

# **Admission Policy of Hartstown Community School**

**School Address:  
Hartstown, Clonsilla, Dublin 15**

**Roll number: 91339F**

**School Patron/s: DDLETB and the Archbishop of the Dublin Archdiocese**

## **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 15/09/2020. 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 the admission process of Hartstown Community School 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.

Hartstown 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. Hartstown Community School will comply with any direction served on the boards or the patron under section 37A and 67(4)(b).

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

Hartstown Community School was established under the Deed of Trust and opened in September 1992 on a green field site surrounded by large open areas and adjacent to Hartstown Park. The school was founded to cater for the educational needs of the young people of Hartstown and Huntstown and the wider community through Community Education Programmes. The School patrons are DDLETB and the Archbishop of the Dublin Diocese. The values of DDLETB as a multi-denominational State Body and the inherited traditions,

Christian values and founding intentions of Archbishop Desmond Connell are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

### **Ethos**

The core values of Hartstown 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/beliefs, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic states. 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, Hartstown Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

### **Mission Statement**

Our school, Hartstown Community 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, opportunities to observe/partake in religious worship as appropriate 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 expression through the provision of pastoral, liturgical and social outreach activities, as appropriate for each student.

In Hartstown 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.

## **3. Admission Statement**

Hartstown 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.

#### 4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed
- 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.

#### 5. Oversubscription

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

Note: The catchment area of Hartstown Community School is based on the defined parishes of Hartstown and Huntstown for which the school was established. This is in keeping with Article 2 of the second schedule of the Articles of Management of the Deed of Trust which states: "The school shall be established with the object of providing a comprehensive system of post-primary education open to all children of the community, combining instruction in academic and practical subjects, and ongoing education for persons living in the defined parishes of Hartstown and Huntstown in the county of Dublin 15. (Article 2 of Articles of Management page 17)

- a) **Children who reside in a permanent capacity in the defined parishes of Hartstown and Huntstown.**
- b) **Children who attend St. Ciaran's N.S. Hartstown or Sacred Heart of Jesus N.S. Huntstown**
- c) **Children whose siblings currently attend Hartstown Community School**

- d) **Children of permanent members of staff.**
- e) **Children resident in the following areas; Castaheany, Hansfield, Ongar, Beechfield, Littlepace and Clonee.**
- f) **All other applicants except late applicants**
- g) **Late applications**
  - **Places will be allocated in order of a-g as set out above.**
  - **For the purpose of the proper application of the Admission Criteria a sibling is defined as follows: brother, sister, half sibling, adopted and fostered.**

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:

### ***Oversubscription***

In the event of the school being oversubscribed places will be allocated through a lottery process. The Board of Management will manage this process. The process shall be as follows;

Starting with the category where the oversubscription occurs and continuing with each subsequent category in the order set out in the Admission Criteria each applicant shall be allocated a random number starting with the number 1 and continuing until all remaining applicants have been allocated a number. The names and their allocated numbers are then set out on a master sheet.

Numbered balls are displayed on a grid which correspond with the allocated numbers and these numbered balls are then removed and emptied into a black bag. In the event that there are applications from twins/triplets they shall be allocated a single ball number. The Chairperson of the Board of Management will draw one numbered ball at a time, read out the number and place the ball back on the grid. The order in which the numbered ball is drawn shall determine the applicants place on the list. This shall be recorded by the Principal on the master sheet.

This process shall continue through each subsequent category until all applicants have been allocated a place on the list. The order shall determine which students are allocated places and the order of the unsuccessful candidates on the waiting list.

A student may not be displaced or removed from the waiting list unless they withdraw their application or opt for placement in another school.

Late applicants will be added to the waiting list in the order in which they are received.

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

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions 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 situations outlined in the selection criteria above i) where the siblings of the proposed candidate currently attend the school, and ii) Children of permanent members of staff, iii) Children of past pupils up to a maximum of 25%
- (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.

## 7. Decisions on applications

All decisions on applications for admission to Hartstown Community School will be based on the following:

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

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

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

## **8. Notifying applicants of decisions**

Applicants will be informed in writing 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 16](#) below for further details).

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

In accepting an offer of admission from Hartstown 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 awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

An offer of admission may not be made or may be withdrawn by Hartstown 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 of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 9](#) above.

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

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

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

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

## **13. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice are considered late applications for the purpose of this admissions policy. Where Hartstown Community School is oversubscribed and receives a late application for admission, the applicant will receive a place on the waiting list beneath applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school.

## **14. 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:

Applications are accepted based on the above selection criteria, subject to places being available in the subject options of the relevant year group and without exceeding the maximum class numbers specified.

In cases where students are transferring from another school the application form must be fully completed and accompanied by all required documentation. The reasons for seeking a transfer must be fully stated. Applications will be processed once the application documentation is complete. The application must contain a recommendation from the principal of the applicant's previous school. Parents must give consent for the Principal of Hartstown Community School to acquire relevant information from the applicant's previous schools.

Students applying for a place in 6<sup>th</sup> year must have successfully completed the 5<sup>th</sup> year programme. All transfer applications shall be processed by the Chairperson of the Board of Management in consultation with the Principal, who are authorised by the Board of Management to accept or refuse an application on behalf of the board. The application may be granted subject to a vacancy existing and subjects available which promote continuity in the student's education.

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

The Board of Management of Hartstown 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

## 16. 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 and wishes to appeal that decision, the applicant **must request a review** of that decision by the Board of Management **within 21 calendar days prior to making an appeal** under section 29 of the Education Act 1998.

**Failure to request a review within this 21-day timeframe will disallow an applicant from making an appeal at a later stage under Section 29 Procedures.**

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

### **Right of appeal: Oversubscription**

Review by Board of Management.

- Request a review in writing to the school within 21 days of decision to refuse admission.
- B.O.M. must issue statement within 42 days of its original decision
- **B.O.M. must refuse to review where:**
  - Request received outside the 21 days
  - Appellant relies on information not made available in original application
  - B.O.M. concludes that a review will have no material effect on the outcome.

### **Section 29 Appeals**

Appeal in writing to Section 29 Administration Unit:

- After statement from B.O.M. review is received
- Once 42 days from the original decision from the school has lapsed

**All appeals under Section 29 must be received in the Section 29 Administration Unit no later than 63 calendar days from the date of the original decision to refuse admission.**

**For information on appeals contact: [section29@education.gov.ie](mailto:section29@education.gov.ie)**

**This policy was ratified on \_\_\_\_\_**

**This policy will be reviewed in September 2023**

**Signed Chairperson: \_\_\_\_\_**