



## **Admission Policy of Bishop Galvin NS**

**School Address: Orwell Park, Templeogue, Dublin 6W**

**Roll number: 19494J**

**School Patron/s: Catholic Archbishop of Dublin**

### **1. Introduction**

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

The policy was updated in September 2025 to include Admissions Policy for the school's Autism class. It is subject to approval of the Patron. 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 Bishop Galvin NS 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.

The links to the application form for admission is published on the school's website and will be made available online and in hardcopy upon request to any person.

### **2. Characteristic spirit and general objectives of the school**

Bishop Galvin NS 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.

A Roman Catholic school (which is established in connection with the Minister) aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Bishop Galvin NS 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.

Bishop Galvin N.S. strives to create an inclusive, welcoming and safe learning environment for all the school community, where all can learn, work and play in pleasant surroundings and in peace and harmony with each other.

Every child is important in our school. Every child has an individual potential and is talented.

Bishop Galvin N.S. strives to promote, both individually and collectively, the professional and personal development of teachers through teacher professional learning.

Bishop Galvin N.S. encourages the involvement of parents through regular home/school communication, and through their involvement in the Bishop Galvin N.S. and Bishop Shanahan Parents Association.

Bishop Galvin N.S. promotes gender equity amongst teachers, pupils and ancillary staff.

Déanfaimid iarracht Gaeilge a labhairt.

The school motto is: “Ní neart go cur le chéile”

### 3. Admission Statement

Bishop Galvin NS 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.

Bishop Galvin NS will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. Bishop Galvin NS will comply with any direction served on the board or the patron under section 37A and 67(4) (b).

Bishop Galvin NS is a school whose objective is to provide education in an environment,

which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

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

Bishop Galvin NS is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Categories of Special Educational Needs catered for in the special class**

Bishop Galvin NS with the approval of the Minister for Education, has established a class to provide an education exclusively for students with autism.

The decision to provide a special class for children with a definite diagnosis of autism was taken by the Board of Management of the school in conjunction with the Principal and Staff in October 2020. The decision was taken with a view to provide an education in a mainstream setting for children with autism, who fulfil the enrolment criteria and for whom a place may be made available. The decision to provide an autism class in our school was taken primarily to cater for children resident in the Parish of St. Jude's ("the Catchment Area"). Students in the autism class will be integrated with mainstream school activities in our school, where appropriate.

We aim to offer a positive, meaningful educational experience, which allows the child to develop to his/her full learning potential in an environment that offers clarity, predictability and calm. After a period of time observing, assessing and interacting with the child, an Individual Education Plan (IEP) will be developed, in consultation with parents and relevant professionals. This will be reviewed on an ongoing basis and will highlight priority learning needs. These needs will be targeted through the provision of a broad and balanced curriculum.

Our autism class aims to offer an autism specific learning environment within a mainstream co-educational senior primary school. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

##### **-Criteria for Enrolment in Autism Class**

Subject to sufficient places being made available in the autism class, the criteria for enrolment to the autism class:

- A.** A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism\*
- B.** BGNS Autism Class Enrolment Form (provided by the school) should be fully completed by the parents/guardians on behalf of the child;
- C.** A certified copy of the original birth certificate

**D.** A Professional report(s) (psychologist, psychiatrist, multi-disciplinary report) outlining all of the following:

*-Diagnosis of special educational needs i.e. autism: DSM IVN or ICD 10/11*

*-A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports*

*-Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same*

\*As per circular 0039/2025, parents notify NCSE by 1<sup>st</sup> October (<https://ncse.ie/notify-ncse-special-class-special-school>). Applications cannot be processed without NCSE letter of eligibility.

Please note all reports in operation on a child should be provided to the school. The withholding of reports and pertinent information from the school Admissions Team will invalidate an Enrolment Application at any time.

