



**lmetb**

*Bord Oideachais agus  
Oiliúna Lú agus na Mí*  
Louth and Meath Education  
and Training Board

**Louth and Meath Education and Training Board**

**SCHOOLS' ADMISSIONS POLICY AND PROCEDURES**

**Dunshaughlin Community National  
School**

## **1. Policy Statement**

- 1.1 Admission to all Louth and Meath Education and Training Board (ETB) schools is open to all pupils whose educational needs can be met by the schools, taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
- 1.2 This policy applies to the Community National Schools and second level schools established and maintained by Louth and Meath ETB, including Ratoath College, St. Peter's College Dunboyne and St. Oliver Post Primary School, Oldcastle which are partnerships between Louth and Meath ETB and the Diocese of Meath.

## **2. Legal Framework**

- 2.1 Louth and Meath ETB acknowledges the rights of all children including children who have a disability or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.

2.2 Louth and Meath ETB acknowledges its duty to promote equality of access to and participation in education, pursuant to the Education Act 1998, Section 6 (c) and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.

2.3 With regard to admission of pupils to Dunshaughlin Community National School, Louth and Meath ETB affirms its statutory obligation under the equal Status Act 2000 as it applies to educational establishments.

### **3 Parental Responsibility**

31 The parent(s)/guardian(s) of a child who has made an application for admission to Dunshaughlin Community National School may be required to furnish such information as may be prescribed by the school/Louth and Meath ETB. Enrolment form will include a consent form to be signed by parent(s)/guardian(s) allowing schools to access relevant information from pre-schools, primary schools and other key agencies.

32 Prior to admission to Dunshaughlin Community National School, the parent/guardian shall be required to sign a written undertaking to comply with the school's Code of Behaviour.

### **4 Procedures for Enrolment**

4.1 Louth and Meath ETB shall ensure that all schools under its control shall draft admissions procedures as part of their admissions/enrolment policy. Such procedures at Dunshaughlin Community National School include:

- 1) Enrolment form to be completed
- 2) The closing date for application where applicable
- 3) Interview with parent(s)/guardian(s) where applicable
- 4) Procedures for informing the local community about enrolment
- 5) Information required from the parents of the pupil

4.2 Dunshaughlin Community National School may seek the following information from the parent(s)/guardian(s) of pupils who have not reached the age of 18 years prior to making a decision regarding their admission to the school:

- 1) Name, date of birth of pupil, birth certificate of the pupil
- 2) Address of pupil/parent(s)/guardian(s)
- 3) PPS number of pupil
- 4) Phone numbers, including emergency phone numbers
- 5) Details of previous school/s
- 6) Information from previous school/s
- 7) Relevant medical information
- 8) Any relevant information regarding custody of the pupil/legal orders pertaining to the pupil
- 9) Any relevant information regarding the educational needs of the applicant
- 11) Educational/Psychological reports
- 12) Form E1 11 from pupils living in Northern Ireland

The sound legal basis for the collection of this data is explained in LMETB's Privacy Notice for Pupils and Parents/Guardians (Appendix 1) and in depth in LMETB's Data Protection Policy (Section 3) which is available on request from [dataprotection@lmetb.ie](mailto:dataprotection@lmetb.ie) or online at [www.lmetb.ie](http://www.lmetb.ie)

Pupils (under 18 years of age) who are enrolling in Dunshaughlin Community National School must be accompanied by at least one parent/guardian.

- 4.3 The Board of Management of Dunshaughlin Community National School or its nominee shall issue a decision to the parent(s)/guardian(s) of a child or a pupil who has reached the age of 18 years within 21 days of receipt of the relevant information requested, or within 21 days of the specified closing date for enrolment, pursuant to the Education Welfare Act, Section 19 (3). This notification is subject to the school having received a signed agreement on the Admissions Policy and the school's prescribed policies for Code of Behaviour

If a school place is offered, parent/guardian must notify Dunshaughlin National School whether they are accepting or refusing the school's offer.

- 4.4 Dunshaughlin Community National School under the auspices of Louth and Meath ETB is registered as a Data Controller with the Office of the Data Protection Commissioner and is governed by, and complies with, the principles of Data Protection as outlined in the Data Protection Acts and the EU General Data Protection Regulations. The personal data supplied by parent(s)/guardian(s) and pupil is required for the purposes of pupil enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details may also be used to notify parent(s)/guardian(s) and pupil of Dunshaughlin Community National School/ETB events. While the information provided will generally be treated as confidential to Dunshaughlin Community National School and Louth and Meath

ETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, an Garda Síochána, the Health Service Executive, the Educational Welfare Services, TUSLA or with another school (where the pupil is transferring.) A full list of why we collect the data, who we share it with and why, is available in summary in our Privacy Notice for Pupils and Parents/Guardians (Appendix 1) and in depth in LMETB's Data Protection Policy. We rely on parent(s)/guardian(s) to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should the parent(s)/guardian(s) wish to access or update personal data, they should do so in writing, to the Principal of Dunshaughlin Community National School.

