



**etbi**  
Education & Training  
Boards Ireland  
*Bord Oideachais &  
Oiliúna Éireann*

**Broadmeadow Community**

**National School,**

**Rathbeale Road,**

**Swords,**

**Co. Dublin**

<https://broadmeadowcns.ie>

[broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie)

**Roll Number:**

## **POLICY FOR ADMISSION**

### **BROADMEADOW COMMUNITY NATIONAL SCHOOL**



**2024/2025**

**DRAFT**

**Principal: Miss J. Robinson**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of Miss Jennifer Robinson is responsible for the implementation of this Admission Policy.

## Introduction

Broadmeadow CNS was established in September 2020 and is a multidenominational, publicly-accountable school, which strives to provide high quality education for every child. We aim to provide equal opportunities to all children within the community of Swords, County Dublin.

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

- To make decisions on all applications in an open and transparent manner consistent with the ethos, the mission statement of the school and legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available within the school at the time of application.
- To embed a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

## General School Information

Broadmeadow Community National School operates within the regulations laid down by the Department of Education & Skills and follows the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.

The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes, etc. The school operates within the regulations laid down by the Department from time to time.

Our school is a co-educational primary school which operates under the patronage of Dublin and Dun Laoghaire Education and Training Board. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. At Broadmeadow CNS we strive to ensure that children engage in a high standard of education in order for his/her personal potential to be achieved as soon as they enter our doors. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

Here at Broadmeadow CNS it is our mission to respect, celebrate and recognise diversity in all areas of life. Children attending Broadmeadow CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavor to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Broadmeadow CNS welcomes children from all beliefs and none. In common with the other Community National Schools under DDLETB Patronage, we will recognise the wishes of parents to have their children receive religious education, or morality based education e.g. Sacramental preparation will be facilitated by the school, however Sacramental Education will take place outside of the school day.

Broadmeadow CNS opened in September 2020 with one Junior Infant class and an open catchment area to begin with. This open catchment is still in place. The school is located in temporary accommodation next to Swords Community College. Over time Broadmeadow Community National School will cater for the full range of Primary classes, from Junior Infants to Sixth Class and also a second special class.

Under DDLETB patronage, a Board of Management is in operation within the school. The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000 and the Equal Status Act 2000. The Board of Management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

**This admissions policy will be subject to regular review and possible change.**

**Classes commence at 8.40am and finish at 1.20p.m. for Junior Infants and Senior Infants. Classes commence at 8.40-2.20pm for 1<sup>st</sup>-6<sup>th</sup> class.**

**As far as possible ,the pupils attending our special needs class are integrated into the day-to-day activities of the school and can be partially or gradually mainstreamed. Where possible children attending these classes participate in school related events.**

Any parent who enrolls their child at Broadmeadow CNS is subject to the policies of the school. Parents are asked to read all policies, which are available on the school website. If you have any questions relating to these before agreeing, then please do ensure that you make contact with us. We will be asking through admission for full commitment to abide by policies set in place as they are created to support the school, home, community and child.

We will endeavor to teaching all children the importance of being a green school as we began this in September 2020. Therefore, it is the policy of Broadmeadow CNS to communicate with parents via email/text message as much as we see fit. It is your

responsibility to ensure your contact details are up to date on a regular basis and to ensure all of these channels are checked on a daily basis to ensure information is received and read to support the needs and education of your child.

**Information will also be published onto our school website for further downloading and engagement. Please ensure that you regularly access all of our online platforms for updates.**

### **School Details**

Broadmeadow CNS consists of approximately 76 children, 5 teachers and 5 SNAs. Broadmeadow CNS comprises of 4 mainstream classrooms and 1 special class.

### **Geographical Location**

Broadmeadow CNS is located within the upper Swords area of Dublin in a new residential estate. We are located off the Rathbeale Road and next door to Swords Community College.

### **Curricular Programmes**

In line with the Department of Education and Skills, Broadmeadow CNS offers the following subjects: English, Irish, Maths, History, Geography, Science, Art, Music, Drama, Physical Education, Social Personal & Health Education, & GMGY.

## Glossary of Terms

‘Applicant’ means the parent / guardian of a Child who has made an application for admission to Broadmeadow Community National School (CNS)

‘Child’ means the person in respect of whom the application is being made.

‘Student’ means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

‘Gender’, in line with the definition of “the gender ground” in the Equal Status Act 2000, is such that “one is male and the other is female”. This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non- binary, Transgender, Transsexual or otherwise.

‘Catchment Area’ refers to the designated residential area for application to all classes other than the Special Class in Broadmeadow CNS, in respect of the person on whose behalf the application is being made.

The catchment area consists of the areas outlined in Appendix 1 for the full catchment area listing:

‘Parent’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

‘Special Classes’ means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills. Broadmeadow CNS has two Special Classes, established to cater for the special educational needs of students with Autism/Autistic Spectrum Disorders.

‘Relevant Report’, as advised by the Department of Education and Skills and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi- disciplinary team staff, in line with guidance issued by the NCSE on this point.

‘Junior Infants’ means the intake group of Students for the most junior class in a school but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups that may be facilitated on site.

'Places' means that there are 30 places in each year group. There are 6 places in our special classes. This information is outlined in our Annual Admissions Notice, published on our website, each September.

