Hedgestown National School
Lusk
Co.Dublin

Scoil Baile Fálbhach
Lusca
Baile Átha Cliath

Phone/Fax 01-8438372
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www.hedgestownns.com

Roll No: 17472M

Hedgestown National School Admission Policy

Admission Policy of Hedgestown National School (2026/2027)

School Address: Lusk, Co. Dublin

Roll number: 17472 M

School Patron/s: Catholic 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, in the following ways-All staff and parents notified of requirement to review and amend current policy, all notified of circular and provided with draft policy and invited to propose amendments for consideration by BOM.

The policy was approved by the school patron on the 18th November 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 Hedgestown National School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

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

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2. Characteristic spirit and general objectives of the school

Hedgestown National School is a Catholic 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 Hedgestown National 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.

At Hedgestown National School, we aim to provide an inclusive and welcoming environment where each child is given the opportunity to fulfil his/her potential in the academic, social, artistic, sporting and musical spheres. We recognise and value our rich traditional, rural heritage and our place in the history of the local community. We respect the wishes and beliefs from other traditions and religions and none.

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3. Admission Statement

Hedgestown National 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.

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Hedgestown National School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Hedgestown National 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.**

All denomination schools

Hedgestown National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

School with Special Education Classes

Hedgestown National School is a school has established two special classes, with the approval of the Minister for Education and Skills, which will provide an education exclusively for students with a category or categories of special needs specified by the Minister and may refuse to admit to the class a student who does not have the category of special needs specified.

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

Hedgestown National School , with the approval of the Minister of Education and Skills, has established two classes to provide an education exclusively for children with autism.

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5. Admission of Students

All applicants for the intake Junior Infants mainstream class, the special class for children with autism and transferring applicants to all mainstream levels must:

- complete and submit the relevant application form for admissions for that category of applicant.
- attach original copies of the child's birth/ adoption certificate and proof of residential address.
- complete all tasks in accordance with the dates and schedule published in the current Admission Notice.
- in the case of applicants for the special class: provide a valid and current letter of eligibility issued by the National Council for Special Education (NCSE) with accompanying professional/ clinical reports.
- in the case of transferring applicants to all classes: provide a written explanation for the reason for the transfer and a copy of the child's most recent school report.

Age and Placement of Applicants (mainstream and special class):

1. Applicants for Junior Infants must be 4 years old before the 1st May in the year of commencing Junior Infants.
2. Applicants for Junior Infants must start school by the age of 6.
3. For transferring applicants, the placement of the applicant with a class group will be based on their educational history:
    - If the applicant is transferring during the school year, they will be placed in the same class level as their current school.
    - If the applicant is transferring at the start of a school year, they will be promoted to the class level that follows the level recently completed at their current school.
    - In the case of evidence of very exceptional educational circumstances, the applicant will be promoted to the class level that follows the level recently completed at their current school.
    - In the case of evidence of very exceptional educational circumstances, the applicant may be retained in the same class level, as per Circular 11/01.
    - Where an applicant is transferring from a school outside of the Irish school system, they will be placed with the most appropriate age group based on (1) and (2) above.

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This school shall admit each student seeking admission except where:

The child has not turned 4 years of age before the 1st May in the year of commencing Junior Infants.

The school is oversubscribed (please see Section 6 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 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.

Hedgestown NS is a Roman Catholic School and may refuse to admit as a pupil a person who is not of the Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Hedgestown NS will provide an education exclusively for children with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Additional Criteria for Enrolment into the Special Class for Children with Autism:

Children and young people are eligible for enrolment in a special class for children with autism when the following is provided in support of such an application:

The child must be at least 4 years of age on the 1st May in the year of commencing Junior Infants.

Professional report(s) outlining:

Diagnosis of special educational needs (eg. Autism: DSMIV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

A demonstration of understanding of complexity of the child's overall level of need/s evidenced in the professional reports

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AND

Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement should be most appropriate to best meet the child's needs, along with the rationale for same

AND

All letter of recommendation from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

Children Temporarily Enrolled in External Special Classes

Children who leave Hedgestown National School on a temporary basis to enrol in a Specific Learning Difficulty/ Reading Special Class or a Speech and Language Special Class in another school will be re-enrolled with their original class group when that temporary placement ceases. They do not need to reapply to enrol. Their parents should contact Hedgestown NS before 1st May of the year they plan to return to confirm their plans.

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.

