Oatlands Primary School
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Edmund Rice School Trust
Roll No. 17954H

Admission Policy
of
Oatlands Primary School

School Address: Mount Merrion, Blackrock, Co. Dublin
Roll number: 17954H
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[1] of children attending the school.

The policy was approved by the school patron on 24th June 2026. 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 Oatlands Primary School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

The 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

Oatlands Primary School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Catholic 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 Oatlands Primary School shall uphold, and be accountable to the patron for so

[1] The use of the terms "parent" or "parents" shall be interpreted to include guardian or guardians for the purpose of this document.

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.

The mission of Oatlands Primary School is to enable each child to reach his/her full potential in a secure, happy and caring environment, through an integrated and stimulating curriculum in collaboration and in communication with parents, the local community and all partners in education.

Our aim is to create an atmosphere that is holistic, inclusive and all-embracing, embedded in the Catholic ethos inspired by Blessed Edmund Rice.

3. Admission Statement

Oatlands Primary 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.

Oatlands Primary School 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.

Oatlands Primary 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. Oatlands Primary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Oatlands Primary School currently has one Special Class for Autistic Children.

Enrolment Policy for Special Class

Oatlands Primary School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for Autistic students. The Annual notice on the website states how many places are available each year and outlines how families of Autistic children can apply for a place in the Oatlands Primary School class. The notice may also be found on our website.

Special Class applicants

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

Professional report(s) outlining:

(a) Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report) AND
(b) A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports AND
(c) 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
(d) A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and a recommendation for a special class for autism.

Oatlands Primary School may refuse to admit to the class a student who does not have the category of needs specified.

The following criteria will apply when making an application for the special class:

- Each child must have a full current Psychological & Cognitive Assessment, which must specify a diagnosis of 'Autism' i.e. DSMV or ICD10 and a

recommendation for a special class placement in a mainstream school from such a professional report.

- The parents/guardians must fill in and return a School Enrolment form as for all pupils. All relevant reports and assessments must be given to the school once the child has been offered a place in the school.
- The Board of Management states that, as per DES instruction, the school will accommodate one special class for children with Autism, covering the age range of the primary school.
- The Department of Education & Skills states that each class's ratio is a maximum of six pupils to one teacher and two SNAs.
- The Admissions Policy states that the parents/guardians (and the prospective candidates for the class if required) may be invited to meet the principal, the class teacher and any other relevant parties before the child starts school.
- The special class will cater for children of primary school age only – i.e. four years to thirteen years.
- In accordance with section 23(4) of the Education (Welfare) Act a parent/guardian must confirm compliance with the school's Code of Behaviour. The Board of Management reserves the right to refuse enrolment if this confirmation is not received prior to the pupil attending the school. The Board also reserves the right to continue to suspend or expel a child under 'Health & Safety' regulations and in conjunction with the school 'Code of Behaviour' as per the National Education Welfare document if the need should arise.
- A placement breakdown can sometimes occur. All placements are subject to review at the request of the parents and/ or the school. The review will include input from all agencies involved (through a multi-disciplinary team meeting), the parents/guardians and the school. Following the review, a recommendation may be made that the child be enrolled in a school that can better meet his/her needs.
- First preference will be given to pupils attending Oatlands Primary School where a transfer will take place from mainstream to special classes if criteria have been satisfied.

In the event of over-subscription for the Special Class, the following criteria will apply as per the mainstream class admissions oversubscription criteria;

Criteria 1	Pupils attending Oatlands Primary School, where a transfer will take place from mainstream to special classes if the criteria have been satisfied.
Criteria 2	(i) Siblings and/or stepsiblings of children already enrolled in the school, without an existing place in a Special Class for Autism in another school. **or** (ii) Children resident in the Roman Catholic parishes of Mount Merrion or Kilmacud, without an existing place in a Special Class for Autism in another school..