## Enrolment Process and Admission Statement

These enrolment procedures will be subject to annual review by the board of management. Compulsory attendance at school does not apply until the age of 6 years. Students enrolling in Broadmeadow CNS for September must have turned 4 by June 30th in the year they commence. Junior Infants starting school will normally not be enrolled after 30 September.

Broadmeadow CNS promote:

- Equality- equal opportunities and education for all who are enrolled within our school.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society
- Inclusiveness- the same opportunities for all



Within;

- The rights of the Patron as set out in the Education Act, 1998.
- The context and parameters of Departmental regulations and programmes.
- The provisions of Section 14(b) (i) of The Equal Status Act 2000
- The funding, teacher resources and accommodation available.
- Under section 29 of the Education Act, 1998, any parent or guardian can appeal a school's refusal to enrol his/her child.

ETB schools are state, multid denominational, co-educational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the State provider of education, the ETB sector defines a 'multidenominational' school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Broadmeadow CNS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant.
- 2.2. Civil status of the Applicant.
- 2.3. Family status of the Child or Applicant.
- 2.4. Sexual orientation of the Child or Applicant.
- 2.5. Religion of the Child or Applicant.
- 2.6. Disability of the Child or Applicant.

2.7. Race of the Child or Applicant.

2.8. The Child's or Applicant's membership of the Traveller community.

2.9. Special educational needs of the Child or Applicant. However, as Broadmeadow CNS, provides education exclusively for a category of special educational needs in a Special Class, it is not discriminatory to refuse to admit to that class a Child who does not have the specified special educational needs.

Broadmeadow CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child. The only payment required will be for Annual Book Loan and any fees relating to education tours and other such activities.

## **Legal Framework**

Broadmeadow CNS was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Broadmeadow CNS is a committee established under section 44 of the Education and Training Board Act 2013 and constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy, the arrangements it has in place, where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

Broadmeadow CNS 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.

Broadmeadow CNS 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.

## General Admission Provisions

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1<sup>st</sup> February 2020, Broadmeadow CNS had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1<sup>st</sup> February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Broadmeadow CNS **shall not consider**:

- The payment of fees or contributions to the school;
- The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);
- A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

- A Child's connection to the school due to a member of his or her family attending or having previously attended the school Please see our 'Sibling Policy'.
- The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Broadmeadow CNS **will consider** the offer of a place to every Child seeking admission to the school, **unless one of the following applies:**

- The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school.
- The Child seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.
- Where Broadmeadow CNS, considers an application, each Child shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.
- Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Junior Infant Group.
- Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.
- Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.

## **PART B**

### **Information for Specific Categories of Applicants**

- 5. Application to the Junior Infant Group**
- 6. Application to All Classes Other Than Junior Infants**
- 7. Application to the Special Classes**

# SECTION 5

## APPLICATION TO THE JUNIOR INFANT GROUP

### 5. APPLICATION TO THE JUNIOR INFANT GROUP

#### 5.1 Admission Provisions (Junior Infant Group)

##### 5.1.1. Oversubscription

##### 5.1.2. Selection criteria in order of priority

##### 5.1.3. Selection process

##### 5.1.4. Late Applications

##### 5.1.5. Second/third-round offers of a place

##### 5.1.6. Acceptance of a place

##### 5.1.7. Refusal

##### 5.1.8. Withdrawal of an offer

#### 5.2 Appeals

##### 5.2.1. Appeal where refusal was due to oversubscription

##### 5.2.2. Appeal where refusal was for a reason other than oversubscription

##### 5.2.3. Basis for review by the Board of Management

## **5.1 ADMISSION PROVISIONS (JUNIOR INFANT GROUP)**

Where Broadmeadow CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8 and 4.9.

A Child applying for the Junior Infant Group but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the Child is also applying for a place in the mainstream Junior Infant Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Broadmeadow CNS is able to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which children have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the special classes.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

The children must be age appropriate for the class that the parents are applying for. The school will provide guidance to parents with regard to this. Children who are twins will be placed into different classes.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether a Child is admitted to the school.

### **5.1.2 Selection criteria in order of priority**

Broadmeadow CNS will apply the following criteria for admission to the Junior Infant Group:

5.1.2.1 Children who are four years of age or older, on or before the 31<sup>st</sup> of May of the year of entry. Priority is given to older children.

5.1.2.2 Places within this category will be allocated in the following order of priority

Category A:

If the child has siblings currently enrolled in our school (including stepsiblings, resident at same address) of children already enrolled.

In the event of the number of children in category A, exceeding the number of places available each year, children will be offered a place according to their chronological age.

Category B:

- If the child resides in the catchment area

In the event of the number of children in category B, exceeding the number of places available each year, children in the catchment area, will be offered a place according to their chronological age.

Category C :

If the child resides outside the catchment area

In the event of the number of children in category C, exceeding the number of places available each year, children outside the catchment area, will be offered a place according to their chronological age.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available later.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

5.1.3 Selection process

Broadmeadow CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining applicants are considered considering the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

An Applicant will be offered a place in Broadmeadow CNS based on the number of the published selection criterion met by him/her i.e., an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

The number of places available in a mainstream class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that mainstream class group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream class group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream class group(s) are reduced.

