



## **Admissions Policy of Hansfield ETNS**

**Barnwell Road  
Hansfield  
D15H1FC**

**Roll number: 20383H**

**School Patron: Educate Together**



Educate  
Together

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## 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of 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 29<sup>th</sup> September 2022.

The relevant dates and timelines for Hansfield ETNS's admission process are set out in the school's **Annual Admission Notice** which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the **Annual Admission Notice** for the school year concerned.

The online application form for admission is published on our school's website and will be made available in hardcopy or via email, on request.

If, prior to the commencement of Education (Admission to Schools) Act 2018 (Admission Policies and Admission of Students) Regulations 2020, Hansfield ETNS had confirmed, in writing, that an applicant had been placed on a list relating to the allocation of school places for a particular school year up to 31 January 2025, then this place on the pre-enrolment list for a particular class, for a particular year, is still valid.

## 2. Characteristic spirit and general objectives of the school

- Educate Together schools are committed to the values laid down in Educate Together's charter.
- Our schools are learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect.
- Pupils follow an Ethical Education curriculum (Learn Together), learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment.
- It teaches pupils about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another.
- Our equality-based ethos informs all policies and practices in the daily life of the school.
- In exercising this policy-making and decision-making responsibilities, the school's Manager/Board of Management upholds the characteristic spirit of the school.
- Educate Together schools provide for equality of access in line with the Educate Together Charter and offers places to siblings of pupils who are enrolled in the school at the same time, in the first instance.

- The definition of a sibling in this policy includes step-siblings and foster siblings who are pupils in the school at the same time and live at the same address.

### 3. Admission Statement

Hansfield ETNS will not discriminate in its admission of a pupil to the school on any of the following:

- (a) the sex or gender ground of the pupil or the applicant in respect of the pupil concerned,
- (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- (c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
- (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- (e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
- (f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
- (g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- (h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (i) the ground that the pupil or the applicant in respect of the pupil concerned, has additional '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.

Hansfield ETNS is a school which has established two classes, with the approval of the Minister for Education, which provides an education exclusively for pupils with a category or categories of additional 'special' educational needs specified by the Minister and may refuse to admit a pupil to these classes who does not have the category of needs specified, and a recommendation of the suitability of these classes for the child.

### 4. Categories of Additional 'Special' Educational Needs catered for in the classes above

Hansfield ETNS with the approval of the Minister for Education, has established two classes to provide an education exclusively for pupils with **Autism/Autistic Spectrum Disorders**.

### 5. Admission of Pupils

This school shall admit each pupil seeking admission except where:

- a) the school is oversubscribed (please see [section 7](#) below for further details)
- b) a parent of a pupil, 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 – see policy.

- c) Where a Junior Infant applicant is younger than 4 years of age on 31<sup>st</sup> May of the school year concerned. The age requirement continues proportionately for each year group.
- d) Two classes within Hansfield ETNS provide an education exclusively for pupils with Autism/Autistic Spectrum Disorders and the school may refuse admission to these classes where the pupil concerned does not have the specified category of additional ('special') educational needs provided for in these classes, and a recommendation for these specific classes from a qualified clinical psychologist.

## 6. 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 pupil on a waiting list for admission to the school:

- (a) a pupil's prior attendance/non-attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a pupil's prior attendance at:
  - (i) an early intervention class, or where this child needs cannot be catered for in mainstream school;
  - (ii) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a pupil's academic ability, skills or aptitude; other than in relation to:
  - (i) admission to one of the two classes for pupils with Autism/Autistic Spectrum Disorders insofar as it is necessary in order to ascertain whether or not the pupil has the category of additional ('special') educational needs concerned.
- (d) the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- (e) a requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a pupil'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 pupils who attend the school at the same time;
- (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.

Offers of places will be made in the first instance based on existing waiting lists formed prior to 1<sup>st</sup> February 2020 (when the standardised admissions to schools began), based on the priority category of the policy at the time of application (up until 31<sup>st</sup> January 2025 only).

## 7. Oversubscription

### Junior Infants

In the event that the school is oversubscribed (ie a greater number of applications than the number of places available), 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 Junior Infants who will have reached 4 years of age on or before 31<sup>st</sup> May of the starting year.

#### **Priority Category 1:**

Applications made prior to 1<sup>st</sup> February 2020.

#### **Priority Category 2:**

Siblings of pupils who attend the school at the same time.

#### **Priority Category 3:**

All other applicants.

In the event that there are two or more pupils tied for a place or places in priority categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by the earlier date of birth of the pupil (ie older children first).

