



Admission Policy of Holy Cross School

School Address: Upper Kilmacud Road, Dundrum, Dublin 14

Roll number: 19904C

School Patron: Catholic Archbishop of Dublin

1. Introduction

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

The policy was approved by the school patron on 1st September 2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the Holy Cross School admission process are set out in the school's Annual Admission Notice, which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the Annual Admission Notice for the school year concerned.

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

2. Characteristic spirit and general objectives of the school

Holy Cross School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and

- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith, and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Holy Cross School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

A Catholic school community

where all of our children are nurtured to achieve their full potential in the spirit of
inclusion, respect, trust and excellence.

3. Admission Statement

Holy Cross School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

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

Holy Cross School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

All denominational schools

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

4. Admission of Students

Holy Cross School does not currently have a special class; however, our school is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs. This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm on the school's Registration Form that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

All denominational schools

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

5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice:

Applicants born before April 1st four years prior to the year of beginning school will be prioritised ahead of those born after this date.

When offering places the following factors are taken into account in descending Order of Priority:

- (i) Children with a sibling (and/or step sibling) already enrolled in the school and/or children living in the Roman Catholic Parish of Dundrum on the date of the Confirmation of Interest Form (in the first instance for applications made prior to January 2025) or Application Form in order of priority of Zone A, then Zone B, then Zone C. Subject to conditions outlined in Appendix attached herewith.
- (ii) Children of staff.
- (iii) Children living in the postal area of Dublin 14 or 16 on the date of application
- (iv) All other applicants

Within each subgroup children will be placed in order of age, the eldest being offered a place first and so on.

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

An original Birth Certificate must be provided for the two or more students which will show time of birth – the oldest child will receive an offer for the next place

6. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than siblings (and/or step siblings) of a student currently attending the school
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the Annual Admission Notice of the school for the school year concerned.

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

7. Decisions on applications

All decisions on applications for admission to Holy Cross School will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official Application Form received during the period specified in our Annual Admission Notice for receiving applications

(Please see [section 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school Admission Policy will not be used to make a decision on an application for a place in our school.

8. Notifying applicants of decisions

Applicants will be informed in writing by email as to the decision of the school, within the timeline outlined in the Annual Admissions Notice (offers of a place will be sent within a maximum of three weeks of the closing date of application).

If a student is not offered a place in the school, the reasons why they were not offered a place will be communicated in writing by email to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 17 below for further details).

9. Acceptance of an offer of a place by an applicant

An offer must be accepted within two weeks of the offer being made.

In accepting an offer of admission from Holy Cross School, you must indicate—

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

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

An offer of admission may not be made or may be withdrawn by Holy Cross School where —

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice of the school.
- (iii) the parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

11. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

12. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Holy Cross School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Holy Cross School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admission Policy.

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

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

13. Late Applications

All applications for admission received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon in accordance with our school's Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 12.

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

From time to time a new family may move into the parish and wish to transfer their child(ren) to Holy Cross. In this situation, parents wishing to enrol their child(ren) in the school must apply to the Board of Management on the Application for Enrolment Form. Places will be given to such children depending on whether there is an available space, class size, available resources and where appropriate approval of the Department of Education and Skills. Where places are limited and more applications than places are received, places will be filled according to the previously cited Order of Priority. Only in an exceptional case will a child be accepted in 6th Class as such a late entry to the last class in the eight years of primary education can be disruptive to the children in such a critical year. The school will provide a maximum number of places for 27 children per class.

Parents must fully co-operate by providing all necessary documentation, information and co-operation as to allow the class and school to accommodate their child(ren) as best we can. A decision will be given in writing within 21 days of receipt of a complete application. An applicant must be of the appropriate age into which the class (s)he will join (i.e. would have been born by 1st April four years prior to the year that class first started in the school at Junior Infants).

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

This rule applies to all schools.

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

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

16. Arrangements regarding students not attending religious instruction

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

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

17. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998. Such requests must be made within three weeks of the notice to refuse admission.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998, which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Such requests must be made within three weeks of the notice to refuse admission.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management).