Where two or more applications are tied in the foregoing selection process, Broadmeadow CNS will apply a random lottery to assign any available places, in the school or on the waiting list.

### **Twins/ Triplets:**

Applications for twins/triplets will be considered a joint application in the interest of fairness to families. Children who are twins or triplets will be placed into different classes.

#### **5.1.4 Late applications**

An application received by Broadmeadow CNS, after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Broadmeadow CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with section 4.8 & 4.9 of this Admission Policy.

Where Broadmeadow CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e., an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### **5.1.5 Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within Broadmeadow CNS but does not accept the offer or fails to accept within the specified time, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second round of offers. This process

will continue throughout third and fourth rounds etc. until all places within the school have been filled.

#### 5.1.6 Acceptance of a place

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

Note: Junior Infants who are twins will be placed into different classes.

#### 5.1.7 Refusal

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

5.1.7.1 The reasons that the Child was not offered a place in Broadmeadow CNS,

5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class- group to which the Applicant is applying is oversubscribed.

5.1.7.3. Details of the Child's place on the waiting list, if applicable; and

5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

5.1.7.5. The information contained in the application is false or misleading in a material respect.

#### 5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

5.1.8.1. The information contained in the application is false or misleading in a material respect, or

5.1.8.2. The 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 for the



academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

5.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from other school(s) and if so, the details of the school(s).

and

(ii) whether or not s/he has accepted an offer of admission from other school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 5.1.4 above.

## 5.2 APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Broadmeadow CNS. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [applications@broadmeadowcns.ie](mailto:applications@broadmeadowcns.ie)

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and

may not be brought later than 63 calendar days after the initial decision to refuse admission.

#### 5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Broadmeadow CNS, for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Broadmeadow CNS. Such a review must be sought by the Applicant within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [applications@broadmeadowcns.ie](mailto:applications@broadmeadowcns.ie) (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education and Skills under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

#### 5.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

# SECTION 6

## APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS

### **6. APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

#### **Admission Provisions (other than Junior Infants)**

#### 6.1 Admission Provisions (other than Junior Infants)

6.1.1 Oversubscription

6.1.2 Selection criteria in order of priority

6.1.3 Selection process

6.1.4 Late Applications

6.1.5 Second/third-round offers of a place

6.1.6 Acceptance of a place

6.1.7 Refusal

6.1.8 Withdrawal of an offer

#### **6.2 Appeals**

6.2.1 Appeal where refusal was due to oversubscription

6.2.3 Appeal where refusal was for a reason other than oversubscription Basis for a review by the 6.2.3 Board of Management

#### **6.1 ADMISSION PROVISIONS (OTHER THAN JUNIOR INFANTS)**

Where Broadmeadow CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8 and 4.9.

A Child applying for admission to a class other than Junior Infants but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the Child is also applying for a place in the mainstream class in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

If the Student is also applying for a place in the mainstream class group other than The Junior Infant Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

The children must be age appropriate for the class that the parents are applying for. The school will provide guidance to parents with regard to this. Children who are twins will be placed into different classes.

#### 6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Broadmeadow CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list, subject to the provision of section 7.1 regarding the special classes.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether a Child is admitted to the school.

#### 6.1.2 Selection criteria in order of priority

Broadmeadow CNS will apply the following criteria for admission to the Junior Infant Group:

Children who are four years of age or older, on or before the 30<sup>th</sup> June of the year of entry. Priority is given to older children.

Places within this category will be allocated in the following order of priority

Category A:

If the child has siblings currently enrolled in our school (including stepsiblings, resident at same address) of children already enrolled.

In the event of the number of children in category A, exceeding the number of places available each year, children will be offered a place according to their chronological age.

Category B:

- If the child resides in the catchment area

In the event of the number of children in category B, exceeding the number of places available each year, children in the catchment area, will be offered a place according to their chronological age.

Category C :

If the child resides outside the catchment area

In the event of the number of children in category C, exceeding the number of places available each year, children outside the catchment area, will be offered a place according to their chronological age.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether an Applicant is admitted.

Note: Before considering an application, an appropriate class level will be agreed between the parents and the school.

#### 6.1.3 Selection process

Broadmeadow CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered considering the second criterion and those Applicants who meet

this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

The number of places available in a mainstream class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that mainstream class group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream class group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream class group(s) are reduced.

#### 6.1.4 Late applications:

An application received by Broadmeadow CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy, sections 4.8 and 4.9.

Where Broadmeadow CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Broadmeadow CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e., an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### 6.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Broadmeadow CNS but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

#### 6.1.6 Acceptance of a place:

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

#### 6.1.7 Refusal:

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

6.1.7.1 The reasons that the Child was not offered a place in Broadmeadow CNS.

6.1.7.2 Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed.

6.1.7.3 Details of the Child's place on the waiting list, if applicable; and

6.1.7.4 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

6.1.7.5. The information contained in the application is false or misleading in a material respect.

### **6.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

6.1.7.5 The information contained in the application is false or misleading in a material respect, or

6.1.7.6 The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

6.1.7.7 An Applicant has not indicated:

1. (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school and if so, the details of the school(s).  
and
2. (ii) whether or not s/he has accepted an offer of admission from other school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 6.1.4 above.

