



Cumann  
Chomhphátrúin  
na Scoileanna  
Pobail agus  
Cuimsitheacha

Association of  
Joint Patrons of  
Community and  
Comprehensive  
Schools



Palmerstown,  
Dublin 20.



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# ADMISSIONS

Effective Date: 07.04.2020

# POLICY

Pobalscoil Iosolde under the Deed of Trust is a multid denominational school. It is not a non-denominational school. Similarly, it should be noted that under the Deed of Trust, Pobalscoil Iosolde is established as a coeducational school. The Admissions Policy of the school shall protect and maintain these distinguishing factors



APP01/2020

**APPROVED BY**  
Patron

**DATE ISSUED**  
07.04.2020

ark.

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# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>3</b>
<b>Characteristic Spirit &amp; General Objectives.....</b>	<b>6</b>
<b>Legal Obligations.....</b>	<b>7</b>
<b>Admissions Statement.....</b>	<b>8</b>
<b>Categories of Special Educational Needs.....</b>	<b>9</b>
<b>Admissions of Students.....</b>	<b>10</b>
<b>Admissions Procedure.....</b>	<b>11</b>
<b>Decisions on Applications.....</b>	<b>12</b>
<b>OversubscriptionWhat will not be considered.....</b>	<b>13</b>
<b>Notifying Applicants of Decisions.....</b>	<b>15</b>
<b>Acceptance of an Offer.....</b>	<b>15</b>
<b>Circumstances In Which Offers May Not Be Made Or May Be Withdrawn.....</b>	<b>16</b>
<b>Sharing Data with other Schools.....</b>	<b>17</b>
<b>Waiting List (Oversubscription).....</b>	<b>17</b>
<b>Late Applications.....</b>	<b>17</b>
<b>Admission of students to other years during the school year.....</b>	<b>18</b>
<b>Declaration Regarding The Non Charging Of Fees.....</b>	<b>19</b>
<b>Reviews &amp; Appeals.....</b>	<b>20</b>
<b>Repeat of Leaving Certificate.....</b>	<b>21</b>
<b>Data Protection.....</b>	<b>21</b>



# Introduction

**Pobalscoil Iosolde under the Deed of Trust is a multid denominational school. It is not a non-denominational school. Similarly, it should be noted that under the Deed of Trust, Pobalscoil Iosolde is established as a coeducational school. The Admissions Policy of the school shall protect and maintain these distinguishing factors.**

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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 [date]. 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 Pobalscoil Iosolde 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.

**Geraldine Delaney**

Principal



# Characteristic Spirit & General Objectives

## **Characteristic Spirit of a Community School under the joint patronage of Catholic and ETB Patrons**

Pobalscoil Iosolde, Palmerstown Community school is a co-educational multi-denominational post-primary school under the joint patronage of Archbishop of Dublin and Dublin and Dun Laoghaire ETB. Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of an Adult Education Programme.

Our school was established under the Deed of Trust and opened on 1<sup>st</sup> September 1982. Pobalscoil Iosolde was established as a greenfield site to provide for students from the local areas of Palmerstown and Chapelizod. The values of Dublin and Dun Laoghaire ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Archbishop of Dublin are enshrined in the characteristic spirit and in the life of our school and are respected and cherished. The core values of Pobalscoil Iosolde, Palmerstown Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school, Pobalscoil Iosolde, provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Our school, Pobalscoil Iosolde, provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Pobalscoil Iosolde, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

# Characteristic Spirit & General Objectives

## Relationship to School's Mission, Vision & Aims

The school community works in a holistic manner to ensure that dependence is gradually replaced by responsibility for self, society and the world. The dignity of each student, staff member and parent is honoured and reflected in the school's policies and structures, including his policy. While educational excellence is promoted, it is the needs of the learner that direct the educational and social development of the school. Where possible the school will engage with alternative approaches to education especially for those who are deemed disadvantaged.