Criteria for enrolment into the intake mainstream Junior Infants and transferring applicants to all classes in the event of oversubscription:

- **Category 1:** Siblings and stepsiblings of children already enrolled in the school and living in the same home address and children resident in our traditional local rural catchment area in the parish of Lusk. (the eldest child will have priority in this ranking)
- **Category 2:** Children of staff (the eldest child will have priority in this ranking.)

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- **Category 3:** All other applications . Eldest child will have priority.

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:

- 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.

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

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

- **Category 1:** Eligible children currently on the roll in Hedgestown NS with a diagnosis of autism who meet the criteria for enrolment in the special class (the eldest child will have priority in this ranking)
- **Category 2:** Siblings and stepsiblings of children already enrolled in the school and living in thesame home address and children resident in our traditional local rural catchment area in the parish of Lusk. (the eldest child will have priority in this ranking)
- **Category 3:** Children of staff (the eldest child will have priority in this ranking)
- **Category 4:** All other applications (the eldest child will have priority in this ranking)

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 places) the following arrangements will apply.:

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.

Criteria for ASD class

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1. An application form, provided by the school, should be fully completed by the parents/ guardians on behalf of the child.
2. This application form should be accompanied by an original birth certificate.
3. The most recent psychological assessment report or a letter from a member of a multidisciplinary team must also be provided. A multidisciplinary team may consist of a clinical psychologist, occupational therapist, speech and language therapist, social worker and physiotherapist. Please note that all current reports should be provided to the school for assessment by the Admissions Team. The withholding of reports or relevant information may invalidate an application for enrolment at any time.
4. The child must have a primary diagnosis of Autism Spectrum Disorder without significant intellectual impairment, made using the DSM-V or ICD 10 by the psychologist or another member of the multidisciplinary team. If the child also presents with a general learning disability, it must fall within the mild range (this diagnosis must also be made using a professionally recognised clinical and psychological assessment tool).
5. There must be a recommendation in the report by a member of the multidisciplinary team that a special class placement in a mainstream school is both necessary and suitable for the child.
6. The child must be at least five years of age or older on or before the 1st September in the year they are due to enrol in the class.
7. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.
8. If a child is offered a place in the ASD class, parents must sign and return an Acceptance Form within the required time period.
9. The age and learning needs of pupils currently enrolled in the ASD class will be taken into account when offers of enrolment are made to new applicants.

Please note:

Fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available.

Admissions Team:

Each application for a place in the ASD class will be considered by the Admissions Team, comprising the principal, SET coordinator and members of the SET team. A recommendation will be made by the Admissions team in relation to each application to the

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Board of Management of the school. Final decisions in relation to applications for enrolment in the ASD class rest with the Board of Management.

Capacity:

Maximum of six children can be accommodated in the ASD class, taught by one teacher and supported by two Special Needs Assistants.

Acceptance of a place

Following the offer of a place in the ASD class, an Acceptance Form, as issued by the school, must be returned to the school within the required time.

- The parents of a child being offered a place in the ASD class will be invited to visit the school and meet with a member of the Special Education Team and the Principal of the school.
- The parents may be requested by the school to consent to a visit by the staff to a child's preschool/ home setting to observe the child.
- The parents/ guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.
- Each child in the ASD class will be assigned to an age appropriate mainstream class to allow for integration (ie. Junior Infants, Senior Infants etc.)

Monitoring and Review

The school reserves the right to review the child's progress from time to time, during or after each year, to determine whether this is indeed an appropriate school placement for the child.

In the event that there are two or more students 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.

The child will be registered under the name which appears on the Birth Certificate. Parents are requested to provide evidence of the child's PPS number. The Board of Management will notify successful applicants by the time indicated on the Admissions Notice. As well as

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deciding to whom offers are to be made, the Board will also compile a list of those who have, as yet, been unsuccessful. This list will be compiled according to the criteria for enrolment. Subsequent offers of places will take place if and when vacancies arise. Offers will be made on the basis of applicants' places on the list. Parents of children who have been accepted for enrolment must inform the school. in writing, within 7 days if they wish to accept the place. Failure to do so will result in re-allocation of the place.

7. What will not be considered or taken into account (Mainstream)

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 student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents; ie children of staff may Not be given priority
- 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 siblings of a student attending or having attended the school
- the date and time on which an application for admission was received by the school,

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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 Hedgestown 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 The information supplied may need to be verified by Hedgestown National School

Please see section 14 below in relation to applications received outside of the admissions period and section 15 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 Hedgestown 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 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.

In the case of parents/ guardians who accept a place in the intake Junior Infants Mainstream class or who are transferringto any mainstream class:

- they will be invited to visit the school with their child.