## **6 APPEALS**

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Broadmeadow CNS. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time for the bringing of such an appeal is specified by the Minister for Education after the publication of this Admission Policy, same shall

apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [applications@broadmeadowcns.ie](mailto:applications@broadmeadowcns.ie)

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

#### 6.2.2 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Broadmeadow CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Broadmeadow CNS, such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [applications@broadmeadowcns.ie](mailto:applications@broadmeadowcns.ie) . (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under



section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

#### 6.2.2. Basis for review by the Board of Management

As required by section 29C(2) of the Education Act 1998, an request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

## SECTION 7 APPLICATION TO THE SPECIAL CLASSES

### 7 APPLICATION TO THE SPECIAL CLASSES

#### 7.1 Admission Provisions for the Special Classes

##### 7.1.1. Oversubscription

##### 7.1.2. Selection criteria in order of priority

##### 7.1.3. Selection process

##### 7.1.4. Late Applications

##### 7.1.5. Second/third-round offers of a place

##### 7.1.6. Acceptance of a place

##### 7.1.7. Refusal

##### 7.1.8. Withdrawal of an offer

#### 7.2. Appeals

##### 7.2.1. Appeal where refusal was due to oversubscription

##### 7.2.2. Appeal where refusal was for a reason other than oversubscription

##### 7.2.3. Basis for a review by the Board of Management

### 7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASSES

Broadmeadow CNS has one Special Class established to provide education to students with severe/complex education needs arising from Autism/Autistic Spectrum Disorders, Moderate General Learning Disability, Mild General Learning Disability, Severe Profound General Learning Disabilities, Specific Speech and Language Disorder, Hearing Impairment, Emotional Disturbance.

Only applications in respect of Children whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section.

All applicants for a place in the special classes must have an up-to-date psychological assessment and a recommendation from a psychologist that a place in a special class is required/recommended. Please see Appendix 2 for further details.

Where the Special Class in Broadmeadow CNS is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section(s) 4.8 and 4.9.

#### 7.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Broadmeadow CNS is in a position to offer further school places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

Where an application is made on behalf of a Child for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

For the avoidance of doubt, if a Child does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to the Special Class in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept for the Special Class.

If a transfer Student is offered a place in the Special Class from the waiting list, the offer is subject to there being a place available in the relevant mainstream class group for that Student. If there is not a place available in the relevant mainstream class group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, i.e. if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant mainstream class group for that Student.

For clarity, even if a place becomes available in each mainstream class group, if there is a waiting list for that mainstream class group, the Students on that list have first refusal at the place in the mainstream class group irrespective of any matters relating to the Special Class.

For the avoidance of doubt, if a child does not receive a place in the special class for a given academic year, but he/she wishes to be considered for admission for the special class for the following academic year, a new application must be made on behalf of the child, during the dates specified by the school as being the period when it will accept applications for the special class (see Admissions Notice).

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

### **7.1.2 Selection criteria in order of priority:**

Applications to the Special Class will be dealt with on a case-by-case basis, taking cognisance of the needs of the other children in the class in relation to their age, needs, welfare and educational and emotional progress and wellbeing.

Applications will only be considered if the Child's needs fall within the specified category of special educational needs provided for by this class, a diagnosis of ASD and a recommendation for the special class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

Prioritisation will follow the sequence below.

#### **7.1.2.1:**

If the child is currently enrolled in our mainstream setting with a diagnosis of ASD and a recommendation for a special needs class.

#### **7.1.2.2.**

If the child has siblings currently attending Broadmeadow CNS (including stepsiblings, resident at the same address if they meet the criteria in relation to age and ability to integrate into mainstream).

#### **7.1.2.3:**

If the child resides in the catchment area. The catchment area, for enrolment purposes is in the Dublin 15 area and is outlined in Appendix 1.

#### **7.1.2.4:**

If the child resides outside the catchment area unless the area in which they live is within the catchment area of another Community National School which has vacancies in their special needs class.

"Due consideration will be given to the needs of the students currently enrolled in the class and the offering of places will be given on the basis of having considered all the social, emotional and cognitive needs of the students currently enrolled in the class in question, ensuring that all the educational needs of all students are catered for."

### **7.1.3 Selection process:**

Broadmeadow CNS will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the Special Class. This process is continuously carried out until all available places have been offered and accepted.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 providing the unit has not reached its full capacity.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

### **7.1.4 Late applications:**

An application received by Broadmeadow CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Broadmeadow CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Broadmeadow CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9.

### **7.1.5 Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within Broadmeadow CNS but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list

in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the special classes have been filled.

#### **7.1.6 Acceptance of a place:**

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

As far as possible, the pupils attending our special needs class are integrated into the day-to-day activities of the school and can be partially or gradually mainstreamed. Where possible children attending these classes participate in school related events.

#### **7.1.7 Refusal:**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

7.1.7.1 The reasons that the Student was not offered a place in Broadmeadow CNS.

7.1.7.2 Details of the Student's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed.

7.1.7.3 Details of the Student's place on the waiting list, if applicable, and

7.1.7.4 Details of the Applicant's right to appeal the decision

In addition to the conditions for consideration of an application set out at 4.8 and 4.9, an offer of admission may not be made where;

7.1.7.5 The information contained in the application is false or misleading in a material respect.

#### **7.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

7.1.8.1 The information contained in the application is false or misleading in a material respect, or

7.1.8.2 The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

7.1.8.3 An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer

from other school(s) and if so, the details of the school(s).

and

(ii) whether or not s/he has accepted an offer of admission from other

school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 7.1.4 above.

