



## **Scoil Nano Nagle**

Bawnogue, Clondalkin, Dublin D22VF68.

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Roll: 19509T

### **Admission Policy of Scoil Nano Nagle**

**Bawnogue, Clondalkin, Dublin 22.**

**Roll number: 19509T**

**School Patron/s: Catholic 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 approved by the school patron on **24<sup>th</sup> September 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 Scoil Nano Nagle 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**

Scoil Nano Nagle 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 Scoil Nano Nagle 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.

The ethos of Scoil Nano Nagle is based on the gospel values of Faith, Hope and Love. The school aims to provide a happy, secure and friendly learning environment, where children, parents, teachers, ancillary staff and the board of management work in partnership.

Each individual is valued and respected for his/her uniqueness. All are encouraged and supported to reach their full potential.

### 3. Admission Statement

Scoil Nano Nagle 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.

Scoil Nano Nagle 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.

Scoil Nano Nagle 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.

Scoil Nano Nagle 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Nano Nagle is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Through our mainstream provision, children with special education needs are welcome in our school community and Scoil Nano Nagle, with the approval of the Minister for Education, has established 3 classes to provide an education exclusively for students with autism spectrum disorder.

These classes will be funded and resourced by the Department of Education and Skills with additional financial support from Board of Management resources. The maximum class size is six pupils. Each class is allocated one full-time Teacher and at least two Special Needs Assistants subject to NCSE approval. Children are eligible to attend the ASD classes between the ages of four and nine years only.

##### **Registration of Interest to Apply for Enrolment**

The registration process begins with a referral from the Special Educational Needs Organiser (SENO) or a telephone call or a visit from the parents/guardians.

##### **Enrolment Criteria**

Enrolment to these classes will only be available to children with ASD who are 4 to 8 years of age on 1st September on the year of entry.

The maximum enrolment in each ASD class is six pupils. The Board of Management reserves the right to enrol less than this if it is deemed in the best interest of the class, the pupils and the school.

**First preference will be given to pupils attending Scoil Nano Nagle where a transfer will take place from mainstream to special classes if criteria have been satisfied.**

The same criteria will apply in the event of oversubscription. (Please see **section 6** below for further details.)

Subject to sufficient places being made available in the ASD classes, the procedure for enrolment, incorporating the Department of Education and Skills and H.S.E. policies, are as follows:

1) An enrolment application form should be fully completed by the parents/guardians on behalf of the child.

2) Professional report(s) outlining:

- Diagnosis of 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.

3) The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient space is not available.

**Procedure for Enrolment**

Enrolment application forms for the forthcoming school year will be accepted during the period specified in the School's Annual Admission Notice for receiving applications. Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admissions Notice.

Receipt of an enrolment application form by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an expression of interest for admission to our school. Decisions in relation to applications for the enrolment are made by the Board of Management in accordance with our Admission Policy.

**The Admissions Team**

The Admission Team will:

- Ascertain how many places are to be filled in each ASD Class. The maximum number of pupils in each class will be six.
- Review all documentation relevant to a child applying for a place in the ASD Class.
- Verify the class's suitability in meeting the needs of the child.
- Verify that there is a recommendation from a psychologist for placement in a special class in a mainstream school.
- Verify the suitability of the child for potential, meaningful integration in an age-appropriate mainstream class.
- Identify qualifying applicants with reference to these criteria.
- Prioritise each qualifying applicant with reference to selection criteria.
- Make a recommendation based on these findings to the Board of Management.

The Board of Management is responsible for and must respect the rights of the existing school community and, in particular, the children already enrolled. The Board of Management has the right to endorse or overrule any decision made by the Admissions Team. In particular, the Board of Management reserves the right to refuse enrolment if they believe the school cannot meet the needs of a particular child. All unsuccessful qualifying applicants will be placed on a waiting list, in accordance with the above criteria for places that may become available. All unsuccessful applicants have the right to appeal under Section 29 of the Education Act, 1998 within 42 days from the date of the decision by the Board of Management. The waiting list is valid for vacancies which occur in the current school year only.

**Offer and Acceptance of a Place**

A letter of offer for a place in an ASD Class will be sent within the timeline outlined in the Annual Admissions Notice. If the school does not receive notice of acceptance of a place within the timeline outlined in the Notice, it will be offered to the next child on the Placement List for that school year.

### **Late Applications**

Applications for places in an ASD class made after the date as outlined in the Annual Admissions Notice will not be considered.

### **Placement**

1. After placement in an ASD Class, a relevant Student Support File will be provided for the child. The plan will have input from all parties involved with the education of the child. The Student Support File will be updated once a year.

2. Each child in an ASD Class will be assigned to an age-appropriate mainstream class for integration purposes, provided that this is in the best interest of the child, while having due regard to the educational benefit of all pupils enrolled in our school. Every opportunity will be used to promote inclusion in mainstream classes provided the child is ready for this step and has the necessary support in place in the ASD class.

3. A review will take place at the end of the child's first year to assess whether the child's placement is appropriate.

- The review will be carried out by school staff with parental involvement.
- The outcome of the review will be examined by the Board of Management.
- If in the event that a placement is inappropriate, the school will liaise with appropriate agencies in an effort to obtain a more suitable place.

### **Behaviour**

It is acknowledged by Scoil Nano Nagle that a minority of pupils with special educational needs may display challenging and/or violent behaviour. Scoil Nano Nagle has a duty of care to all its pupils and staff. Our management of challenging and/or violent behaviour is consistent with each child's right to be treated with dignity and to be free of abuse.

