

Admission Policy

St. Christopher's Primary School
Haddington Road, Ballsbridge, Dublin D04 FP20

www.scps.ie



Roll number: 20545H

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School Patron: The Archbishop of Dublin

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 28/04/2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Christopher's 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.

For the 2025/'26 year only, to reflect the March 2025 decision to open a special class, a dedicated admissions notice will be published and a separate admissions process will operate in respect of the Special Class for Autism.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St. Christopher's Primary School is a co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Christopher's 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

St. Christopher's Primary School is a school which strives to provide a well-ordered, caring, happy and secure learning environment, where the intellectual, spiritual, physical, moral and cultural needs of our pupils are identified and addressed.

While St. Christopher's Primary School is a school with a Catholic ethos, it also gives due recognition to children of all other religious beliefs and none. We aim to provide an appropriate, stimulating and broadly challenging education for all of our pupils. We aim to encourage language learning and the appreciation of languages and their place in our culture and heritage.

St. Christopher's Primary School encourages the involvement of parents through home-school contacts and through their involvement in the development and growth of the Parents' Association.

At St. Christopher's Primary School we endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for themselves, for other people and for property and to encourage the development of personal responsibility. We aim to prepare our pupils for their place in a modern multicultural society by actively promoting equality and by celebrating the diversity we have within our school community.

We strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

St. Christopher's Primary School encourages our pupils to have respect for diversity, be environmentally aware and develop an appreciation of our global community.

3. Admission Statement

St. Christopher's 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,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St Christopher's 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, relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St Christopher's Primary School 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.

St Christopher's 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 a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

St. Christopher's Primary School welcomes applications from parents/guardians of students with special educational needs.

Pupils with Special Educational Needs in mainstream classes are catered for by their class teacher with the support of the Special Education Team. Additional resources may be made available by the National Council for Special Education, on the recommendation of the Special Educational Needs Organiser for our area.

St. Christopher's Primary School, with the sanction of the National Council for Special Education and the approval of the Minister for Education, has established one class to provide an education exclusively for autistic students. The class has places for a maximum of 6 primary school aged children from 4 to 12 years.

5. Admission of Students to Junior Infant Classes

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) St Christopher's 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.

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. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Mary's Haddington Road (the eldest child will have priority in this ranking)
2. Children of staff (the eldest child will have priority in this ranking).
3. Children residing outside the parish (the eldest child will also have priority).

Priority will be given to the oldest children within each category. This means that children in each category are placed in order of age; places are then allocated from each category, in above priority, in order of age, oldest children first.

Applicants who reach the age of four years in June, July or August immediately preceding the year of anticipated entry will not be offered a place while there are any older children, including late applicants, on the waiting list.

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: this will be decided by a draw conducted by a person independent of the Board.

7. Admission to the Special Class for Autism

The special class for Autism at St. Christopher's Primary School is a class for children with Autism who have been recommended for placement in an Autism class in a mainstream primary school and who have the potential to integrate into a mainstream, age appropriate class.

The school will refuse admission to this class, where the parent/guardian of the student concerned cannot produce a **letter from the NCSE confirming that the child meets the specific criteria for admission to special classes for autism.**

This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

The maximum class size is 6 pupils. Access to speech therapy, occupational therapy, physiotherapy etc. will be dependent on local Health Service Executive services.

Once the child has started in St. Christopher's Primary School's special class for autism and after a period of time observing, assessing and interacting with the child, a Student Support Plan will be developed in consultation with parents and relevant professionals. This will be reviewed on an ongoing basis and will highlight priority-learning needs. These needs will be targeted through the provision of a broad and balanced curriculum.

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

8. Discharge from the Special Class for Autism

It is school policy to facilitate the discharge of pupils from the special class for Autism once they have completed 6th class or have reached the age of thirteen. It will be deemed compulsory that the year that the student turns 13 will be their last year at St. Christopher's Primary School. Pupils who reach the age of thirteen after September 30th in any year will be permitted to complete that academic year. This means a June discharge in the following year.

