



## **Admission Policy of Carmona School**

**School Address: 111 Upper Glenageary Road, Dun Laoghaire, Co Dublin**

**Roll number: 20121A**

**School Patron/s: Archbishop of Dublin**

**School Trustees: Saint John of God Hospitaller Services Group clg**

### **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 20<sup>th</sup> May 2023. 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 Carmona 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**

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Tel: 01 235 3591 | Email: [school.carmona@sjog.ie](mailto:school.carmona@sjog.ie) | Roll No: 20121A  
Principal Marie Burke

*Hospitality • Compassion • Respect • Justice • Excellence*

Carmona School is a Catholic co-educational special school under the Patronage of the Catholic Archbishop of Dublin and the Trusteeship of the Saint John of God Hospitaller Services clg. We are located on the grounds of Saint John of God, Carmona Services.

The school provides religious education for 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 Carmona 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.

Carmona School caters for students between four and eighteen years of age with Severe or Profound General Learning Disability. We have 7 classes with a pupil teacher ratio of 6:1.

### **Mission Statement and Aims**

Carmona School's **mission** is to create a space in which each pupil is happy and can flourish. We work each day to provide a safe, fun, pupil-centred learning environment.

Our **aims** for our pupils are for them;

To feel Safe and Secure

To have access to the Skills and Tools they need to have their Communications understood

To be as Active and Healthy as possible

To feel Good about themselves and be Happy

To be Listened to and Heard

To be part of a School that promotes Partnership between pupils, parents, staff and the community

### **Educational Programmes**

Carmona School promotes the full and harmonious development of all aspects of the pupil, including the intellectual, physical, social, moral and spiritual.

Carmona School caters for the educational needs of its students through an adapted Primary Curriculum for students with Severe or Profound General Learning Disabilities and where appropriate, through the Level 1 Junior Cycle Programme.

### **Referral Procedures**

Applications are accepted from all ages of students within the timeframe for receipt of applications as set out in the school's Annual Admission Notice. Applications should be made in writing by the parent or legal guardian of the applicant. If a third party, acting on behalf of a parent, refers a student to the school, it is expected that it is with the parents agreement. The person referring the student to the school is the person the school will enter into correspondence with.

Applications must be accompanied by a recent Psychological Assessment. A recent School Report should also be included if available. The Psychological Assessment should clearly show the cognitive functioning of the pupil as operating within the Severe or Profound range. Other relevant clinical reports such as Occupational Therapy, Physiotherapy and Speech and Language should also be provided if available.

**Completed Application Forms should be addressed to:**

The Principal, Carmona School, 111 Upper Glenageary Road, Dun Laoghaire, Co Dublin

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

**3. Admission Statement**

Carmona 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.

Carmona School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Carmona School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

**Special Schools**

Carmona School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

**All Denominational Schools**

Carmona 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.

**4. Category of Special Educational Needs catered for in the school.**

Carmona School with the approval of the Minister for Education and Skills provides an education exclusively for students with Severe or Profound General Learning Disabilities.

**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

**Special Schools**

Carmona School provides an education exclusively for students with Severe or Profound General Learning Disabilities and may refuse admission to a student, where the student does not have the specified category of special educational needs provided by this school.

**All Denominational Schools**

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

**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:

**Criteria for Acceptance:**

All applicants will be evaluated using the following criteria:

- Completed applications have been received by the closing date.
- The applicant meets the profile of Severe or Profound General Learning Disability.
- There is an age appropriate place available in the school.

**Selection Procedure:**

Decisions regarding individual applications are made by the School Board of Management in consultation with the School Principal and the Admissions Committee for children in Carmona Services. The Admissions Committee includes the School Principal, Principal Psychologist, Speech and Language Therapy Manager, Occupational Therapy Manager, Physiotherapy Manager and Co-ordinator of Children's Services.

The Psychology Department exercises clinical judgment and best practice regarding the correct interpretation of cognitive scores, adaptive functioning and other assessment data in determining the educational suitability of each pupil for placement at the school.

- All applications are assessed by the Admissions Committee based on the criteria outlined above.
- The Admissions Committee commences its work immediately after the closing date as outlined in the Annual Admissions Notice. At its first meeting, the school Principal advises the team of the number of vacancies in the school for the coming Academic Year and the age profile and classes where these vacancies occur.
- The Admissions Committee submits a report to the Board of Management and all applicants are informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

In the event that the school is oversubscribed, priority will be given to the eldest student nominated by the Admissions Committee to the Board of Management.

## 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
- (c) a student's academic ability, skills or aptitude; other than in relation to:  
Admission to Carmona School insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned; Severe or Profound General Learning Disability

- (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;
- (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 Carmona School will be based on the following:

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

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 Carmona 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 Carmona School where—

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

### **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 Carmona 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 Carmona 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.

### **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.

A school place will be offered to a late applicant, where there is still a place in the school and providing they satisfy the criteria for acceptance. If there is no vacancy, the student will be placed on the waiting list.

### **15. Procedures for admission of students to other years and during the school year**

Carmona School accepts Applications from Parents/Guardians, of students of all age groups as outlined in the school's Admission Policy. All applications must be submitted within the timeframe for receipt of applications as set out in the school's Annual Admission Policy.

Offers of places that become available after the commencement of the school year in which admission is sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which students have been placed on the list.

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

This rule applies to all schools.

The board of Carmona 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**

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 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.

Eoin O'Donnagain  
Chairperson of Board of Management

Date: 23<sup>rd</sup> May 2023

Marie Burke  
School Principal

Date: 23<sup>rd</sup> May 2023