



# Stanhope Street Primary School

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Roll No: 09932B

RCN: 20116446

**Admission Policy of  
STANHOPE STREET PRIMARY SCHOOL  
MANOR STREET, DUBLIN 7.**

**Roll number: 09932B**

**School Patron: 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 Stanhope Street Primary School has consulted with school staff, the school patron and with parents of children attending the school in the following ways. Parents were provided with the Circular letter and draft policy and invited to propose amendments for consideration by BOM via email and the school website. All staff were notified of Circular and guidelines issued by patron and provided with links. All parents and staff were notified of requirement to review and amend current policy.

The policy was approved by the school patron on 1<sup>st</sup> October 2020. It is published on the school's website ([www.stanhopestreetprimary.ie](http://www.stanhopestreetprimary.ie)) and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Stanhope Street Primary School's admission process are set out in the school's annual admission notice which is published annually on the school's website ([www.stanhopestreetprimary.ie](http://www.stanhopestreetprimary.ie)) 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

Stanhope Street Primary School 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 Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects, and

(b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith

and which provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Stanhope Street Primary School 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.

Stanhope Street Primary School is a Catholic School operating under the Trusteeship of the Religious Sisters of Charity. As such it supports the Religious and Educational Philosophy of the Foundress, Mary Aikenhead. Our Patron is the Catholic Archbishop of Dublin. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy. Although the school has a Catholic Ethos, it welcomes pupils of all faiths and none. Working together as a school community, the Board of Management, parents, staff and students aim to provide an environment, which will allow each student to develop intellectually, physically, morally, socially and spiritually so as to be able to fulfil their role in society. We show special concern for those in any way disadvantaged and make every effort to ensure that the uniqueness and dignity of each person is respected.

Our Mission Statement is that we

**W**elcome warmly each and every person with whom we work, giving

**E**ncouragement, care and support

**L**ove is the core and the heart of our mission

**C**atholic and Christian values, are the ethos of our school

**W**e are **O**pen to all - discriminating against none, and we

**M**otivate each one to achievements potential and, in this way develop a wholesome

**E**steem of self and others

Our aims are to:

(a) help pupils realise their potential and be confident of their own ability

(b) help our pupils to make decisions and to develop a sense of discipline

(c) encourage the uniqueness of each child and to help him/her to develop relationships with others around them

(d) celebrate the diversity of our pupils' differing cultural backgrounds.

### **3. Admission Statement**

Stanhope Street Primary 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.

**From September 2022, Stanhope Street Primary School shall admit boys to 2<sup>nd</sup> Class.** Over a period of five years, the school will phase in co-educational classes on a 'year on year' basis and become **a fully vertical co-educational school from Junior Infants to 6<sup>th</sup> Class from September 2026.** During this phase in process, Stanhope Street Primary School does not discriminate where it refuses to admit a boy applying for admission to a class level not yet co-educational under the agreed terms of the change of status.

#### **All denominational School**

Stanhope Street Primary School 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.

#### **Schools with special education class(es)**

Stanhope Street Primary School is a school which has established two special classes, with the approval of the Minister for Education and Skills. Our Early Intervention Pre-school Autism Class and our Junior Autism Class provide an education exclusively for pupils with a category of Autism and may refuse to admit to the class a pupil who does not have the

category of needs specified Autism.

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

Stanhope Street Primary School caters for children with additional needs who can be accommodated within a mainstream class setting. Stanhope Street Primary School with the approval of the Minister for Education and Skills, has established 2 (Early Intervention Pre-school Autism Class and a Junior Autism Class for children of primary school age) to provide an education exclusively for students with a diagnosis of Autism/ Autistic Spectrum Disorder made using the DSM-V or ICD 10 by a psychologist or a member of the Multidisciplinary Team.

Our school is inclusive and also welcomes and provides support for children with additional needs in mainstream classes, in conjunction with our local Special Educational Needs Organiser (SENO) and the National Council for Special Education (NCSE).

