

**Admission Policy of  
ST. PIUS X GIRLS NATIONAL SCHOOL  
FORTFIELD PARK, TERENURE  
DUBLIN 6W, EIRCODE D6W PN27**

**Roll number: 19178W**

**School Patron: Diarmuid Martin Archbishop of Dublin**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on July 16<sup>th</sup> 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. Pius X Girls National School admission process is 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. Pius X Girls National School is a Catholic all girls primary school with a Catholic ethos under the patronage of Bishop **Diarmuid Martin, Archbishop of Dublin**.

"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. Pius X Girls National 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. Pius X Girls National School is dedicated to providing a caring and supportive environment for all its pupils through positive affirmation, clear communication and a genuine partnership between the home, the school and the community

### **3. Admission Statement**

St. Pius X Girls National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

#### **Single gender schools**

St. Pius X Girls National School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

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

Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. Every child is supported as far as possible and in accordance with our Special Educational Needs Policy to be included in her class curriculum and to participate in the activities of the school.

#### 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
- c) St. Pius X Girls National School provides education exclusively for girls and will refuse to admit as a student a person who is not of the gender provided for by this school.
- d) St Pius X GNS 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.

#### The procedures of the school in relation to the admission of Junior Infant students (Intake Group) are as follows:

Applicants are required to submit a fully completed, signed and dated Admission Application Form. Applications forms can be downloaded from the school website [www.piusxgns.ie](http://www.piusxgns.ie) by emailing [secretary@piusxgns.ie](mailto:secretary@piusxgns.ie) or by contacting the school office on 01 4901052.

Applications will be deemed **incomplete** if all requested documentation and information has not been received. The following documents must accompany a completed application form:

- (a) Copy of the students birth/Adoption certificate
- (b) Proof of address in the form of 2 **original** utility bills in the name of the applicant (dated no later than 3 months prior to the date on the application form) from your gas supplier, electricity supplier, refuse company, Internet/TV supplier, TV licence or Local Property tax.

The school's Code of Behaviour can be downloaded from the school website [www.piusxgns.ie](http://www.piusxgns.ie). or obtained by emailing [secretary@piusxgns.ie](mailto:secretary@piusxgns.ie) or by writing to St. Pius X Girls National School, Fortfield Park, Terenure, Dublin 6W, D6WPN27

The completion of an application form or the placement of your daughter's name on a list does not confer an automatic right to a place in the school.

Where a place is not immediately available the applicant's name will be placed on a waiting list in accordance with the order of priority assigned below (See Section 6)

Parents/guardians will be asked to sign a declaration that all information supplied to the school is true. Falsification of documents will lead to forfeiture of a place offered.

The school does not accept responsibility for administration errors made in the completing of the application form. Please check all information contained in the application form is correct before submitting it.

The initial round of offers of places will be notified within **21 days** from the closing date for the receipt of applications. If places remain available after the initial round of offers has been completed a second round of offers of places will be notified **within 21 days** from the date of the initial round of offers and these rounds of offers will be repeated at intervals of 21 day or less until all places in the intake group have been filled.

In the event of the intake group being oversubscribed decisions to refuse admission will be notified **within 14 days** from the date on which all available places in the intake group have been filled.

Acceptance of a place must be confirmed in writing **within 14 days** from the date of the letter of offer by completing and returning to the school an enrolment acceptance form which will be sent with the letter of offer.

Failure to accept an offer within the prescribed period above may result in the offer being withdrawn

**Note:** The school will consider and issue decisions on late applications in accordance with Section 14 below

## **6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

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:

Parents/guardians of girls, who have reached the age of 4 on or before the 31<sup>st</sup> March in the year of admission, may apply for a place in St. Pius X Girls National School.

The categories set out below which are numbered in order of priority will be used to determine the priority order given to applications when the number of applications received outnumber the number of places available. In the event that the number of applications received exceeds the number of places to be filled in any category, then children will be accommodated in age order with older girls being given precedence over younger girls. Children born on the same date will be deemed to be the same age.

