



ADMISSIONS POLICY of GOOD SHEPHERD N.S

Whitehall Road, Churchtown, Dublin 14

Rolla: 19939v

School Patron: The Archdiocese of Dublin

1. INTRODUCTION

- 1.1. This Admission Policy (referred to as the “Admission Policy” or “Policy” throughout) complies with the requirements of the Education Act 1998 as amended by the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. Prior to submitting this Policy for approval by the Catholic Archbishop of Dublin, the Board of Management of Good Shepherd National School has consulted with school staff, the Catholic Archbishop of Dublin, parents and guardians of children attending the school. The Chairperson of the Board of Management, Mr. Brian Swan, and the School Principal, Ms. Órlaith Veale, are happy to clarify any matters arising from this Policy.
- 1.2. This Policy was approved by the school patron on 10th November 2025. A copy of this policy is available from the school office and is also available on the school's website www.goodshepherd.ie. The Board of Management has communicated with the school community through the following channels: newsletter, letters and emails and Parish newsletter to increase awareness of the school's Admission Policy and the process for applications.
- 1.3. The school's Admission Policy is reviewed annually by the Board of Management. This revised Policy governs enrolment for the school year 2026/27 and subsequent years thereafter unless further updated. The Policy will be changed as soon as is reasonably possible should any change in legislation require changes to this Policy, after the new legislation comes into effect.
- 1.4. The relevant dates and timelines for the Good Shepherd National School Admission process are set out in the school's Annual Admission Notice. This notice 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.
- 1.5. This Admission Policy aims to ensure that appropriate procedures are in place to enable the school make an accurate and appropriate assessment of its capacity to cater for the needs of existing students and applicants in the light of the resources



available to it. The policy also endeavours to make decisions on all applications in an open and transparent manner consistent with policy as approved by the Board Management, with the ethos of the school and with legislative requirements.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

- 2.1 The Good Shepherd National School is a co-educational primary school with a Catholic Ethos under the patronage of the Archbishop of Dublin.
- 2.2 The Good Shepherd National School caters for children from Junior Infants to Sixth Class. In addition to mainstream, the Good Shepherd National School also has four special education classes: an Early Intervention Class for children with Autism, 2 Language Classes for children with Developmental Language Disorder (DLD)/ Specific Speech Disorder (SSD) of unknown origin, and a class for children with Mild General Learning Difficulties (MGLD).
- 2.3 The Good Shepherd National School has a "Catholic Ethos" i.e. the school's ethos reflects the characteristic spirit of the Roman Catholic Church. The school aims to promote:
- (a) The full and harmonious development of all aspects of the person of the pupil, including the cognitive, intellectual, physical, social, creative, cultural, moral and spiritual aspects
 - (b) A living relationship with God and with other people
 - (c) A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
 - (d) The formation of the pupils in the Catholic faith and provide 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.
- 2.4 The development of the curriculum for religious education remains the responsibility of the Church authorities.
- 2.5 The Board of Management reserves their right to promote and uphold a Catholic ethos under Section 7(3) of the Equal Status Act while also recognising, respecting and welcoming the diversity of values, beliefs, traditions and ways of life in society.
- 2.6 In accordance with section 15(2) (b) of the Education Act, 1998 the Board of Management of Good Shepherd National 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 Good Shepherd National School.

2.7 The Good Shepherd National School supports the principles of:

- (a) Parental choice in relation to enrolment.
- (b) Equality of access and participation in the school for all its pupils.
- (c) Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
- (d) Respect for the diversity of values, beliefs, traditions and languages in society and within its own school community.

2.8 The Good Shepherd National School aims to facilitate both the personal and academic development of all the school's pupils. The Board of Management, staff, parents and school community, work in partnership to develop both the spiritual and moral values of pupils while also meeting their social and academic needs.

2.9 Pupils of the Good Shepherd National School learn to appreciate, explore and express their own individuality and those of others. The Good Shepherd National School aims to help all of our pupils grow and cultivate their talents and interests while helping them to mature as balanced, hard-working members of a just society.

