



The Harold School

Admission Policy of The Harold School

School Address: Eden Road Lower,
Glasthule,
Dun Laoghaire,

Co. Dublin,
A96X043.

Roll number: 20141G

School Patron: Archbishop Dermot Farrell

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 in April 2024. It is published on the school's website theharoldschool.ie and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for The Harold School admission process are set out in the school's **Annual Admission Notice** which is published annually on the school's website theharoldschool.ie 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 theharoldschool.ie and will be made available in hardcopy on request.

2. Characteristic spirit of the school

The Harold School is a Catholic co-educational primary school with a Catholic ethos under the patronage of Archbishop Dermot Farrell.

"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 The Harold 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 and general objectives of the school.

The Harold School is a co-educational Catholic primary school, under the patronage of the Archbishop of Dublin. However, children of different faiths and none, attend and their outlook is respected. We strive to provide a harmonious, secure and caring environment in which the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and nurtured.

The Catholic ethos of our school is inclusive, and all pupils are equally welcome. A spirit of mutual respect is promoted within the school. It is our endeavour to enhance the self-esteem of all in the school community and to imbue in the pupils a sense of respect and responsibility for themselves, others, the school, the local community and the environment.

We encourage the pursuit of excellence in all aspects of the curriculum and in the personal development of the children.

We welcome and encourage parents as partners in our school and we aim to foster a sense of community between management, teachers, parents and pupils.

The Harold School strives to promote both individually and collectively the personal and professional development of staff within a collaborative and collegial setting.

General Overview

The Harold School is a co-educational school, catering for boys and girls from Junior Infants to Sixth Class. In addition to the Principal and the Deputy Principal there are currently twenty-seven Class Teachers and eight Learning Support/Resource Teachers.

The school operates under the rules for National Schools as applied by the Department of Education and Skills. In the main, the school is funded by grants from the Department. Members of staff are paid from money provided by the Department. The school is subject to the requirements of the Education Act 1998, The Education Welfare Act 2000, the Education for Persons with Special Education Needs Act 2004, Education (Admissions to schools) Act 2018, the Equal Status Act 2000 and all other relevant legislation. The school follows the curricular programmes prescribed by the DES which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998. In its range of activities, including Enrolment, the school must take account of available resources.

Access

Equality of access is the key principle underpinning the Enrolment Policy of our school. The Board of The Harold School has set out this Enrolment Policy in accordance with the provisions of the Education Act 1998/Education Welfare Act 2000, the EPSEN Act 2004, the Equal Status Acts 2000-2011, the Education (Admissions to Schools) Act 2018 and the Rules for National Schools. While recognising the right of parents to enrol their child in the school of their choice, the Board of The Harold School is also responsible to respect the rights of the existing school community and, in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. The Board of The Harold School reserves the right to formulate the school's Admission Policy. The Board takes into the account the following:

- (a) Department of Education and Skills guidelines regarding maximum class size
- (b) Size of / available space in classrooms

Code of Behaviour

Children enrolled in the school must comply with the school's Code of Behaviour. The Board places the responsibility on parents to ensure that their child co-operates with this Code. The Code is set out on the 'Parents' section of the school website (www.haroldschool.ie). The Board requires parents to sign that they accept the Code of Behaviour when an offer of a place in the school is made.

(The offer of a place is contingent on (i) a place being available and (ii) parental/guardian acceptance of the school's Code of Behaviour). Breaches of the Code of Behaviour may lead to suspension or expulsion in line with NEWB (National Education Welfare Board) Guidelines.

Implementation of the Policy

Decisions in relation to applications for enrolment are made by the Board of the school. The Board reserves the right to review its decision to offer a place to a student where it is established to the satisfaction of the Board that:

- Information submitted on behalf of the applicant with their application is incorrect or misleading in any material respect
- Information that is material to the decision of the school in determining whether or not to accept an application has been omitted or otherwise withheld.

3. Admission Statement

The Harold 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,
- (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

The Harold 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.

The Harold School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs including in particular by the provision and operation of a special class or classes when requested to do so by the Council. The Harold School will comply with any direction served on the board or the patron under section 37A and 67(4)b.

4. Schools with Special Education Classes.

The Harold School with the approval of the Minister for Education and Skills has established

one class (that is 6 pupils) to provide an education exclusively for autistic students/students with autism. There is one Autism Class sanctioned, with a maximum of six places. Initially this Special Class will be a Junior Class (Junior Infants up to 2nd class).

(Please note : The Special Class accommodation for school year 24/25 may be delayed (currently end Sept/Oct) due to reconfiguration/building works on the school campus to create the Special Class base).

The following criteria will apply when making an application for this class :

Enrolment of Children in the Special Classes for children with Autism

- Each child must have a full current Psychological & Cognitive Assessment, which must specify a diagnosis of 'Autism' i.e. DSM-IV or V or ICD-10.
- A recommendation for a placement in an Autism Class in a mainstream school from such a professional report.
- The parents/guardians must fill in and return a School Enrolment form as for all pupils.
- All relevant reports and assessments must be given to the school once the child has been offered a place in the school.

The Board of Management states that, as per DES instruction, the school will accommodate a maximum of one special class for children with Autism, to include a Junior class covering the age range of JI – 2nd class pupils in primary school.

The Department of Education & Skills states that the ratio for the special class is a maximum six pupils to one teacher and two SNAs. There must be more than three pupils to access the second SNA.

The Admissions Policy states that the parents/guardians (and the prospective candidates for the class if required) may be invited to meet the principal, the class teacher and any other relevant parties before the child starts school. An Induction meeting of new parents will be held prior to commencement in the school, as with all pupils.