All efforts will be made by school staff to prevent, manage and reduce challenging behaviour and/or violent behaviours through positive pupil/teacher/SNA relationships, the use of available therapeutic interventions and the implementation of behaviour plans as part of the pupil's IEP. All pupils are subject to the school's Code of Behaviour and Safeguarding Statement. Where a pupil's behaviour impacts in a negative way on the other pupils in the special class or on pupils in the integration (mainstream) class to the extent that those pupils' right to an education is being interfered with as judged by the Board of Management, the school reserves the right to advise parents that a more suitable setting should be found for their child.

### **Discharge**

It is the school policy to facilitate the discharge of pupils from the classroom once they have reached the age of nine. Pupils who reach the age of nine after September 30th in any year will be permitted to complete the academic year. This means a June discharge in the following year. It will be the responsibility of the SENO and the parents to find an appropriate educational setting in which to allow the child to complete his/her primary education.

Scoil Nano Nagle will facilitate all transfer of records/reports, as well as assist with any information required with regard to the student and the school will, with written consent, forward all relevant reports and assessments to the school.

Discharge may also be recommended after the first and/or any subsequent year if, following psychological assessments and consultation with the parents/guardians, it is felt that the placement is

no longer appropriate and serves the best interest of the child. The Board of Management has the right to overrule any decisions made in this regard.

### Support by Outside Agencies

Parents should note that a guarantee of support by outside agencies such as the H.S.E. cannot be provided. Children who require speech therapy, occupational therapy, physiotherapy, etc. will be dependent on the local H.S.E. services. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are being availed of.

## 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

Scoil Nano Nagle is a Roman Catholic school and may refuse to admit as a student a person who is not of the Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class for children with autism spectrum disorder attached to Scoil Nano Nagle 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 **mainstream 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:

- A. Children transitioning from the school's own Early Start unit.
- B. Siblings and stepsiblings of children already enrolled in the school and/or children living within Bawnogue Parish boundaries (*Lealand; Lindisfarne; Melrose; Alpine Heights; Ashwood; Cherrywood Villas, Crescent, Grove, Drive; Nangor Crescent Nangor Mills; Nangor Court; Nangor Cottages, Nangor place, Bawnogue Cottages, Cuthbert Meadows*). (*The eldest child will have priority in this ranking*).
- C. Children of staff members. (*The eldest child will have priority in this ranking*).

- D. Children from outside the parish but within the greater Clondalkin area. *(The eldest child will have priority in this ranking).*
- E. Children outside of the Clondalkin area *(The eldest child will have priority in this ranking).*

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:

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

**In the event that the Autism classes are 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:

- A. Children who meet eligible criteria already enrolled in the mainstream setting (eldest given priority)
- B. Children who meet eligible criteria transitioning from the school's own Early Start unit.
- C. Siblings and stepsiblings of children already enrolled in the school and/or children living within Bawnogue Parish boundaries (*Lealand; Lindisfarne; Melrose; Alpine Heights; Ashwood; Cherrywood Villas, Crescent, Grove, Drive; Nangor Crescent Nangor Mills; Nangor Court; Nangor Cottages, Nangor place, Bawnogue Cottages, Cuthbert Meadows*). *(The eldest child will have priority in this ranking).*
- D. Children of staff members. *(The eldest child will have priority in this ranking).*
- E. Children from outside the parish but within the greater Clondalkin area. *(The eldest child will have priority in this ranking).*
- F. Children outside of the Clondalkin area *(The eldest child will have priority in this ranking).*

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:

The eldest pupil 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 pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at Scoil Nano Nagle's own Early Start pre-school;
- (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; other than siblings of a student attending or 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 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Scoil Nano Nagle 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 Scoil Nano Nagle, 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 Nano Nagle 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 Nano Nagle 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 Nano Nagle 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 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

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:

- A "Pupil Transfer Application Form" must be completed on behalf of the applying child. This form is available from the school office. Ideally, this form should be submitted to the school by the end of May in the preceding school year.
- The "Pupil Transfer Application Form" must be accompanied by a report from the child's current school, along with other additional information/reports deemed necessary by the principal.
- The school will reply to any application within 14 days (within term time).
- Subject to the availability of a place(s) in the particular class grouping (in line with the Board of Management's stated maximum number of pupils per class), an offer will be made to the family of the applying child. This is done in accordance with **Sections 5 and 6 of this policy**
- Selection criteria will be administered if there are a number of applications in accordance with **Section 6 of this policy**.
- Acceptance of offer by applicant will be in accordance with **Section 10 and 11 of this policy**.
- Applicants refused a place will be contacted and will be put on a waiting list in accordance with **Section 13 of this policy**

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:

- A "Pupil Transfer Application Form" must be completed on behalf of the applying child. This form is available from the school office.
- The "Pupil Transfer Application Form" must be accompanied by a report from the child's current school, along with other additional information/reports deemed necessary by the principal.
- The school will reply to any application within 14 days (within term time).

- Subject to the availability of a place(s) in the particular class grouping (in line with the Board of Management's stated maximum number of pupils per class), an offer will be made to the family of the applying child. This is in accordance with **Sections 5 and 6 of this policy**.
- Selection criteria will be administered if there are a number of applications in accordance with **Section 6 of this policy**.
- Acceptance of offer by applicant will be in accordance with **Section 10 and 11 of this policy**.
- Applicants refused a place will be contacted and will be put on a waiting list in accordance with **Section 13 of this policy**

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

This rule applies to all schools.

The board of Scoil Nano Nagle or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

## 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for pupils whose parents have requested that they 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) 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.



Martha Lynch

Chairperson, Board of Management.

Date: 24/9/25



Sandra Byrne

Principal.

Date: 25/9/25