## Scope

This document sets out the policy of the school in respect of admissions to the school in the following circumstances:

- Students applying to the school in first year
- Students from outside the school applying for a place in any other year-group or programme
- Students applying to repeat any year of any programme within the school, including repeating the Leaving Certificate Programme
- Students from within the school applying for a place in any programme within the school (e.g. Leaving Certificate Traditional, Leaving Certificate Vocational Programme, Leaving Certificate Applied, Transition Year)

This policy should be read in conjunction with the following school documents:

- Mission Statement;
- School prospectus;
- Special Educational Needs Policy;
- Student Code of Behaviour;
- Student Suspension and Expulsion Policies;
- Student Attendance Policy;
- Substance Use Policy;
- Anti Bullying Policy;
- Religious Education Policy;
- Guidance Plan for the school;
- Internet Safety: Acceptable Use Policy;
- Crisis (Critical Incident) Management Policy;
- Educational Tours and Out of School Groups Activities Policy;

- Code of Practice for Processing Complaints by parents/Guardians of Students (who have reached the age of 18 Years) against Community and Comprehensive Schools.
- Code of Practice for Processing Claims of Sexual Harassment of a member of Staff by a Student in Community or Comprehensive Schools

The school shall have in place appropriate channels of communications and procedures to:

- inform parents about the school, its programmes, activities and admissions procedures
- enable the applicants for admission to the school to be handled in an open, transparent and accountable manner subject to the terms of the defined Board of management admissions policy
- put in place criteria under which applications shall be considered
- ensure that these criteria are informed by our Missions Statement, ethos and current legislation
- specify what information is required by the school concerning the student applicant at the time of their application for enrolment at the school.

## Rationale

This policy aims to ensure that appropriate procedures are in place to enable the school to:

- make decisions on all applications in an open and transparent manner consistent with the Mission Statement of the school, the Admissions Policy as defined by the Board of Management and legislative requirements;
- make accurate and appropriate assessments of the capacity of the school to cater for the needs of applicants in the light of all resources available to it and;
- put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

It should be clearly noted that Pobalscoil Iosolde; under the Deed of Trust is a multid denominational school. It is not a non-denominational school. Similarly, it should be noted that under the Deed of Trust, Pobalscoil Iosolde is established as a coeducational school. The Admissions Policy of the school shall protect and maintain these distinguishing factors.



# LEGAL OBLIGATIONS

In the addition to our obligations under the Education Acts, the implementation of this policy takes into account the school's other legal obligations and responsibilities including:

## Legal Provisions

Education Act 1998;

Education (Admission to Schools) Act 2018;

Education Welfare Act 2000;

Equal Status Acts 2000-2011;

Education for Persons with Special Educational Needs Act 2004;

Disability Act 2005;

Education Act (Miscellaneous Provisions) 2007;

Education (Admission to Schools) Act 2018;

General Data Protection Regulations 2016;

Data Protection Act 2018;

Safety Health & Welfare at Work Act 2005;

The Freedom of Information Act 1997;

# ADMISSIONS STATEMENT

**Pobalscoil Iosolde under the Deed of Trust is a multidenominational coeducational school.**

## Provision for Inclusivity

Pobalscoil Iosolde will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned;
- the civil status ground of the student or the applicant in respect of the student concerned;
- the family status ground of the student or the applicant in respect of the student concerned;
- the sexual orientation ground of the student or the applicant in respect of the student concerned;
- the religion ground of the student or the applicant in respect of the student concerned;
- the disability ground of the student or the applicant in respect of the student concerned;
- the ground of race of the student or the applicant in respect of the student concerned;
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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.



Pobalscoil Iosolde is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

# CATEGORIES OF SPECIAL EDUCATIONAL NEEDS

Pobalscoil Iosolde with the approval of the Minister for Education and Skills, has established a designated class to provide an education exclusively for students with ASD.

Pobalscoil Iosolde strives to create an inclusive environment for students with special needs, unless such an environment would be inconsistent with the best needs of the student or those of the wider student body. The school's ability to provide for such students is restricted to the resources made available to do so from the Department of Education & Science.