	These 2 groups in category 1 have parity and are prioritised collectively. This category will be prioritised by age, commencing with the oldest.
Criteria 3	Children of current members of staff of Oatlands Primary School, without an existing place in a Special Class for Autism in another school. This category will be prioritised by age, commencing with the oldest.
Criteria 4	Children residing in neighbouring Roman Catholic parishes, residing within a 2.5 kilometre radius, without an existing place in a Special Class for Autism in another school. This category will be prioritised by age, commencing with the oldest.
Criteria 5	Children residing in neighbouring / other parishes outside a 2.5 kilometre radius, without an existing place in a Special Class for Autism in another school.. This category will be prioritised by age, commencing with the oldest.

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

Oatlands Primary School is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

Decisions in relation to applications are guided by the principles of natural justice and acting in the best interest of all children and are made by the Board of Management in accordance with school policy.

Oatlands Primary School follows these procedures for enrolment of Junior Infants in our school.

(i) Parents are requested to complete an Application Form, available from the school office and on-line**.**
(ii) All parents are requested to submit the following, along with the enrolment form:

(a) a birth certificate
(b) PPS number
(c) Two utility bills in the name of the parents/guardians of the applicant, dated within the last 3 months as proof of address.

Application forms that are not accompanied by the above will not be processed.

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 1	(iii) Siblings and/or stepsiblings of children already enrolled in the school **or** (iv) Children resident in the Roman Catholic parishes of Mount Merrion or Kilmacud. These 2 groups in category 1 have parity and are prioritised collectively. This category will be prioritised by age, commencing with the oldest.
Criteria 2	Children of current members of staff of Oatlands Primary School. This category will be prioritised by age, commencing with the oldest.
Criteria 3	Children residing in neighbouring Roman Catholic parishes, residing within a 2.5 kilometre radius. This category will be prioritised by age, commencing with the oldest.
Criteria 4	Children residing in neighbouring / other parishes outside a 2.5 kilometre radius. This category will be prioritised by age, commencing with the oldest.

Places will be offered in order of age from the oldest to the youngest in each category until all remaining available places have been filled.

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:
a student's prior attendance at a pre-school or pre-school service, including naíonraí,

(a) other than in relation to a student's prior attendance at—
  (i) an early intervention class, or
  (ii) an early start pre-school, specified in a list published by the Minister from time to time;

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student's academic ability, skills or aptitude;

(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 other than, the selection criteria based on siblings of a student attending or having 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 Oatlands Primary 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 Oatlands Primary 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.

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 Oatlands Primary School where—

(i) it is established that information contained in the application is false or misleading.

(ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.

(iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; 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 Oatlands Primary 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 Oatlands Primary 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 a 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.

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

All applications for admission after the commencement of the school year 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.

A maximum of 2 pupils in any school year will be granted leave of absence on a first come first served basis for one academic year only with a maximum extension of one additional academic year at the discretion of the Board of Management. Where leave of absence pupils fail to return within the maximum two years, his/ her place in Oatlands Primary School shall be lost. Should the pupil wish to reapply, the onus is on the applicant to request a new application form for completion and return.

Please note that all requests for leave of absence for any academic year must be made in writing to the Principal on or before 1st March immediately prior to the proposed academic year of absence. Leave of absences will be granted for a total maximum period of two years to any one child attending the School (as defined above). Any further leave taken without consent will result in loss of place in Oatlands Primary School.

Declaration in relation to the non-charging of fees

The Board of Management of Oatlands Primary 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.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have 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.

17. Reviews/appeals

<u>Review of decisions by the Board of Management</u>

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 of Management 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 of Management 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.

18. Further information

Age of applicant

Oatlands Primary School is bound by the rules for National Schools which states that a child applying for Junior Infants must have turned four before September 1st preceeding the relevant school year. Parents of children who reach the age of four in May, June, July or August are advised to carefully consider waiting until their child is five before sending them to school. It is only in exceptional circumstances that it may be possible for pupils to repeat a year. Parents may find it helpful to discuss any concern that they might have in this regard with the school principal, in advance of enrolling.

