Admission Policy of:

Coolmine Community School
Clonsilla, Dublin 15
D15 FW97

Roll number:91315O

School Patrons: La Sainte Union Sisters, Vincentian Fathers, Dublin Dun Laoghaire Education Training Board

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 patrons on 25/9/20. It was amended in September 2025 with the approval of the school patrons as required by the Education (provision in respect of children with special educational needs) Act 2022. The policy was further amended with the approval of the school patrons September 2026 to ensure compliance with all DES circulars. It is published on the school's website and will be made available in hard copy, on request, to any person who requires it.

The relevant dates and timelines for Coolmine Community School admission process is 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

Coolmine Community School is a co-educational, multi-denominational post- primary school under the joint patronage of the Vincentian Fathers, La Sainte Union Sisters and Dublin Dún Laoghaire Education and Training Board.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community**.** Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes. Our school was established under the Deed of Trust and opened in 1972 on a greenfield site. The values of ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of Vincentian and La Sainte Union Congregations are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Coolmine Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment. Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected.

All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Coolmine Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Coolmine Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Coolmine Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

The School's mission statement reflects the characteristic spirit of the school:

We strive to create an atmosphere of mutual respect which promotes excellence in all aspects of school life and allows individuals to realise their full potential.

Déanaimid sáriarracht atmaisféar comhmheasa a chruthú a chuireann feabhas i ngach gné de shaol na scoile chun cinn agus a ligeann do dhaoine a gcumas iomlán a chur i gcrích.

The objectives of Coolmine Community School are as follows:

- To provide a comprehensive system of post primary education open to all the children of the community.
- To provide ongoing education for all persons in the community
- To contribute to the spiritual, moral, mental and physical wellbeing and development of the community.

Parents expect the school, through its Management and Staff, to create an atmosphere of peace and security which permits students and teachers to arrive at the best achievement possible, whether academic, recreational, disciplinary, moral or social. To complement this, the school expects each family, and the community at large, to support it in pursuit of these aims.

3. Admission Statement

Coolmine Community 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.

Following the commencement of the Education Act 2022 (Provision in Respect of Children with Special Educational Needs) the following addition has been included in this Admission Statement:

Coolmine Community School 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 Coucil.

Coolmine Community School 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. Categories of Special Educational Needs catered for in the school / Special Class

Students with special educational needs, who meet the criteria for admission, are welcome to apply to the school.

Students who meet the criteria for admission to the Autism special class are welcome to apply to the school. Providing supporting information as early as practicable enables the Board to plan for and address needs as early as possible.

To assist the Board of Management in its deliberations it is essential that it is fully informed of the student's educational history and the resources required to provide an educational service appropriate to the applicant's best interests.

In accordance with the Admissions to School Act 2018, the Board of Management will not consider the academic ability, skills or aptitudes of applicants for admission to a special class to ascertain whether applicants meet the category of special educational needs (eligibility criteria) for the special class.

5. Eligibility Criteria for Special Classes

Children and young people are eligible for enrolment in a special class for Autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Autism

6. Admission of Students

This school shall admit each student seeking admission except where –

a) The school is oversubscribed (please see section 5 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

First Year Enrolment

- **Automatic access is given to students in category A**
- **Category A takes precedence over Category B**
- **Category B takes precedence over Category C**

Category A

- Children of families who reside permanently within our catchment area which has a common boundary with Blanchardstown parish
- Children whose siblings are students of Coolmine Community School at present or who have previously completed their education here
- Children of staff of Coolmine Community School
- Children who at the time of enrolment attend the following feeder schools:
  - Scoil Bhríde Boys, Blanchardstown Village
  - Scoil Bhríde Girls, Blanchardstown Village
  - St. Francis Xavier, Roselawn, Blanchardstown
  - Scoil Oilibhéir, Coolmine
  - St. Mochtas NS, Clonsilla.

Children who satisfy any of the above criteria have automatic access if places are available in the school. If the number of applications exceeds the number of places available, a process of random selection will apply. The remainder will be placed on a waiting list.