Applicants with special needs must meet the entry criteria set out for all students in this policy. The regular admissions procedure must be adhered to. The existence of special needs requirements does not give any individual applicant any prioritised entry entitlement.

The school's Special Needs Policy sets out how the school will:

- Take steps at an early stage to identify those children who enrolled at the school with special needs within the terms of the school admissions policy, and to become familiar with their particular educational needs.
- Request a copy of the child's medical/psychological/psychiatric report, individual educational plan and/or
- Request a new assessment if required, in order to assist the school in establishing educational and training needs of the child relevant to his/her ability or special needs and to profile the support services required.
- Request in a timely manner, from the Department of Education & Science any additional resources deemed necessary e.g. Special Needs Assistant, specialised equipment or furniture, transport etc.
- Meet the parent(s)/guardian(s) to discuss and disclose the child's needs, the special staffing or equipment or resources received by the school from the Department & Science to assist that child achieve their potential and the school's actual capacity to meet the child's needs.
- Through the Department of Education & Science, do all it possibly can to identify, plan and provide for the needs of a student with special needs or a disabled child who is accepted as a student at the school under the terms of the admissions policy.



Pobalscoil Iosolde with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of A.S.D. and a recommendation for a special class placement as part of their diagnosis.



# ADMISSIONS OF STUDENTS

Our admission procedure complies with all current legislation such as the Education Act 1998, the Education (Admission to Schools) Act 2018, and the Equal Status Act 2000.

## Admissions

This school shall admit each student seeking admission except where:

the school is oversubscribed (please see "Oversubscription Section" below for further details).

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.

an applicant poses a significant threat to the health and safety of other members of the school community



The special class attached to Pobalscoil Iosolde provides an education exclusively for students with a diagnosis of A.S.D. and a recommendation for special class placement as part of their diagnosis and the school may refuse admission to this class, where the student concerned does not have the specific category of special educational needs provided for this class.

# Admissions Procedure

## Admissions Procedure for Students who meet the criteria for enrolment

Applications will be open from the first school day in October for students in 6<sup>th</sup> class only. The initial acceptance of applications will close at 4:00pm on the sixth school day in October. Application Forms will be available to download from the school website ([www.palmerstowncs.ie](http://www.palmerstowncs.ie)), by emailing [office@palmerstowncs.ie](mailto:office@palmerstowncs.ie) or by contacting or collecting the Application Form from the school office. Any applications after the designated date will be deemed as late.

The following procedure will be followed:

### Stage 1

- The initial Application Form must be completed and returned in hard copy to the school by 04:00pm on the sixth school day in October.
- Applications will be accepted in hard copy only from the first school day in October to the sixth school day in October for 6<sup>th</sup> class students only.
- Places will be allocated after the specified open window has passed, based on the Enrolment Criteria / Admissions Criteria as laid out below.
- At any stage when the enrolment reaches its maximum specified number a waiting list will ensue.
- Late Applications: Any application made after the sixth school day in October shall be deemed as late.
- Any late application regardless of school attended, area of residence or sibling attending/ attended the school will be considered after all applicants fulfilling the above criteria have been allocated places in the school and on the waiting list. After all applications received by the admissions deadline have been allocated places in the school or on the waiting list each late application will be dealt with by applying the Enrolment Criteria /Admission Criteria on the date the application is received.

### Stage 2

Parent(s)/Guardian(s) will be advised of the outcome of their application in writing within three weeks of the enrolment deadline on the Annual Admissions Notice.

The students offered places must complete the enclosed Acceptance Form and Enrolment Form and return it to the school within fourteen days from the date of the letter of offer. Any successful applicant who does not return the enclosed Acceptance Form and Enrolment Form will put their admission at risk.

