



St. Patrick's Primary School,  
Hazelhatch Road,  
Celbridge,  
Co Kildare.  
W23Y300  
Roll number: 20257C

**School Patron:** Catholic Archbishop of Dublin, Reverend Dermot Farrell

## **ST. PATRICK'S PRIMARY SCHOOL ADMISSION POLICY**

### **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 30th September 2025. It will be made available in hardcopy, on demand, to any person who requests it.

The relevant dates and timelines for St. Patrick's Primary School's admission process are set out in the school's annual admission notice which is publicised annually 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 made available in hardcopy on request to any person who requests it.

### **2. Characteristic Spirit and General Objectives of the School**

St. Patrick's is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

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

- 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 St. Patrick's 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.

Our vision is that of a caring, loving school where all children, whatever their ability, race or creed are cherished for their uniqueness. Our School seeks to give equal opportunity to all pupils to reach their full potential – academically, spiritually, physically, socially and emotionally.

In St. Patrick's School, we want to provide a safe and reassuring atmosphere for our pupils, where each child experiences and actively participates in a relevant, enjoyable curriculum that evolves to meet the needs of all. Our aim is to develop their emotional, physical and spiritual capacities and to foster a love of learning in a community that celebrates success and where each member is valued. We want our children to develop a sense of self-esteem and to be well balanced, healthy individuals—confident to take risks in learning. We want our pupils to be HAPPY—to enjoy school and to enjoy learning.

We see education not just as providing students with knowledge and skills but also as providing for the all round development of the individual. We are committed to promoting these aims by giving compassionate and diligent guidance to our pupils. We believe each child has a unique and special contribution to make.

We believe every child matters.

We endeavour to achieve this goal in a climate of positive co-operation, supported by the entire school community of pupils, teachers, support staff, parents/guardians, Board of Management and Parish. In this way, in this way teaching and learning can take place within the context of mutual, valuing and respecting relationships.

### **3. Admission Statement**

St. Patrick's will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,

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

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

*St. Patrick’s is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.*

St. Patrick’s Primary School will cooperate with the NCSE in the performance by the Council of 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 required to do so by the Council. St. Patrick’s will comply with any direction served on the board or the patron under Section 37A and 67(4)(b) of the Education Act 1998.

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

St. Patrick’s is an all-inclusive school. It accepts children with special needs requirements, endeavouring to do its best within the mainstream setting. In relation to applications for the enrolment of children with Special Educational Needs, we ask the parents to share the child’s medical and/or psychological report where such a report is available. If a referral has been made on behalf of the child, this information should also be shared.

The school will meet with the parents of the child to discuss the child’s needs and the capability of the school to meet those needs. The school will make every effort to secure resources to ensure the needs of the child are met. It is the responsibility of the parents/guardians to inform the school of any such needs so that any necessary supports, subject to availability may be put in place.

#### **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
- c) St. Patrick's Primary School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria above to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice: Places under each category will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.

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 allocation of place will be offered based on time of birth (available on birth certificate).

Priority	Criterion
<b>1</b>	<p>Families whose primary residence is either</p> <p>(a) in the immediate vicinity of the school, starting closest to the school (<i>the priority catchment area for St. Patrick's Primary School centres on the Dublin side of the River Liffey and includes the estates in the Hazelhatch area – Hazelhatch Park, Primrose Gate, Primrose Forge, Hazelwood, Temple Lawns, St. Wolstan's Abbey; Ballyoulster and housing in the Dublin Road area and estates on the adjoining Ardclough Road – Simmonstown Manor, Callendar's Mill, The Grove, Temple Manor, Kildroch and Chelmsford</i>) and radiating outwards from the school within the Parish</p> <p style="text-align: center;">or</p> <p>(b) in Celbridge Parish within a 3 mile distance by road from the school.</p> <p>If the class is oversubscribed within the application of criterion (a), then places will be allocated on the basis of age, (the eldest child will have priority in this ranking).</p>

	If places still remain, criterion (b) is applied and places will be allocated on the basis of age (the eldest child will have priority in this ranking).
<b>2</b>	Priority is given to siblings and stepsiblings of children currently enrolled in the school and who are resident in the parish (the eldest child will have priority in this ranking).
<b>3</b>	Children of current staff (the eldest child will have priority in this ranking).
<b>4</b>	Applications from siblings not resident in Celbridge parish.
<b>5</b>	Children not resident in Celbridge parish will be considered if there are places still available – (the eldest child will have priority in this ranking).

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:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## **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
- (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 siblings of a pupil attending or having attended the school as per Enrolment Criteria.

- (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 2026 only).

## **8. Decisions on applications**

All decisions on applications for admission to St. Patrick's Primary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 St. Patrick's Primary 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 St. Patricks where—

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

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

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

Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student’s personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Patrick’s were

unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Patrick's is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### **14. Late Applications**

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

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.

#### **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:

Subject to there being places available in the relevant classes:

##### **-on basis of order of application**

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:

##### **Priority to order of applications subject to places available.**

Applicants must inform the school office of their continued expression of interest in a place in St. Patrick's Primary School by 2.30pm on the second Wednesday in June prior to the commencement of each school year for classes Snr Inf to 6<sup>th</sup>.

Admission will depend on space in the required class. At the moment, the Board of Management adheres to a maximum average class size of 25 pupils per class, based on 2 over



general average of 1 classroom teacher for every 23 pupils for the 2025/2026 school year. (Circular 0011/2024).

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

The BOM of St. Patrick's Primary 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 students, where the parents have requested that the student attend the school without attending religious instruction in the school. This preference is indicated on the school Consent Form. 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.

## **18. Reviews/Appeals**

For your convenience a copy of the board of management request form and section 29 appeal forms are attached, all of which are available on <https://www.section29appeals.gov.ie/>

### **Oversubscription**

As the refusal to enrol is due to the school being oversubscribed, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. You can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full>. Alternatively you can submit your appeal online and upload the

required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

### **Reasons other than oversubscription**

As the refusal to enrol is for a reason other than the school being oversubscribed, you may appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended. You may choose to request a review by the board of management of the decision to refuse admission. You are not obliged to, but if you choose to request a review you must request it within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. If you do request a review by the board of management, you can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

### **Expulsion**

Under 29(1)(a) of the Education Act 1998, as amended you have the right to appeal this decision and can do so by downloading and completing a section 29 appeal form at <https://www.gov.ie/en/publication/19941-appeals-against-expulsion-or-suspension-for-a-period-or-periods-totaling-not-less-than-20-school-days-in-a-school-year/#how-to-appeal-if-my-child-has-been-expelled-from-school>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 42 calendar days from the date of the confirmation to expel by the board of management.

### **Suspension**

Under 29(1)(b) of the Education Act 1998, as amended you have the right to appeal this decision and can do so by downloading and completing a section 29 appeal form at <https://www.gov.ie/en/publication/19941-appeals-against-expulsion-or-suspension-for-a-period-or-periods-totaling-not-less-than-20-school-days-in-a-school-year/#how-to-appeal-if-my-child-has-been-expelled-from-school>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal can be made where the board of management suspends a student for a period or

periods totalling not less than 20 school days in a school year. The section 29 appeal must be made no later than 42 calendar days from the date of the last confirmed suspension.

**Ratification**

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website, provided to the Parents' Association and a hard copy will be available to parents and pupils (on request).

This policy was adopted by the Board of Management on \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson Board of Management      Date      /      /

Signed: \_\_\_\_\_

Principal      Date      /      /