



# **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 3 September 2024. 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 to any person who requests it.

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

Our Lady's Grove is under the Patronage of Archbishop Dermot Farrell, Archbishop of Dublin. Our Lady's Grove strives to be a school of educational excellence with a commitment to develop and enrich each child's personality through a child-centred education which promotes inclusion, tolerance, respect, and an openness to the world around us.

- The children experience the love of living life together within our school community
- The children are nurtured so that they develop self-esteem and confidence to reach their full potential
- Our school seeks to promote healthy interpersonal relationships throughout the community with an appreciation and respect of others who are different to ourselves
- The well-being of every child is our priority. Children are supported to face the future with hope and confidence. They are nurtured in a spirit of mutual respect and responsibility for themselves, for others and for the environment
- Close contact between home and school is maintained. Parents/Guardians and school staff support one another and collaborate with each other in leading and supporting the children to the fullness of their potential at the different stages of their primary education
- Teaching and learning are characterised by love, patience and understanding, encapsulating the overall development of the children, their individuality and their life circumstances
- In fostering an openness to our world, our teaching and learning encourages the children to build a more sustainable, just and tolerant society

Our Lady's Grove Primary School provides the religious education for the children in accordance with the doctrines and traditions of the Roman Catholic Church. Religious instruction and preparation for the sacraments of First Confession, First Holy Communion and Confirmation is part of the education given to Catholic children attending our school.

Children of no Faith and other Faiths are accommodated during religious instruction and preparation for the sacraments.

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**

Our Lady's Grove Primary School is a Catholic community rooted in the educational philosophy of St. Claudine Thévenet. In Our Lady's Grove we strive to create a happy, safe, loving, caring and nurturing environment conducive to the attainment of the educational, creative, moral and spiritual potential of each child, enabling them to participate as responsible citizens at home, in school and within the school community at present, and ultimately within our society.

### **3. Admission Statement**

Our Lady's Grove Primary School will not discriminate in its admission of a child to the school on any of the following:

- a. The gender ground of the child or the applicant in respect of the child concerned,
- b. The civil status ground of the child or the applicant in respect of the child concerned,
- c. The family status ground of the child or the applicant in respect of the child concerned,
- d. The sexual orientation ground of the child or the applicant in respect of the child concerned,
- e. The religion ground of the child or the applicant in respect of the child concerned,
- f. The disability ground of the child or the applicant in respect of the child concerned,
- g. The ground of race of the child or the applicant in respect of the child concerned,
- h. The Traveller community ground of the child or the applicant in respect of the child concerned, or
- i. The ground that the child or the applicant in respect of the child 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 child person who is not Catholic, and it is proved that the refusal is essential to maintain the ethos of the school.

Our Lady's Grove Primary School 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 in relation to the provision of education to children with special educational needs, including by the provision and operation of a special class or classes when requested to do so by the Council.

Our Lady's Grove Primary School will comply with any direction served on the patron or the board under section 37A and any direction served on the board under section 67(4B) of the Education Act.

#### **4. Admission of Children**

**Your child/ren must be 4 years of age on or before the 31<sup>st</sup> March before entering Junior Infants, the following September.**

This school shall admit each child seeking admission except where –

- a) The school is oversubscribed.
- b) The parent of a child, 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 child.

All Denominational Schools

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

#### **5. Special Educational Needs**

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.

## 6. Oversubscription

If 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:

Within each of these categories, applicants will be prioritised by **age with preference given to older children.**

- **Category A** - The two groups in this category have parity and are prioritised equally
  - Siblings and stepsiblings of children currently enrolled in the school  
**[A SIBLING MUST BE CURRENTLY ATTENDING OUR LADY'S GROVE PRIMARY SCHOOL IN ORDER TO PLACE THE APPLICANT IN CATEGORY A AT THE TIME OF SUBMISSION]**
  - Children of the Parish of Dundrum / Traditional Catchment Area **[AN APPLICANT MUST BE CURRENTLY RESIDING IN THE PARISH OF DUNDRUM/CATCHMENT AREA IN ORDER TO BE PLACED IN CATEGORY A AT THE TIME OF SUBMISSION]**
- **Category B** - Children of Staff
- **Category C** - Children residing outside the Parish of Dundrum/Traditional Catchment Area

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 child on a waiting list for admission to the school:

- a. A child'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 child's academic ability, skills, or aptitude
- d. The occupation, financial status, academic ability, skills, or aptitude of a child's parents
- e. A requirement that a child, or his or her parents, attend an interview, open day or other meetings as a condition of admission

- f. A child'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 child 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

If there two or more children are 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 child will be given priority**
- **If two applicants have the same date of birth, a lottery will apply with an independent party present**

## **7. IMPORTANT REMINDERS AND DOCUMENTATION**

When submitting an Application please **enter the name of the child exactly as it appears on the child's birth certificate.**

Children applying for Junior Infants must be new entrants onto the Department of Education POD system and not already attending primary school.

