



# **Our Lady's Grove Primary School**

## **Admission Policy of Our Lady's Grove Primary School**

**Goatstown Road, Goatstown, Dublin 14 Y993**

**Roll Number:19374W**

**School Patron: 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 Board of Management on Tuesday, 7 September 2021. 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 Our Lady's Grove Primary 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 hard copy on request to any person who requests it.

### **2. Characteristic Spirit and General Objectives of the School Ethos**

Our Lady's Grove Primary School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin and under the trusteeship of Le Chéile in keeping with the educational philosophy of St. Claudine Thévenet. Our Lady's Grove Primary School is committed to an education that fosters personal growth, self-worth and openness to the spiritual dimension of life for all its children and recognises, respects and welcomes the diversity of values, beliefs, traditions and ways of life in our society. 'Catholic Ethos' in the context a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- The full harmonious development of all aspects of the person of the child, including the intellectual, physical, cultural, moral and spiritual aspects
- A living relationship with God and with other people
- A philosophy of life inspired by belief in God and in life, death and resurrection of Jesus
- The formation of the child in the Catholic Faith

Our Lady's Grove Primary School provides the religious education for the pupils in accordance with the doctrines and traditions of the Roman Catholic Church. In Accordance with S.15(2)(b) of the Education Act, 1988 the Board of Management of Our Lady's Grove Primary 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.

### **Mission Statement**

We strive to create a loving, caring and nurturing environment conducive to the attainment of the true educational, spiritual and moral potential of each individual, thereby enabling our children to participate as responsible individuals within their immediate communities at present and ultimately within society as a whole.

### **3. Admission Statement**

Our Lady's Grove Primary School 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,
- 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.

Our Lady's Grove Primary School 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 person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school

#### **4. Admission of Students**

This school shall admit each student seeking admission except where –

- a) The school is oversubscribed
- b) 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 school's Code of Behaviour 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) All Denominational Schools

Our Lady's Grove Primary School is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

Our Lady's Grove Primary School does not currently have a special class, however, our school is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs.

## 5. 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:

In the event of over subscription, the following criteria will be used to prioritise the Admission Applications. Within each of these categories, applicants will be prioritised by age with preference given to older children.

- **Category A** – (the eldest child will have priority in this category)  
Siblings and stepsiblings of children already enrolled in the school  
Children of the Parish  
Children resident in Our Lady's Grove Primary School Traditional Catchment Area
- **Category B** – (the eldest child will have priority in this category) Children of Staff
- **Category C** – (the eldest child will have priority in this category) Siblings of Past Pupils and Children of Past Pupils
- **Category D** – (the eldest child will have priority in this category) Children residing outside the Catchment Area

**Proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the Parish/Traditional Catchment Area.**

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 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**

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; other than siblings of a student attending 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 2022/23

## **6. Decisions on Applications**

All decisions on applications for admission to Our Lady's Grove Primary School will be based on the following:

- Our school's Admission Policy
- Our school's Annual Admission Notice 2022/23
- The information provided by the applicant in the school's official Application Form received during the period specified in our Annual Admission Notice 2022/23 for receiving applications.

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.

## **7. 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: Department of Education and Science; [Right of Appeal](#)

## **8. Acceptance of an Offer of a Place by an Applicant**

In accepting an offer of admission from Our Lady's Grove Primary School 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.

## **9. 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 Our Lady's Grove Primary School where-

(i) It is established that information contained in the application is false or misleading

(ii) Proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the Parish/Traditional Catchment Area

(iii) 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

(iv) 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

(v) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

## **10. 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).

The Department of Education and Skills requires the school to input the following details about your child into the Primary Online Data system POD

Name, Address, Date of Birth, Nationality and PPS number. For further information, you may access 'POD Fair Processing Notice' on the POD area of the Department's website:

[https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0040\\_2019.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0040_2019.pdf)

## **11. 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 Our Lady's Grove Primary School 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 Our Lady's Grove Primary School 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.

## **12. Late Applications**

All applications for admission received after the closing date as outlined in the Annual Admission Notice 2022/23 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 11.