2.10 Good Shepherd National School operates under the Rules for National Schools and Departmental Circulars and is subject to the Education Act 1998, the Education Welfare Act 2000, the Education of Persons with Special Education Needs Act 2004, the Education (Admissions to Schools) Act 2018 and all relevant equality legislation.

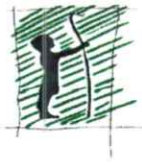
2.11 The School is funded by grants and teachers' remuneration provided by the Department of Education and Skills. The Board of Management of Good Shepherd National School or any persons acting on its behalf will not seek payment as a condition of:

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

2.12 The catchment area of the school is the Catholic Parish of the Good Shepherd Church, Churchtown Dublin 14 (referred to in this document as 'the Parish').

2.13 Good Shepherd National School follows the curricular programmes laid down by the Department of Education and Skills. The school also follows the Religious programme prescribed by the Education Secretariat of the Catholic Archdiocese of Dublin.

2.14 Good Shepherd National School is subject to funding and resources available within the context and parameters of the DES regulations and programmes and the rights of the Patron as set out in the Education Act.



2.15 Children with special educational needs are welcome in the school and every effort is made to provide them with an appropriate education as well as to include them in every aspect of school life. Prior to school entry, the school strongly recommends that parents/ guardians arrange to meet school personnel if their child either has a Special Educational Needs diagnosis or if the parent has a concern of same. The suitability of a placement in Good Shepherd National School will be discussed. If required, a full case conference may be called including all professionals working with the child and the school's Special Educational Needs Organiser (SENO) if appropriate.

2.16 The Board of Management will endeavour, when supports are available, to have all resources and support in place before the child is admitted to the school. These resources may include, for example, access to a resource teacher, access to a Special Needs Assistant, installation of specialised equipment or furniture. If additional supports are deemed necessary the Principal, on behalf of the Board of Management, will appeal to the SENO/ NCSE for access/ resourcing of same.

2.17 In accordance with section 23(4) of the Education (Welfare) Act 2000, the Board of Management requires, as a condition of registering a student in the school, the parents/ guardians of that child to confirm in writing that the school's Code of Behaviour is acceptable to them. Parents/ guardians will also confirm that they shall make all reasonable efforts to ensure compliance with the Code by the student.

2.18 Children enrolled in Good Shepherd National School are required to co-operate with and support the school/Board of Management's Code of Behaviour as well as other school policies on curriculum, organisation and management. The Board of Management regards parents/guardians as responsible for ensuring that their children co-operate with school policies in an appropriate way.

2.19 The Board of Management reserves the right to operate a policy of suspension or expulsion in accordance with NEWB guidelines.

3 ADMISSION STATEMENT

3.1 As per section 61 (3) of the Education Act 1998 and Section 3 of the Equal Status Act , 2000, Good Shepherd National School will not discriminate in its admission of a student concerned to the school on any of the following grounds:

- (a) The gender ground of the student or the applicant in respect of the student
- (b) The civil status ground of the student or the applicant in respect of the student
- (c) The family status ground of the student or the applicant in respect of the student
- (d) The sexual orientation ground of the student or the applicant in respect of the student
- (e) The religion ground of the student or the applicant in respect of the student



- (f) The disability ground of the student or the applicant in respect of the student
- (g) The ground of race of the student or the applicant in respect of the student
- (h) The Traveller community ground of the student or the applicant in respect of the student or
- (i) The ground that the student or the applicant in respect of the student concerned has special educational needs

3.2 Good Shepherd National 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 education needs, including in particular by the provision and operation of special or classes when requested to do so by the Council.

3.3 Good Shepherd National 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.

3.4 Good Shepherd National School is a school whose objective is to provide education in an environment which promotes Catholic religious values. The school 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.

3.5 The school will admit each pupil seeking admission except where:

- a) The school is oversubscribed
- b) A parent of a student fails to confirm in writing that the Code of Behaviour of the school is acceptable to him/ her and that he/ she shall make all reasonable efforts to ensure compliance with such code by the student, or in accordance with section 23(4) of the Education (Welfare) Act 2000.
- c) The school may refuse admission to one of the school's special education classes where the student concerned:
 - Does not have the specified category of special educational needs provided for in this class and therefore does not meet the specified DES and local criteria
 - The class is already fully subscribed (according to guidelines set by the DES i.e. maximum of 6 pupils in ASD Early intervention class; maximum of 7 children in each DLD/SSD Language class; a maximum of 11 children in the MGLD class).