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management).

Appeals under Section section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998, which are published on the website of the Department of Education and Skills.

This policy received Patron approval on 1st September 2023 following review of the policy at a Board of Management meeting on 25th April, 2023.

Signed  Date: 5th September 2023
**Chairperson Board of Management
Holy Cross School**

Signed  Date: 5/9/23
**School Principal/
Secretary Board of Management
Holy Cross School**

Holy Cross School Admission Policy Appendix

This Appendix should be read in conjunction with Clause 5 in the Holy Cross School Admissions Policy in the event of oversubscription (and in relation to pre-enrolment lists in operation prior to January 2025).

We have divided the Parish into three separate zones. Preference is given to the streets/roads which are closest to the school and from which children have historically come to the school.

The Board reserves the right to request proof of residence with the provision of two utility bills dated within the last three calendar months.

Zone A

Ailesbury Grove
Ailesbury Lawn
Alexandra Court
Alexandra Terrace
Alexandra Villas
Ardglas
Ashgrove Court
Ballinteer Road
Barton Road East (to junction of Beaumont Ave)
Castle Court
Castle View
Castlebrook
Churchtown Road Upper
Creevagh House
Dundrum Castle House
Dundrum Court
Dundrum Gate
Dundrum View
Dundrum Wood
Eagle Terrace
Eglinton Terrace
Frankfort
Frankfort Castle
Frankfort House
Frankfort Park
Finsbury Green
Finsbury Park
Glenbower Park
Kilmacud Road Upr (to junction at Stoney Rd)
Larchfield
Laurel Avenue
Laurel Drive
Laurel Road

Lynwood
Main Street
Majenta Terrace
Meadow Grove (as per Parish boundary)
Old Rectory Park
Ophaly Court
Pembroke Cottages
Pembroke Terrace
Ridgeford Apartments
Rockfield Apartments
Sandyford Road (as per Parish boundary)
Stoney Road
Sunnybank Court
Sweetmount Avenue
Sweetmount Drive
Sweetmount Mews
Sweetmount Park
Sydenham Place
Sydenham Road
Sydenham Villas
Taney Court
Taney Lawn
Taney Manor
Taney Park
Taney Rise
Taney Road (to junction at Taney Rise)
The Laurels
The Oaks
Victoria Terrace
Westerton Rise
Weston Park (as per Parish boundary)
Willowbank
Woodlawn
Woodlawn Terrace
Woodlawn Crescent
Woodlawn Park

Zone B

Barton Court
Barton Road East (after junction to Beaumont Ave)
Birches Lane
Birchfield Avenue
Birchfield Court
Birchfield Heights
Birchfield Lawn
Birchfield Park
Campfield Terrace
Carriglawn
Drumahill Holywell
Drummartin Castle
Drummartin Close
Drummartin Crescent
Drummartin Park
Drummartin Road

Drummartin Terrace
Eden Park Avenue
Eden Park Drive
Eden Park Road
Edenwood
Holywell
Kilmacud Road Lower
Knocknashee
Larchfield Park
Larchfield Road
Meadow Avenue
Meadow Villas
St Joseph's Grove
Taney Avenue
Taney Crescent
Taney Drive
Taney Grove
Taney Road (after junction of Stoney Road)

Zone C

Annaville Grove
Annaville Park
Annaville Terrace
Belfield Downs
Charlton Lawn
Farmhill Drive
Farmhill Park
Farmhill Road
Friarsland Avenue
Friarsland Road
Goatstown Avenue
Goatstown Close
Trimbleston
Goatstown Road
Highfield Court
Highfield Park

Hollywood Drive
Hollywood Park
Mt Carmel Avenue
Mt Carmel Road
Roebuck Park
Roebuck Park House
Rosemount Court
Rosemount Estate
Rosemount Glade
Rosemount Park
Rosemount Way
St Aidan's Drive
Sommerville
Westbrook Road
Willowfield Avenue
Willowfield Park

Dundrum Parish

Archdiocese of Dublin