**E.** Given that BGNS is a senior primary school, the child must be aged between 9-12 years of age. All children must be 9 yrs of age on or before the 31st December of the incoming school year. It is accepted that all pupils transfer to the post- primary school at the end of sixth class.

**F.** Proof of address for children who are resident within the Catchment Area i.e. which is defined as being resident at a postal address within Templeogue, Dublin 6W (if pupil is not currently in BSNS). Two of the following original documents, as proof of address within the catchment area (these must be dated within two months of application): ESB Bill, Gas Bill, Telephone Bill (if pupil is not currently in BSNS).

-An Acceptance Form as issued by the school must be returned to the school within the required time period.

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available.

### **-Application Procedure for Enrolment**

The Admissions Notice is published every year in September. It includes dates for the following:

*-Accepting applications for admission to the autism class*

*-Notification of the decision on the application for admission to the autism class*

*-The period within which applicants must confirm acceptance of an offer of admission*

Requests for application to enrol forms and queries regarding supporting documentation should be made to [secretary@bishopgalvin.ie](mailto:secretary@bishopgalvin.ie). Applications cannot be processed without NCSE letter of eligibility. Receipt of acknowledgement of an application to enrol by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with our admissions policy. **Reports must be dated within the 24 month period from the time the application is made.**

*NB. If the school does not receive this documentation with the Application to Enrol form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all supporting documentation is correct and is received by the school.*

When a parent/guardian has made an application to the school for a place in the autism class on behalf of a child, the Principal will undertake to communicate to the parent/guardian in writing the decision of the Board of Management within the timeframe as outlined in the Admissions Notice.

### **-Support from Outside Agencies**

Please note that support by outside agencies such as the HSE will not be provided by the school. Children who require speech therapy, occupational therapy, physiotherapy, etc., will be dependent on the local HSE services. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are applied for and being availed of.

### **-Admissions Team**

Each application will be processed by the Admissions Team. The team will include the School Principal, the Senior Management Team and/or the Special Class Teacher. A recommendation will be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

### **-Deciding Enrolment**

In the first instance, the Board of Management will only consider applicants who and meet the criteria as laid out in section 5. The Board of Management will then, from those applicants **with** a letter of eligibility from the NCSE, prioritise places for:

- 1. Pupils currently in Bishop Galvin NS*
- 2. Pupils transferring from 2nd class in Bishop Shanahan National School*
- 3. Siblings of pupils in this school and / or Bishop Shanahan National School*
- 4. Children of the parish of St. Jude the Apostle*
- 5. Children of current school staff (BGNS & BSNS)*
- 6. All other applicants*

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:

Pupil selection will be based on birth date i.e. eldest pupil will be given priority.
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### **-Offer of Admission/ Acceptance of school place**

- Letters of offer for places in the autism class will be sent as per dates in the Admissions Notice for the relevant year.
- Parents/Guardians complete the online acceptance form and come to the school following an appointment phone call or email to fill out NCSE notification of enrolment

(usually March/April). Placement is subject to confirmation from the SENO to the school that the child meets the criteria for placement in a special class within a mainstream school.

- If the school does not receive the acceptance form within the period as outlined in the Admissions Notice, the place will be offered to the next child on the waiting list for that school year.

### **-Post Acceptance**

- Parents/Guardians of a child being placed in the autism class will be invited to visit the school to meet with a member of the SEN team and the Principal of the School.

-Parents/Guardians may be requested by the school to consent to a further visit by the staff to a child's junior/primary school setting to meet the child.

-The parents /guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.

-After placement in the class a relevant Individual Education Plan will be provided for the child. This plan will have an input from all parties involved with the education of the child. The SENO (Special Education Needs Officer) will also be made aware of the plan.

-The plan will be reviewed and updated on a regular basis by staff.

-A child may be phased in gradually to the special class through a mutually agreed process between the school and the parents of the child. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of the child's day may vary depending on their needs.