#### **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 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.

Stanhope Street Primary School is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

From September 2022, Stanhope Street Primary School caters exclusively **for boys and girls from Junior Infants to 2nd class and girls only from 3<sup>rd</sup> – 6<sup>th</sup> class**, until the phase in of co-education classes is complete in 2026 and may refuse to admit as a student a person who is not of the gender provided for by this school.

Stanhope Street Primary School has special classes (an Early Intervention Pre-school Autism Class and a Junior Autism Class) which provides an education exclusively for boys from Junior Infants to 1<sup>st</sup> class, and for girls from Junior Infants to 2<sup>nd</sup> class) with a diagnosis of Autism or Autistic Spectrum Disorder according to DSM-V or ICD 10 criteria as set out by a professional or individual approved by the Department of Education and skills. 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:

In the case of Mainstream Classes:

- A. Siblings and stepsiblings of children already enrolled in the school and children resident in the parish (the eldest child will have priority in this ranking).
- B. Children of staff (the eldest child will have priority in this ranking).
- C. Children residing outside the parish (the eldest child will also have priority),
- D. In the event of being unable to enrol a child(ren) from categories a, b or c in a given class at the beginning of a year, or mid-year, such children will receive priority (in order of a, b, c) for the subsequent school year over other children on the class waiting list.

In the case of the Early Intervention ASD class

- A. The child must be aged between 3 - 5 years of age.
- B. Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled and children ordinarily resident at an address within the parish boundaries– priority to oldest on the date of commencement of the school year (as per birth cert).
- C. Children of staff (the eldest will have priority in the ranking)
- D. Children outside the Parish (priority will be given based on proximity to the school to determine distance).

In the case of the Autism Junior Special Class

- A. Children already enrolled in Stanhope Street Primary School who have a diagnosis of Autism with a recommendation for a special class and are not managing the mainstream setting.
- B: Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled and children ordinarily resident at an address within the parish boundaries– priority to oldest on the date of commencement of the school year (as per birth cert).
- C. Children transitioning from Early Intervention Preschool Autism Class in Stanhope Street Primary School
- D. Children outside the Parish (priority will be given based on proximity to the school to determine distance).

Children already attending the Early Intervention Pre school Autism Class will not have automatic enrolment into the Junior Autism Class. Enrolment in the Junior Autism Class will be allocated as stated above.

When considering applications, the Board of Management may decide upon a date of birth cut off point, which will be determined by the number of applicants to the school and/or the ability of the Board of Management to accommodate those applicants. As Stanhope Street Primary School is a girl's school from 2nd class upwards, only girls will be accepted for new enrolment from 2nd class.

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 event of two or more students being tied for a place, then a lottery will apply with an independent party present.

## **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 naionrai
- (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 attending or having attended the school as per 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 to 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Stanhope Street Primary 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 [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.

## **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).

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

In accepting an offer of admission from Stanhope Street Primary 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 Stanhope Street Primary 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;
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) 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.

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)

## **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 Stanhope Street Primary 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 Stanhope Street Primary 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 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.

## **14. Procedures for admission of students to classes (Senior Infants - Sixth) and for Admissions during the school year are as follows:**

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:

Should there be space in the required class, having applied the criteria for enrolment, the pupil shall be enrolled once all necessary paperwork provided and the Code of Behaviour is signed by the parent(s).

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:

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



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

The Board of Management of Stanhope Street Primary 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. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents/guardians who have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardians, to discuss how the request may be accommodated by the school.

## **17. Reviews/appeals**

### **Review of decisions by the Board of Management**

The parent of 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.

Appeals to the Board of Management must be received within 3 weeks from the date of the letter of refusal.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, 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.

This policy was drafted following consultation with staff, Parents and BOM in April 2020 and following ratification by the BOM in April was submitted to the Patron.

It was reviewed again in July 2020, ratified by the Board of Management on 24 July 2020 before resubmission to the Patron for approval. Policy was approved by the patron on 1<sup>st</sup> October 2020.

The policy was reviewed again in March 2021 to include our new ASD classes. It was ratified by the Board of Management on 10<sup>th</sup> March 2021 before resubmission to the Patron for approval. Patron approval was received on 19<sup>th</sup> March 2021.