### Priority Category 1

Sisters and stepsisters of girls who are already enrolled in St Pius X GNS on the date on which a place is being allocated and girls who are permanently resident in St Pius X parish.

Priority Category 2

Sisters/stepsisters of boys who are still enrolled in St. Pius X Boys National School on the date on which a place is being allocated.

Priority Category 3

Daughters of the current staff of St. Pius X Girls National School

Priority Category 4

Daughters of the current staff of St. Pius X Boys National School.

Priority Category 5

Girls living in bordering parishes who do not have a primary school in their Parish with priority given to girls from Kimmage Manor parish.

Priority Category 6

Girls from other Parishes.

In the event that multiple birth siblings apply for admission to the school and one multiple birth siblings is granted a place then all the multiple birth siblings shall be admitted provided they each belong to the same priority category and provided the multiple birth siblings do not exceed three in number.

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:

Where two or more children are tied for a place or places in the school a lottery will be drawn by an independent person, as defined in section 9 60 of the Education (admission to schools) Act 2018

In the event that multiple birth siblings apply for admission to the school and a lottery is needed then the school will enter one surname into the lottery to represent all the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all the multiple birth siblings shall be admitted provided the multiple birth siblings do not exceed three in number.

If the multiple birth siblings exceed three in number and the surname of the multiple birth siblings is selected then a second lottery should be held and the school should enter each of the multiple birth siblings as individual students and the names of each multiple birth sibling should be placed on the lottery list in the order in which they were drawn

## 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 naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or 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 her family attending or having previously attended the school other than
  - (1) siblings of a student attending or having attended the school and/or
  - (2) parents or grandparents of a student having attended the school.
- (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. Pius X Girls 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

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

## 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from St Pius X GNS, you must indicate—

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

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

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

An offer of admission may not be made or may be withdrawn by St Pius X GNS where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

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

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

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).

### **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. Pius X Girls 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 St. Pius X Girls National 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 students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

### **14. Late Applications**

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

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 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 Board of Management reserves the right to determine the maximum number of children in each classroom bearing in mind:

- Size of/available space in classrooms and play areas
- The educational needs of children of a particular age
- Multi-grade classes
- Department of Education & Skills maximum class average directives
- Availability of teaching staff

The categories set out below which are numbered in order of priority will be used to determine the priority order given to applications when the number of applications received outnumber the number of places available. In the event that the number of applications received exceeds the number of places to be filled in any category, then children will be

accommodated in age order with older girls being given precedence over younger girls. Children born on the same date will be deemed to be the same age.

**Priority Category 1.**

Sisters and stepsisters of girls who are already enrolled in St Pius X GNS on the date on which a place is being allocated and girls who are permanently resident in St Pius X parish

**Priority Category 2**

Sisters/Stepsisters of boys who are enrolled in St. Pius X BNS on the date on which a place is being allocated.

**Priority Category 3.**

Daughters of the current staff of St. Pius X G.N.S.

**Priority Category 4.**

Daughters of the current staff of St. Pius X B.N.S.

**Priority Category 5**

Girls living in bordering parishes who do not have a primary school in their Parish with priority given to girls from Kimmage Manor parish.

**Priority Category 6.**

Girls from other Parishes.

The school's Admission Policy and Admission Application Form can be downloaded from the school website [www.piusxgns.ie](http://www.piusxgns.ie). or obtained by emailing [secretary@piusxgns.ie](mailto:secretary@piusxgns.ie) /or by writing to St. Pius X Girls National School, Fortfield Park, Terenure, Dublin 6W, D6WPN27.

Applications will be deemed **incomplete** if all requested documentation and information has not been received. The following documents must accompany a completed application form:

- (c) Copy of the students birth/Adoption certificate
- (d) Proof of address in the form of 2 **original** utility bills in the name of the applicant (dated no later than 3 months prior to the date on the application form) from your gas supplier, electricity supplier, refuse company, Internet/TV supplier, TV licence or Local Property tax.