The following must also be included with the completed Acceptance Form and Enrolment Form:

- Provision of Personal Public Service Number (PPS No.)
- Birth Certificate (not Baptismal Certificate)
- Accurate and full completion of the Enrolment Form including signature of parent/guardian and student
- A copy of the School Code of Behaviour, Attendance Policy and Internet Safety Acceptable Use Policy signed by both parent/ guardian and the student. Sensitive Personal Data Consent Form signed by parent/guardian. (Please read, available on website [www.palmerstowncs.ie](http://www.palmerstowncs.ie) and/or from the school office)
- Passport Photograph

Regarding all applications Parents/Guardians may be required to complete a further information form regarding their child's educational progress at a later date and/or co-operate with the schools' attempts to identify the educational or other relevant needs of the child. Copies of all psychological/psychiatric reports pertaining to the child will be required. The school may wish to meet with the applicant and his/her parent(s)/guardian(s) to discuss the needs of the applicant or the parent(s)/guardian(s) may request a meeting. In either case the school will make all reasonable effort to accommodate such a meeting.

The school organise an "Open Night/Information Night" so that parents may inform themselves about the school. The Information Evening/ Open Night is open to all eligible students for enrolment and their parents/guardians who will then have to choose a school for their child. If attending the Open Night, the parent(s)/guardian(s) are required to accompany the student to this evening.

The school also organises an "Open Day" in which all 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class students of the three local feeder schools visit Pobalscoil Iosolde as part of the transfer programme from primary to second level school.

# DECISIONS ON APPLICATIONS

All decisions on applications for admission to Pobalscoil Iosolde will be made by the Principal based on the following:

## Decision Criteria

- 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.



Later sections detail procedures for applications received outside of the admissions period and in relation to applications for places in years other than the intake group.

# 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:

## Selection Criteria



Category A: Students whose school is within the catchment area of Palmerstown or Chapelizod, i.e. St. Brigid's, St. Lorcan's and St. Patrick's National Schools, that meet the admissions criteria and have fully completed the admissions procedure.

Category B: Those living in the local catchment area of Palmerstown or Chapelizod that meet the admissions criteria and have fully completed the admissions procedure.

Category C: Those who have/had a brother or sister in Pobalscoil Iosolde that meet the admissions criteria and have fully completed the admissions procedure.

Category D: Those who have a parent who attended Pobalscoil Iosolde that meet the admissions criteria and have fully completed the admissions procedure

Category E: If there are still places left, applicants not attending any of the designated schools and not resident in the area shall be accepted.



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 determined by a lottery. The lottery will take place in Pobalscoil Iosolde as soon as is practicable after enrolment day. The lottery will be overseen by the school Principal and will be witnessed by the Deputy Principal, School Secretary, two representatives of the Board of Management and two representatives of the Parents' Association.

Each student entitled to participate in the lottery for admission will be typed by the Secretary on identical pieces of paper and placed in a drum. The Principal will draw names from the drum, one by one, until the drum is empty. The Secretary will record the outcome of the draw. Places will be offered in the order in which names were drawn until available places are filled. The remaining names will be placed on a Waiting List in the order in which the names were drawn from the drum. In the case of one or more siblings applying for admission to 1st Year at the same time, the name of each sibling will be typed on a separate piece of paper. If the name of any of the siblings is drawn, places will be offered to all the siblings.

# WHAT WILL NOT BE CONSIDERED

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 Pobalscoil Iosolde:

## Not for Consideration



- 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 an early intervention class, or an early start pre-school, specified in a list published by the Minister from time to time.
- the payment of fees or contributions to the school.
- 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.
- the occupation, financial status, academic ability, skills or aptitude of a student's parents.
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school. In relation to (2) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- 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. This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

# 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.

## Notifying Applicants



- 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.
-

## Acceptance of an Offer

All decisions on applications for admission to Pobalscoil Iosolde will be based on the following:

### Acceptance of an Offer



1. whether or not the parent / guardian have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
2. whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

# 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 Pobalscoil Iosolde where:

### Circumstances outlined



- it is established that information contained in the application is false or misleading.
- 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.
- 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 the student shall make all reasonable efforts to ensure compliance with such code by the student; or
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

# SHARING 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.

## Waiting List (Oversubscription)

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

### Waiting List



- 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 Pobalscoil Iosolde 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 Pobalscoil Iosolde 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.

