

Admission Policy of St Canice's BNS

School Address: Glasanaon Road, Finglas, Dublin 11

Roll number: 18682F

School Patron/s: 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 25th June 2025. 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 St. Canice's Boys' National School'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.

2. Characteristic spirit and general objectives of the school

St. Canice's Boys' School is a Roman Catholic School under the patronage of Archbishop Dermot Farrell, Catholic Archbishop of Dublin. As a Roman Catholic school, the school aims at promoting the full and harmonious development of all aspects of the pupil; intellectual, physical, cultural, moral and spiritual, including a living relationship with God and 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.

This Catholic school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

In an atmosphere of mutual respect and justice, St. Canice's Boys' School is a community that aims to provide a curriculum catering for the needs of each individual. We provide a holistic education wherein we strive for excellence in the pursuit of knowledge. Social concerns and spiritual values are central to our education philosophy, while sporting and cultural endeavours are actively encouraged. Each student is challenged to realise his full potential and to recognise the dignity of each human being.

3. Admission Statement

St Canice's Boys' National 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.

St. Canice's BNS 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. St. Canice's BNS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Single gender schools

St. Canice's Boys' National School is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

All denominational schools

St. Canice's BNS 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.

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

St. Canice's BNS is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs.

St. Canice's BNS with the approval of the Minister for Education, is establishing two classes to provide an education exclusively for students with Autism.

1. It is helpful that Parents/Guardians provide the Board of Management with an up to date copy of the boy's medical and/or psychological report and disclose if the child is attending or is recommended to attend any support services.
2. The school may request additional resources after enrolment from the Department of Education to meet the needs of the boy as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following:
 - Resource teacher for Special Needs.
 - Special Needs Assistant
 - Specialised equipment or furniture.
 - Transport services or other.

5. Admission of Students

The Board of Management requires that a child starting in Junior Infants must reach the age of 4 years on or before the 1st of April in the year they are due to start school.

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
- c)

A school that admits students of one gender only

St. Canice's Boys' National School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

The two special Autism classes attached to St. Canice's BNS will provide 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 these classes.

To be admitted to the special Autism class, students must have:

- A professional report(s) outlining a diagnosis of Autism (DSM IV/V or ICD 10/11) (psychologist, psychiatrist, multi-disciplinary report)
- A clear professional recommendation for a special Autism class in a mainstream school and the rationale for same.
- A NCSE recommendation Letter

Places in the Autism class will be allocated to a maximum of six students per class Following enrolment, both parents and the school will endeavour to seek the necessary resources from the National Council of Special Education (NCSE), the Health Service Executive (HSE) and the Department of Education (DE)

The Department of Education is at present engaging with our Board of Management to undertake building works for modular accommodation for our two new special classes. Children will only be admitted to the school when the building is fully complete, functional and certified.

Offers will be made to applicants on the dates outlined in our Admissions Notice but admission to the school will be subject to the building works being fully complete, functional and certified.

Parents may communicate with the National Council for Special Education (NCSE) for the Home Tuition Grant until their child's admission date is confirmed by the school.

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. A. Brothers and stepbrothers of children currently enrolled in St. Canice's BNS and St. Canice's GNS
Or
B. Children resident in St. Canice's Parish (the eldest child will have priority in this ranking)
2. Children of staff (the eldest child will have priority in this ranking)
3. Children residing outside the parish of St Canice's (the eldest child will have priority in this ranking)

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:

The pupil enrolled will have celebrated his 4th birthday before 31st March of the year of enrolment. In order to accommodate groups (1) (2) and (3) the Board of Management may have to operate a cut off in age of applicants to give places to groups (1) (2) and (3) if there is pressure for places in the school.

Where pupils have the same criteria the date and time of registration will decide.

In the case of the two special Autism classes, the following selection criteria will apply for applicants:

The number of admissions depends on the number of places available, which may vary from year to year. The criteria set out in section 5 must be met. Priority will then be given in the following order:

1. Children already enrolled in St. Canice's Boys' National School with a diagnosis of Autism and a recommendation for a special class.
2. A. Siblings or stepsiblings (resident at the same address) of children already enrolled in St. Canice's Boys' National School or St. Canice's GNS
Or
B. Children ordinarily resident at an address within St. Canice's Boys' National School catchment area
3. Children who reside outside St. Canice's Boys' National School catchment area (priority will be given on proximity to the school to determine distance)

The maximum number of pupils in each of the two special Autism classes is six.

In the event that there are two or more students tied for a place or places in selection criteria categories 1 - 3 above in the Special Autism classes (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

NOTE: The Board of Management (BOM) of St. Canice's Boys' National School has the final decision in the enrolment of children in the special Autism classes.

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) a student's prior attendance at a pre-school or pre-school service, including naíonraí, **other than in relation to a student's prior attendance at—**
 - (I) an early intervention class, or**
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;**
- (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, in the case where an applicant has a brother enrolled in the school or has a sister enrolled in St. Canice's GNS -See Enrolment Criteria)
- (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).

8. Decisions on applications

All decisions on applications for admission to St. Canice's BNS 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.

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 St. Canice's BNS, 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.

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 St. Canice's BNS 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.

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 St. Canice's BNS 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 St. Canice's BNS 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.

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 are as follows:

1. Application is made using the standard Application form.
2. All applications will be considered by the Board of Management
3. Enrolment in a particular class level will be dependent on the enrolment numbers at each class level.
4. Waiting lists for each class level will be compiled

All applications 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.

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:

1. Application is made using the standard Application form.
2. All applications will be considered by the Board of Management
3. Enrolment in a particular class level will be dependent on the enrolment numbers at each class level.
4. Waiting lists for each class level will be compiled

All applications 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.

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

This rule applies to all schools.

The board of St. Canice's BNS 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.

In the event where a parent indicates that they do not wish that their child engages in our Religious Education Programme the child will remain in the class during these lessons and will be assigned alternative work.

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.