In accordance with section 23(4) of the Education (Welfare) Act a parent/guardian must confirm compliance with the school's Code of Behaviour. The Board of Management reserves the right to refuse enrolment if this confirmation is not received prior to the pupil attending the school. The Board also reserves the right to continue to suspend or expel a child under 'Health & Safety ' regulations and in conjunction with the school 'Code of Behaviour' as per the National Education Welfare document if the need should arise.

A placement breakdown can sometimes occur. All placements are subject to review at the request of the parents and/ or the school. The review will include input from all agencies involved (through a multi-disciplinary team meeting), the parents/guardians and the school.

Following the review a recommendation may be made that the child be enrolled in a school that can better meet his/her needs,

Integration will be determined based on the individual needs of the child, and through discussion with the parents/guardians and the relevant class/support teacher. Following agreement, phased integration will take as appropriate.

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

All denominational schools

The Harold School is a Catholic primary school 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.

Special Education Class

The special class attached to The Harold School provides an education exclusively for students with ASD 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.

6. Oversubscription

In the event that the school is oversubscribed at any class level, 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

Category No.	Description
1	Siblings and step siblings (step siblings must be residing at the same address as siblings) of children currently pupils in the school and/or children living in the parish of Glasthule (as defined by parish boundaries.)
2	Children of staff (permanent).
3	Applicants that do not fall into the above categories (1-2) will be considered if there are vacancies in Junior Infants after groups 1-2 have been allocated places

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:

For applications made during the Admission's Notice period:

The DOB of the applicants in the selection criteria category (who tie for a place/places) will be used to establish the order of applicants with the oldest applicant being offered the next available place.

For applications made outside of the Admission's Notice period, places will be allocated subject to availability of places at the class level through consultation with the Board of Management.

7. Admissions Process /Selection Criteria to Junior Infants

When this Policy refers to "Parent(s)" or "you" or "your" the policy is referring, where applicable, to legal guardians as well.

Children must be 4 years old before 1st June in year of entry.

The Board of The Harold School has adopted, and the Patron has approved, the categories set out in this section. The Board will use these categories in determining how places are to be allocated when the number of applications for enrolment in Junior Infants exceeds availability. If there are more qualifying applicants in a category than available places, then the Board shall make offers on the basis of the age of the applicant, with the oldest applicant getting the first offer, second oldest getting the second offer and so on. Applicants in Category 1 get first priority, those in Category 2 get second priority and so on.

Category No.	Description
1	Siblings and step siblings (step siblings must be residing at the same address as siblings) of children currently pupils in the school and/or children living in the parish of Glasthule (as defined by parish boundaries.)
2	Children of staff (permanent).
3	Applicants that do not fall into the above categories (1-2) will be considered if there are vacancies in Junior Infants after groups 1-2 have been allocated places

Equality of access is the key value that determines the enrolment of children to our school. No child within the above categories is refused admission for reasons of ethnicity, special educational needs, disability, language, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

Parents/Guardians seeking to enrol their children are required to:

- complete an Application Form. The application form for admission is published on the school's website theharoldschool.ie and will be made available in hardcopy on request.

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:

The DOB of the applicants in the selection criteria category (who tie for a place/places) will be used to establish the order of applicants with the oldest applicant being offered the next available place.

8. 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 his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

(other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or 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.

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

9. Decisions on applications

All decisions on applications for admission to The Harold 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's Admission Policy will not be used to [make a decision on an application for a place in our school](#).

10. 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).

11. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from The Harold School, you must indicate:

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

12. 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 The Harold 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.

13. 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,
- (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).

14. 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 The Harold 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 The Harold 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.

15. 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.

16. Applications for Classes other than Junior Infants

The procedures of the school in relation to the admission of pupils to Classes other than the School's Junior Infant intake are as follows:

Applications will be accepted from the September of the year prior to that of proposed enrolment. All applications for admission received for any class will be considered and

decided upon in accordance with our School's Admission Policy, (see Section above for details of criteria) the Education Admissions to School Act 2018 and any regulations made under that act.

In an effort to allocate pupils to the most appropriate class level, the school will endeavour to place children in an age-appropriate class. When offering a place in a year group other than Junior Infants, the school will refer to the child's date of birth to ensure they would have been 4 years old or more on the 1st June when they would have entered in to Junior Infants. (June preceding entry to Junior Infants).

17. 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:

- Admission is made to the Board of Management
- Decisions in relation to applications for enrolment are made by the Board of the school. The Board reserves the right to review its decision to offer a place to a student where it is established to the satisfaction of the Board that:
 - Information submitted on behalf of the applicant with their application is incorrect or misleading in any material respect
 - Information that is material to the decision of the school in determining whether or not to accept an application has been omitted or otherwise withheld.
 - 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.

While recognising the right of parents to enrol their child in the school of their choice, the Board of The Harold School is also responsible to respect the rights of the existing school community and, in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. The Board takes into the account the following:

- (a) Department of Education and Skills guidelines regarding maximum class size
- (b) Size of / available space in classrooms

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

This rule applies to all schools.

The Board of The Harold 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.

19. Arrangements regarding students not attending religious instruction

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

20. 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 a 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)

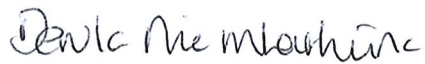
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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 Appeal's 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.

Reviewed and Approved on 15th April 2024



Dervla Nic Mhathúna

Principal



Pat McKenna

Chairperson BOM