## 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.



# ADMISSION OF STUDENTS TO OTHER YEARS DURING THE SCHOOL YEAR

All decisions on applications for admission to Pobalscoil Iosolde in other years will be based on the following:

## Years other than the school's intake group

- The Board of Management will consider applications from parents / guardians of students wishing to transfer to Pobalscoil Iosolde from another post-primary school. The initial Application Form (available on the school website, by emailing [office@palmerstowncs.ie](mailto:office@palmerstowncs.ie) or directly from the school office) must be completed and returned in hard copy to the school office.
- The application for admission to Pobalscoil Iosolde will be processed in accordance with our Admissions Procedure and subject to the availability of a vacancy in an appropriate group/class/year.
- Students may transfer from another post-primary school subject to the following;
  - That space is available in the school, in particular with specialist subjects where the capacity is limited.
  - That the school authorities are satisfied that the reasons for the transfer are in the best interests of the student.
  - The possible problems and disruptions of studies when moving into an established class and Year group will be considered. The situation may arise where a student may have to take up or discontinue a subject.
  - The school is provided with all relevant information from the former school.
  - The transferring student fulfils all conditions set out by the Department of Education and Skills.
  - Parents / Guardians and the transferring student must accept the Code of Behaviour and Rules of the School, thereby agreeing to accept and uphold them.



The Board of Management will consider applications to defer acceptance of a place offered in Pobalscoil Iosolde for one year, for sound educational, family or personal reasons, provided such application is supported by relevant documentation and received before 1st January of the year in which the student is due to commence her second-level education in Pobalscoil Iosolde.

The place that had been allocated to the students who is deferring for one year will be allocated to the student at the top of the Waiting List. The following year, any such deferred places will be allocated from the school's quota of 135 (one hundred and fifty) places, before the allocation of places as outlined previously commences. The final decision with regard to the enrolment of students in Pobalscoil Iosolde and with regard to all matters covered by this Admissions Policy lies with the Board of Management.

# Declaration Regarding The Non Charging Of Fees

The board of Pobalscoil Iosolde or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

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

## Students Not Attending Religious Instruction

Pobalscoil Iosolde, Palmerstown Community School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the ‘multi-denominational’ aspect of our school’s ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between ‘*religious education*’ and ‘*religious instruction*’:

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

# Reviews & Appeals

Pobalscoil Iosolde will facilitate reviews and appeals on decisions taken by the Principal on the following basis.

## Reviews 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.

## 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.

# Repeat of Leaving Certificate

The Board of Management will consider applications from students wishing to repeat Leaving Certificate, Year Two. Preference will be given to students who are past pupils of Pobalscoil Iosolde.

## Decision Criteria



- The Department of Education and Skill's requirements (Circular M 02 / 95) must be fulfilled and a suitable vacancy must exist in the school.
- Applicants must accept that not all current subject combinations may suit repeat students i.e. that they may not be able to take all subjects of their choice if the timetable or class numbers do not permit.
- Repeat students will be timetabled for 28 hours / week and must attend all classes and activities scheduled for them.

# Data Protection

The school has prepared a Data Protection Policy which governs how the schools collects, processes, stores and retains data in the school. Please refer to this policy which is available from the principal.

## Processing Data



- We use personal data for purposes including:
  - the students application for enrolment;
  - to provide the student with appropriate education and support;
  - to monitor their academic progress;
  - to care for their health and well-being;
  - to care for their staff and students;
  - to process grant applications, fees and scholarships;
  - to coordinate, evaluate, fund and organise educational programmes;
  - to comply with our legal obligations as an education body;
  - to comply with our monitoring and reporting obligations to Government bodies;
  - to process appeals, resolve disputes, and defend litigation etc.



Geraldine Delaney  
Principal & Secretary to the Board of Management

## CONTACT US



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## Pobalscoil Iosolde

Pobalscoil Iosolde under the Deed of Trust is a multidenominational school. It is not a non-denominational school. Similarly, it should be noted that under the Deed of Trust, Pobalscoil Iosolde is established as a coeducational school. The Admissions Policy of the school shall protect and maintain these distinguishing factors.