4 SPECIAL EDUCATIONAL NEEDS CLASSES

4.1 Good Shepherd National School, with the approval of the Minister for Education and Skills, has established four Special Education Classes. These classes are:



- 1 x Early Intervention Class for children with Autism
- 1 x class for children with Mild and General learning Difficulties (MGLD Class)
- 2 x DLD/SSD Language Classes

4.2 These classes provide an education exclusively for students with categories of special educational needs specified by the Minister and meet the criteria as set down by the Department of Education. The school may refuse to admit to the class a student who does not have the category of needs specified. Please see relevant Admissions Policies for each.

5 ADMISSION OF STUDENTS (JUNIOR INFANT APPLICATION PROCESS)

5.1 The opening date for Admissions will be advertised on the school's website annually. Parents/ Guardians who wish to apply to enrol a child in Junior Infants in Good Shepherd National School for the following year must submit the application form and the required information by the closing date for enrolment.

5.2 The closing date for enrolment in Junior Infants in any year (referred to in this Policy as the Closing Date) is 2pm on the date that is twenty-two calendar days after the Opening Date. All applications for enrolment are considered provided all the required information has been received on/ before the Closing Date. No application is considered unless all of the required information has been received by the Closing Date.

5.3 Those who wish to enrol their child in Good Shepherd National School are required to return the following:

- A fully completed Application Form (available on the school's website www.goodshepherd.ie (Appendix D), or in hard copy from the school)
- A copy of the birth or adoption certificate of the child for whom a place is being sought
- One fixed utility invoice (i.e. for electricity, gas, fixed broadband or cable/satellite TV), dated within 3 months before the Closing Date, evidencing the address of the residence of the child for whom a place is being sought.

5.4 Applications may be hand delivered, by post or by email to school@goodshepherd.ie. All applications will be acknowledged of receipt by email which will be kept on file.

5.5 Parents/guardians are required to provide the school with all relevant information and to inform the school of any change of address, contact details or other information relevant to their application.

5.6 Applications for admission received after the Closing Date as per the Annual Admission Notice will be considered and decided upon in accordance with the School's Admission



Policy, the Education (Admissions to Schools) Act 2018 and any regulations made under that Act. Such applications will be considered if a place is available and no names appear or remain on the waiting list for places

5.7 Parents are kindly requested to enclose any/all relevant reports about their child to the school with their application form to facilitate school planning/ timely application for additional supports if necessary (See Section 2.15). Examples of these include, but are not limited to: SLT reports, Occupational Therapy reports, Psychological reports and reports/feedback from the child's pre-school setting. GSNS staff may also request a meeting with parents to discuss their child's individual needs. GSNS staff may contact all relevant parties in relation to these reports.

5.8 By returning a completed application form parents of all prospective pupils consent to allow Good Shepherd staff to contact and perhaps visit and observe their child in their preschool setting.

6 CRITERIA FOR MAINSTREAM/OVERSUBSCRIPTION

6.1 In the event that the number of applicants for places in Junior Infants exceeds the number, determined by the Board of Management, of places available, places are allocated in the order in which those categories appear below, until places are fully allocated.

6.2 Within each of the following categories, the order of priority is determined by the date of birth of each child, with priority to the oldest.

- A. Children must be aged 4 by the 1st of April of year of enrolment in accordance with criteria as outlined in points 2-7 below.
- B. Brothers and sisters of current children in the mainstream school (including step-siblings and foster children resident at the same home address) and children living within Good Shepherd Parish. (Priority will be given to the oldest). Proof of residence may be requested upon application.
- C. Children of current staff employed by the school. (Priority to the oldest).
- D. Children living outside the parish boundaries of Churchtown. (Priority to the oldest)
- E. Finally, if there are vacancies after groups from A-D have been allocated places children born after 1st April but on/before 31st August of year of enrolment may be offered a place only under exceptional circumstances (priority will be given to the oldest first).
- F. Please note: Siblings of children in the special classes do not get priority-but follow the criteria C-E outlined above.

