Admission Policy of Old Bawn Community School

School Address: Old Bawn, Tallaght, Dublin 24

Roll number: 91336W

School Patrons: Dominican Fathers and Sisters, Education and Training Board

Ratified 9th September 2026

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 10th May 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 Old Bawn Community 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

Old Bawn Community school is a co-educational multi-denominational post-primary school under the joint patronage of Dominican Fathers and Sisters and Dublin and Dun Laoghaire ETB.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened in September 1978. The school was established as greenfield site. The values of Dublin and Dun Laoghaire ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions

of the Dominican Fathers and Sisters are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Old Bawn Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability, or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school (Old Bawn Community School) provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

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

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Old Bawn Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

Old Bawn Community School places huge emphasis on student support. The Student Support Team is a central part of the student support system in Old Bawn Community School. It is the overarching team concerned with the progressing of actions for the welfare and wellbeing of all our students.

The student support team acts as a school hub, bringing coherence to the support system by co-ordinating the valuable work of departments, teams and groups – Junior Cycle Wellbeing Co-ordinator, The Special Education Needs co-ordinator, Pastoral Care team, Guidance team, Senior Leadership representative, attendance officer, year heads and a representative from the Critical Incident Team.

3. Admission Statement

Old Bawn Community 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.

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

Special Education Needs

4. Old Bawn Community School is a school which has established two classes, with the approval of the Minister for Education, which provides an education exclusively for students with Autism. Please note, for admissions to the AS class,

Applicants must be known to the NCSE and have the relevant NCSE letter confirming their eligibility for the special class. Children and young people are eligible for enrolment in a special class for Autism when the following is provided in support of such an application:

Diagnosis of Autism: DSM IV/V or ICD 10/11 psychologist, psychiatrist, multi-disciplinary report

AND

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

AND

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.

Old Bawn Community School, within the overall criteria for enrolment in the school and in line with the Education for Persons with Educational Needs Act (2004), welcomes students with talents and/or special educational needs. The school will strive to provide an education for students with such needs in an inclusive environment, having regard to the facilities and services available in the school. The school will, as far as is practicable ensure these students can participate in school life.

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 6 below for further details)

b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school (Learning Code) 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

c) The special class attached to Old Bawn Community School provides an education exclusively for students with ASD 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 (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Old Bawn Community School draws the bulk of its student population from its immediate catchment area, the parishes of St. Dominic's, St. Martin's and St. Mary's.

Students who reside in the above parishes will have priority access to places in Old Bawn Community School.

The number of new students to be accepted in any given year is to be capped at 168 students. This **number may be revised** by the Board of Management and is dependent on physical classroom space. This is to facilitate proper planning and to ensure overcrowding does not occur. Places will be allocated to students in the following order.

1. **Students who live in the above-named parishes (proof of address is required with application).**

2. **Siblings of existing students.**

3. **Students not in the above categories and attending St. Maelruan's National School, St. Martin De Porres, St. Dominic's National School, St. Mary's National School and Scoil Santain.**

4. **Other students.**

Points 1 - 4 are listed in order of priority. In the event of there being more applicants than places in these categories, the categories will be eliminated in reverse order - i.e. if category 3 reaches predefined intake, category 4 will be eliminated. In the event of there being a similar situation within a category, the principle of random selection will apply.

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:

Random selection will apply

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

(a) the payment of fees or contributions (howsoever described) to the school.

(b) a student's academic ability, skills or aptitude.

(c) the occupation, financial status, academic ability, skills or aptitude of a student's parents.

(d) a requirement that a student, or his or her parents, attend an interview, open day or other meetings as a condition of admission.

(e) 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, a selection criterion based on siblings of a student attending or having attended the school as in section 6

(f) 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 Old Bawn Community 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.

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 17 below for further details).

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

In accepting an offer of admission from Old Bawn Community School, you must indicate—

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

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

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

An offer of admission may not be made or may be withdrawn by Old Bawn Community 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 (Learning Code) 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.

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 Old Bawn Community 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 Old Bawn Community 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.

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 Applications will be notified of the decision in respect of their application not later than three weeks after the date on which the school received their application. Late applicants will be offered a place if there is a place available. If there is no place available, the name of the applicant will be automatically added to the waiting list

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, after the commencement of the school year in which admission is sought, are as follows:

The Board will consider applications from students not already enrolled taking account of the following:

Enrolment is limited by school capacity and the requirements of the school curriculum and organisation as determined from time to time by the Board of Management

Refusal to enrol may occur when the school capacity / year group / class group is full.

Transfers

Information will be requested from the applicant's former/present school concerning attendance, educational progress, special needs, etc.

• The school programme is unsuitable to the educational needs of the students and alternative suitable arrangements for an appropriate programme cannot reasonably be made at the school. Availability of suitable space with relevant subject choices, levels etc. will be a factor in deciding whether to offer a place.

• When it is not satisfied that it has sufficient information to make an informed decision on the educational needs of the student.

• Parents have refused to sign up to the School's Code of Behaviour.

Parents have a right to appeal a refusal by a school to enroll a student under Section 29 of the Education Act.

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

The board of Old Bawn Community 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.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

Old Bawn Community School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.
In this context it is important to understand the distinction between '*religious education'* and *'religious instruction'*:

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels, the legal requirement to advise of the option to opt-out of religious instruction does not arise.

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.

APPENDIX ONE:

POLICY FOR ADMISSION TO AS SPECIAL CLASS

Mission Statement for AS Class

The AS special classes were established in Old Bawn Community School in the academic year 2024/2025 to provide a calm and ordered, teaching and learning environment for students with Autism who are attending mainstream subject classes in the school. Such students should have a primary diagnosis of Autism.

AS Special Class Description

Each AS Special Class (we have two AS classes) consists of a maximum of six students. The two Special Needs Assistants (SNAs) attached to the AS Special Class group may not be available for each period that each student attends mainstream classes. The AS classroom functions as a base room where the six students enrolled in the AS Special Class receive specialist teaching in social skills. Teaching support will also be provided on an individual needs basis (SEN support or subject specific). The room also functions as a sanctuary where the students can spend school break times. It is intended that students will become more socially independent over the course of second level education.

Enrolment for Children in Old Bawn Community School's AS Special Class

Applications for the AS Special Class will be reviewed by the school admissions team, which will make recommendations to the Board of Management. The decision to offer a place or not will be made by the Board of Management. **Please note, for admissions to the AS class, applicants must be known to the NCSE and have the relevant NCSE letter confirming their eligibility for the special class.**

The AS Special class will be co-educational and will cater for pupils aged between 12 and 18 years of age. Students in the AS Special Class will still be subject to all school policies including the Code of Behaviour.

Criteria for Assessment of Applications to the AS Special Class

Please note, for admissions to the AS class, applicants must be known to the NCSE and have the relevant NCSE letter confirming their eligibility for the special class. The fact that siblings are in the school does not guarantee a place in the special class.

For admissions to the AS class, applicants must be known to the NCSE and have the relevant NCSE letter confirming their eligibility for the special class. Children and young people are eligible for enrolment in a special class for Autism when the following is provided in support of such an application:

• Diagnosis of Autism: DSM IV/V or ICD 10/11 psychologist, psychiatrist, multi-disciplinary report AND

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

AND

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

AND

• A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendations for a special class for autism.