## **7.2 APPEALS**

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Broadmeadow CNS. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [applications@broadmeadowcns@ddletb.ie](mailto:applications@broadmeadowcns@ddletb.ie)

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant

has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

#### 7.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Broadmeadow CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Broadmeadow CNS. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to

admit. However, if a different period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [applications@broadmeadowcns.ie](mailto:applications@broadmeadowcns.ie) (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

#### 7.2.3. Basis for a review by the board of management:

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

## **Appendix 2 Enrolment Policy: Special Needs Unit (SNU) in Broadmeadow CNS**

## **Introduction**

This policy applies to all applicants to the Special Classes in Broadmeadow CNS. This policy is subject to review on an annual basis. Broadmeadow CNS operates an inclusive policy about enrolment and does not favour any religion or cultural background. The age range to be considered for enrolment is between 4 and 8 years of age – depending on whether a place becomes available in our ASD unit.

Broadmeadow CNS has one special needs class for pupils with a diagnosis of autism. The children must have a recommendation from a psychologist, that they should attend a special needs unit in a mainstream school setting. Thus, Broadmeadow CNS operate two Autistic Spectrum Disorder (ASD) classes with an allocation of one teacher and two SNAs per class. There is a total of six pupils in each class. The Special Needs Assistants are assigned to the class and not to individual children.

This policy is set out in accordance with the provision of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disability Act 2002 and the Schools Admission Act 2018. The board of management and the in-school management team trusts that by doing so, parents will be assisted in relation to enrolment. The principal and the chairperson of the BOM will be happy to clarify any further matters arising from this policy.

Broadmeadow CNS was established in September 2020 and is a multidenominational, publicly-accountable school, which strives to provide high quality education for every child. We aim to provide equal opportunities to all children within the community of Swords, County Dublin.

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

- To make decisions on all applications in an open and transparent manner consistent with the ethos, the mission statement of the school and legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available within the school at the time of application.
- To embed a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

## **General School Information**

Broadmeadow Community National School operates within the regulations laid down by the Department of Education & Skills and follows the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.



The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes, etc. The school operates within the regulations laid down by the Department from time to time.

Our school is a co-educational primary school which operates under the patronage of Dublin and Dun Laoghaire Education and Training Board. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. At Broadmeadow CNS we strive to ensure that children engage in a high standard of education in order for his/her personal potential to be achieved as soon as they enter our doors. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

Here at Broadmeadow CNS it is our mission to respect, celebrate and recognise diversity in all areas of life. Children attending Broadmeadow CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavor to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Broadmeadow CNS welcomes children from all beliefs and none. In common with the other Community National Schools under DDLETB Patronage, we will recognise the wishes of parents to have their children receive religious education, or morality based education e.g. Sacramental preparation will be facilitated by the school, however Sacramental Education will take place outside of the school day.

Broadmeadow CNS opened in September 2020 with one Junior Infant class and an open catchment area to begin with. The school is located in temporary accommodation in Swords Community College, however it is based on the same site that will become the permanent location for the school in the future. Over time Broadmeadow Community National School will cater for the full range of Primary classes, from Junior Infants to Sixth Class and also an ASD Unit.

Under DDLETB patronage, a Board of Management is in operation within the school. The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000 and the Equal Status Act 2000. The Board of Management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

### **Provision within the Special Needs Units**

Broadmeadow CNS has one purpose-built teaching facility for pupils with a diagnosis of Autism. Our building is a temporary structure. Our first special class opened in

September 2022. The special class has a classroom and toilet facilities, which are purpose built and meet all criteria as set out by the Department of Education and Skills. The special classes seek to provide the highest quality of education in collaboration with the external services for the children and will link in with, such as: Daughters of Charity, Beechpark Services, Temple Street Hospital, and the Early Intervention Team who provide multi-disciplinary support services consisting of: Speech and Language Therapy, Occupational Therapy, Psychology and Social work.

### **Type of Special Needs Class**

Following consultation with our Special Education Needs Organiser (SENO), our National Education Psychological Services (NEPS) Psychologist, school management, our patron 'Dublin and Dún Laoghaire Education and Training Board' (DDLETB), school staff and parents, it was decided that Broadmeadow CNS could best facilitate the needs of the community by opening a Special Needs class which would cater for children who have a diagnosis of autism.

### **Vision for our Special Needs Class**

Broadmeadow CNS always seeks to provide a caring learning environment where each child is welcomed, respected, cherished and facilitated in reaching their full potential whatever their background / ethnicity / nationality or faith/belief. This is something we have been creating since we opened in August 2020.

Our special needs class is an additional support mechanism for pupils with autism who fulfil the criteria for admission into an SNU and who would find attending a mainstream class on a full-time basis challenging. Our special needs units are special classes within the overall school and as such form an integral part of the school community. As far as possible, the pupils attending our special needs class are integrated into the day-to-day activities of the school and can be partially or gradually mainstreamed. Where possible children attending these classes participate in school related events.