## **13. Procedures for Admission of Students to Other Years and During the School Year**

The procedures of Our Lady's Grove Primary School in relation to the admission of students who are not already admitted to the school to classes other than Junior Infants and in certain cases after the commencement of the school year in which the admission is sought are as follows:

The school provides a maximum number of places for 28 children per class. Parents wishing to enrol a child in a class other than Junior Infants will submit an online Admission Application through Aladdin, via our website [ourladysgrove.ie](http://ourladysgrove.ie)

Enrolment is subject to:

- Availability of a place in the particular class
- The appropriate age for the class for which the child is being enrolled (the child would have turned four years of age on or before the 31st March, before entering Junior Infants, the following September)
- The Department of Education Rules governing National Schools

In the event of oversubscription for a particular class, a waiting list will exist in the order of priority assigned to the students' application after the school has applied the selection criteria



in accordance with the Admission Policy.

All applications for admission received under this category will be considered and decided upon in accordance with our school's Admission Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

#### **14. Declaration in Relation to the Non-charging of Fees**

The Board of Management of Our Lady's Grove Primary School or any persons acting on its behalf will not charge fees for or seek payment or contributions as a condition of-

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

#### **15. Arrangements Regarding Students not Attending Religious Instruction**

The following are the school's arrangements for students, where the parent(s) 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:

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

#### **16. 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 298 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 298 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 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 298 of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Our Lady's Grove Enrolment Policy is available on our website at [www.ourladysgrove.ie](http://www.ourladysgrove.ie) as a hard copy from the office and by post if requested.

Signed:   
Chairperson, Board of Management

Date: 7th September 2021

Signed:   
Principal/Secretary to the BoM

Date: 7<sup>th</sup> September 2021



# Our Lady's Grove Primary School

## Traditional Catchment Area

1. Alexandra Court
2. Alexandra Terrace
3. Alexandra Villas
4. Annville Grove
5. Annville Park
6. Annville Residence
7. Annville Terrace
8. Annsbrook
9. Ardilea
10. Beechmount Drive
11. Belfield Close
12. Belfield Downs
13. Bird Avenue
14. Charlton Lawn
15. Churchfields
16. Clonskeagh Road
17. Clonskeagh Square
18. Coolgraney Avenue
19. Dundrum Road
20. Embassy Lawn
21. Farmhill Drive
22. Farmhill Park
23. Farmhill Road
24. Friarsland
25. Friarsland Avenue
26. Friarsland Road
27. Frankfort
28. Gledswood Avenue
29. Gledswood Close
30. Gledswood Drive
31. Gledswood Park
32. Glenard Hall
33. Goatstown Avenue
34. Goatstown Close
35. Goatstown Road
36. Harlech Crescent
37. Harlech Downs
38. Harlech Grove
39. Harvard
40. Hawthorn Avenue
41. Hawthorn Close
42. Hawthorn Grove
43. Hawthorn Meadows
44. Hawthorn Walk
45. Highfield Park
46. Hollywood Drive
47. Hollywood Park
48. Laburnum Road
49. Larchfield
50. Larchfield Park
51. Larchfield Road
52. Leinster Lawn
53. Magenta Terrace
54. Maple Road
55. Milltown Bridge Road
56. Mount Carmel Road
57. Mount Carmel Avenue
58. Mulvey Crescent
59. Mulvey Park
60. Nutgrove Park
61. Old Rectory Park
62. Olivemount Grove
63. Olivemount Road
64. Olivemount Terrace
65. Ophaly Court
66. Orchard Square
67. Roebuck Downs
68. Roebuck Lawn
69. Roebuck Park
70. Roebuck Park House
71. Roebuck Road
72. Rosemount Court
73. Rosemount Crescent
74. Rosemount Estate
75. Rosemount Glade
76. Rosemount Park
77. Rosemount Way
78. Saint Aidan's Drive
79. Sommerville
80. St. Joseph's Grove
81. Sunnybank Court
82. Taney Avenue
83. Taney Court
84. Taney Crescent
85. Taney Green
86. Taney Grove
87. Taney Park
88. Taney Rise
89. Taney Road
90. The Grove
91. The Maples
92. The Palms
93. Trimbleston
94. Victoria Terrace
95. Westbrook
96. White Oaks
97. Whitebeam Avenue
98. Whitebeam Road
99. Whitethorn Road
100. Willowfield Avenue
101. Willowfield Park
102. Woodbine Terrace
103. Wynnsward Drive
104. Wynnsward Grove
105. Wynnsward Park

*This list was compiled using Google maps with boundaries of Dundrum Road, Taney Road, Goatstown Road, Clonskeagh Road to the Dodder River.*