The onus will be on the parents to negotiate the placement with a suitable secondary school. St. Christopher's Primary School will facilitate all transfer of records/reports and assist with any information required with regards to the student. St. Christopher's Primary School will be deemed to have authority to forward all relevant reports and assessments to the secondary school.

Discharge may also be recommended after the first and/or any subsequent year if, following psychological assessments and consultation with the NCSE and parents/guardians, it is felt that the placement is no longer appropriate and does not serve the best interest of the child. In this instance the school will actively work with parents and with relevant health professionals, the NCSE and the EWO to help secure a suitable placement.

Discharge from the special class may also happen if a pupil is fully integrated into the mainstream school.

9. Oversubscription to the Special Class for Autism

In the event that the special class 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 for our special class for Autism.

1. Children already enrolled in the school who meet the criteria for admission to a special class for Autism and have a letter of confirmation from the NCSE. (the eldest child will have priority in this ranking)

2. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of St. Mary's Haddington Road (the eldest child will have priority in this ranking)
3. Children of staff (the eldest child will have priority in this ranking)
4. Children residing outside the parish (the eldest child will also have priority)

Priority will be given to the oldest children within each category. This means that children in each category are placed in order of age; places are then allocated from each category, in above priority, in order of age, oldest children first.

Applicants who reach the age of four years in June, July or August immediately preceding the year of anticipated entry will not be offered a place while there are any older children, including late applicants, on the waiting list.

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: this will be decided by a draw conducted by a person independent of the Board.

10. 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 preschool or preschool service.
- (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, except in the case of (1) siblings of a student attending the school.
- (g) the date and time on which an application for admission was received by the school, except in the case of two applications tied for a place.

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.

11. Decisions on applications

All decisions on applications for admission to St Christopher's Primary School 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 17](#) below in relation to applications received outside of the admissions period and [section 18](#) below in relation to applications for places in years other than the Junior Infant 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.

12. 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 21](#) below for further details).

13. Acceptance of an offer of a place by an applicant

Acceptance of an offer of a place by an applicant must be confirmed in writing. In accepting an offer of admission from St Christopher's 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 are 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.

14. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St Christopher's Primary School 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 13](#) above.

15. 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).

16. Waiting list in the event of oversubscription

In the event of there being more applications in the school year concerned than places available, a waiting list of students whose applications for admission to St Christopher's 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 St Christopher's 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.

17. 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 are places 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.

18. Procedures for admission of students to classes other than Junior Infants and during the school year

Applications to classes other than Junior Infants may be submitted at any time. Names of applicants are placed on a waiting list, in order of date of application. Parish/sibling/staff priority criteria will apply when accepting children into other years. These applicants will be placed on a waitlist (waitlist 1) in the order of the date their application is received and will be offered a place when a vacancy arises. All other applicants will be placed on a waitlist (waitlist 2) in the order of the date the applications are received and will be offered a place when a vacancy arises and there is no applicant on the parish/sibling/staff waitlist. Places are allocated on a first-come, first-served basis; this means that as a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class.

If transferring from another school, the Principal of St Christopher's Primary School may make contact with the Principal of that other school prior to the offering of a place.

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

This rule applies to all schools.

The Board of Management of St Christopher's Primary School 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.

20. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents 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.

21. 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.

The Board of Management of St. Christopher's Primary School is responsible for the oversight and implementation of our school's admissions policy and has the right to overrule decisions made.

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.

22. Dissemination of Admissions Policy

This policy will be published on the school's website: www.scps.ie

Parent(s)/guardian(s) of children currently attending the school will be advised, by email, of the publication of the revised Admissions Policy.

23. Review of Policy

This policy will be reviewed in April 2026 or prior to that date if the need arises.

24. Ratification of Policy

This policy was approved by the school Patron on 28th April 2025

The Board of Management of St Christopher's Primary School ratified this policy at the Board meeting on September 22nd 2020 and subsequently reviewed and amended the policy on September 22nd 2022 and on April 22nd 2025.