A child must have reached five years of age on 31st Aug preceeding the relevant school year to enter senior infants and so on going up through the school.

Children with Special Educational Needs

Within the overall criteria for enrolment in the school and having regard to the facilities and services available in the school, the school welcomes students with disabilities and/or special educational needs.

In order to assess the requirements of a student with special educational needs, to organise the resources necessary for his/her education and to fulfil its duty of care, the Board of Management requires the following information from the parents on application for a place in Oatlands Primary School:

- A clear indication of the student's individual educational needs
- A copy of all of the student's medical/psychological/clinical reports relating to the disability and/or special education needs
- A statement specifying the nature of previously granted NCSE resources
- An Individual Education Plan, if this is available

If an up to date report (relevant to the assessment of the disability/special education need) is not available, parents will be asked to have the child assessed immediately with a view to providing the school with the necessary report(s) as soon as possible. The purpose of this assessment is to assist the school in establishing the educational needs of the child and to profile the support services required.

Following receipt of the report(s), the Board of Management will assess how the school can meet the needs specified. If the Board of Management deems that further resources are required, it may, prior to enrolment and in cooperation with the parents, request the Special Education Needs Organiser and the Department of Education and Skills to provide the resources required to meet the needs of the child.

Medication

Parents are asked to inform the school in writing if their child suffers from any long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil, except for Anipen/Epipen. A teacher who, with the consent of the Board of Management, does take on the responsibility for administering medicines takes on a heavy duty of care to discharge the responsibility correctly. Parents must contact the Board of Management of Managment in writing in relation to the administration of medication.

Admission to Oatlands College

Admission to Oatlands Primary School does not automatically entitle the student to admission to Oatlands College boys' secondary school. Oatlands College is run by a separate board of management and admission to the college is based on their own admissions policy. Please see www.oatlandscollege.ie for further information.

Parish Boundaries

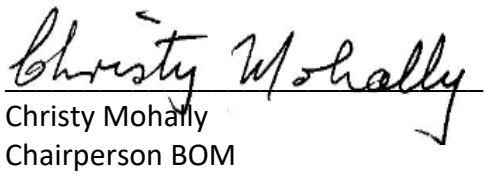
Map of the Catholic Parish of Mount Merrion available on www.mountmerrionparish.ie

Map of the Catholic Parish Of Kilmacud available on www.kilmacudparish.ie

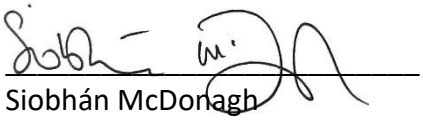
Implementation

This updated policy was first implemented on 15th September 2020.

This policy was updated on 10th January 2023, 15th September 2025, 23rd June 2026.



Christy Mohally
Chairperson BOM



Siobhán McDonagh
Principal

Appendix 1.

The first step for your child's Special School or Special Class placement for September 2026

Parents Notify

SUBMIT YOUR FORM BY 1ST OCTOBER 2025



What is Parents Notify?

Parents Notify is an online form to let the NCSE know that you are seeking a place for your child in a Special Class or Special School. Once the form is submitted, the NCSE will review your information. If the reports meet the criteria, you will receive an eligibility letter, which is required when applying for a Special Class or Special School placement.

If you already have an eligibility letter, you don't need to complete the form. Pleases contact your SENO for an updated eligibility letter. If you are unsure whether you need to fill out the form, please contact your local SENO.



What You'll Need

To complete the online form, you'll need:

- Professional reports supporting a placement
- Your child's PPS number
- Date of birth
- Eircode



What Happens Next?

Once you've submitted the form:

- You'll receive confirmation.
- We'll check eligibility for special school or Special Class placement.
- Your local SENO will contact you directly.

Submitting this form is not the same as applying to a school for placement'



An Chomhairle Náisiúnta um Oideachas Speisialta
National Council for Special Education