

Admission Policy of Virgin Mary Girls' National School

School Address: Shangan Road, Ballymun, Dublin 9.

Roll number: 19303W

School Patron/s: Catholic Archbishop of Dublin

2023-2024

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.

All staff notified of Circular and guidelines issued by patron and provided with links. All parents and staff notified of requirement to review and amend current policy.

The policy was approved by the school patron on **28TH April 2021**. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. This policy was reviewed in September 2023.

The relevant dates and timelines for Virgin Mary GNS admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

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

2. Characteristic spirit and general objectives of the school

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Virgin Mary GNS 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.

“Catholic Ethos” in the context of Virgin Mary GNS 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.

Mission Statement

Virgin Mary Girls’ National School wish to promote the development of a learning environment through the provision of a quality and comprehensive system of education that is inclusive to all our children. We wish to create a happy, caring and safe environment for all children in our care.

Aims

We in the Virgin Mary Girls’ School aim to:

- Enable each child to reach her full potential academically.
- Ensure that the children leaving our school will have developed good self-esteem, a measure of self-reliance and self confidence to face the next phase of their lives.
- To foster a global awareness and a sense of responsibility for the long term care of the environment.

3. Admission Statement

Virgin Mary GNS 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. Virgin Mary GNS is a vertical all girls’ school and does not discriminate where it refuses to admit a boy applying for admission to this school.
- (b) the religion ground of the student or the applicant in respect of the student concerned. Virgin Mary GNS 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.

- (c) the civil status ground of the student or the applicant in respect of the student concerned,
- (d) the family status ground of the student or the applicant in respect of the student concerned,
- (e) the sexual orientation 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
- (j) Virgin Mary GNS is a vertical girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

All denominational schools

Virgin Mary G.N.S. 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.

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.

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

Virgin Mary G.N.S. caters for girls with additional needs who can be accommodated within a mainstream setting.
 Virgin Mary G.N.S. with the approval of the Minister for Education and skills has established one class to provide for education exclusively for girls with Autism Spectrum Disorder

5. Admission of Students

Virgin Mary GNS 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 pupil.

All denominational schools

Virgin Mary G.N.S. 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.

Virgin Mary Girls' School provides education exclusively for girls from junior infants to 6th class and may refuse to admit as a student a person who is not of the gender provided for by this 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:

In the case of the Mainstream classes

- A. Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled from the parish. Priority to the oldest on the date of commencement of the school year (as per birth cert). and children ordinarily resident at an address within the parish boundaries. Priority to the oldest on the date of commencement of the school year (as per birth cert).*
- B. Children of staff. Priority to the oldest on the date of commencement of the school year (as per birth cert).*
- C. Siblings of children outside the parish boundaries. Priority to the oldest on the date of commencement of the school year (as per birth cert).*
- D. Children outside the Parish of Virgin Mary Girls' School. with priority to the oldest on the date of commencement of the school year (as per birth cert).*
- E. A waiting list will then be drawn up in line with criteria and will then run for that school year with priority to the oldest on the date of commencement of the school year (as per birth cert).*

Criteria for enrolment into the Special Class for Children with Autism Spectrum Disorder (ASD) in the event of oversubscription:

Each application will be considered by the school Principal, Special Education Coordinator and Special Education Teachers. A recommendation will be made in relation to each application to the Board of Management (BOM) of the school. The BOM has the right to endorse or overrule any decision made by the school Principal, Special Education Coordinator and Special Education Teachers.

The maximum class size in each special class is six pupils. If the number of applicants exceeds the number of places available, the following criteria will apply in priority order:

1. Children currently on roll in our school with a diagnosis of Autism.
2. Sisters of siblings and stepsiblings of children already enrolled in the Virgin Mary Schools .
3. Children resident in the parish of St. Pappins.
4. Children residing outside the parish of St. Pappins (priority will be given based on proximity to the school to determine distance).

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.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

There are limited exceptions to some of these and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at the early intervention class/ early start class in the school.
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to: admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents; i.e. children of teachers may NOT be given any priority
- (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 her family having attending or having attended the school; other than siblings of a student attending or having attended the school as per Enrolment Criteria.

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Virgin Mary Girls' National 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.
- NB Information supplied may need to be verified by Virgin Mary Girls' National School.

(Please see section 15 below in relation to applications received outside of the admissions period and section 16 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

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

In accepting an offer of admission from Virgin Mary Girls' National 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.

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 Virgin Mary Girls' National 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;
- (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.

Virgin Mary Girls' National School may share information on application forms with other schools for the purpose of determining likelihood of acceptance of offers and verification of address but not limited to these. etc.

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 Virgin Mary Girls' National 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 Virgin Mary Girls' National 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.

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:

Should there be space in the required class, having applied the criteria for enrolment, the pupil shall be enrolled once all necessary paperwork provided.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Should there be space in the required class, having applied the criteria for enrolment, the pupil shall be enrolled once all necessary paperwork provided.

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

The board of Virgin Mary Girls' National 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.

17. Arrangements regarding students not attending religious instruction

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

The following are the school's arrangements for students, where the parents 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) or the student, as the case may be, 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.

Next review date: October, 2024

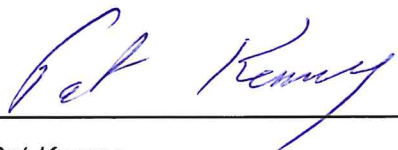
Date of Approval by Patron 28th April 2021.

Date of Implementation by school April 2021

Reviewed October 2022

Ratified by BOARD OF MANAGEMENT on: 5/10/2023

Signed: Chairperson BOARD OF MANAGEMENT



Mr. Pat Kenny

Signed: Acting Principal



Mr. Oisín O'Donovan

Review date: School Year 2023/2024

APPENDICES>

APPLICATION FORM

OFFER OF PLACE FORM

NOTICE OF ACCEPTANCE OF PLACE..