6.3 In the event that there are 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.



6.4 The Board of Management reserves the right to withdraw a place that has been allocated based on residence in the Parish at any time prior to the applicant starting in the Junior Infant class in the school if the Board is not satisfied that:

- (i) all relevant information provided to the school in connection with the applicant's application is true and accurate.
- (ii) no relevant information has been withheld from the school.

6.5 The name of each applicant who has completed enrolment and who is not allocated a place is placed on a waiting list in the order determined by the policy set out above, and any additional places that become available during the remainder of the school year prior to the commencement of the Junior Infant class (e.g. where an offer of a place is not taken up) are allocated from that waiting list in the order in which the applicants appear on the waiting list. This waiting list also serves as the waiting list for any place that may become available in the year following the commencement of the Junior Infant class.

7 ENROLMENT DECISION CRITERIA – WHAT WILL BE CONSIDERED OR TAKEN INTO ACCOUNT

7.1 The Board of Management recognises the right of parents to enrol their child in the school of their choice. However, the Board must respect the rights of the existing school community, and in particular, the children already enrolled when deciding on the number of places to be made available in Junior Infants. This balanced decision is guided by the principles of natural justice and taken in the best interest of all the children in the school.

7.2 The BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind the following:

- Size of / available space in classrooms
- Educational needs of children of a particular age
- Presence of children currently enrolled with significant special education/behavioural needs
- Safety and educational needs of existing pupils within the class
- Department of Education maximum pupil/teacher ratio directives.

7.3 The application process remains open for twenty-two days as per the school's Admission Notice.

7.4 All decisions on admission applications to Good Shepherd National School are based on:

- The 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 the Annual Admission Notice

7.5 In accordance with section 62(7)(e) of the Education Act 1998 and the Education (Admission to Schools) Act 2018, the Board of Management of Good Shepherd National School will not consider any of the following factors 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 to the school,
- (c) A student's academic ability, skills or aptitude,
- (d) The occupation, financial status, academic ability, skills or aptitudes 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 siblings of a student 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, subject to the application being received at any time during the period specified for receiving applications set out in the School's Annual Admission Notice for the school year concerned.

8 DECISIONS ON APPLICATIONS

8.1 All decisions on applications for admission to Good Shepherd N.S 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 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 decide on an application for a place in our school.



9 NOTIFYING APPLICANTS OF DECISIONS

9.1 Applicants informed in writing as to the decision of the school within the timeline outlined in the Annual Admissions Notice.

9.2 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).

9.3 In order to secure a place in Junior Infants, an offer of a place must be accepted in writing on or before the date specified in the Annual Admission Notice. If the offer is not accepted in writing on or before that date the offer will be deemed to have been withdrawn, and the place will be offered to the next applicant on the waiting list.

9.4 In accepting an offer of admission from Good Shepherd National School parents/guardians must indicate whether they:

- (a) Have accepted an offer of admission from another school or schools, and if so, they must also provide details of the other school or schools concerned
- (b) Have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Applicants should be aware that Section 66(6) of the Education Act 1998, as inserted by the Education (Admissions to Schools) Act 2018, allows for the sharing of information between schools to facilitate the efficient admission of students.

9.5 Parents/guardians who do not wish to take up the offer of a place are asked to inform the Good Shepherd National School in writing of this decision as soon as possible to facilitate other applicants.

9.6 If a student is not offered a place in the 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 may request the Board of Management to review a decision to refuse admission. Applicants will be informed of the right of appeal of the school's decision (See Section 18 below).

9.7 Parents will also be invited to attend a Welcome Evening in the school in Term 3 of the year of enrolment. The school handbook and any other relevant information will be given



to parents during this evening, to assist parents as they guide their child into the national primary education system.

10 ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

10.1 In accepting an offer of admission from Good Shepherd N.S, parents must indicate—

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

10.2 In order to secure a place, an offer of a place must be accepted in writing on or before the date specified in the Annual Admission Notice. If the offer is not accepted in writing within that timeframe the offer will be deemed to have been withdrawn and the place will be offered to the next applicant on the waiting list.

