

Admission Policy of Saint Mark's Senior National School

School Address: Maplewood Road, Springfield, Tallaght, Dublin 24



Roll number: 19390u

School Patron: Catholic Archbishop of Dublin

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of 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 the 11th November 2025. 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. Mark's S.N.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:

St. Mark's Senior N.S. is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting;

- The full and harmonious development of all aspects of the pupil, including the intellectual, physical, cultural, moral, and spiritual aspects: and
- a living relationship with God and other people: and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus: and
- 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 such 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. Mark's Senior 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.

Mission Statement of Saint Mark's Senior National School

St. Mark's Senior N.S is an inclusive Catholic school which aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. We take great pride in our diverse cultural community and have due recognition for all other religions.

St. Mark's Senior N.S is committed to providing a safe environment focused on developing relationships, learner experiences and learner outcomes.

We promote and aid child-centred lifelong and life-wide learning - academic engagement, spiritual awareness, well-being recognition, relationship building, arts and digital competencies and environmental and civic citizenship.

Care, Courage and Creativity are actively encouraged, modelled and nurtured in our school community.

We acknowledge that parents/guardians are the primary educators. We actively collaborate with the pupil and the home to help each pupil reach their potential.

The School Motto is: "Ar scáth a chéile a mhaireann na daoine"

The school caters for the full range of classes from Third to Sixth class. It is an inclusive school and caters for children of all abilities. Staffing allocations change from year to year according to the Department of Education and Skill's regulations. In 2025, the staff consists of an administrative principal, 23 mainstream class teachers, 14 special education teachers, 4 E.A.L. support teachers and one Special Class Teacher (M.G.L.D.). Ten Special Needs Assistants are assigned to the school by the Department of Education and Skills to enable the inclusion of children with special educational needs.

3. Admission Statement

St. Mark's S.N.S. 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.

All denominational schools

Saint Mark's Senior N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education classes

Saint Mark's S.N.S. is a school which has established a class, with the approval of the Minister for Education and Skills, 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.

Saint Mark's S.N.S. 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.

Saint Mark's S.N.S. 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.

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

St. Mark's S.N.S. with the approval of the Minister for Education and Skills, has established one integrated special class to provide an education exclusively for students with Mild General Learning Disability (MGLD).

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.

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

The special class attached to Saint Mark's S.N.S. provides an education exclusively for students with Mild General Learning Disability and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. Children and young people are eligible for enrolment in the special class for Mild General Learning Disability when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (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 Mild General Learning Disability.

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 for mainstream class:

- 1) Pupils from St. Mark's Junior National School.
- 2) Siblings and stepsiblings of children attending or who have attended the school and or/ children who live within the boundaries of the parish of Springfield as outlined in Appendix A.
- 3) Children of staff.
- 4) Children who live outside the boundaries of the parish.

Selection criteria for Mild General Learning class*:

- 1) Pupils from St. Mark's Junior National School.
- 2) Siblings and stepsiblings of children attending or who have attended the school and or/ children who live within the boundaries of the parish of Springfield as outlined in Appendix A.
- 3) Children of staff.
- 4) Children who live outside the boundaries of the parish.

**All applicants must be known to the NCSE and have the NCSE letter confirming eligibility confirming special class placement*

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:

- 1) The age of the applicant: older children will be given priority.

Whenever necessary, the school will maintain a waiting list in priority order for the duration of the school year. Places that arise in the course of the year will be offered to applicants on the waiting list in order.

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 up to 2nd class;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (b) a student's academic ability, skills or aptitude;

other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned in accordance with the provisions of section 62(9) of the act.

- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) 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 or stepsiblings of a student attending the school);
- (f) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to St. Mark's S.N.S. 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 the 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. Mark's S.N.S. 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. Mark's S.N.S. 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. Mark's S.N.S. 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. Mark's S.N.S. 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.

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 students who are not already admitted to the school to classes or years other than the school's intake group are as follows: Pupils will be admitted to classes other than the school's intake group subject to a space being available. In the event of non-admission classes being over-subscribed the same admissions criteria will apply in establishing priority as applies to the intake class.

1. Application will be made on the official application form for enrolment in St. Mark's S.N.S.
2. Applicants must indicate their acceptance of compliance with the schools Code of Behaviour and the Anti-Bullying Policy specifically and general acceptance of other school policies.
3. The pupil has completed the relevant stages of education prior to the class applied for.

4. The applicant will be required to provide relevant academic and behaviour reports from the school from which the applicant proposes to transfer.
5. Submitting inaccurate information on an application form or in accompanying documentation will render the application void.
6. Written notification of the decision to enrol will be issued to the parents within 21 days of receipt of the application.
7. Acceptance of the offer must be made in writing within 14 calendar school days. Failure to do so may result in the place being forfeited or reallocated.

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

The Board of St. Mark's SNS 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 parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) 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 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 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.

Signed: Mary Cullen Date: 27th November 2025

Mary Cullen

Chairperson Board of Management

Signed: M. Daly Date: 27th November 2025

Michael Daly

Principal/Secretary Board of Management

Appendix A

Springfield Parish

Archdiocese of Dublin



Saint Mark's Senior National School