Admission Policy
September 2026 (for school year 27/28)

Our Lady's Senior National School
Broadford Rise
Ballinteer
Dublin 16

School Roll Number: 19314E

School Patron: Most Rev Dermot Farrell

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on __**29/10/26**_____. 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 Our Lady's Senior National School admission process are set out in the school's annual admission notice (Appendix One) 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.

This policy applies to admissions for the 2027/2028 school year only. It has been put in place to facilitate the transition from vertical all-boys school to senior co-educational school. It will be replaced by an updated version in September 2027.

2. Characteristic spirit and general objectives of the school

Our Lady's Senior National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin, Most Rev Dermot Farrell. 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 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 Section 15 (2) (b) of the Education Act, 1998 the Board of Management of Our Lady's Senior 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.

Our Lady's Senior National School is a Catholic primary school catering for classes ranging from Third class to Sixth class. At present there are 16 full-time teachers and 9 SNA's employed in the school. The school set up 2 classes for autistic pupils in September 1998.

Our Lady's Senior National School provides a happy caring and secure learning environment in which the individual student is enabled to achieve their full potential. Our Lady's Senior National School promotes excellence in teaching and learning. The school community that we create is welcoming, safe, respectful and inclusive of all its members. All aspects of the child, academic, spiritual, moral and cultural are cherished.

3. Admission Statement

Our Lady's Senior 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.

Our Lady's Senior National School is a school whose objective is to provide education in an environment which promotes Roman Catholic 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.

Our Lady's Senior 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.

Our Lady's Senior National School 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. Our Lady's Senior 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.

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

Our Lady's Senior National School, with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for autistic students.

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.

Our Lady's Senior National School is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Our Lady's Senior School provides an education exclusively for autistic students 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.

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:

Children transferring to 3rd, 4th, 5th or 6th class who are already pupils at either Our Lady's Senior or Junior schools. (this applies for 2027/2028 school year only)

Siblings (including step-siblings, resident at the same address) of children who attend Our Lady's Senior National School and Our Lady's Junior National School AND children who are resident[1] in the parish of Ballinteer

Children of staff of both Our Lady's Senior and Our Lady's Junior National Schools

Children who are resident outside the parish of Ballinteer

Priority will be given to the eldest child in each category above

[1]*Proper documentation as determined by the Board of Management will have to be provided to prove residency status within the parish area. See Appendix Two for roads within the parish area.*

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 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.

Our Lady 's Senior National School will recognise and respect the right of parents/guardians to enrol their child in the school of their choice. The Board of Management of Our Lady's Senior National School also has a responsibility to respect the rights of the existing school community and in particular the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of all children.

While all applicants shall be admitted unless the school is oversubscribed, the Board of Management reserves the right to determine the maximum number of children in each separate class, bearing in mind:

- available space in classrooms
- educational needs of children of a particular age
- presence of children with special educational/behavioural needs
- a desire to maintain a pupil population consistent with the current D.E.S. pupil teacher ratio of 23:1 in each classroom
- D.E.S. regulations governing the appointment/retention of teachers in primary school

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) 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 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 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**

8. Decisions on applications

All decisions on applications for admission to Our Lady's Senior 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 Our Lady's Senior 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.

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 Our Lady's Senior 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 Our Lady's Senior 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 Our Lady's Senior 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 from Third to Sixth Class, inclusive, 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.*

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 received after the commencement of the school year, 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.*

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

The board of Our Lady's Senior NS 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.

17. Arrangements regarding students not attending religious instruction

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

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of 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, 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.

19. Review & Ratification of Policy

This Admissions Policy has been drawn up in consultation with the partners in education. This policy will be reviewed regularly and as deemed necessary. The views and opinions of the partners in education are welcome at all times.

The Board of Management of Our Lady's Senior National School ratified this policy at its Board Meeting on

Irene Lawler — Clíona O'Keeffe

Irene Lawler
Chairperson

Clíona O'Keeffe
Principal

Date: 13-10-26

Date: 13/10/26

Appendix One

Our Lady's Senior National School

ANNUAL ADMISSION NOTICE

in respect of admissions to the 2027/28 school year

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the **2027/28** school year is available as follows: –

To download at: www.olbns.com

On request: By emailing info@olbns.com

or writing to: Our Lady's Senior National School,
Broadford Rise,
Dublin 16, D16 CX60

or by phoning: 01 4946647

The following are the dates applicable for admission to Third Class:

The school will commence accepting applications for admission on	**1/10/26**
The school shall cease accepting applications for admission on	**6/11/26**
The date by which applicants will be notified of the decision on their application is	**27/11/26**
The date by which applicants must confirm acceptance of an offer of admission is*	**4/12/26**

The following are the dates applicable for admission to 4th – 6th class:

The school will commence accepting applications for admission on	**1/10/26**
The school shall cease accepting applications for admission on	**6/11/26**
The date by which applicants will be notified of the decision on their application is	**27/11/26**
The date by which applicants must confirm acceptance of an offer of admission is*	**4/12/26**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.
***Failure to accept an offer within the prescribed period above will result in the offer being withdrawn. The child's name will then be placed on our waiting list.**

The following are the dates applicable for admission to Special Class which caters exclusively for Autism Spectrum Disorder:

The school will commence accepting applications for admission on	**1/10/26**
The school shall cease accepting applications for admission on	**26/2/27**
The date by which applicants will be notified of the decision on their application is	**14/5/27**
The date by which applicants must confirm acceptance of an offer of admission is	**31/05/27**

Number of places being made available in 2027/28

The number of places being made available in 3rd class is	**17**
The number of residential places is (boarding schools only)	**n/a**
The number of non-residential places is (boarding schools only)	**n/a**
The number of places being made available in the special class catering for children with Autism categories of SEN in the special class is	**1**

Appendix Two

Our Lady's Senior National School

LIST OF ROADS WITHIN BALLINTEER PARISH

Broadford	Rise	Mayfield Terrace
	Avenue	Hilton Gardens
	Close	
	Park	Ballinteer Court
	Lawn	All Woodpark roads
		Clonlea
Ballinteer	Crescent	
	Grove	All Ballintyre roads
	Close	Grange Hall
	Drive	
	Park	All Kingston roads
	Avenue	Kingston Hall
	Gardens	
		All Pine Valley roads
Heather	Lawn	Kellystown
	Drive	
	Close	La Touche Court
	Grove	Marlay View apartments
	Park	
	Road	