## **5 Criteria for Admission**

- 5.1 Eligibility for admission to Dunshaughlin Community National School includes the following Department of Education and Skills regulation:
- 1) All pupils enrolling in Junior Infants must be a minimum of 4 years of age on or before September 1<sup>st</sup> of their year of entry to Dunshaughlin Community National School
- 5.2 In the event of the school having more applications than places, Louth and Meath ETB shall ensure that all schools under its control shall specify criteria for admission in their admission/enrolment policies. The policy will prioritise selection criteria and indicate how such criteria are prioritised.
- 5.3 In the event that the school is oversubscribed on the last date for receipt of applications, a waiting list will be put in operation. This date should be made widely known. Should a place become available, the successful applicants will be determined by the admissions criteria. The Parent/Guardian should contact the school to inform if they do not wish to have their details retained on the waiting list. The issue of waiting lists are currently under review due to the pending legislation due under the Education (Admissions to School ) Bill .

- 5.4 In accordance with the Department of Education and Skills guidelines, the number of places will not compromise the curriculum provided.
- 5.5 In the case of a pupil wishing to repeat a year, this will be subject to and in accordance with the Department of Education and Skills Circular 32/03.

## **6. Application of a pupil to Transfer**

- 6.1 Louth and Meath ETB recognises that transfers are unavoidable (e.g. a change of residence or a family moving into an area). As a matter of general policy, transfers into Dunshaughlin Community National School are discouraged in the overall interests of the continuity of the pupil's education. In general, it is the policy of the Board of Management of Dunshaughlin Community National School not to accept transfers during the school year. In the case, however, of pupils whose families have moved into the school's catchment area, and who are not enrolled in another primary and/or post primary school, applications will be considered.
- 6.2 An application to transfer is defined as one from a pupil who has previously enrolled in another school in or outside the catchment area, or from a pupil who makes application after the 30<sup>th</sup> September of the academic year.
- 6.3 It is not the policy of Louth and Meath ETB or Dunshaughlin Community National School to accept transfers from pupils already enrolled in other local primary and/or post primary schools, except in exceptional circumstances. Applications will not be accepted from pupils who are the subject of ongoing disciplinary proceedings in another school which include any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000. Where the Board of Management of Dunshaughlin Community National School is satisfied that exceptional circumstances do exist, the following conditions and procedures will apply:
- 6.4 The parent(s)/guardian(s) of the pupil must complete the Application to Transfer form. This form should be accompanied by a letter outlining clearly the reason(s) for the application.
- 6.5 The parent(s)/guardian(s) of the pupil must sign the Student Enquiry form.
- 6.6 The Principal of the school that the pupil is currently attending or last attended must return the completed Student Enquiry form.

- 6.7 Dunshaughlin Community National School also reserves the right to request a confidential reference from the authorities in previous schools.
- 6.8 Applications must also be accompanied by the following documentation:
- Two most recent reports from the pupil's previous school
  - Two written references, dated within one month of the date of application, from a local Youth or Sports Club or similar and/or a member of the Garda Síochana or upstanding member of the community
  - Any psychological/educational reports
  - The Application Form must be completed in full
- 6.9 When the requirements of 6.4, 6.5 and 6.6 and 6.8 are complied with, the parent(s)/guardian(s) of the pupil must attend for interviews with the Principal and other relevant personnel of Dunshaughlin Community National School
- 6.10 Having due regard to the statutory and constitutional rights of parent(s)/guardian(s) and their children, the Board of Management of Dunshaughlin Community National School reserves the right to refuse any application in particular circumstances which might include but it not exclusively confined to the following:
- An established prior record of poor behaviour
  - Lack of adequate resources to cater for particular needs
  - Insufficient educational attainment to participate in a particular course
- 6.11 If the Board of Management of Dunshaughlin Community National School is satisfied that the applicant has provided full and accurate information and, mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant, whilst not infringing the rights of the pupils already attending the school, then a place may be offered to the applicant. The Board of Management of Dunshaughlin Community National School reserves the right to refuse to admit a pupil where full disclosure of information has not been provided or where inaccurate, false or misleading information has been provided.
- 6.12 Applications to transfer to Dunshaughlin Community National School will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space and resources. Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing pupils and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.
- 6.13 In a case where a pupil has been permanently excluded from a school, the application may not proceed before the parent(s)/guardian(s) have been advised of their right to appeal the decision of the previous school with regard to the pupil. If a pupil was expelled from Dunshaughlin Community National school application to re-enrol will not be permitted.