-Each child in the autism class will be assigned to an age appropriate mainstream class for integration purposes. This will occur according to readiness for such a length of time of the school day as is deemed meaningful.

### **-Waiting List**

-All unsuccessful applicants will be placed on a waiting list for the duration of the academic year applied for. Parents/Guardians will be informed in writing.

-Parents/Guardians must reapply for the following year if they were unsuccessful after the waiting list is dissolved on the last day of September each year.

### **-Late Applications**

Applications for places in the autism class made after the closing date, who meet the criteria, will be placed on the waiting list for that academic year.

### **-Unsuccessful applications.**

Applicants who are unsuccessful in meeting the criteria will be kept on file for the school year applied for, in the event that a place may become available after the waiting list has been expended.

### **-Review/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 and made within two calendar weeks of the decision of the board.

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

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

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

### *Right of Appeal*

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

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

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

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

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

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

## **5. Admission of Students to mainstream classes**

This school shall admit each student seeking admission except where –

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

The special class attached to Bishop Galvin NS provides an education exclusively for students with autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 6. Oversubscription

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

1. Pupils in 2nd class in Bishop Shanahan National School
2. Siblings of pupils in this school and / or Bishop Shanahan National School.
3. Children of the parish of St. Jude the Apostle
4. Children of current school staff (BGNS & BSNS)
5. All other applicants

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:

Pupil selection will be based on birth date i.e. eldest pupil will be given priority.

## 7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his 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 of a student currently attending Bishop Shanahan NS/ Bishop Galvin NS
- (g) the date and time on which an application for admission was received by the school,

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

## **8. Decisions on applications**

All decisions on applications for admission to Bishop Galvin NS 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) below in relation to applications for places in years other than the intake group.)

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

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

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

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Bishop Galvin NS, parents/guardians must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

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

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

An offer of admission may not be made or may be withdrawn by Bishop Galvin NS where-

- (i) it is established that information contained in the application is false, misleading or withheld.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **12. Sharing of Data with other schools**

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

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

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

The list may include any or all of the following:

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

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Bishop Galvin NS 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 Bishop Galvin NS 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.

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

#### **14. Late Applications**

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

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

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group (for 3<sup>rd</sup> class) are as follows:

Parents/Guardians must fill in the Admissions Form giving the reason for changing schools in writing. Attendance, behaviour and educational progress records, as well as records of special educational need will be sought from the former school (Section 20 Education Welfare Act). A meeting/phone call will take place with the principal and parents/guardians. Places will be allocated, subject to school capacity and in accordance with the criteria stated in section 5.

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

Pupils may transfer to the school at any time, subject to school policy and available space.

Parents/Guardians must fill in the Admissions Form giving the reason for changing schools in writing. Attendance, behaviour and educational progress records, as well as records of special educational need will be sought from the former school (Section 20 Education Welfare Act). A meeting/phonecall will take place with the principal and parents/guardians. Places will be allocated subject to school capacity and in accordance with the criteria stated in section 5.

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

The Board of Management of Bishop Galvin NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

## 17. Arrangements regarding students not attending religious instruction

If a pupil is not attending religious instruction, written confirmation must be submitted to the principal. For organisational purposes i.e. attendance at mass and/or sacramental preparation in the church, a list of pupils will be maintained by the school. This will be reviewed periodically to ensure it is up to date.

The following are the school's arrangements for students who do not attend religious instruction:

The child will remain in his/her base class during lessons. During religious instruction or attendance at mass, he/she will complete assigned cross-curricular project work from a range of topical interests. This may also include digital learning activities such as typing skills.

These arrangements will not result in a reduction in the school day of such students.

## 18. Reviews/appeals

### Review of decisions by the board of Management

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

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

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

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

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

## **Right of appeal**

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

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

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

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

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

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

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

**Chairperson:** Siobhan Farrell

**Principal:** Kathryn Corbett

**Date:** 23<sup>rd</sup> October 2025

