



Policy for Admission

Greystones Community National School

2027/28

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of GCNS is responsible for the implementation of this Admission Policy.

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Introduction To GCNS

Greystones CNS is a multi-denominational, co-ed school which was established in 2015 with an enrolment of 20 Junior Infants. Those first 20 families who enrolled with Greystones CNS played an important role in the establishment and development of our school and are celebrated in the form of the 20 apples on our school crest.

Greystones CNS provides education from Junior Infants to Sixth Class and also operates autism classes, which we refer to as The Reef.

Vision For Greystones Community National School

Greystones Community National School is a co-educational, multid denominational primary school which was established by the Department of Education and Skills in 2015 under the patronage of Kildare and Wicklow Education and Training Board.

As a school, every day we strive to provide a happy, safe school for every member of our school community. We do this by valuing each individual, maintaining a positive environment, working together, celebrating uniqueness, respecting ourselves and others and living the ethos of Community National Schools.

Mission Statement For Greystones Community National School

The mission of Greystones CNS is for each member of our school community to embody the core values of Community National Schools every day in supporting each other to become the best we can be: excellence in education, care, equality, community and respect.

1. Glossary Of Terms

‘Applicant’ means the parent / guardian of a child who has made an application for admission to GCNS.

‘Child’/ ‘Student’ means the person in respect of whom the application is being made. All uses of the word ‘Student’ throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that an application or acceptance of offer makes him/her a student of GCNS; a person is only regarded as a student of GCNS once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

‘Enrolled’ means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

‘Gender’, in line with the definition of “the gender ground” in the Equal Status Act 2000, is such that “one is male and the other is female”. This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘Catchment Area’ refers to the designated residential area determined by the Board of Management of GCNS for applications to mainstream classes. The boundary is shown on the mainstream catchment map in Appendix 1.

‘Catchment Area for the Special Class’ refers to the designated residential area determined by the Board of Management of GCNS for applications to the Special Classes. The boundary is shown on the special-class catchment map in Appendix 1.

‘Parent’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

‘Early Start Pre-Schools’ refer to the 40 classes established in some designated disadvantaged schools through the form of a one-year intervention scheme for children between the ages of 3 years and 5 years, who are at risk of not reaching their full potential within the school system. The early start classes are offered in the September prior to the Child starting Junior Infants and are designated in a list published by the Minister for Education. Participation in the ‘Free Pre-School’ year through the ECCE scheme or an independent pre-school/creche does not qualify as participation in an Early Start Pre-School Class.

‘Early Intervention Classes’ refer to special education classes established in schools which are available for children aged 3 years – 5 years with autism spectrum disorder (ASD). A small number of Early Intervention Classes are available for children who are deaf/hard of hearing and children with physical disabilities.

‘Special Class’ means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education. GCNS has Special Classes, established to cater for special educational needs of Autistic students.

‘Relevant Report’, as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional, which:

- (a) provides detailed evidence of the Student’s needs,
- (b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and
- (c) makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

‘Junior Infants’ means the intake group of Students for the most junior class in a school, but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

2. Admission Statement

ETB schools are state, multidenominational, co-educational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.

As the State provider of education, the ETB sector defines a ‘multidenominational’ school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admission to Schools) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, GCNS shall not discriminate in its admission of a Child based on the following grounds:

2.1. Gender of the Child or Applicant.

2.2. Civil status of the Applicant;

2.3. Family status of the Child or Applicant;

2.4. Sexual orientation of the Child or Applicant;

2.5. Religion of the Child or Applicant;

2.6. Disability of the Child or Applicant;

2.7. Race of the Child or Applicant;

2.8. The Child’s or Applicant’s membership of the Traveller community;

2.9. Special educational needs of the Child or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a child who does not have the specified special educational need(s).

GCNS 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.

GCNS 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.

GCNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

3. Legal Framework

KWETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of GCNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act 1998 provides for an appeal process in the event of a refusal to admit a Student. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group. Appeals relating to applications to the Special Classes are addressed in section 7.2.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

GCNS 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.

GCNS 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. General Admission Provisions

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

In processing an application GCNS shall not consider:

4.1 The payment of fees or contributions to the school;

4.2 A Child's academic ability, skills or aptitude; unless:

- it is necessary to ascertain whether or not the Child has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a Special Class;

4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);

4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.

4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Child concerned attending, or having attended, the school.

4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

GCNS will consider the offer of a place to every Child seeking admission to the school, unless the following applies:

4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;

4.9 The Child seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class or has not attained a place in the class relevant to that Child.

Where GCNS considers an application, each child shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.

5 Application to the Junior Infant Group

5.1 Admission Provisions (Junior Infant Group)

In the event that GCNS is not oversubscribed, all Children will be offered a school place, subject to sections 4.8 and 4.9.

A Child applying for the Junior Infant Group but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the Child is also applying for a place in the mainstream Junior Infant Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

Incomplete applications received by the school will not be processed under this policy.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where GCNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to the relevant class group.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

5.1.2 Selection criteria in order of priority

Where applications received within the published application period exceed the number of places available in Junior Infants, GCNS will apply the following criteria in descending order of priority. Each child will be considered under the highest-priority criterion that they meet. All children must have reached their fourth birthday on or before 1 September in the calendar year in which admission is sought.

5.1.2.1 Children whose parent is a member of staff working in GCNS on the closing date for applications.

5.1.2.2 Children who have reached their fourth birthday on or before 1 February in the calendar year in which admission is sought and have a sibling attending, or who previously attended, GCNS.

5.1.2.3 Children who have reached their fourth birthday on or before 1 February in the calendar year in which admission is sought and reside within the school's defined Catchment Area.

5.1.2.4 Children whose fourth birthday falls after 1 February and on or before 1 September in the calendar year in which admission is sought and have a sibling attending, or who previously attended, GCNS.

5.1.2.5 Children whose fourth birthday falls after 1 February and on or before 1 September in the calendar year in which admission is sought and reside within the school's defined Catchment Area.

5.1.2.6 All remaining eligible children residing outside the school's defined Catchment Area, with priority given to older children.

For these criteria, staff status, sibling attendance and residence are assessed as at the closing date for applications. Siblings include adoptive, foster, step and half-siblings.

The selection and tie-break procedures in section 5.1.3 apply. Late applications are processed separately under section 5.1.4.

Note: See section 7 for selection criteria applicable to admission to the Special Class.

5.1.3 Selection process

GCNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the relevant class still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the relevant class. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Within criteria 5.1.2.1 to 5.1.2.5, where applications are tied, GCNS will apply a random lottery to assign available places in the relevant class or positions on the waiting list. Within criterion 5.1.2.6, children will be ranked by date of birth, with older children given priority. Where dates of birth are identical, a random lottery will determine the order.

5.1.4 Late applications

An application received by GCNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the relevant class is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.8 and 4.9. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant class is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the relevant class, subject to sections 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

5.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within the relevant class but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the relevant class have been filled.

5.1.6 Acceptance of a place

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.1.7 Refusal

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

5.1.7.1. The reasons that the Child was not offered a place in GCNS;

5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

5.1.7.3. Details of the Child's place on the waiting list, if applicable; and

5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

5.1.7.5. The information contained in the application is false or misleading in a material respect.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

5.1.8.1. The information contained in the application is false or misleading in a material respect, or

5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, by the date stated for same in the letter offering the place, or

5.1.8.3. An Applicant has not indicated: (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Child and shall be treated as a late application in line with section 5.1.4 above.

