



Admissions Policy

St. Paul's Primary School
North Brunswick Street, Dublin 7
Roll number: 16695E

School Patron/s: Catholic Archbishop of Dublin
Trustees: ERST

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 14th October 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 St. Paul's CBS Primary school 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. Paul's CBS Primary School is a Catholic primary school with a Catholic ethos under the patronage of Archbishop Dermot Farrell.

From 2022 St Paul's CBS Primary School will commence enrolling boys and girls in Junior Infants.

"Catholic Ethos" in the context of a 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 school provides religious education for the pupils in accordance with the doctrines, practices and traditions 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 St. Paul's CBS 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.

St. Paul's CBS Primary School is a mainstream, Catholic Primary school. The school strives to provide a well-ordered, caring and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and nurtured. We value the uniqueness of each pupil and seek to develop the pupil's potential. We aim to help pupils to be happy and confident, to be interested and concerned about people and the world around them and to see learning as a lifelong experience. We endeavour to promote the true value and dignity of each person in the school, to respect diversity and difference and to grow and work together as a learning community.

We recognise that many of the children in our school come from a variety of faith traditions and we welcome children of all faiths and none, respecting and valuing the diverse beliefs of our Community.

3. Admission Statement

St. Paul's CBS Primary School will not discriminate in its admission of a pupil to the school on any of the following:

- (a) the gender ground of the pupil or the applicant in respect of the pupil concerned,
- (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- (c) the family status ground of the student or the applicant in respect of the pupil concerned,
- (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- (e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- (h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (i) the ground that the pupil or the applicant in respect of the pupil 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 Paul's CBS is an all-boys school from 5th to 6th class and does not discriminate where it refuses to admit a girl applying for admission to this school.

From September 2026 St Paul's CBS will be accepting applications for boys and girls from Junior Infants to 3rd class and boys only in 6th class

St. Paul's CBS 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 pupil 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

Schools with special education class(es)

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

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

5. Admission of Pupils

This school shall admit each pupil 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 pupil.

St Paul's CBS provides education for Junior Infant Boys and girls from September 2022.

St. Paul's CBS Primary School is a Catholic school and may refuse to admit as a pupil a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class:

St Paul's CBS with the approval of the Minister for Education & Youth, has established two classes to provide an education exclusively for students with Autism

1. Eligibility criteria for Enrolment

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

Professional report(s) outlining: Diagnosis of special 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 (insert category of special educational need e.g. autism)

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:

Selection criteria

Mainstream:

1. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of Halston St. (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 (the eldest child will also have priority).

All criteria should be on the basis that the eldest child has priority.

Autism Class:

1. The child must be 5 years of age
2. Children already enrolled in St Paul's CBS Primary School who have a diagnosis of Autism with a recommendation for a special class and are not managing the mainstream setting
3. Siblings and stepsiblings of children (resident at same address) already enrolled in the school 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).
4. Children resident in the parish (the eldest child will have priority in this ranking).
5. Children residing outside the parish but living in Dublin 7 (the eldest child will have priority in this ranking).
6. Children of staff (the eldest child will have priority in this ranking).
7. Children residing outside Dublin 7 (the eldest child will also have priority),

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, 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.

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 pupil's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a pupil's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- (e) a requirement that a pupil, 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.

8. Decisions on applications

All decisions on applications for admission to St. Paul's CBS 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 [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 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 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. Paul's CBS 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 are 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. Paul's CBS 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 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 him or her and that he or she 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 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 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 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 pupil'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).

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. Paul's CBS 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 St. Paul's CBS 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils 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 the 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 no 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 available, the name of the applicant will be added to the waiting list as set out in Section 13.

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 pupils who are not already admitted to the school to classes or years other than the school's intake group are as follows:

While recognising the rights of parents/guardians to enrol their child in the school of their choice the Board of Management of St. Paul's CBS Primary School is also responsible to respect the rights of the existing school community and in particular the pupils already enrolled. This requires balanced judgements which are guided by principles of natural justice and acting in the best interests of all pupils. It should be noted that pupils will only be admitted to other years

- If and when a space in that year group is available.
- The Board are satisfied that the transfer of the pupil into the class will not impact on the learning of that class group.

- The Board are satisfied that it has sufficient resources in place to ensure that the pupil can learn to his/her fullest potential.
- The Board are satisfied that the transfer of the child into the school would be in the best interest of the child.
- Applications can be submitted from November until the last working day in March for a place in the school.
- An application will not be considered complete until such time as all requested information on the application form or any related document has been received.
- It is the responsibility of parents to re-apply each year in the event of not securing a place in the year first requested.
- Offers of places will be notified within 21 days of the closing date for applications. Acceptance of a place must be confirmed in writing within 10 working days of receipt of the offer.

Parents/Guardians seeking admission for their pupil to St. Paul's CBS Primary School are requested to:

- Return a completed application form (available from the secretary's office or they can also be downloaded from the school website: www.brunnerprimary.ie).
- All applications must be accompanied by:
 - ☐ A State Birth Certificate/Adoption Certificate
 - ☐ Proof of address (any 2 of the following original utility bills will be accepted: ESB/Gas/T.V /Bin)
 - ☐ Copies of up to date reports from all previous schools which they have attended, including the results of standardised tests and other assessments where applicable.
 - ☐ Where legal documents outline the custody, arrangements relating to the child, details of these arrangements should be provided
- All applications for admission received for any class as outlined in the annual admission notice/Sections 5 and 6 above, 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 pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- The School has the capacity to enrol the pupil in that year group.
- The Board are satisfied that the transfer of the pupil into the class will not impact on the learning of that class group.

- The Board are satisfied that it has sufficient resources in place to ensure that the child can learn to its fullest potential.
- The Board are satisfied that the transfer of the child into the school would be in the best interest of the pupil.
- Information concerning attendance and the child's educational progress will be sought from his/her previous school.

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

This rule applies to all schools.

The Board of St. Paul's CBS 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-

- an application for admission of a pupil to the school, or
- the admission or continued enrolment of a pupil in the school.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent 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 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 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 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.

Policy Review

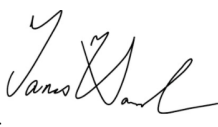
This policy was drafted following consultation with staff, Parents and BOM in April 2020 and following ratification by the BOM in April was submitted to the Patron.

The policy was reviewed again in September 2025

Date of Approval by Patron: October 2025

Date of Implementation by school: November 2025

Reviewed:

Signed:  _____

Chairperson of Board of Management

Date: 24.09.25

Signed:  _____

Principal

Date: 24.09.25