

## Admission Policy of Trinity Comprehensive School

School Address: Main Street, Ballymun, Dublin, 9

Roll number: 81017A

School Patron/s: Minister for Education and Skills

### 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 15th September 2020. 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 **Trinity Comprehensive's** 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.

### 1. Characteristic spirit and general objectives of the school

Trinity Comprehensive School is a denominational school under the patronage of the Minister for Education and Skills in partnership with the ArchDiocese of Dublin and CDETB. **The Deed of Trust states** that the school was established with: *the object of providing a comprehensive system of post-primary education open to all the children of the community, and this education will include, combining instruction in academic and practical subjects and ongoing education for persons, contributing towards supporting each individual in achieving their full academic, personal and spiritual potential, and striving to achieve this in a healthy, safe and inclusive environment where learning is valued and the rights and responsibilities of all are respected.*

## 1. Admission Statement

Trinity Comprehensive 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.

Trinity Comprehensive is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Catholic faith in preference to others.

Trinity Comprehensive 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.

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

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

Trinity Comprehensive School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with **ASD**.

The following criteria apply for admission:

- Students with an assessed primary diagnosis of ASD
- The Assessment must be in line with the established DES criteria of DSM-1V and FCD 10.
- Applications for ASD Class must have a professional recommendation, from a NEPS Psychologist, Clinical Psychologist, Educational Psychologist, Psychiatrist, or from a multi-disciplinary team (Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker, and/or Physiotherapist), for placement in an autism specific class.
- Only students with a diagnosis of a qualifying Autism Spectrum Disorder without moderate or severe significant intellectual impairment will be considered.
- Parents/Guardians should note that under the official DES guidelines, the number of student places available in the ASD Class in Trinity Comprehensive School is six students for the school academic year and thereafter. It should be noted that fulfilling the enrolment criteria does not necessarily guarantee the student a place in the ASD class.

## 1. Admission of Students

This school shall admit each student seeking admission except where –

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

Trinity Comprehensive 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.

The special class attached to Trinity Comprehensive School provides an education exclusively for students with an assessed primary diagnosis of ASD. 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.

## 1. 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:

- An annual admission notice of the school will be published each year on our website and App, this will include links to application forms, dates for applications and decisions.
- All applicants will be categorised as outlined below with category 1 gaining preference and following on in descending order.
- Places will be filled by category. If all available places are filled and there are still applicants within that category the school will organise all remaining

categories in order of preference and compile a waiting list beginning with categories in descending order.

**Category 1: Siblings of current/past students**

**Category 2: Other students from feeder schools (feeder schools listed below)**

**Feeder schools:**

- **Holy Spirit Boys and Girls School**
- **Virgin Mary Boys and Girls School**
- **St Joseph's National School**
- **Our Lady of Victories Boys and Girls School**
- **Geal Scoil Baile Munna**
- **Scoil an Tseachtar Laoch**

- The ASD class in Trinity Comprehensive School will only cater for children that are 12 years or more and no less than 18 years of age on the 1<sup>st</sup> of September of the school year in question
- The ASD special class attached to Trinity Comprehensive School provides an education exclusively with an assessed primary diagnosis of ASD and the Assessment must be in line with the established DES criteria of DSM-1V and FCD 10

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:

In the case that the school is over-subscribed at any stage of the above order process a waiting list will be compiled following the order of categories. Available places will be allocated according to the waiting list. A lottery may be necessary and if so will take place. This lottery will take place in the school in the presence of senior management, Board of Management members, including the Chairperson and an independent adjudicator appointed by the Board of Management.

## **1. 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, the selection criteria outlined for admission of siblings of a student attending.
- 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.

## 1. Decisions on applications

All decisions on applications for admission to **Trinity Comprehensive** will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

## 1. 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).

## 1. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Trinity Comprehensive 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 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.

## 1. 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 [school name] where—

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

## 1. 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.

## 1. 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 **Trinity Comprehensive** 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 **Trinity Comprehensive** 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.

## 1. 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.-

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- Each individual application will be dealt with on receipt

Each application will be subject to availability of space in the class/year group and programme

- If a vacancy exists the applicant will be admitted.
- If no vacancy exists, names will be placed on a waiting list for the year, parents will be informed in writing of place on the list.

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:

- Each individual application will be dealt with on receipt
- Each application will be subject availability of space in the class/year group and programme
- If a vacancy exists the applicant will be admitted.  
If no vacancy exists, names will be placed on a waiting list for the year, parents will be informed in writing of place on the list.

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

This rule applies to all schools.

The board of **Trinity Comprehensive** 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.

## 1. Arrangements regarding students not attending religious instruction

Trinity Comprehensive 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.

## 1. 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.