Category B:

- Children of families, residing in Dublin 15

If the number of applications exceeds the number of places available, a process of random selection will apply. The remainder will be placed on a waiting list.

Category C:

- All other applicants

If the number of applications exceeds the number of places available, a process of random selection will apply. The remainder will be placed on a waiting list.

Late Applications for First Year

Late applications are those which are received after the official enrolment dates.

Any late applications will be placed on the relevant waiting list (Category A, B or C) in date order of application.

The waiting list will remain open until the last Friday in September following enrolment. After this date the remaining applicants will be contacted to ascertain whether they wish to remain on the waiting list or not. A revised waiting list will be generated if some applicants indicate that they wish to be removed from the list.

ADMISSION PROCEDURE

1. The Board of Management will prepare an Annual Admission Notice outlining specific information in respect of the application process for admission to the school year in question This notice will be published a minimum of 1 week prior to the school accepting application for admission. Notification of the enrolment dates will be sent to the feeder schools in September. This notification letter will also be available in the Front Office. Enrolment normally takes place in October each year.

2. Enrolment takes place in the school by completion of the approved application form. This form must be signed by parents / guardians. Please note that completion of the application form does not constitute a guarantee of access to Coolmine Community School. **Applications will only be accepted on the approved application form.**

3. Parents / Guardians as well as students must be willing to accept the school's Code of Behaviour and other policies authorised by the Board of Management. Confirmation of acceptance is required in writing by both parent and student. This is normally done by signing the relevant part of the application form. Acceptance of a place in the school is also deemed to be a commitment to adhere to all policies and codes.

4. Applications for First Year must:
   a. Have reached the required age (12 years on or before January 1st following entry).
   b. Show Birth Certificate as proof of age requirement
   c. Have completed Sixth Class standard in Primary School (under normal circumstances)
   d. Have proof of residency by submitting 1 utility bill at the time of application.

*Students will be requested to take the Assessment Tests in the academic year prior to entry.

5. The Board of Management shall make a decision in respect of the application concerned and inform the parents in writing not later than 21 days following enrolment.

7. 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:

Where Coolmine Community School is oversubscribed in any particular year, it will compile a waiting list of students whose applications for admission to the intake group were unsuccessful due to the school being oversubscribed.

Coolmine Community School will use this list to fill any vacancies arising during the school year in question only.

Applicants will be placed on the relevant waiting list (Category A, B or C)

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:

A system of random selection will apply. This process will be overseen by an independent observer. Students' names will be placed on the relevant waiting list in the order generated.

Special Class

Late applications, even if the student is already enrolled in mainstream, go to the bottom of the waiting lists for the special class. Eligibility for entry to the special class is outlined in section 5 of the policy.

8. What will not be considered or taken into account

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

(a) the payment of fees or contributions (howsoever described) to the school;
(b) a student's academic ability, skills or aptitude;

(c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
(d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
(e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; with the exception of children whose siblings are students of Coolmine Community School at present, or who have previously completed their education here.
(f) the date and time on which an application for admission was received by the school, (exception to this is late applications.
(g) 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.

9. Decisions on applications

All decisions on applications for admission to Coolmine Community School will be based on the following:

- Our school's admission policy
- The school's annual admission notice

*It is important that all information included on the application form is accurate.

(Please see section 15 below in relation to applications received outside of the admissions period and section 16 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.

10. Notifying applicants of decisions

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

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

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

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

In accepting an offer of admission from Coolmine Community School Parent / Guardian 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

12. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Coolmine Community School where:

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

13. Sharing of Data with other schools

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

14. Waiting list in the event of oversubscription

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

15. Late Applications

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

16. 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:

APPLICATIONS TO A YEAR OTHER THAN FIRST YEAR

Students may make an application to enrol at, or transfer to, Coolmine Community School at any time subject to the following:

1. A place must be available with reference to the numbers for each year set out by the Board of Management and the availability of places in each subject requested.
2. Where the number of eligible applicants is greater than the number of places available, a waiting list will be established. Priority will be given to those on the waiting list in accordance with the admissions criteria stated above (Category A, B & C). Any late applications will be placed on the relevant waiting list (Category A, B & C) in date order of application.
3. Parents / Guardians as well as students must be willing to accept the school's Code of Behaviour and other policies authorised by the Board of Management. Confirmation of acceptance is required in writing by both parent and student. This is normally done by signing the relevant part of the application form. Acceptance of a place in the school is also deemed to be a commitment to adhere to all policies and codes.
4. The waiting list will remain open until the last Friday in September following enrolment. After this date the remaining applicants will be contacted to ascertain whether they wish to remain on the waiting list or not. A revised waiting list will be formed on the basis of the responses received and applicants will be contacted as places arise during the year.