- 6.14 The school will inform the parent(s)/guardian(s) of this right. The school can provide appeal application forms in this regard.
- 6.15 Where a pupil, who has left Dunshaughlin Community National School voluntarily subsequently makes a formal application for re-admission to the school, the Board of Management of Dunshaughlin Community National School shall, upon review, take a decision as to whether or not to re- admit a pupil to the school. Such a review would incorporate the pupil's previous record in the school in relation to application to work, participation in school activities, attendance, behaviour, records from previous school. The parent(s)/guardian(s) and the pupil will be interviewed as part of the re-entry procedure.
- 6.16 Dunshaughlin Community National School reserves the right to request other details relevant to the enrolment process. Decisions will be notified within 21 days after parent(s)/guardian(s) have provided all relevant data as per Section 19 Education Welfare Act 2000.
- 6.17 The following factors will be considered in respect of applications:
- Class size
  - Availability of staff
  - Availability of appropriate accommodation
  - The rights of applicants
  - The rights and welfare of existing pupils/staff within the school
  - The educational attainment of the applicant in regard to the programme they wish to enrol in
  - The previous record of attendance and behaviour of the applicant
- 6.18 Prior to admission to Dunshaughlin Community National School, parents/guardians and/or pupils will be required to sign a form indicating their acceptance of the school's Code of Behaviour. In the case of pupils in Junior and Senior Infants the parent(s)/guardian(s) must sign this form.
- 6.19 Dunshaughlin Community National School welcomes pupils with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodations for pupils with disabilities or special educational needs up to a nominal cost so that these pupils are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting parents'/guardians' rights to have a school of their choice for their children, the school's ability to accept pupils with



particular needs is dependent on the supply of resources, suitable to the needs of the individual pupil, being supplied by the Department of Education and Skills.

The school welcomes applications from pupils with special educational needs, unless the nature and degree of those needs is such that to enrol the pupil concerned would be inconsistent with both the best interests of the pupil concerned and the effective provision of education for the other pupils with whom the pupil concerned is to be educated.

The Board of Management of Dunshaughlin Community National School having gathered all relevant information and professional documentation including pupil's records from any other primary school, will assess how the needs of these pupils can be met.

Contact will be made with the National Council for Special Education (NCSE) regarding special needs resources to which the pupil may be entitled. If further resources are required, the Special Educational Needs Organiser (SENO) will request NCSE to approve the necessary assistance – forms will be completed in consultation with parent(s)/guardian(s).

The Principal may request a meeting with the parent(s)/guardian(s) of the pupil to discuss the application and the pupil's needs.

The parent(s)/guardian(s) of the pupil may request a meeting with the Principal to discuss the pupil's education and/or other needs.

**NB It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.**

## **7 Refusal to Admit a Pupil**

- 7.1 Dunshaughlin Community National School shall not refuse to admit a pupil except where it is in accordance with the policy of Louth and Meath ETB under Section 15(2) (d) of the Education Act 1998.
- 7.2 The Board of Management of Dunshaughlin Community National School reserves the right to refuse to admit a pupil in exceptional circumstances. Such circumstances may include where the enrolment of the pupil may pose an unacceptable risk to the health, welfare and safety of other pupils or staff, or a risk to school property.

## **8 Appeals**

- 8.1 Where an application for admission to Dunshaughlin Community National School is refused, the parent(s)/guardian(s) shall be informed of the appeals procedure in accordance with the Education Act 1998 and the Education (Welfare) Act 2000.

## **9 Implementation and Review**

- 9.1 Louth and Meath ETB, the Boards of Management and the Principal of each community national school and second level school are responsible for implementing this policy.
- 9.2 This policy will be reviewed periodically by Dunshaughlin Community National School Board of Management in light of any legislative or other relevant indications.



## Privacy Notice to Pupils (and Parents/Guardians)

By applying for and/or attending an LMETB School, Centre, Course or Programme, you acknowledge that your personal data (including special category personal data) shall be processed by LMETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at [www.lmetb.ie](http://www.lmetb.ie)

1. We are Louth and Meath Education and Training Board (LMETB), and our Head Offices are based at the following locations -
  - Abbey Road, Navan, Co. Meath. C15 N67E – Tel: 046 906 8200 and
  - Chapel Street, Dundalk, Co. Louth. A91 C7D8 – Tel: 042 933 4047

We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at [www.lmetb.ie](http://www.lmetb.ie)

2. When you are a pupil with LMETB, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc. The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc); and other personal data. Further details of the data we collect about you can be found in section 2 of our Data Protection Policy. If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc. We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and well-being; to care for our staff and pupils; to process grant applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at [www.lmetb.ie](http://www.lmetb.ie)

3. We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, Exam bodies e.g. QQI TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc.), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers etc. We are legally required to provide certain records relating to the progress of a pupil (under 18 years) in his/her education to the pupil's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.lmetb.ie](http://www.lmetb.ie)

4. We do not transfer your personal data to a third country or international organisation. If a data processor acting on behalf of LMETB (e.g. an IT Software Company) transfers your personal data outside of the EEA, LMETB will endeavour to notify you of any circumstances surrounding the transfer of any data.

5. We do not engage in automated decision making/profiling.

6. Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with LMETB). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.lmetb.ie](http://www.lmetb.ie)

7. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.lmetb.ie](http://www.lmetb.ie), or alternatively contact our Data Protection Office.

8. Our Data Protection Office is based at our Navan address. If you have any queries, please consult our Data Protection Policy (available at [www.lmetb.ie](http://www.lmetb.ie)) or contact our Data Protection Office via email [dataprotection@lmetb.ie](mailto:dataprotection@lmetb.ie), via post LMETB, Abbey Road, Navan, Co. Meath C15 N67E or via telephone 046 901 0031.