



**Admission Policy of Redeemer Girls National School/  
Scoil Náisúinta an tSlánaitheora, Cailíní**

**School Address:  
Ard Easmuinn, Dundalk, County Louth**

**Roll number: 19247P**

**School Patron: Archbishop of Armagh, (Archbishop Eamon Martin).**

## **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on \_\_\_/\_\_\_/2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Redeemer Girls 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.

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

The Redeemer Girls' National School is a Catholic School under the patronage of the Archbishop Eamon Martin, Archbishop of Armagh. In the Redeemer Girls N.S. we recognise the uniqueness of each child. We aim to develop their potential in all areas. We foster Catholic values and a Catholic attitude in our school. In a caring, nurturing atmosphere, we help children to develop self-esteem, self-confidence, respect for others in the community and for the environment. In cooperation with parents, we follow a wide educational programme, which promotes all aspects of a child's development. We encourage the children to have a wholesome approach to life, so that on leaving school each child will be equipped to continue on a road of life-long learning and be a valuable member of society.

In accordance with section 15(2) of the Education Act, 1998, the Board of Management of the Redeemer Girls National School, shall uphold, and be accountable to the patron for such 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 objectives and conduct of the school.

In the Redeemer Girls National School, we recognise the uniqueness of each child. We aim to develop their potential in all areas.

We foster Catholic values and attitudes in our school. In a caring and nurturing atmosphere, we help children to develop self-esteem, self-confidence, and respect for others in the community and for the environment.

In cooperating with parents, we follow a wide educational programme, which promotes academic, spiritual, physical, emotional, aesthetic cultural and moral development.

We encourage the children to have a wholesome approach to life, so that on leaving school each child will be equipped to continue on a road of life-long learning and be a valuable member of society.

The Redeemer was founded in 1971 in its current building in Ard Éasmuinn. We are a DEIS band one school that caters for girls only in the mainstream classes. We have a mixed gender Multiple Disabilities Class, an Early Start Class, one of two in county Louth and two Early Intervention Classes. We share a Home School Community Liaison person and a School Completion Worker with our on campus brother school the Redeemer Boys N.S. Up to date information on the school can be obtained on our website [www.redeemergirlsns.ie](http://www.redeemergirlsns.ie).

### **3. Admission Statement**

Redeemer Girls National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Redeemer Girls National School is an all-girls school in its mainstream classes, but mixed gender in its Multiple Disabilities Class and its Early Start, and does not discriminate where it refuses to admit a boy/girl applying for admission to this school.

#### **Applications from applicants of a minority religion**

Redeemer Girls National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

#### **Special Class Application**

Redeemer Girls National School is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Redeemer Girls National School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Multiple Disabilities. This class caters for a maximum of six children, it currently has one teacher and three special needs assistants.

The School also has two Early Intervention Autistic Spectrum Classes from the year 2024. Specific admission criteria to the EICs are covered under, and subject to, Appendix 1.

#### **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

Redeemer Girls National School provides education exclusively for girls in the mainstream classes and may refuse to admit as a student a person who is not of the gender provided for by this school to the mainstream classes.

The special class attached to Redeemer Girls National School provides an education exclusively for students with Multiple Disabilities 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.

Pupils assessed with multiple disabilities meet the criteria for two or more of the disabilities as defined in Circular SP 02/2005. As this is complex designation you must contact us directly to discuss whether the class is a suitable placement of your child. This class is of mixed gender.

## 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Applicants with siblings/household members enrolled in the mainstream classes, Early Start or Cairde.
2. Applicants who have attended our Early Start Class.
3. Applicants with brothers/ household members attending Redeemer Boys N.S.
4. Applicants resident the parish of the Holy Redeemer.
5. Applicants whose parents are past pupils of the school.
6. Applicants who have a parent who is a staff member.
7. Applicants who reside outside the parish unable to secure a contiguous placement.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

**Priority in all cases will be given to the eldest child.**

## 7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
  - (I) an early intervention class, or
  - (II) an early start pre-school, specified in a list published by the Minister from time to time;

- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
  - admission to our special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (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 and/or (2) parents or grandparents of a student 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 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to Redeemer Girls 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

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## 9. Notifying applicants of decisions

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

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from Redeemer Girls 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.

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Redeemer Girls National School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

### **Section 66(6) allows a school to provide a patron or another school's board of management with a list of students in relation to whom –**

- (I) An application for admission to the school has been received
- (II) An offer of admission has been made, or
- (III) An offer of admission to the school has been accepted.

Data includes the date the application was reviewed by the school; date on which an offer of admission was made; the date on which the offer was accepted by the applicant; the applying students' personal information, name, d.o.b. ppsn and address.

### **13. Waiting list in the event of Oversubscription\***

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Redeemer Girls 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.

Where the place sought is in the Multiple Disabilities class, it is contingent on the availability in the class or establishment of additional class capacity and the confirmation of the suitability of the student to avail of placement in the class.

Placement on the waiting list of Redeemer Girls 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.

### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- (i) Applications for enrolment during the school year will be considered subject to this policy other school policies, class capacity, provision of information in relation to the child's previous education.
- (ii) Each application will be dealt with on an individual basis in consultation with the applicants' parents/guardians.

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:

- (I) A waiting list based on the criteria outlined in this policy will be established in the event of over subscription to the school. This list will be for the duration of the individual school year and will be regularly reviewed.

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

This rule applies to all schools.

The Board of Redeemer Girls 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-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

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

The following are the school's arrangements for pupils, where the parents or in the case of a pupil who has reached the age of 18 years, the pupil, who has requested that the pupil attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such pupils:

A written request should be made to the Principal of the School. A meeting will then be arranged with the parent(s) or pupil, as the case may be, to discuss how the request may be accommodated by the school.

## **18. Reviews/appeals**

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.



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)

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.

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 1

### Enrolment in an Early Intervention Autistic Spectrum Disorder Classes

Redeemer Girls National School Early Intervention Classes (EIC) are open from the year September 2024. Conditions for admission into the Early Intervention Class are covered under this appendix.

Children will be accepted into the EIC on the following basis;

1. A child of preschool age may be enrolled in the Early Intervention class from their 3rd birthday.
2. Parents wishing to enrol their child in the EIC must include a Psychological/Multi-Disciplinary report to the school in their application. This report must confirm a diagnosis of ASD as per DSM-IV/V or ICD-10 criteria. The application for enrolment will not be considered without it.
3. A birth certificate and proof of address for the child being enrolled must also be provided.
4. A child cannot reach 6 years of age during their placement in the EIC.
5. EIC places are allocated on the receipt of all appropriate documents listed above.
6. Admission to the Redeemer Girls School Early Intervention Classes is only for the EIC and does not include admission to any ASD class when the child leaves the EIC.
7. The Board of Management reserves the right to set the maximum number of children in any given class. The maximum number of pupils to be admitted to each Early Intervention class shall be 6.
8. A completed application, including all relevant documentation being presented to the school before the deadline in the annual admissions notice.
9. A signed acceptance letter of a place by the deadline in the annual admission notice.

In the event that the classes are oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria 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.

1. Severity of the Autistic Spectrum Disorder.
2. Age and readiness of the child.
3. Suitability of the class placement for the child at that time.
4. Siblings (or foster siblings) in the school.

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), priority will be given to older child i.e. time of birth as recorded on birth certificate.

### Successful Candidates

Parents of successful candidates will be informed by the date on the annual admission notice.

### Right to Appeal

The right to appeal is covered under Section 18 of the Admissions Policy.