One of the aims of our special class is to integrate children with autism into the mainstream school setting. Accordingly, children who attend the special needs classes will be integrated into appropriate mainstream classes. The rate of this integration will be determined by the professional personnel assigned to the class and the principal in consultation with the parents and multi-disciplinary teams.

The journey for a child in our special class will allow for their learning to be individually led. Children will progress through the special class within their eight year journey, however, their journey will be planned with you and tailored to meet their individual targets and learning objectives. The curriculum provided for classes Junior Infants- Sixth Class will be engaged with as appropriate and accessible to the children.

Broadmeadow Community National School is a learning community where the holistic development of each child is paramount. We envisage that our special classes will be a partnership between children, parents, staff, and the various outside agencies that link in with the school and are working on behalf of the children. As such, Broadmeadow CNS seeks to ensure that all members of the school community work in partnership, having the best interest of pupils at heart and the overall development of the special needs units.

Our motto is 'Connect, Create, Explore, Enjoy' and our vision for our special needs class is that children attending this facility will feel secure, settled and happy in our school as a whole. Our objectives are to give each child an individualised education plan and programme of work that focuses on their strengths and areas for development in relation to communication, social skills and education needs within a structured and safe environment. It is envisaged that this will enable them to achieve their full potential and experience a happy and fulfilling school life.

## **Mission Statement**

Our mission is to provide a special class which is welcoming, holistic in its approach, child centred, effectively resourced and reflective of current teaching and good practice in relation to pupils with Autistic Spectrum Disorder. Our special class seeks to create learning opportunities in a setting of diversity and inclusion. Our special class caters for the physical, academic, social, and emotional needs of children within the school day in a supportive and caring environment.

Our mission is for all of our pupils attending our special classes to learn to their full potential in a caring, educational, and safe environment.

- Reduce a child's barriers to learning,
- Assist children to develop effective systems of communication and social interaction using a range of methods and approaches.
- Develop a child's ability to adapt to, and accommodate change,
- Support and encourage all children to reach their full potential and promote strengths.
- Encourage children to positively manage their own behaviour and difficulties.
- Integrate children into mainstream where possible that meets the needs of education for all involved.
- Provide a broad and balanced curriculum that meets each child's needs, including access to the Primary School Curriculum.
- Provide an environment that fosters care and monitors and provides interventions for pupils to enhance learning opportunities.
- Provide inclusive opportunities for children to integrate into mainstream as part of the continuum of education provision.
- Work in partnership with parents/carers and other professionals.

## **Ethos and Values of our special needs unit**

Broadmeadow CNS seeks to provide an environment within which students feel happy, safe, and valued. A positive and supportive approach is adopted in addressing the unique and special needs of each and every student. Emphasis is placed upon building on the child's strengths and interests, thus enabling progression in all aspects of his or her development. Close liaison with parents and relevant outside agencies affords the opportunity to address the needs of the "whole child." Shared aims and objectives between home and school provide the children with clear and consistent guidelines in terms of behavioural codes and the reinforcement of personal and social skills in a variety of settings.

## **Curriculum**

Students attending our special classes are encouraged to develop a sense of responsibility, self-esteem, self-confidence, self-advocacy, and self-discipline. The school plays an active role in promoting these qualities. Through direct intervention and by adult example students are encouraged to develop an awareness and respect for each other, the staff, and their surroundings. Pupils are also encouraged to care for their own belongings and respect those of others, to foster appropriate and socially acceptable forms of behaviour and to take pride in their own strengths and achievements. Students are encouraged to take responsibility for their actions and, in the long term, develop a sense of self-discipline. In achieving this aim, each child is supported in developing individual strategies and responses to calmly diffuse or manage potentially difficult situations. From a staff perspective emphasis is placed upon recognising and rewarding positive behaviour.

Individual educational plans and behavioural plans will be put in place for each child. These will be drawn up in consultation with parents and the relevant outside agencies when required as directed by the school or agencies. All behaviour management programmes are discussed with parents and appropriate strategies, which can be followed both at home and in school, are developed. Students generally respond well to the structured environment of the school and it is our aim to manage and modify difficult behaviours. Parents are encouraged to approach the school if they wish to discuss a particular problem. A code of behaviour for the special needs unit has been developed and is being implemented in the school. Students attending the special classes are treated with dignity and respect and are encouraged to make their own decisions and choices and share ideas and opinions wherever possible.

## **Approaches to teaching and learning in our special classes**

In Broadmeadow Community National School we believe in an eclectic approach to pupils learning in our ASD Unit. This is in accordance with the Department of Education and Skills recommendation. The school will be cognisant of current theories and methods of teaching. Pupils with autism generally display significant difficulties within the 'Triad of Impairment' which is at the heart of autism. These impairments relate to:

- difficulties in language and communication,
- social relationships, and
- rigid patterns of behaviour/thought/interests.

These difficulties form major barriers to learning. Our role is to help our pupils to come to terms with and overcome as far as possible these difficulties.

A modified curriculum will be the guiding education programme with additional emphasis on:

- behavioural management
- the development of adaptive and independence skills
- social and communication skills

For the teacher to develop individualised educational plans, a period of observation and baseline assessment will be necessary.

### **Code of Behaviour**

In keeping with the NEWB guidelines, the school has drawn up a code of behaviour for the special needs unit. Included in this code of behaviour is the possibility, in certain extreme cases that a student may be temporarily suspended from school or permanently excluded should their behaviour put the safety and welfare of themselves, or other students and staff members at risk. All reasonable steps to reduce or prevent such extreme behaviour would be taken prior to considering suspension or expulsion.

