

Admission Policy of Holy Child Boys' National School

School Address: Larkhill Road, Whitehall, Dublin D09 K104

Roll number: 17318C

School Patron: 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.

The policy was approved by the school patron on the 23rd of September 2025 and is effective immediately from this 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 Holy Child Boys' 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.

2. Characteristic spirit and general objectives of the school

Holy Child Boys' National School is a Catholic all boys primary school with a Catholic ethos under the patronage of the Catholic Archbishop of Dublin. We serve boys from 1st to 6th class.

"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 Holy Child Boys' 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.

Mission Statement

Holy Child Boys' National School is a Catholic Primary School, which strives to provide a well-ordered, caring, happy and secure environment in which each individual child is given a rich, appropriate and varied curriculum to help develop his abilities and personal qualities to their fullest potential.

While Holy Child Boys' National School is a school with a Catholic ethos it also has due recognition for all other religions.

We will strive to promote both individually and collectively the professional and personal development of teachers through staff development programmes. Holy Child Boys' N. S. will facilitate the involvement of parents through regular home/school contacts.

We will endeavour to enhance the self esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

To achieve this aim we provide a rich and varied curriculum, which is both child-centred and activity based. The curriculum we provide is designed to engage the child in effective learning experiences appropriate to his learning needs while at the same time allowing him to progress at a pace best suited to his developmental level.

Holy Child Boys' National School promotes gender equity amongst the staff. The Employment Act 1997 precludes discrimination on gender ground in the employment of staff.

Under the Equal Status Act 2000, discrimination, as stated in the Act is prohibited on the following grounds; gender, marital status, family status, sexual orientation, religion, age, disability, race and ethnicity.

This school is an Equal Opportunities Employer

3. Admission Statement

Holy Child Boys' 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)
- (d) the family status ground of the student or the applicant in respect of the student concerned,
- (e) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (f) the religion ground of the student or the applicant in respect of the student concerned,
- (g) the disability ground of the student or the applicant in respect of the student concerned,
- (h) the ground of race of the student or the applicant in respect of the student concerned,
- (i) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (j) 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.

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

Holy Child Boys' NS 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.

Single gender schools

Holy Child Boys' National School is an all-boys school and does not discriminate where it refuses to admit a boy applying for admission to this school.

All Denominational Schools

Holy Child Boys' NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education class

Holy Child Boys' National School 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.

4. Categories of Special Educational Needs catered for in the school/special class**(a) In the case of a mainstream school with a SEN class attached**

Holy Child Boys' National School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism.

5. Admission of Students

This school shall admit each student seeking admission except where –

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

A school that admits students of one gender only

Holy Child Boys' National School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

All Denominational Schools

Holy Child Boys' NS is a Catholic school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class

The special class attached to Holy Child Boys' National School provides an education exclusively for students 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.

Enrolment of Pupils to the Autism class

Children may gain admission to an Autism class following submission to the Board of Management of appropriate documentation from approved services e.g. HSE or CDNT. Applications must be made in writing and must include a recent (no more than 2 years old) psychological assessment report. Applications must also include birth certificate and 2 proof of address documents - one to be a utility bill. The school must receive this documentation with the enrolment form for the application to proceed. Once received, the pupil is placed on a waiting list.

Enrolment criteria for the Autism class

- The boy must have a primary diagnosis of Autism/autism Spectrum Disorder made using the DSM-V or ICD10 by the psychologist or member of the Multi-Disciplinary Team. The classes are for all pupils who meet this criteria irrespective of cognitive ability.
- The report must contain a recommendation by a member of the Multi-Disciplinary Team that a special class placement in a mainstream school is both necessary and suitable for the child.
- The child must be aged six by 1st of September of the year of commencement in Autism class
- The parents of the child must accept and agree to the school's code of behaviour and the terms of this policy.

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

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)
- AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
- AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same
- AND
- A letter 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 (insert category of special educational need e.g. autism) Schools are not permitted to add any additional eligibility criteria

The following criteria will be applied if there is a surplus of applications for the Autism Class:

- (i) Pupils from Holy Child Boys' NS mainstream classes for whom the Autism class is considered a more suitable setting
- (ii) Boys transferring from Holy Child National School ---priority to oldest
- (iii) Brothers (including step-siblings, resident at same address) of children already attending the school----priority to oldest.
- (iv) Children of current staff members
- (v) Children of Larkhill/Whitehall parish ---priority to oldest.
- (vi) All children who apply to the school and are not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups from (i) to (v) have been allocated places----priority to oldest.

Decisions on Enrolment

Each application will be considered by an admissions team comprised of the Principal, Deputy Principal and a member of the SEN team. A recommendation will be made to the Board of Management.

The factors taken into consideration include

- the availability of the necessary resources pertaining to the enrolment
- sufficient classroom space

Taking all the above into account the Board of Management reserves the right of admission and is the final arbiter of enrolment based on the needs of the applicant. Letters of acceptance will be sent to parents by the 8th of April of the preceding school year. At that point a transition plan will be put in place to facilitate a smooth transition. This may involve liaison with other schools and agencies.

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:

- (i) Children transferring from Holy Child National School ---priority to oldest
- (ii) Brothers (including step-siblings, resident at same address) of children already attending the school----priority to oldest **AND** Children of Larkhill/Whitehall/Santry parish ---priority to oldest.
- (iii) Children of current staff members
- (iv) All children who apply to the school and are not resident within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups from (i) to (iii) have been allocated places----priority to oldest.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

7. What will not be considered or taken into account

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

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Holy Child Boys' 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

(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 Holy Child Boys' National School you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

An offer of admission may not be made or may be withdrawn by Holy Child Boys' NS where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 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

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 Holy Child Boys' 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 Holy Child Boys' 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

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 applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

All applications for admission received for any class as outlined in the annual admission notice/Sections 5 and 6 above, 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.

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

The Board of Management of Holy Child Boys' National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, 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.

Monitoring and review

The pupil's enrolment in a special class will be under continual review. An annual review will take place involving all pupils attending the special classes and whether it is deemed the appropriate placement. The school promotes optimum inclusion as part of the school community with access to mainstream activities when deemed appropriate and suitable by staff.

Behaviour

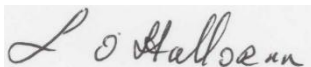
It is acknowledged that pupils with special educational needs may display challenging behaviour at times. All efforts will be made to manage such behaviour through the implementation of the pupil's IEP and support plan. All pupils are subject to the School Code of Behaviour and Health and Safety Statement. Where a boy's behaviour impacts in a negative way on other pupils to the extent that their constitutional right to an education is being affected, as judged by the Board of Management, the school reserves the right to advise parents that a more suitable setting should be found for their child.

Discharge Policy

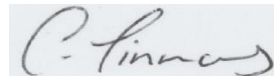
Our discharge policy for the Autism classes is in line with that of the whole school. It is school policy to facilitate the discharge of pupils from the classroom once they have reached the age of thirteen. It will be deemed compulsory that the year that the student turns 13 will be their last year. Pupils who reach the age of thirteen after September 30th in any year will be permitted to complete that academic year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable secondary school.

Discharge may also be recommended after the first and/or any subsequent year if following psychological assessments and consultation with the parents/guardians, it is felt that the placement is no longer appropriate and serves the best interest of the child. The Board of Management has the right to overrule any decision made in this regard.

This Policy was ratified and signed on behalf of the Board of Management on September 23rd 2025.



Con O' Halloran
Chairperson, BOM
23/09/2025



Cathy Timmons
Principal
23/09/2025