



St. Mary's Secondary School

Baldoyle, Dublin 13

Admission Policy 2025-2026

BOM Ratified 8th September 2023

Chairperson of the Board of Management:

A handwritten signature in black ink, which appears to read 'Gerard Dwyer', is written over a horizontal line.

Mr. Gerard Dwyer

Roll number: 60021U

School Patron: Religious Sisters of Charity

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 8th September 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 St. Mary's Secondary 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.

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

2. Characteristic spirit and general objectives of the school

St. Mary's Secondary School is a Catholic Co-Educational Voluntary Secondary School with a Catholic ethos under the trusteeship of the Religious Sisters of Charity.

"Catholic Ethos" in the context of a Catholic Voluntary Secondary School means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

And which school provides religious education 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. Mary's Secondary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and

spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Our Mission Statement

“Caritas Christi Urget Nos”: The love of Christ urges us.

In the spirit of our foundress, Mary Aikenhead, we endeavour, by working together as a school community, to educate the whole person by fostering a growth in knowledge and integrity in a safe and secure environment.

In the tradition of Mary Aikenhead, we find our meaning and inspiration in Christ the teacher who sends us as He was sent to enter into the struggle of our times in our mission of Education. We affirm that the richness of our schools lies in each student, in each teacher, in each parent, in each person who contributes in whatever way to the life and work of the school and community.

St. Mary’s Secondary School strives to be a welcoming place to all, irrespective of culture, social, religious or educational background. It is Catholic in character, inclusive in its intake and comprehensive in its curriculum. It exercises justice and fairness in its structure and behaviour management strategies and is consultative in its decision-making.

Our school aims to take positive steps to fulfil its mission in partnership with the Department of Education and Science, Board of Management, Parents, Staff, Students, Trustees, and the Local Community.

As with other values, justice, peace, forgiveness, reconciliation, and mutual understanding will find clear expression first and foremost in the daily life of the school community. We aim to educate our students to be people of integrity and responsibility whose potential has only begun to be realised and who will use their gifts to contribute to a more just society.

Since the aim of all Sisters of Charity schools is the formation of young people in a specifically Catholic tradition it follows that a systematic way of presenting the faith is a central element of the life of St. Mary’s Secondary School. We also welcome students from other religious traditions, and we are aware of, and sensitive to, their own individual needs.

3. Admission Statement

St. Mary’s Secondary 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.

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

St. Mary's Secondary School does not currently have an established class to provide an education exclusively for students with Special Educational Needs.

St. Mary's Secondary School Baldoyle, will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St. Mary's Secondary School, Baldoyle, will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

St. Mary's Secondary School welcomes applications from students with special educational needs. We will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with special educational needs to ensure that they are free to participate in the life of the school in so far as is reasonable and practicable.

In order to assess and address the requirements of students with special educational needs, the Board of Management must be aware of any special needs as early as possible. The Board requires the following information from the parent/guardian:

- Information regarding the students' educational needs on application
- A copy of the student's psychological assessment(s). This should include a workable strategy for addressing the needs, allowing for the resources available.
- Previous access to a Special Needs Assistant
- Help, for specific needs from any resource teacher
- Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance (A.D.D. or A.D.H.D.)
- Any resource in relation to travel or mobility

This information and professional documentation will be carefully reviewed by the school in order to assess how the needs of these students can be met.

Contact will be made with the National Council for Special Educational Needs regarding special educational needs resources to which the student may be entitled.

The Principal can request a meeting with the parent/guardian of the student to discuss the application, the student's needs and the school's capacity to meet these needs. In turn, the parent/guardian of the student can also request a meeting with the Principal to discuss the application, the student's needs and the school's capacity to meet these needs. Furthermore, the school commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given all reasonable assistance, subject to available resources, to achieve their educational potential.

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.