The policy was reviewed again in March 2022 to include our co-educational status on a phased basis from September 2022. It was ratified by the Board of Management on 5<sup>th</sup> April 2022 before resubmission to the Patron for approval. Patron approval was received on 19<sup>th</sup> May 2021.

**Date of Approval by Patron:** 1<sup>st</sup> October 2020

**Date of Implementation by school:** 5<sup>th</sup> October 2020

**Reviewed: September 2021 and March 2022**

Signed: Si Mavy Kennan

(Chairperson of Board of Management)

Date: 20<sup>th</sup> May 2022

Signed: Deirdre Delaney

(Principal)

Date: 20<sup>th</sup> May 2022

## Appendix 1

**Appendix to Admission Policy concerning Admission to Special Classes in  
STANHOPE STREET PRIMARY SCHOOL  
MANOR STREET, DUBLIN 7.**

**Roll number: 09932B**

**School Patron: Catholic Archbishop of Dublin**

This Appendix to the Admission Policy is for the Special ASD Classes in Stanhope Street Primary School.

The Special Classes in Stanhope Street Primary School are a new additional support mechanism for pupils with autism, who fulfil the criteria for admission to the Special Classes and who would find it challenging to attend the mainstream classroom on a full-time basis. These classes are an integral part of Stanhope Street Primary School. The pupils in the Special Classes will be integrated into the day to day activities of the school insofar as possible and they will partake in as many school-related activities as they can, in line with their needs.

As the Special Classes are an integral part of Stanhope Street Primary School, all Plans and Policies of the Plean Scoile apply to these classes. It is not deemed necessary to re-iterate these in this Appendix. Such Plans and Policies may need to be adapted for the pupils in the Special Classes. They will be discussed by the Principal, the SEN team (including the staff of the Special Classes), the parents of the pupils in the Special Classes and the Board of Management as appropriate.

### **1. Criteria for Admission in the Special Class in Stanhope Street Primary School**

- Each child must have a diagnosis of Autism/ Autistic Spectrum Disorder without significant intellectual impairment using the DSM-V or ICD 10 by a psychologist or a member of the Multidisciplinary Team.
- A recent recommendation (within 6 months of the application) that a Special Class placement is best suited to the child's needs, must be clearly stated in the child's professional assessment by that professional.
- A fully completed application form must be filled in by the parents. All relevant reports from all professionals and services dealing with the child must accompany the application form.
- A child 's Admission to the Special Class may be phased in gradually through a mutually-agreed and time-bound process between the Board of Management, the school personnel and the child's parents.
- Parents must accept, in writing, the Code of Discipline pertaining to Stanhope Street Primary School.
- As inclusion is an integral part of our school ethos, it is a necessary criterion of Admission that any pupil enrolled in the Special Class must have the potential of integrating into the mainstream setting. It is our vision that each pupil in the Special Class will be enabled to integrate within the mainstream according to his/her ability and capacity. Insofar as possible in each individual case, the pupils in the Special Class will be integrated into the day-to-day activities of the mainstream school and will participate in school-related activities according to their abilities.

- The level of integration, duration and timing will be at the discretion of the Principal, the Special Class teacher, the mainstream class teacher, the parents of the pupil in question.
- The school must have the resources to meet the special educational needs of the pupil who wishes to be enrolled in the Special Class of Stanhope Street Primary School.
- The completion of an application form does not constitute an offer of a place in any class in Stanhope Street Primary School. In line with legislation, parents will be informed of the decision of the Board of Management within 21 days of receipt of a complete application. Parents will be informed, in writing, of the Board's decision and will be given a period of two weeks in which to accept an offer of a place in the Special Class in Stanhope Street Primary School.

**It is the duty of the parent to ensure that all documentation required by the school is submitted with the application form. Failure to do so will mean that the application will not be processed.**

In the event that the number of applicants applying for a place in the special class is greater **than** the **number** of places available, the **following** categories shall be used as a basis for prioritising applicants to the special class.

