senior schools and children resident in the parish of Quarryvale and Rowlagh. (the eldest child will have priority in this ranking).
The parish boundaries - catchment area for enrolment in St. Bernadette's Senior N.S. are as follows: the housing estates located in Harelawn, Greenfort, Shancastle, Glenfield, St. Mark's and Old Tower estates
- d) Children attending St. Bernadette's Junior N.S who do not meet the criteria in a), b), c)
- e) Children of staff (the eldest child will have priority in this ranking).
- f) Children residing outside the parish of Quarryvale and Rowlagh but reside in Dublin 22 (the eldest child will also have priority).
- g) If there are still places available, any child seeking to enrol, taking into account DES guidelines on class sizes.

Places will be offered in accordance with date of birth (oldest to get priority)

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:

In the event of two or more students being tied for a place, 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.

Should the number of applicants exceed the number of places a waiting list shall be drawn up following the above criteria (see [section 13](#) below)

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 or her family attending or having previously attended the school;
- (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.

8. Decisions on applications

All decisions on applications for admission to St. Bernadette's Senior 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 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 St. Bernadette's Senior 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. Bernadette's Senior 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.

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. Bernadette's Senior 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. Bernadette's Senior N.S. is in the order of priority assigned to the students' applications after St. Bernadette's Senior N.S. 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 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 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.

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.

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

In determining enrolment, the Board of Management shall take into account Department of Education and Science regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, the educational needs and rights of children already enrolled, multi-grade classes and the presence of children with special educational/behavioural needs.

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

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:

New entrants from other schools will be required to provide **transfer information** along with their enrolment form. Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the D.E.S.

It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools under the terms of the Education Welfare Act (2000).

Acceptance is subject to there being places available in the relevant classes: -on basis of order of application

There is an upper age limit – pupils will not be older than 12 years of age when entering sixth class.

Code of Behaviour

Children enrolled in St. Bernadette's S.N.S. are required to co-operate with the school's Code of Behaviour and other policies on curriculum, organisation and management. Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

A parent of a student must 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

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

This rule applies to all schools.

The board of St. Bernadette's Senior 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

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

t 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)

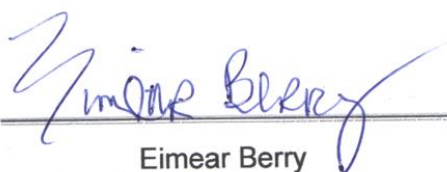
Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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.

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This policy was ratified by the Board of Management of St. Bernadette's Senior N.S. on Monday 20th October 2025.

SIGNED:


Eimear Berry

Chairperson of the Board of Management


Jim Ryan

Principal & Board of Management secretary.