The school's Code of Behaviour can be downloaded from the school website [www.piusxgns.ie](http://www.piusxgns.ie). or obtained by emailing [secretary@piusxgns.ie](mailto:secretary@piusxgns.ie) or by writing to St. Pius X Girls National School, Fortfield Park, Terenure, Dublin 6W, D6WPN27

The completion of an application form or the placement of your daughter's name on a list does not confer an automatic right to a place in the school.

It is the responsibility of parents to **re-apply** each year in the event of not securing a place in the year first requested.

Parents/guardians will be asked to sign a declaration that all information supplied to the school is true.

Falsification of documents will lead to forfeiture of a place offered

The school does not accept responsibility for administration errors made in the completing of the application form. Please check all information contained in the application form is correct before submitting it.

**The procedures of the school in relation to the admission of students who are not already admitted to the school to classes other than the school's intake group, for commencement at the beginning of the school year are as follows: See Appendix 1**

**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: See Appendix 1**

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

The board of St. Pius X Girls 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 student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parent(s)/guardian(s) 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)/guardian(s) to discuss how the request may be accommodated by the school.

The school's Religious Education Policy is available on [www.piusxgns.ie](http://www.piusxgns.ie).

## **18. Reviews/appeals**

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

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

### **19. ADDITIONAL PROVISIONS**

The Board of Management reserves the right to change this Admission Policy which will be reviewed periodically.

The Admission Policy that is in existence when an offer of a school place is being made will be the policy that will be applied to the application.

There will be no facility to defer an offer of a place from one year to another.

An applicant who has filed an admission application form and who subsequently becomes entitled to be elevated to a higher priority category due to change of address or some other such reason is advised to submit a new amended admission application form with supporting documentation. The filed application form shall remain valid (unless it is formally withdrawn by a request in writing from the applicant) until it is substituted by the new amended application form regardless of any correspondence with the school or any information imparted to the school with regard to the contents of the filed application form.

## Appendix 1

**The procedures of the school in relation to the admission of students who are not already admitted to the school to classes other than the school's intake group, for commencement at the beginning of the school year are as follows:**

Parents/guardians seeking admission for their daughter/s who are not already admitted to St. Pius X Girls National School, to classes other than the school's intake group can apply at any time during the school year prior to the school year in relation to which admission is being sought, by submitting a fully completed signed and dated Application Form.

The names of students for whom Admission Applications have been submitted, will be placed on a list or added to an existing list in accordance with the order of priority assigned to the student's applications. This list will remain valid for the school year in which admission is being sought.

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.

An offer of a place or a decision to refuse admission will be notified **within 21 days** from the date of receipt of the application

Acceptance of a place must be confirmed in writing **within 14 days** from the date of the letter of offer by completing and returning to the school an enrolment acceptance form which will be sent with the letter of offer.

Failure to return a completed enrolment acceptance form within 14 days from the date of the letter of offer may result in the place being forfeited and reallocated.

It is the responsibility of parents to **re-apply** each year in the event of not securing a place in the year first requested.

**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:**

Parents/guardians seeking admission for their daughter/s who are not already admitted to St. Pius X Girls National School, after the commencement of the school year in relation to which admission is sought can apply at any time during that school year.

Applications received after the commencement of the school year will be placed at the end of the existing waiting list strictly in the order of the date of receipt of application.

An offer of a place or a decision to refuse admission will be notified **within 21 days** from the date of receipt of an application.

Acceptance of a place must be confirmed in writing **within 14 days** from the date of the letter of offer by completing and returning to the school an enrolment acceptance form which will be sent with the letter of offer.

Failure to return a completed enrolment acceptance form within 14 days from the date of the letter of offer may result in the place being forfeited and reallocated.

It is the responsibility of parents to **re-apply** each year in the event of not securing a place in the year first requested.