***Your child/ren must be 4 years of age on or before the 31<sup>st</sup> March before entering Junior Infants, the following September.***

**To accept your offer of Admission, you must submit all 5 documents within the timeline specified in the Annual Admission Notice.**

- ***It is the responsibility of the parent to check his/her email account including all folders/spam/promotions & social for emails sent out from Our Lady's Grove PS***
- ***It is important to use a laptop/PC to accept your offer and attach documents***
- ***When all five documents are approved, your child's place will be confirmed by email***
- ***Failure to submit all or part of the documentation in writing by email within the timeline specified in the Annual Notice will result in your offer being rescinded by email***

Five documents including three documents for proof of residency in the parish/traditional catchment area -

- 2 Bills from **different** Utility Providers e.g., Bord Gas, Electric Ireland (within the previous 3 months) **Mobile Phone provider not acceptable**
- Bank Statement, Credit Union Statement or Revenue Statement (within the previous 3 months)
- A copy of your child's original Birth Certificate
- Confirmation of Acceptance of our school's Code of Behaviour

## **8. 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
- 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.

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 **by email** as to the decision of the school, within the timeline outlined in the Annual Admission Notice.

If a child is not offered a place in our school, the reasons why they were not offered a place will be communicated by email to the applicant, including, where applicable, details of the child's ranking against the selection criteria and details of the child'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](#)

## 10. 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 that offer/offers

**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/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 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 **does not accurately reflect** their residency status in the Parish/Traditional Catchment Area - **2 Bills from Different Utility Providers** e.g., Bord Gas, Electric Ireland (within the previous 3 months) Mobile Phone provider not acceptable.

**Bank Statement, Credit Union Statement or Revenue Statement** (within the previous 3 months)

**WHEN ALL FIVE DOCUMENTS ARE APPROVED, YOUR CHILD'S PLACE WILL BE CONFIRMED BY EMAIL.**

**FAILURE TO SUBMIT ALL OR PART OF THE DOCUMENTATION WILL RESULT IN YOUR OFFER BEING RESCINDED BY EMAIL.**

(iii) An applicant fails **TO SUBMIT ALL OR PART OF THE DOCUMENTATION** on or before the date set out in the Annual Admission Notice

(iv) The parent of a child 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 child

*or*

(v) An applicant has failed to comply with the requirements of offer of admission as set out 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 children.

Section 66(6) allows a school to provide a patron or another Board of Management with a list of the children 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 received

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 received by an applicant

(iv) A child'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)

### **13. Waiting List in the event of Oversubscription**

If there are more applications to a specific school year than places available, a waiting list of children 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 children's 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 children on the waiting list, in accordance with the order of priority in relation to which the children have been placed on the list.

### **14. Late Applications**

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. If there is no place available, the name of the applicant will be added to the waiting list.

### **15. Procedures for Admission of Children to other classes (Senior - 6<sup>th</sup> Class)**

The procedures of Our Lady's Grove Primary School in relation to the admission of children 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 may register their interest through our website for the specific class from January for the following September.

Enrolment is subject to:

- Availability of a place in the 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 children's 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.

## **15. 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 child to the school, or
- b) the admission or continued enrolment of a child in the school

## **16. Arrangements Regarding Non-Participation in Religious Instruction**

The following are the school's arrangements for children, where the parent(s) have requested that the child attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such children. A request should be emailed 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.

## **17. Reviews/Appeals**

### **Review of Decisions by the Board of Management**

The parent of the child, or in the case of a child who has reached the age of 18 years, the child, 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 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 child, or in the case of a child who has reached the age of 18 years, the child, 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 Admission Policy is available as a hard copy from the office, on our website at [www.ourladysgrove.ie](http://www.ourladysgrove.ie) and by post if requested.



Signed: \_\_\_\_\_  
(Chairperson of Board of Management)



Signed: \_\_\_\_\_  
(Principal)

Date: 3 September 2024



## *Traditional Catchment Area*

1	Alexandra Villas	32	Maple Road
2	Annsbrook	33	Milltown Bridge Road
3	Ardilea	34	Mulvey Crescent
4	Beechmount Drive	35	Mulvey Park
5	Belfield Close	36	Nutgrove Park
6	Bird Avenue	37	Olivemount Grove
7	Churchfields	38	Olivemount Road
8	Clonskeagh Road	39	Olivemount
9	Clonskeagh Square	40	Orchard Square
10	Coolgraney Avenue	41	Roebuck Crescent & Downs
11	Embassy Lawn	42	Roebuck Lawn
12	Friarsland	43	Roebuck Park House
13	Frankfort	44	Roebuck Road
14	Gledswood Avenue	45	Rosemount Crescent
15	Gledswood Close	46	Rosemount Way
16	Gledswood Drive	47	St. Joseph's Grove
17	Gledswood Park	48	Sunnybank Court
18	Glenard Hall	49	Taney Green
19	Goatstown Close	50	The Grove
20	Harlech Crescent	51	The Maples
21	Harlech Downs	52	The Palms
22	Harlech Grove	53	Trimbleston
23	Harvard	54	Westbrook
24	Hawthorn Avenue	55	White Oaks
25	Hawthorn Close	56	Whitebeam Avenue
26	Hawthorn Grove	57	Whitebeam Road
27	Hawthorn Meadows	58	Whitethorn Road
28	Hawthorn Walk	59	Woodbine Terrace
29	Laburnum Road	60	Wynnsward Drive
30	Larchfield	61	Wynnsward Grove
31	Leinster Lawn	62	Wynnsward Park

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