### **Staffing procedures and available places in our special classes:**

In accordance with the regulations as set down by the Department of Education and Skills there are six places available for pupils with ASD who fit the criteria for placement in each of our special needs classes. The school has been allocated one teacher and two SNAs to facilitate teaching and learning and meeting the children's care needs within the special class. Should a child who is currently attending our special class leave the school or should a child who is attending our special class be ready to integrate fully into mainstream, places may become available.

Initially any new child attending the unit will attend on a phased-in basis and on a reduced day, similar to new incoming students attending school for the first time. The organisation of this phased approach will be at the discretion of the principal in consultation with the parents, multidisciplinary team and staff. This is to ensure all children settle into their new environment and familiarise themselves with their surroundings and the other pupils and staff members. It is very important that we try to ensure this initial settling in period will be a positive experience for all involved.

### **Essential Criteria for Enrolment**

1. Each child must have a diagnosis of Autism:

- Autistic Spectrum Disorder using the DSM-V or ICD 10 criteria as set out by a professional / individual approved by the Department of Education and Skills and a Multi-Disciplinary assessment report. This report must be current (within the last 12 months).
  - In terms of behaviour children must have the ability to cope positively in a special class and the school environment without compromising the education, rights, and safety of others. All children including children with special educational needs must adhere to our school's Code of Behaviour and our Health and Safety Statement.
2. A recommendation that a special class placement is best suited to the child's needs must be clearly stated in the child's psychological assessment. Children currently in our mainstream setting who have a recommendation for a special class will be considered in the first instance.
  3. That the school can meet the needs of the child in a meaningful way and that the school has the necessary resources to meet these needs.
  4. As inclusion is an integral part of our school's ethos, it is a necessary criterion of enrolment that any child attending the unit must be capable of partially and gradually integrating into a mainstream classroom setting. Thus, their level of autism mustn't prevent the child from interacting and integrating into mainstream. Furthermore, the child's cognitive level must allow him/her to appropriately integrate academically and socially in the mainstream school setting as well as the ASD unit. The level of integration, duration and timing will be decided upon by the principal and staff of the unit in consultation with the mainstream teacher, external advice, and the parents of the child in question. Information will be shared and discussed with all parties at the IEP meetings. This information will be drawn upon from multiple sources and clinical indicators.
  5. A fully completed application form must be filled in by the parents and any relevant reports must be submitted to the school.
  6. The completion of an application form does not constitute an offer of a place.
  7. The child must be age appropriate for the SNU.

Should places become available in our special needs' class, the opening date for applications is November 1<sup>st</sup>, 2022 and the closing date for applications is February 1<sup>st</sup>, 2023. These dates may change annually depending on the movement of children from the special class into mainstream . Applicants applying after this date will be place on a waiting list and will only be considered when all other applications have been processed. The waiting list only applies to the current academic year. In accordance with our school policy on admissions, applications are not retained from year to year and thus, waiting lists from year to year do not apply.

<p>If the number of children who satisfy the above criteria (1-6 above), exceeds the number of places available; the following additional criteria will be used to prioritise children for enrolment. Where all the above</p>
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<p>Where all the above essential criteria are fulfilled, the following process will apply:</p>
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**Process of Enrolment:**

Prioritisation will follow the sequence below.

- The age of the applicant will be considered depending on the class in which the position become available.
- Children currently in our mainstream setting who have a recommendation for a special needs class.
- Priority is given to brothers and sisters of children currently attending Broadmeadow CNS (including stepsiblings, resident at the same address).
- Children living within the catchment area. The catchment area, for enrolment purposes is in the Dublin 15 area and is outlined in Appendix 1.
- Children living outside the catchment area unless the area in which they live is within the catchment area of another Community National School which has vacancies in their special needs class.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available later. The criteria process will be implemented in this instance and a suitable applicant in relation to the criteria will be offered a place. If children meet the criteria as above, their chronological age will determine their place on the waiting list.

Families, whose children are on the waiting list for a particular school year, must make a new application for the following school year if they wish their child to be considered for a place in that year.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 providing the unit has not reached its full capacity.

#### **Data Protection:**

In accordance with our Data Protection policy and GDPR, all enrolment forms and sensitive information will be filed once a place has been offered and accepted by successful candidates.

In relation to documentation pertaining to unsuccessful candidates, the school will contact the families in questions and request them to collect their documents or alternatively grant permission for the school to shred the documents once the waiting list has expired.

#### **Registration Procedure for our special needs' unit for September 2022-2023**

Registration for the 2022-2023 school year will take place from November 1<sup>st</sup>, 2022. Closing date for applications is February 1<sup>st</sup>, 2022. All applications for places reviewed will be responded to within 21 school days of the closing day for submission of applications.

Enrolment forms are obtainable from the school secretary in Broadmeadow CNS.

