

**Admission Policy of Our Lady of Lourdes National School**

**Roll 07546J**

**19th September 2025**

**Goldenbridge, Inchicore,**

**Dublin 8**

**School Patron: Dublin Archdiocese**

## **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 9th September 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 Our Lady of Lourdes National 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.

## **Characteristic spirit and general objectives of the school**

Our Lady of Lourdes National School is a Catholic, mixed primary school with a Catholic ethos under the patronage of the Dublin Diocese.

“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 spiritualistic 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 Our Lady of Lourdes 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.

School’s Mission Statement;

Our Lady of Lourdes National School is a co-educational Catholic Primary school founded by the Sisters of Mercy. We are committed to the development of lifelong learners and responsible citizens who contribute positively to society. At the heart of our learning community is the holistic development of each child to reach their full educational, physical, social, spiritual and emotional potential. Equality is the key value in our school. We are an inclusive school community and welcome pupils and staff of different nationalities, religions, cultures, abilities and ethnicity. We strive in co-operation with the parents, staff , management and other stakeholders to provide a caring and secure environment in order to realise our vision.

## **Admission Statement**

Our lady of Lourdes National School will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

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

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| Our Lady of Lourdes National School caters for pupils with a wide range of additional needs and we operate two autism classes. Our school is fully committed to integration and inclusivity. This enrolment policy is the same for mainstream and autism classes.  Eligibility criteria for enrolment in a special class or special school  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 Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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 autism.  Please see [parentsnotify@ncse.ie](mailto:parentsnotify@ncse.ie) and <https://ncse.ie/notify-ncse-special-class-special-school> |

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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

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| Additional information:  **All denominational schools**  Our Lady of Lourdes National School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school. |

## **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:

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| **Selection criteria;**   1. **Siblings of children already enrolled in the school and who reside in the St Michael’s Parish and are 4 years old before 1st September in the year that they wish to enter school.** Children applying for our autism classes must also haveProfessional report(s) outlining:   • Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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 autism.   1. **Siblings of children already enrolled in the 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Parish and are 4 years old before 1st September in the year that they wish to enter school.**   Children applying for our autism classes must also haveProfessional report(s) outlining:  • Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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 autism.   1. **Siblings of children who have previously attended the school and have now moved on and reside outside the St Michael’s Parish and are 4 years old before 1st 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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:

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| **The child who is the eldest will be automatically be awarded the place.**  **If both children have the same date of birth then a drawing of lots will take place with all relevant parents present and the chairperson of the Board of Management also present.** |

All unsuccessful applicants will be kept on a waiting list until the last day of the current school year. If a parent wishes to reapply for the next school year then he/she must do this in line with the next year’s admissions notice.

## **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:

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| There are limited exceptions to some of these:   1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí, 2. the payment of fees or contributions (howsoever described) to the school; 3. a student’s academic ability, skills or aptitude; 4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 6. 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. |

## **Decisions on applications**

All decisions on applications for admission to Our Lady of Lourdes 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. This information must include a copy of the child’s birth certificate and a household utility bill in the name of a parent/guardian.

(Please see [section 14](#_Late_Applications) below in relation to applications received outside of the admissions period and [section 15](#_Procedures_for_admission)  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.

## **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](#_Reviews/appeals) below for further details).

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

In accepting an offer of admission from Our Lady of Lourdes National 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 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.

## **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 our Lady of Lourdes National School where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.

## **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 students in relation to whom –

1. An application for admission to the school has been received
2. An offer of admission to the school has been made or
3. An offer of admission to the school has been accepted

This list may include any or all of the following:

1. The date on which an application for admission was received by the school.
2. The date on which an offer of admission was made by the school
3. The date on which an offer of admission was accepted by an applicant
4. A student’s personal details including his or her name, address, date of birth and personal service number (within the meaning of section 262 of the social welfare Consolidation Act 2005)

## **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 our Lady of Lourdes 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. It will cease operation on 30th June of that school year.

Placement on the waiting list of our Lady of Lourdes 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.

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.

## **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 applications 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 applications 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 a waiting list as set out in section 13.

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

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| 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:   * If the school is deemed to be oversubscribed under the DEIS thresholds of 20 and 24 then the applicant will not be able to enrol. * Applicants must submit enrolment form and birth certificate and a utility bill in the name of a parent/guardian. The date of birth will be checked against the profile of the class. |

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| 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:   * If the school is deemed to be oversubscribed under the DEIS thresholds of 20 and 24 then the applicant will not be able to enrol. * Applicants must submit enrolment form and birth certificate and a utility bill in the name of a parent/guardian. The date of birth will be checked against the profile of the class. * If all these criteria are met and all paperwork is complete then the applicant may start within the next 7 days. |

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

This rule applies to all schools.

The board of Our Lady of Lourdes 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-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

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

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

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| The following are the school’s arrangements for students, where the parent~~s~~ 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:   * Will remain in the mainstream class during these lessons. * Will be given meaningful activities to do during these lessons.   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 as all children will remain in class but do not have to participate in religious instruction. |

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## **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.

Ratified by the Board of Management on \_\_\_19th September 2025\_\_\_\_\_\_\_\_\_\_

Signed Chairperson \_\_\_Brendan Hestor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Principal \_\_\_\_\_\_Anne Smith \_\_\_\_\_\_\_\_



**Admission Policy of Our Lady of Lourdes National School**

**Roll 07546J**

**ANNUAL ADMISSION NOTICE**

**In respect of admissions to the 2026/2027 school year.**

* This notice will be published one week before we accept applications for admission.
* This notice will be published on the school’s website and will remain there for the duration of the school year.
* This notice will be made available on written request.

Admissions Policy and Application Form

A copy of Our Lady of Lourdes National School Admission Policy and the Application Form for Admission for the school year 2026 – 2027is available as follows;

To download from <https://www.ourladyoflourdesns.ie/>

On request by emailing [principal@ourladyoflourdesns.ie](mailto:principal@ourladyoflourdesns.ie) or

In writing to The Principal, Our Lady of Lourdes National School, Goldenbridge, Inchicore, Dublin 8

Or on request by calling into the school.

PART 1 – Admissions to school year 2026 – 2027.

Application and Decision Dates for admission to school year 2026 – 2027.

The following are the dates applicable for admission to Junior Infants in September 2026.

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| Our Lady of Lourdes National School will commence accepting applications for admission on - | 1st October 2025 |
| Our Lady of Lourdes National School shall cease accepting applications for admission on - | 28th February 2026 |
| Our Lady of Lourdes National School will notify applicants of the decision of their application by | 28th March 2026 |
| The period within which applicants must confirm acceptance of an offer of admission either in writing or by email is - | 20th April 2026 |

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 the school’s admission policy.

Number of Places being made available in Our Lady of Lourdes National School year for school year 2025 – 2026.

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| The number of places being made available in Junior Infants is | 50 |

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

The number of places being made available in our autism classes in Our Lady of Lourdes National School for the school year 2025 – 2026.

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| --- | --- |
| The number of places being made available in the autism classes is: | 1 |

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