



Admission Policy

Scoil Treasa, Ballycullen Avenue, Firhouse, Dublin 24

Roll Number: 19565G

School Patron: Catholic Archbishop of Dublin

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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 Scoil Treasa has consulted with school staff, the school patron and with parents of children attending the school. The Chairperson of the Board of Management and the Principal Teacher will be happy to clarify any further matters arising from this policy.

The policy was approved by the school patron on September 29th 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 Treasa'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, www.scoiltreasa.ie, 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 Treasa Senior National School is a primary school which operates under the patronage of the Catholic Church, Dublin Diocese. We are a mainstream senior co-educational primary school with one autism class.

We believe that all children should be encouraged to realise their potential in a happy, secure and friendly environment. Our school is a Catholic Primary School under the patronage of The Catholic Archbishop of Dublin. Our primary aim is to promote the spiritual, academic, social, physical aesthetic development of all our pupils, appropriate to their age, abilities and aptitudes while placing due emphasis on pastoral care of our pupils. This aim is achieved by:

- A spirit of co-operation, teamwork, professional and enthusiasm within an open friendly and Christian atmosphere.
- Nurturing good parent/teacher relations.
- Promoting good communication in all aspects of school life based on mutual trust and understanding.
- Having well defined rules and code of behaviour in an atmosphere of fairness and respect.
- Developing the self-esteem of the pupil.

We cherish and foster our Irish Culture.

3. Admission Statement

Scoil Treasa 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.

Scoil Treasa 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 Treasa will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Scoil Treasa 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.

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

Scoil Treasa, with the approval of the Minister for Education, has established a class to provide an education exclusively for students with autism. The decision was taken with a view to provide an education in a mainstream setting for children with autism, who fulfil the enrolment criteria and for whom a place may be made available. The decision to provide an autism class in our school was taken primarily to cater for children resident in the Parish of Firhouse ("the Catchment Area"). Students in the autism class will be integrated with mainstream school activities in our school, where appropriate.

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:

- An Application to Enrol to Autism Class Form provided by the school should be fully completed by the parents/guardians on behalf of the child
- The autism class is included in our senior school, which caters for the needs of children from third to sixth class, 8 to 12 years of age. It is accepted that all pupils transfer to the post- primary school at the end of sixth class.
- The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.
- Proof of address for children who are resident within the Catchment Area i.e. which is defined as being resident at a postal address within the Parish of Firhouse, Dublin 24.
- 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.

5. Admission of Students

Scoil Treasa 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.

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

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:

1. Pupils currently enrolled in Scoil Treasa (Autism Class Enrolment)
2. Pupils from Second Class in Scoil Carmel Junior National School (the eldest child has priority)
3. Siblings and Stepsiblings of children already enrolled in the school and children resident in the parish of Firhouse (the eldest child will have priority in this ranking)
4. Children of staff (the eldest child will have priority in this ranking).
5. Children residing outside the parish of Firhouse (the eldest child will have 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.

The independent party will place the names in a box. The name picked out will be offered the place.

Waiting List

- All unsuccessful applicants will be placed on a waiting list for the duration of the academic year applied for.
- The waiting list number will be assigned using the above criteria and process.
- Parents/Guardians will be informed of their child's place on the waiting list in writing.

- Parents/Guardians must reapply for the following year if they were unsuccessful after the waiting list is dissolved on 30/09/25.

Should your child be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

7. What will not be considered

In accordance with section 62(7)(e) of the Education Act, the school will not consider 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 student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school.
- a student's academic ability, skills or aptitude.
- the occupation, financial status, academic ability, skills or aptitude of a student's parents.
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission,
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school, except in the case of siblings of a student attending or having attended the school and/or parents having attended the school
- 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 Treasa 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 decide 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 Treasa, 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 Treasa 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 Scoil Treasa 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 Treasa 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.

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:

Other pupils may be enrolled if newly arrived in the Firhouse area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, the Education Welfare Act and the school's admission's policy.

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

The board of Scoil Treasa 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 parent, 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) 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 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 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.

Kevin Mention

Chairperson Board of Management

September 2025