In the case of the Early Intervention ASD class

A. The child must be aged between 3 - 5 years of age.

B. Children already enrolled in the school who meets the criteria outlined above.

In the event of a pupil with ASD/Autism being placed in Stanhope Street Primary School mainstream, who does not cope despite the resources in place, the Board of Management reserves the right to prioritise the offer of a place(s) to this pupil, if an opening arises in the ASD Class

C. Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled and children ordinarily resident at an address within the parish boundaries– priority to oldest on the date of commencement of the school year (as per birth cert).

D. Children of staff (the eldest will have priority in the ranking)

E. Children outside the Parish (priority will be given based on proximity to the school to determine distance).

In the case of the Autism Junior Special Class

- A. Children already enrolled in Stanhope Street Primary School who have a diagnosis of Autism with a recommendation for a special class and are not managing the mainstream setting.
- B: Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled and children ordinarily resident at an address within the parish boundaries– priority to oldest on the date of commencement of the school year (as per birth cert).
- C. Children transitioning from Early Intervention Preschool Autism Class in Stanhope Street Primary School
- D. Children of staff

- E. Children outside the Parish (priority will be given based on proximity to the school to determine distance).

The Board of Management reserves the right to take into account the dynamics of the class and the needs/ages of the pupils already in the class, when offering places.

## **2. Right of Refusal to Enrol:**

1. Only boys to 1st class and girls (Junior infants -2nd) can be enrolled in Stanhope Street Primary School.
2. Only those pupils whose professional reports specifically state that placement in a Special Class is recommended will be considered for placement in the Special Classes in Stanhope Street Primary School.
3. The total number of places in each ASD Class in Stanhope Street Primary School is 6.
4. The Board of Management reserves the right to refuse admission to pupils in exceptional cases:
  - If the child's professional report(s) state that a place in a Special School is warranted, then Stanhope Street Primary School will not be able to meet their needs and the Board of Management reserves the right to refuse admission. Stanhope Street Primary School can consider, for our Special Class, only those applications from children for whom a Special Class has been recommended.
  - If the child has special needs such that, even with additional resources that may be granted by the Department of Education and Skills, the Board judges that our school is not in a position to provide the child with an appropriate education or
  - In the opinion of the Board of Management (with reference to the child's professional reports and reports from the child's present setting), the child will pose an unacceptable risk to themselves, to other pupils, to staff or to school property.
  - Parents who are dissatisfied with an admission decision have a right of appeal under Section 29 of the Education Act, 1998.

## **Meeting with parents and children**

Meetings will be held with parents and their child seeking admission to the Early Intervention Pre-school Class and the Junior Autism Class to discuss the individual needs of the child. Permission will be sought from the parents to visit the child's pre-school placement (where relevant) with a view to speaking to staff members about the child's needs, academic/social development and capabilities. If it is considered from these meetings and conversations that this school can successfully address the child's needs (and the child is capable of, at least some, meaningful integration both in the Early Intervention Pre-school Class and the Junior Autism Class and in the mainstream classroom) then the child and family will be invited to the school several times to become accustomed to the school and meet with staff. The purpose of these meetings and conversations is:

- to inform the decision as to whether or not the Early Intervention Pre-school Class and the Junior Autism Class in Stanhope Street Primary School is an appropriate placement for the child
- to facilitate the smooth transition into school if accepted.

Transition planning for starting in Stanhope Street Primary School is of the utmost importance.

It is a condition of acceptance of a place in the Early Intervention Pre-school Class and the Junior Autism Class in Stanhope Street Primary School that parents give permission for school staff to consult with other professionals working with their child and that a schedule for the child to transition into this school will be agreed with parents and school staff.

It is a further condition of acceptance of a place in the Early Intervention Pre-school Class and the Junior Autism Class in Stanhope Street Primary School that parents agree to a regular review of the continued admission of their child in the Early Intervention Pre-school Class and the Junior Autism Class.

This Draft Appendix to the Admission Policy was ratified by the Board of Management at the meeting of 10<sup>th</sup> March 2021 before submission to the Patron for approval. The policy was approved by the Patron on 19<sup>th</sup> March 2021.

Signed: S. Mary Keenan  
(Chairperson of Board of Management)

Signed: Deirdre Delaney  
(Principal)

Date: 20<sup>th</sup> May 2022

Date: 20<sup>th</sup> May 2022