



Admission Policy of Ballinteer Educate Together

**School Address: Parkvale,
Balally,
Dublin 16,
D16 N6T0**

Roll number: 20400E

School Patron: Educate Together

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/ guardians of children attending the school.

The policy was approved by the school patron on Thursday the 18th of September, 2025. 2026 It is published on the school's website and will be made available in hardcopy, upon request, to any person who requests it.

The relevant dates and timelines for Ballinteer Educate Together 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

Educate Together schools are committed to the values set out in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Pupils follow an Ethical Education curriculum, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. This teaches pupils about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another. Our equality-based ethos informs all policies and practices in the daily life of the school. In exercising its policy-making and decision-making responsibilities, the school's board of management upholds the characteristic spirit of the school.

Educate Together schools provide for equality of access and a child / learner-centred approach in line with the Educate Together Charter. They prioritise offering places to siblings of children in the school at the same time.

The definition of a sibling in this policy includes stepsiblings and foster siblings who are enrolled in the school at the same time.

3. Admission Statement

Ballinteer Educate Together National School will not discriminate in its admission of a pupil to the school on any of the following grounds:

- a. sex or gender of the pupil or applicant,
- b. civil status of the applicant,
- c. family status of the pupil or applicant,
- d. sexual orientation of the pupil or applicant,
- e. religion of the pupil or applicant,
- f. disability of the pupil or applicant,
- g. race of the pupil or applicant,
- h. the pupil or applicant's membership of the Traveller community,
- i. the pupil or applicant in respect of the pupil/applicant concerned having additional educational needs. However, because Ballinteer Educate Together National School's is a school which has established two classes with the approval of the Minister for Education, which provide(s) an education exclusively for pupils with a category/categories of additional ("special") educational needs specified by the Minister, Ballinteer Educate Together National School may refuse to admit a pupil to these classes where the pupil concerned does not meet the criteria for admission to such a class, see [section 4](#) below.

These grounds are as per section 61 (3) of the Education Act 1998.

Ballinteer Educate Together National School will cooperate with the National Council for Special Education (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 additional ("special") educational needs, including in particular by the provision and operation of a specialised class or classes when requested to do so by the Council.

Ballinteer Educate Together National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b) of the Education (Admissions to Schools) Act 2018.

4. Categories of Additional (“Special”) Educational Needs catered for in the Autism Classes

Ballinteer Educate Together National School with the approval of the Minister for Education, has established two classes to provide an education exclusively for autistic pupils.

Children and young people are eligible for enrolment in a special class for autistic pupils when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of additional educational needs (*e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)*)

AND

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

AND

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

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autistic pupils.

5. Admission of pupils

This school shall admit each pupil seeking admission except where:

- a) the school is oversubscribed (please see [section 7](#) below for further details)
- b) a parent of a pupil, 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 them and that they shall make all reasonable efforts to ensure compliance with such code by the pupil
- c) The autism classes in Ballinteer Educate Together National School provides an education exclusively for autistic pupils and the school may refuse admission to this class where the pupil concerned does not meet the criteria for admission to such a class as set out in [section 4](#) above.

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 pupil on a waiting list for admission to the school:

- (a) a pupil's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a pupil'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 pupil's academic ability, skills or aptitude; other than in relation to: admission to a class for autistic pupils insofar as it is necessary in order to ascertain whether or not the pupil meets the eligibility criteria for such a class.
- (d) the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- (e) a requirement that a pupil, or their parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a pupil's connection to the school by virtue of a member of their family attending or having previously attended the school other than siblings of pupils who are enrolled in the school at the same time;
- (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. Oversubscription

a) Junior Infants

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 for Junior Infants.

Priority Category 1:

Applicant pupils who are siblings of children enrolled in the school at the same time who have reached at least 4 years of age on or before 31 st May prior to starting school.

Priority Category 2:

Applicants living in the school planning area as defined by the Department of Education (available in Appendix A) who have reached at least 4 years of age on or before 31 st May prior to starting school.

Priority Category 3:

Applicant pupils who are siblings of children enrolled in the school at the same time who have reached at least 4 years of age on or before 31 st August prior to starting school.

Priority Category 4:

Applicants living in the school planning area as defined by the Department of Education (available in Appendix A) who have reached at least 4 years of age on or before 31 st August prior to starting school.

Priority Category 5:

Applicants living outside the school planning area as defined by the Department of Education (available to view in Appendix A) who have reached at least 4 years of age on or before 31 st May prior to starting school.

Priority Category 6:

All other applicants.

In the event that there are two or more pupils tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery of completed applications. Multiple births such as twins, triplets, etc will be entered in the lottery as one entry and will be offered a place on the waiting list in sequence of alphabetical order of their first name.

b. Autism Classes

If autism classes are oversubscribed, the school will apply the following selection criteria to pupils. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for the autism classes. Applications under any of the priority categories listed below must meet the eligibility criteria for these classes, as outlined in [section 4](#) above.

Priority Category 1:

Applicant pupils who are currently enrolled in the school.

Priority Category 2: Applicant pupils who are siblings of children enrolled in the school at the same time who have reached at least 4 years of age on or before 31st May prior to starting school.