### Classes for pupils with autism

If the classes for pupils with autism are oversubscribed, the school will apply the following selection criteria.

- (i) The child must have a recommendation for the specified category of additional ('special') educational needs provided for in these classes (ie ASD Outreach Classes) and be 4 years of age on or before 31<sup>st</sup> May of the starting year (in the case of Junior Infants).
- (ii) A diagnosis from a psychiatrist, psychologist, or a member of a multi-disciplinary team that has assessed and classified the child as having autism or autistic spectrum disorder according to DSM-V or ICD10 criteria, and a recommendation for a placement in a specialised class for pupils with autism within a mainstream school is required for a child's application form to be valid.

The criteria will be applied in the following order to valid applications received within the timeline as set out in the school's **Annual Admission Notice** for the specialised classes.

#### **Priority Category 1:**

Valid applications from present pupils in our school.

#### **Priority Category 2:**

Valid applications received prior to 1<sup>st</sup> February 2020.

**Priority Category 3:**

Valid applications from siblings of pupils who attend the school at the same time.

**Priority Category 4:**

All other valid applications.

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), places will be offered or added to a waiting list by way of a lottery of valid applications.

**Other year groups – Senior Infants to 6<sup>th</sup> Class**

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's **Annual Admission Notice** for other year groups. Pupils must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

**Priority Category 1:**

Applications made prior to 1<sup>st</sup> February 2020.

**Priority Category 2:**

Siblings of pupils who attend the school at the same time.

**Priority Category 5:**

All other applicants.

In the event that there are two or more pupils tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by the earlier date of birth of the pupil (ie older children first).

**8. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, a specialised class for pupils with autism or to other year groups will be considered and decided upon in date order of when they were received 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 by email/text of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place when there is a place available. In the event that there is no available place, the name of the applicant will be added to the waiting list for the particular class for the particular year.

## **9. Waiting list in the event of oversubscription**

In the event of there being more applications for a particular class for the school year concerned than places available in Junior Infants, a specialised class for children with autism or other year groups, a waiting list of pupils whose applications for admission to Hansfield ETNS 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 Hansfield ETNS for a particular class will be in the order of priority assigned to the pupils' applications after the school has applied the selection criteria in accordance with this admission policy see [section 7](#) above. Late applications will be added to the waiting list in 'date received' order, see [section 8 above](#).

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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

Waiting lists will expire on 30<sup>th</sup> June of each school year.

## **10. Admissions of pupils after the commencement of the school year**

If a place becomes available after the commencement of the school year in which admission is sought, the place will be offered to the next applicant on the waiting list (if there is one) or to the next application received.

## **11. Decisions on applications**

All decisions on applications for admission to Hansfield ETNS 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.

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 via e-mail as to the decision of the school, within the timeline outlined in the relevant Annual Admission Notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

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



Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

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

In accepting an offer of admission from Hansfield ETNS, applicants may be requested to indicate:

- (i) whether or not they have accepted an offer of admission to another school or schools. If they have accepted such an offer, they may also be requested to provide details of the offer or offers concerned; and
- (ii) whether or not they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, 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 Hansfield ETNS where:

- (i) it is established that information contained in the application is false, misleading or incomplete, following clarification by the school.
- (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 pupil, 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; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 13](#) above, ie provide information regarding applications/offers in other schools.

### **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 pupils. Section 66(6) allows a school to provide a patron or another Board of Management with a list of the pupils 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 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 pupil'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. Declaration in relation to the non-charging of fees

The Board of Management of Hansfield ETNS 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 pupil to the school, or
- (b) the admission or continued enrolment of a pupil in the school.

## 17. Reviews/appeals

### Review of decisions by the Board of Management (BOM)

The parent of a pupil may request the BOM 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.

The BOM 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 by the Board of Management within 21 days of the date** of that decision **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 by the Board of Management within 21 days of the date** of that decision **prior to making an appeal** under section 29 of the Education Act 1998.

## 18. Right of Appeal

Under Section 29 of the Education Act 1998, the parent of a pupil may appeal a decision of Hansfield ETNS 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 to 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 by the Board of Management** of that decision **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 **must request a review by the Board of Management** of that decision **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.

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.

More information can be found here. [www.education.ie](http://www.education.ie)

## 19. Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR).

Information obtained for the purposes of allocating places in the school to pupils will only be used and disclosed in a manner which is compatible with this purpose.

Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased.

All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt date of the application).

A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the Board of Management.

**Ratified by the Board of Management of Hansfield ETNS.**

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Brian Campion  
Chairperson

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Date

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Fergal Collins  
Secretary

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Date