10.3 Parents/ guardians must confirm in writing, in accordance with section 23(4) of the Education (Welfare) Act 2000, that the Code of Behaviour of the school is acceptable to him/ her and that he/ she shall make all reasonable efforts to ensure compliance with such code by the student

10.4 Parents/guardians who do not wish to take up the offer of a place are asked to inform the Good Shepherd National School in writing of this decision as soon as possible to facilitate other applicants.

11 REFUSALS OF APPLICATIONS & WITHDRAWALS OF OFFERS

11.1 An offer of admission may not be made or may be withdrawn by Good Shepherd NS 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

12.1 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) 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

- 13.1 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 Good Shepherd NS 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.
- 13.2 Placement on the waiting list of Good Shepherd NS 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.
- 13.3 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.
- 13.4 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

- 14.1 All applications for admission received for any class 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.
- 14.2 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

- 15.1 Occasionally the Board of Management makes places available in the school other than at the start of Junior Infants. Such places can arise when a pupil leaves an existing class. However, the Board of Management reserves the right to decline to make available a place when any pupil leaves the school. In deciding whether to make a place available other than at the start of Junior Infants the Board of Management considers all relevant factors, including those referred to in Section 7.2 of this Admission Policy.
- 15.2 An applicant wishing to join any class other than Junior Infants (Pupil Transfer), at any stage of an academic year, must apply to the school using a completed Pupil Transfer Form (See Appendix E) which is available on the school's website. They are also required to furnish an original Birth/Adoption Certificate (Baptism Certificate, if applicable, to help with planning of Sacramental preparation). To facilitate school planning, completed application forms should be returned to the school with a copy of their last school report. To facilitate the allocation of such places the school operates a waiting list for each class.
- 15.3 All waiting lists cease to operate at the end of each academic year. Accordingly, a fresh application is needed each year, for any applicant who wishes to remain on the waiting list to join a year group as it progresses through the school.
- 15.4 Applications may be hand delivered, by post or by email to school@goodshepherd.ie. Receipt of all applications will receive an acknowledgement by email which will be kept on file.
- 15.5 Parents are kindly requested to enclose any/all relevant reports about their child to the school with their application form to facilitate school planning/ timely application for additional supports if necessary (See Section 2.15). Examples of these include, but are not limited to: SLT reports, Occupational Therapy reports, Psychological reports and reports/feedback from the child's pre-school setting. GSNS staff may also request a meeting with parents to discuss their child's individual needs. GSNS staff may contact all relevant parties in relation to these reports.
- 15.6 By returning a completed application form parents of all prospective pupils consent to allow Good Shepherd staff to contact their child's current educational setting and arrange an observation if deemed necessary.



- 15.7 Where a valid application is received for a place in a class, the name of the applicant is placed on the waiting list, provided the applicant's age is, in the view of the Board of Management, appropriate for the year group in question. If the Board of Management decides to make a place available in a class, the names that are on the waiting list for that class at the time of the Board's decision are placed in order using the same order of priority as is set out above in Section 6.2
- 15.8 If an applicant declines the offer of a place the applicant is removed from the waiting list, and the place is offered to the next applicant on the waiting list.
- 15.9 In the event that there are no names on a waiting list, the Board may offer a place to an applicant whose otherwise valid application was received outside the application period. If the number of such applications exceeds one, the same order of priority is used as applies to applications received within the relevant application period.
- 15.10 Parents/guardians are asked to inform the school in writing if they are no longer interested in a place for a child whose name is on the waiting list for a class.

16 DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The Board of Good Shepherd NS 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 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:

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 maybe, to discuss how the request maybe accommodated by the school.

18 RIGHT OF APPEAL

- 18.1 Where an applicant has been refused admission an appeal may be made under Section 29(1) c) of the Education Act 1998.



18.2 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.

18.3 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.

18.4 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.

18.5 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 the Education Act 1998, which are published on the website of the Department of Education.

18.6 The procedures under Section 29 cannot be invoked until all procedures at local level have been exhausted.

This Admissions Policy was ratified by the Board of Management on 16th October 2025. It will be reviewed in October 2026.

Signed: Brian Swan
Brian Swan
Chairperson

Signed: Órlaith Veale
Órlaith Veale
Principal & Secretary BOM