Priority Category 3: Applicants living in the school planning area as defined by the Department of Education (available in Appendix A) who have reached at least 4 years of age on or before 31st May prior to starting school.

Priority Category 4: Applicant pupils who are siblings of children enrolled in the school at the same time who have reached at least 4 years of age on or before 31st August prior to starting school.

Priority Category 5: Applicants living in the school planning area as defined by the Department of Education (available in Appendix A) who have reached at least 4 years of age on or before 31st August prior to starting school.

Priority Category 6: Applicants living outside the school planning area as defined by the Department of Education (available to view in Appendix A) who have reached at least 4 years of age on or before 31st May prior to starting school.

Priority Category 7: All other applicants.

In the event that there are two or more pupils tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery of completed applications. Multiple births such as twins, triplets, etc will be entered in the lottery as one entry and will be offered a place on the waiting list in sequence of alphabetical order of their first name.

c. Other year groups – Senior Infants to Sixth Class

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Pupils must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

Priority Category 1: Applicant pupils who are prior pupils of Ballinteer Educate Together National School who left the school for the educational purpose of attending a reading school or similar setting for a fixed period of time (e.g. one or two years) and who are now returning to Ballinteer Educate Together National School.

Priority Category 2: Applicant pupils who are siblings of children enrolled in the school at the same time.

Priority Category 3: Applicants living in the school planning area as defined by the Department of Education (available to view in Appendix A).

Priority Category 4: Applicants living outside the school planning area.

In the event that there are two or more pupils tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery of completed applications. Multiple births such as twins, triplets, etc will be entered in the lottery as one entry and will be offered a place on the waiting list in sequence of alphabetical order of their first name.

8. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, autism classes or to other year groups will be considered and decided upon in date order of when they were received in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list in *alphabetical order of surname*.

9. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available in Junior Infants, autism classes or other year groups, a waiting list of pupils whose applications for admission to Ballinteer Educate Together National 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 Ballinteer Educate Together National School is in the order of priority assigned to the pupils' applications after the school has applied the selection criteria in accordance with this admission policy; see [section 7](#) above. Late applications will be added to the list in date order; see [section 8](#) above.

Offers of any subsequent places that become available before and during the school year in relation to which admission is being sought will be made to those pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

Waiting lists will expire at the end of each school year.

10. Admissions of pupils after the commencement of the school year

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next applicant.

11. Decisions on applications

All decisions on applications for admission to Ballinteer Educate Together National 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.

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.

12. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school within the timeline outlined in the relevant annual admissions notice, but no later than three weeks after the annual admissions process or, for late applications, three weeks after the school receives an application.

If a pupil 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

pupil's ranking against the selection criteria and details of the pupil's place on the waiting list for the school year or class concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

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

In accepting an offer of admission from Ballinteer Educate Together National School, parents / guardians must indicate—

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

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

14. 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 Ballinteer Educate Together National 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 / guardian of a pupil, 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 them and that they shall make all reasonable efforts to ensure compliance with such code by the pupil; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 13](#) above.

15. Sharing of Data

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 to facilitate the efficient admission of pupils. Section 66(6) allows a school to provide a patron or another board of management with a list of the pupils 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 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 pupil's personal details, including their name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of pupils. This is in accordance with the Minister for Education's statutory function to plan and co-ordinate the provision of education in schools.

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

The board of Ballinteer Educate Together National 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 pupil to the school, or
- (b) the admission or continued enrolment of a pupil in the school.

17. Reviews/appeals

Review of decisions by the board of management

The parent / guardian of the pupil 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.

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 within 21 calendar days of the date** 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 within 21 calendar days of the date** 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 / guardian of the pupil 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 to 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.

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.

More information on appeals can be found [here](#).

18. Data Protection.

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to pupils will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

Roles and Responsibilities Board of Management

It is the responsibility of the Board of Management to ensure that this policy is drawn up with the appropriate involvement of all stakeholders, that it is reviewed regularly and that the policy is upheld.

Principal

The Principal is responsible for ensuring that the procedures outlined in this policy are implemented, and that they are communicated on an ongoing basis to all

members of the school community. These duties will be assumed by the Deputy Principal in the Principal's absence. The Principal plays a particular role in the induction of new staff through the Droichead process and by ensuring a mentoring system is in place.

Contact details

Queries about this policy should be addressed to the Principal in the first instance:

The Principal

Ballinteer Educate Together National School

Parkvale, Balally,

DUBLIN 16

D16 N6T0

(01) 296 3017

info@ballinteeretns.ie

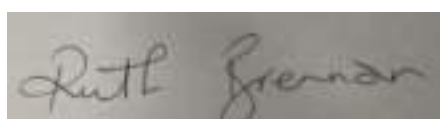
School Roll Number: 20400E

Ratification and Communication


This policy has been communicated to all present staff and will be communicated to all future staff. It was presented to the Board of Management and ratified on 17th of September, 2025. It is available to view on the school website or a hard copy is available from the school office.

This policy and its associated procedures will be monitored on an ongoing basis but will undergo full review in 2028, or earlier if necessary.

Signed:



Ruth Brennan
Principal



Maeve McCarthy
Chairperson

Ratified by the Board of Management on:

Date: 17th of September, 2025

School Planning Area Map