VIRGIN MARY GIRLS' NATIONAL SCHOOL

Shangan Road,
Ballymun,
Dublin,
D09 T2X6.

Phone: 01-8421614
Email: info@virginmarygns.ie
Website: www.virginmarygns.ie
Roll No. 19303W

Application For Enrolment

Child's Details:

*Name:	
*Birth Cert Name:	
*Date of Birth:	
*PPSN No.: <small>Required by the Department of Education - Primary Online Database</small>	
*Current Address:	
*Religion:	
*Child's Nationality:	
Details of previous education: (include name, address & phone number of previous school/pre-school):	
Any medical conditions?:	
Does your child appear to have an difficulty with the following :	Hearing : No <input type="checkbox"/> Yes <input type="checkbox"/> Speech : No <input type="checkbox"/> Yes <input type="checkbox"/> Eyesight : No <input type="checkbox"/> Yes <input type="checkbox"/>
If you answered 'yes' to any/all of the above please give details.	
Does your child suffer from any medical condition ? _____	
Note : Asthma, Anaphylactic shock, Asperger's Syndrome, ADD, ADHD, Autism, Cerebral Palsy, Diabetes, Dyspraxia, Epilepsy etc. If 'yes' please give details : _____ Does your child have any allergies ? _____	
*To which ethnic or cultural background group does your child belong to? (Please tick one) White Irish <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Roma <input type="checkbox"/> Any other White background <input type="checkbox"/> Black African <input type="checkbox"/> Any other Black background <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Other-including mixed race background <input type="checkbox"/>	
*Is one of your child's mother tongues, i.e. language spoken at home, Irish or English? Yes <input type="checkbox"/> / No <input type="checkbox"/>	

Family Details:

Number of children in family:	
Names of siblings attending Virgin Mary Girls'/Boys' National School:	
Doctor's Name:	
Doctor's Address:	
Doctor's Contact No.	

Parent/Guardian Details:

Parent/Guardian (a) Name:	
*Maiden Name:	
Address:	
Contact Numbers: Home:	
Mobile:	
Work:	
Email:	

Parent/Guardian (b) Name:	
*Maiden Name:	
Address:	
Contact No's: Home:	
Mobile:	
Work:	
Email:	

Emergency Contact Details:

Name of Person: (not listed above).	
Relationship to Child:	
Contact No's: Home:	
Mobile:	

Does any legal order under the family law exist that the school should know about ? _____

If 'Yes' is there any person into whose custody you child should not be given ? _____
Please attach details.

SCHOOL POLICIES

Parents should also understand that in accepting a place in Virgin Mary Girls' National School they agree to abide by all school policies and codes of behaviour. I agree that she will comply fully with all School Rules. (Policies are available on our school website www.virginmarygns.ie).

Initials of
parent/guardian

- | | | |
|---|--|-------|
| ◆ Have you read the school's policy on Enrolment Applications?
Do you accept and agree to abide by this policy? | Yes <input type="checkbox"/> / No <input type="checkbox"/>
Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| ◆ Have you read the school's Code of Behaviour?
Do you accept and agree to abide by the policy and agree to implement it? | Yes <input type="checkbox"/> / No <input type="checkbox"/>
Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| ◆ In case of medical emergency, if you are not contactable, do you give your permission to allow your child to be given life-saving treatment in your absence, brought to a G.P. or local hospital? | Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| ◆ As a Catholic school, we teach the Alive-O/Grow in Love programme. Do you agree to your child taking part in the preparation for the Sacraments of the Catholic Church (First Confession, First Communion and Confirmation), taking part in daily lessons, daily prayers and attending/taking part in events that coincide with the liturgical calendar? | Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| ◆ We publish newsletters and use photographs of the children in our newsletter, on the school's website and in displays in the school. Do you give permission for your child's photograph to be used (name will not be included) in these newsletters on the website or in displays in the school? | Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| ◆ During the course of any school year, children may leave the school to attend or visit the church, library, theatre, school tours, swimming, games etc. Do you give permission to allow your child to attend all such functions, with the understanding that you will be notified of such trips before they occur? | Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| ◆ The Department of Education & Skills have developed a Pupil On-line Database (POD), which requires a school to provide individual details about your child, including – PPS No., Name, Address, Date of Birth and Nationality. Two optional pieces of information are also requested: Religion & Ethnic/Cultural background. As these last two pieces of information are considered to be sensitive personal data (under Data Protection Legislation) written consent is required for them to be transferred to the POD system. Please indicate that you have been made aware and give consent to this request. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| ◆ I give permission for VMGNS to request any information & files from my daughter's previous school(s)/ preschool to assist the teacher draw up her Individual Pupil Plan. | Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| ◆ Is there any other information that the school may need to know? | | _____ |

Completion of this application form does not guarantee your child a place in the school. A letter of acceptance or otherwise will follow in due course.

Privacy: As per the Data Protection Act, any information sent by you will be treated in the strictest confidence and used only for school records.

Please ensure that you include a copy of the Birth Certificate. A copy of the Baptismal Certificate (if you wish your daughter to take part in receiving the Sacraments [Communion & Confirmation]). If original documents given, these will be photocopied in the office and returned to you.

Information required by the Department of Education is marked with an asterisk *

Parent(s) / Guardian(s) Signature(s)

Date : _____

Date: _____

OFFICE USE ONLY :

Date of admission : _____

Class : _____

Date of leaving : _____

Birth Certificate : Yes ☐ No ☐

Registration Number : _____

Teacher : _____

Destination : _____

Baptismal Certificate : Yes ☐ No ☐