5.2 Appeals

5.2.1 Appeal where refusal was due to oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at [Department appeal guidance](#), for it to be reviewed by the board of management of GCNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing admin@greystonescns.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at [Department appeal guidance](#) and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at [Section 29 appeals portal](#). Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

5.2.2 Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to GCNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at [Department appeal guidance](#), for it to be reviewed by the board of management of GCNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing admin@greystonescns.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at [Department appeal guidance](#) and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at [Section 29 appeals portal](#). As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3 Basis for a review by the board of management

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

6 Application to All Classes Other Than Junior Infants

6.1 Admission Provisions (Other Than Junior Infants)

In the event that GCNS is not oversubscribed, all Children will be offered a school place, subject to sections 4.8 and 4.9

A Child applying for admission to a class other than Junior Infants but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the Child is also applying for a place in the mainstream class in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

Incomplete applications received by the school will not be processed under this policy.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where GCNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

6.1.2 Selection criteria in order of priority

Where applications received within the published application period exceed the number of places available in the relevant mainstream class, GCNS will apply the following criteria in descending order of priority. Each Child will be considered under the highest-priority criterion that they meet. Within each criterion, children will be ranked by date of birth, with older children given priority.

6.1.2.1 Children whose parent/guardian is a member of staff working in GCNS on the closing date for applications.

6.1.2.2 Children who have a sibling currently attending, or having previously attended GCNS.

6.1.2.3 Children who reside in the Catchment Area on the closing date for applications.

6.1.2.4 All remaining eligible children residing outside the Catchment Area.

For these criteria, siblings include adoptive, foster, step and half-siblings. Late applications are processed separately under section 6.1.4.

See section 7 for selection criteria applicable to admission to the Special Class.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

6.1.3 Selection process

GCNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the relevant class still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the relevant class. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Within each priority criterion, older children will be given priority. Where two or more applications remain tied because the children have the same date of birth, GCNS will apply a random lottery to assign available places in the relevant class or positions on the waiting list.

6.1.4 Late applications

An application received by GCNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the relevant class is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may have been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.8 and 4.9. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where GCNS is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the relevant class, subject to sections 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

6.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within the relevant class but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the relevant class have been filled.

6.1.6 Acceptance of a place

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below.

6.1.7 Refusal

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

6.1.7.1. The reasons that the Child was not offered a place in GCNS;

6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

6.1.7.3. Details of the Child's place on the waiting list, if applicable; and

6.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

6.1.7.5. The information contained in the application is false or misleading in a material respect.

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

6.1.8.1. The information contained in the application is false or misleading in a material respect, or

6.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, by the date stated for same in the letter offering the place, or

6.1.8.3. An Applicant has not indicated: (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Child and shall be treated as a late application in line with section 6.1.4 above.

6.2 Appeals

6.2.1 Appeal where refusal was due to oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at [Department appeal guidance](#), for it to be reviewed by the board of management of GCNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing admin@greystonescns.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at [Department appeal guidance](#) and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at [Section 29 appeals portal](#). Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

6.2.2 Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to GCNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at [Department appeal guidance](#), for it to be reviewed by the board of management of GCNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing

of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing admin@greystonescns.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at [Department appeal guidance](#) and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at [Section 29 appeals portal](#). As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

6.2.3 Basis for a review by the board of management

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

7 Application to the Special Classes

7.1 Admission Provisions For The Special Class

GCNS operates Special Classes, known as The Reef, established to provide education to Students with severe/complex educational needs arising from autism.

Only applications in respect of Children whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section. The school also requires documentation from the NCSE (National Council for Special Education) confirming that the Child is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a Relevant Report. This letter of eligibility from the NCSE is applicable for admission for one school year only i.e. the school year for which admission is sought.

In the event that the Special Classes in GCNS are not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class and who submit the requisite Relevant Report together with the letter of eligibility from the NCSE, will be offered a place in the Special Class, subject to section 4.8 of this policy.

Incomplete applications received by the school will not be processed under this policy.

7.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where GCNS is in a position to offer further school places that become available in the Special Classes for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class/year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place that was offered.