Requests for enrolment forms should be made to:  
[applications@broadmeadowcns.ie](mailto:applications@broadmeadowcns.ie) and subject should state 'ASD Unit Application'

It is the duty of parents/guardians to ensure that, the following documentation accompanies your application:

1. A psychological assessment (dated within the last 12 months) stating that the child has a diagnosis of Autism.
2. A recommendation that a special class placement is best suited to the child's needs must be clearly stated in the child's psychological assessment.
3. An original long form Birth Certificate (together with a photocopy) and
4. Two of the following as proof of address (these must be dated within two months of the date of application):
  1. Electricity Bill
  2. Gas Bill
  3. Landline Telephone Bill
  4. Utility Bill

\*Incomplete/Late applications will not be considered. Your application will not be considered until it is a complete application with supporting documents.

**Registration alone does not guarantee a place in the special needs unit. Decisions in relation to applications for enrolment are made by the senior in-school management team and endorsed by the board of management in accordance with the Enrolment policy.**

### **Return of Forms of Acceptance**

Letters of offer for places in the special needs unit will be made by post. All completed acceptance forms must be returned to the address shown above, within two weeks of the letter of offer.

If the school does not receive this documentation by the nominated closing date, the management will assume that the place is not being accepted and the place will be offered to the next suitable candidate.

Unsuccessful applicants will be informed in writing by post.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 providing the unit has not reached its full capacity.



There will be an introductory meeting for parents of incoming children to our SNU in June of the year of entry.

### **Equality of access**

No child is refused admission for reasons of religion/ belief, language, gender, social status, ethnicity, or political beliefs & values. However, all children attending the unit must have the potential to integrate into the mainstream setting. It is also a criterion of enrolment that the special needs unit can meet the child's individual needs in a meaningful way. The school reserves the right to refuse enrolment to any student who has special needs such that even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and / or provide the student with an appropriate education.

The school endeavours to support each child on an individual basis and ensure that it is an appropriate school placement for the child.

### **Repeating Classes in the SNU**

The Primary School curriculum is designed as an eight-year course, including a two-year infant cycle followed by six years in standards from first to sixth, with children progressing to the next grade at the end of each school year. Every effort will be made to ensure that each child in the SNU class reaches his/ her fullest potential in the eight years that they are in Broadmeadow CNS. Repeating a year in the unit may only be considered in exceptional circumstances.

This policy is subject to regular review by the Board of Management.

Signed:

(Principal)

(Chairperson) Date:



## **Role of School Principal**

- To formulate a draft policy in consultation with the teaching staff, students, parents and present to the BOM and monitor this.
- To implement the policy and to support other teaching staff in their implementation of the policy.
- To apply for and acquire such resources as are available in accordance with government policies.
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate and share where needed.
- To ensure that online resources for recording attendance, attainment and punctuality is up to date and accessible.
- To direct and provide parents to all relevant policies to share with their child.
- Advise the parents of their right of appeal to the trustees and the Department of Education, setting out the title and address of each and advising of time limits.

## **Role of Teachers/SNA's**

- To promote and implement all school policies with full effect.
- To review and appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.
- To take the needs of all students into account when planning and preparing for their school journey.
- To bring any concerns about children, special needs curricular matters and information, school safeguarding etc. to the attention of the principal, deputy principal or special needs teacher.
- To work closely with parents/guardians and keep them informed through regular contact, parent/teacher meetings, written records, school reports and by meeting parents from time to time as required to support the needs of the child.
- To work closely with school management and BOM to ensure all needs are met in the best way possible.

## **Role of the Pupil**

- To sign a contract to co-operate fully with the school in the implementations of all school policies that apply to them.
- To offer suggestions for improving the service to students through the use of student council and other school organisations that may become available.

- To abide by all school rules and school ethos to ensure the best education and school environment for themselves and others.
- To ensure that they arrive to school on time every day and punctuality and attendance is a priority to them.

## **Role of the Parent/Guardian**

- To support all school policies and to co-operate fully with the school in its implementation of these.
- To engage effectively and within an appropriate manner with all staff if you have any questions or concerns in relation to any school policies or matters concerning you or your child.
- To engage with all letters, emails and social media platforms that will inform you of important information in relation to your child's education.
- To respond to all that is required within a timely manner.
- To play a key partnership role to ensure the best for your child at Broadmeadow CNS.
- To ensure that all records kept on file are kept up to date and in line with all GDPR requirements and other legislation.
- To ensure that all correspondence is read and emails are checked on a regular basis for communication with the school.

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## **Role of BOM**

- To ensure that an admission policy is in place and that it is reviewed on a regular basis in line with legislation.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.
- To agree on appeals by parents or students with respect to any decision(s) made by the principal or Board.
- To prepare (and submit to the Education Welfare Board) a statement of strategies regarding attendance. The statement of strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the BOM proposes to adopt.
- For the purposes of fostering an appreciation of learning among students attending the school and
- Encouraging regular attendance at the school on the part of all students from enrolment.
- To work closely with the Principal and all school staff.
- To support staff, parents and children within the school where possible.

## **Legal Framework**

Broadmeadow CNS was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area. The board of management of Broadmeadow CNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy. The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group. Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

## **Sharing of Information (GDPR)**

On occasion children will transfer in to our school or may transfer from our school to another. In this event the school will seek or share information related to the child/children with the other educational establishments on a need to know basis.

**All sharing of information and storage of information at Broadmeadow CNS will be in line with all legislation including GDPR.**

***This policy is subject to annual review by the Board of Management***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **BOM**  
**Chairperson**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Principal**