St. Mary's Secondary School has a detailed Code of Behaviour for students. It outlines the system of rewards and sanctions the school operates to promote a climate which facilitates teaching and learning that is at the heart of the school's educational mission. Prospective parents/guardians should familiarise themselves with the school's code of behaviour which they are required to accept and sign. They are further expected to support the school in its enforcement as appropriate in the context of justice and fairness to all parties. The Code of Behaviour is available on the school's website www.stmarysbaldoye.org

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:

Admission Criteria for First Year Entrants

The Board of Management of St. Mary's retains the right and discretion to determine the number of pupils to be accepted by the school each year and for any class/year group. Enrolment is limited by school capacity and by the requirements of the school curriculum.

The following criteria will apply with regard to enrolment: will give preference in the following order to student application:

1. Siblings of students attending St. Mary's who select St. Mary's on the Central Application Post Primary (CAPPS) form.
2. Siblings of students attending St. Mary's who are not attending a CAPPS school.
3. Students attending the following schools, who select St. Mary's as their choice on the Central Application Post Primary (CAPPS) application form:
 - St Laurences's N.S. Baldoyle
 - Scoil Mhuire & Iosaif Bayside
 - St Fintan's N.S. Sutton
 - Burrow N.S.
 - Scoil Mhuire Howth
 - Scoil Eoin Kilbarrack
 - Holy Trinity SNS
 - St Helen's Portmarnock
4. Students' resident in the Baldoyle, Bayside, Kilbarrack, Sutton and Howth who are **not** attending a CAPPS school (proof of address to be supplied).
5. Students attending the following schools who select St. Mary's as their choice on the CAPPS form:
 - Kinsealy NS
 - Pope John Paul II
 - Scoil Mearnóg
 - St Brendan's Artane
 - St. Andrews Malahide
 - St Oliver Plunkett Malahide
 - Portmarnock/Malahide Educate Together
6. Students' resident in the wider Dublin 13 & Dublin 5 area but attending a non-CAPPS school.
7. Students' resident and attending a school outside the Dublin 13 & Dublin 5 area.
8. Students attending CAPPS schools that have **not** selected St. Mary's as their choice on the CAPPS form.
9. Late applicants (i.e., applications received after the date for submission of completed application forms, as outlined in the Annual Admission Notice)

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

In the event of the number of applications exceeding the number of places available in any of the above categories, allocation of places will be done on a lottery basis. This lottery will be conducted under the supervision of the Chairperson of the Board of Management together with an independent observer.

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 meetings 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 siblings attending (See selection 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 2025 only).

8. Decisions on applications

All decisions on applications for admission to St. Mary's Secondary 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/CAPPS 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. Mary's Secondary 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

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. Mary's Secondary 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 data 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.
- (v) 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. Mary's Secondary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Mary's Secondary 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.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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:

The school will make every reasonable effort to facilitate a student seeking a transfer to our school. Applicants must meet the school's entry criteria and furnish a full and honest reason for seeking a place in St. Mary's Secondary School.

The Board of Management will decide on an application for admission to any other year other than First Years by applying the following criteria.

The Board of Management will decide whether or not a transfer:

- Can be accommodated within current class size and subject options.
- Is in agreement with our Admissions Policy.
- Where a student is considered for a place, the decision will be taken by the principal who will consult with the student's parents/guardians. It will also be decided if such a place may be offered immediately or whether it would be better to defer transfer until the beginning of the next academic year.

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:

Applicants must meet the school's entry criteria. The Board of Management will decide whether or not the admission of the student.

- Can be accommodated within current class size and subject options.
- Is in agreement with our Admissions Policy.
- Where a student is considered for a place, the decision will be taken by the principal who will consult with the student's parents/guardians.

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

The board of St. Mary's Secondary School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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.

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

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

The operational restriction on the school require that Non-Participants in Religious Education remain within the classroom and complete study/prescribed work by the RE Department in an area of moral/spiritual/religious education which will be agreed upon by parents, School Management and the RE Department, in advance of the arrangement and have educational value for the development of the person.

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.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission. An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (Refer to Review of decisions by the Board of Management).

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (Refer to 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.