Procedure for enrolment:

1. Parents / Guardians must complete the approved application form, and supply the following documentation:
    a. Birth Certificate
    b. One recent utility bill.
    c. Copy of psychological assessments (where relevant)

2. Parents / Guardians and applicants must give a written undertaking to abide by the Code of Behaviour of Coolmine Community School and to support the ethos of the school. Acceptance of a place in the school is also deemed to be a commitment to adhere to all policies and codes.

*Parents / Guardians may be invited to meet school staff with the applicant following admission. Contact may be made with the applicant's previous school for an updated verbal report following admission.

ADMISSION TO TRANSITION YEAR

Transition Year is an optional one- year programme designed to bridge the gap between Junior and Senior Cycle and to prepare students for adult life.

The number of students that can be accommodated in Transition year is set by the Board of Management. Students who have completed the Junior Certificate may apply. Preference will be given to existing Coolmine Community School students who meet the admissions criteria.

Admission Procedure:

- For students of Coolmine Community School application for admission to Transition year is made in the first instance via the 5th Year Options Form.
- External applicants fill in the approved Application Form. Applications will be placed on the relevant waiting list (Category A, B or C) in date order of application.

The student who benefits most from the TY programme:

- Demonstrates a keen interest in Transition Year in the opportunities offered in TY
- Is likely to benefit from the year
- Has shown a willingness to abide by the Code of Behaviour
- Has demonstrated themselves to be flexible and adaptable

Where the number of suitable applicants exceeds the number of places, a system of random selection will apply.
Any candidate who is unsuccessful can make an appeal to the board of management.

ADMISSION TO LEAVING CERTIFICATE APPLIED PROGRAMME (LCA)

LCA is an optional two-year programme designed for students who wish to follow a practical Leaving Certificate programme with a vocational focus.

The number of students that can be accommodated in Senior cycle is set by the Board of Management

Students who have completed the Junior Cycle may apply. Preference will be given to existing Coolmine Community School students who meet the admissions criteria.

Admission Procedure:

- For students of Coolmine Community School application for admission to LCA is made in the first instance via the 5th Year Options Form.
- External applicants fill in the approved Application Form. Applications will be placed on the 5th Year waiting list (Category A, B or C) in date order of application.
- All applicants are interviewed by the Principal / Deputy Principal and / or the Leaving Cert Applied Co-ordinator subject to places being available.
- A short-list of suitable candidates is drawn up.

Admissions Criteria:

Priority will be given to students who:

- Demonstrate a keen interest in LCA.
- Are likely to benefit from the programme.
- Have shown a willingness to abide by the Code of Behaviour and uphold the ethos of the school.
- Have a very good record of attendance in school
- Have demonstrated themselves to be flexible and adaptable
- Make a good case at interview.

Where numbers of suitable applicants exceed the number of places, a system of random selection will apply.

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:

The waiting list will remain open until the last Friday in September following enrolment. After this date the remaining applicants will be contacted to ascertain whether they wish to remain on the waiting list or not.

A revised waiting list will be formed on the basis of the responses received and applicants will be contacted as places arise during the year.

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

The Board of Management of Coolmine Community 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.

18. Arrangements regarding students not attending religious instruction

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:

Coolmine Community School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'r*eligious education'* and *'religious instruction'*:

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

19. 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.
https://www.section29appeals.gov.ie/

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.

W here 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)

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

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.

Policy Ratified on: 17th September 2026

Chairperson: Keith Purcell

Principal and Secretary BOM: Pauline Connolly