For the avoidance of doubt, if a Child does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to the Special Class in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications for the Special Class.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

7.1.2 Selection criteria in order of priority

Applications will only be considered if the Child's needs fall within the specified category of special educational needs provided for by the Special Classes and the application includes the NCSE eligibility letter required under section 7.1. Children must have reached their fourth birthday on or before 1 September in the calendar year in which admission is sought. Subject to these requirements, in the event of oversubscription, the following criteria will apply in descending order of priority:

7.1.2.1 Children whose parent/guardian is a member of staff working in GCNS on the closing date for applications.

7.1.2.2 Children who previously attended an autism class in GCNS and are still attending GCNS on the closing date for applications.

7.1.2.3 Children who are already attending GCNS on the closing date for applications.

7.1.2.4 Children who have a sibling attending GCNS on the closing date for applications.

7.1.2.5 The greatest level of need, as determined by the Principal in consultation with the SEN team in the school, having considered the Relevant Report in respect of the Student. If two or more Students are tied on this criterion, the next selection criteria in the list will be applied to those Students to determine their order of priority.

7.1.2.6 Children who reside in the Catchment Area for the Special Class.

7.1.2.7 All remaining eligible children residing outside the Catchment Area for the Special Class.

Residence, staff status and school/sibling attendance are assessed as at the closing date for applications. Siblings include adoptive, foster, step and half-siblings. Late applications are processed separately under section 7.1.4.

7.1.3 Selection process

GCNS will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion.

Subsequently, where the Special Class still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the Special Class. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, GCNS will apply a random lottery to assign available places in the Special Class or positions on the waiting list. For applications considered under criterion 7.1.2.5, the subsequent criteria will first be applied to resolve a tie in level of need; the lottery will apply only where a tie remains.

Admission to a Special Class will not be made conditional on the availability of a dedicated place in the corresponding mainstream year group. GCNS will plan appropriate opportunities for inclusion in mainstream learning activities according to each Student's needs.

7.1.4 Late applications

An application received by GCNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the Special Class is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may have been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.8 and 4.9. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where GCNS is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the Special Class, subject to sections 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be operated i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

7.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within the Special Class but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the Special Class have been filled.

7.1.6 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

7.1.7 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

7.1.7.1 The reasons that the Student was not offered a place in GCNS.

7.1.7.2 Details of the Student's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

7.1.7.3 Details of the Student's place on the waiting list, if applicable; and

7.1.7.4 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

7.1.7.5 The information contained in the application is false or misleading in a material respect.

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

7.1.8.1. The information contained in the application is false or misleading in a material respect, or

7.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, by the date stated for same in the letter offering the place, or

7.1.8.3. An Applicant has not indicated: (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Child and shall be treated as a late application in line with section 7.1.4 above.

7.2 Appeals

7.2.1 Appeal where refusal was due to oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at [Department appeal guidance](#), for it to be reviewed by the board of management of GCNS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified

by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing admin@greystonescns.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at [Department appeal guidance](#) and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at [Section 29 appeals portal](#). Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

7.2.2 Appeal where refusal was for a reason other than oversubscription

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Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at [Department appeal guidance](#) and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at [Section 29 appeals portal](#). As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

7.2.3 Basis for a review by the board of management

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

Appendix 1 Catchment Map

Legend

Primary Schools

CSO Town Boundaries

Greystones Feeder Area

A detailed topographic map of the Greystones area in Ireland. The map shows the coastline of the DUBLIN GULF to the east, with the GREYSTONES Na Clocha Liatha area marked. A large black outline defines the GREYSTONES FEEDER AREA. Within and around this area, blue outlines represent CSO TOWN BOUNDARIES for various towns including KILCOCK, BELGARY, and KILDEER. Green circles indicate the locations of PRIMARY SCHOOLS. The map includes contour lines, roads, and other geographical features. A legend in the top left corner explains the symbols used.

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