In the case of parents/ guardians who accept a place in the special class for children with autism, a number of steps may be taken to ensure a smooth transition to school:

- They may be invited to visit the school and meet with a member of the Special Education team and or the Principal of the school.
- They may be requested by the school to consent to a visit by the staff to the child's preschool/ home tuition setting.
- They may be invited to visit the school with their child.
- In addition to their primary placement in the special class, each child will be assigned to an age-appropriate mainstream classroom to facilitate an appropriate level of inclusion activities.

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 Hedgestown National School where—

- 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 she 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 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. 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)

13. Waiting list in the event of oversubscription

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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 Hedgestown 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 Hedgestown 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.

The waiting list for the current school year for all categories of applicants will cease on the 31st August of that school year and will not carry forward to the next school year. Applicants are required to re-apply in the next school year, if desired. This applies to all categories of applicants.

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.

Late applications will be advised that their application will be categorised as a Late Application and will only be considered after the Waiting List has been cleared (if any). Once the waiting list has been cleared, if there is more than one applicant on the Late Application List when a place becomes available, the criteria for enrolment in the event of oversubscription will apply (Section 6)

15. Procedures for admission of students to other years and during the school year

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The Board of Management will agree and record at its meetings whether there are vacancies in each of the eight class levels and also in each multi-grade classroom. This decision will be based on a number of considerations, including (i) the current Department of Education pupil-teacher ratios and (ii) the space available per child and staff member in each multi-grade classroom, keeping in mind the small size of three of our mainstream classrooms and prioritising the health and safety and well being of those in each classroom. The Board of Management will decide when a classroom has reached capacity.

- Pupils wishing to transfer from another school can apply throughout the school year. Applications for Transferring Pupils will be held on file for the current school year and will expire at the end of that school year.
- In addition to the standard application documents required, the Board of Management will request a written explanation outlining the child's reason to transfer and a copy of the child's most recent school report.
- Applications are subject to this Admission Policy.
- See details about the age and placement of applicants in Section 5.
- A reply to completed applications will be given within 14 days as to whether a place is available or whether the applicant will be placed on a waiting list.
- If a place is available or becomes available in a class and if there is more than one applicant for a place in a grade class group at the same time, the selection criteria in accordance with this Admission Policy will be applied. See Section 6, Criteria A.
- For successful applicants, The Education Welfare Act (2000) requires that information concerning attendance and the child's educational progress should be communicated between schools and Hedgestown National School will request this information once the child's name has been added to the school register. If the copy of the child's most recent school report that has been provided does not have clear details of attendance and progress, the parents will be asked to give written permission for Hedgestown NS to contact the previous school requesting additional information.
- Once the child has arrived at Hedgestown National School, the previous school will be contacted in writing notifying them of the pupil's enrolment and requesting them to transfer the Department of Education's Pupil Online Database information for the pupil to Hedgestown National School and to share the most recent annual report and standardised test results, if relevant. If the child has not previously attended a school in the Republic of Ireland and been included on the POD system, they will be required to complete a form to provide information and consent for the POD system.

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- An applicant who has already completed a year in Junior Infants in another school is considered to be a "transferring pupil" and must declare this at the time of their application or their application will be deemed void. They should apply to transfer into Senior Infants if a place is available and will only be retained in the intake Junior Infants for a second year in very exceptional educational circumstances, as per the Department of Education Circular 32/2003. If it is agreed to retain the pupil in the intake Junior Infants, they will be subject to the selection criteria of this Admission Policy for that class

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

This rule applies to all schools.

The board of Hedgestown 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-

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

17. Arrangements regarding students not attending religious instruction

At the time of admission, parents complete a Primary School Curriculum Consent which includes parental preferences for the Religious Education programme. If parents do not consent for their child to be instructed in the catholic faith, 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. These arrangements will not result in a reduction in the school day of such students

18. Reviews/appeals

Review of decisions by the board of Management

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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.

19. 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)

Hedgestown National School
Lusk
Co.Dublin

Scoil Baile Fálbhach
Lusca
Baile Átha Cliath

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Roll No: 17472M

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.

Hedgestown National School note the following:

We have consulted with the parent body, staff and the Board of Management:

Date of approval by the Board of Management: 19th November 2025

Date of submission to the Patron: 17th November 2025

Resubmitted with Amendments: 19th November 2025

Date of approval by patron: 27th November 2025

Date of implementation of the policy: 27th November 2025

Date of review: November 2026

Chairperson: _____

Date: 19/11/2025

Principal: _____