Scoil San Treasa, Mount Merrion, Co. Dublin.
Board of Management
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Scoil San Treasa 18647D – Admission Policy
Patron: Archbishop of Dublin

1 Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 26th August 2020. It is published on the school's website and will be made available in hardcopy on request.

The relevant dates and timelines for Scoil San Treasa's admission process are set out in the school's Annual Admission Notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned. This policy must be read in conjunction with the Annual Admission Notice for the school year concerned.

The Application Form for admission is published on the school's website and will be made available in hardcopy on request.

2 Characteristic spirit and general objectives of the school

Scoil San Treasa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

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

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

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil San Treasa shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

2.1 Mission Statement

At Scoil San Treasa, our mission is the provision of primary education of the highest quality for all our pupils in a happy, safe Christian environment. While we value high academic achievement, the social, personal and moral development of our pupils is of primary importance and we view the school as a learning organisation which is open to change and innovation while it cherishes the best educational, cultural and religious traditions of our society. Acknowledging that their parents are the primary educators of our children, we are inspired by a shared vision of excellence and we espouse a partnership approach in its pursuit.

2.2 General Overview of Scoil San Treasa

Scoil San Treasa was established to provide primary education to the parishioners of the Catholic Parish of Mount Merrion. However, pupils of different persuasions attend and their religious outlook is respected. The Catholic ethos of the school is inclusive and all pupils are equally welcome. The school is co-educational, and is under the patronage of the Archbishop of Dublin. It caters for boys and girls from Junior Infants to Sixth Class. The curriculum taught is in line with the Primary School Curriculum as per the Department of Education and Skills, and the school operates within the regulations laid down by the Department from time to time. The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and its policies depends to a large extent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

2.3 Staffing

In addition to the principal, there are currently

- Seventeen class teachers
- Seven Special Education Teachers based in the school
- Other occasional Learning-Support/Resource Teaching arrangements in line with National Council for Special Education (NCSE) allocations.

Staffing allocation is open to change from year to year, depending on allocation from the Department of Education and Skills.

2.4 Funding

Funding is provided by the Department of Education and Skills, parental contributions and regular fundraising.

3 Admission Statement

Scoil San Treasa 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.

Scoil San Treasa is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.
The Board of Management of Scoil San Treasa will respect the rights of the existing school community and in particular, the children already enrolled. The Board of Management will bear in mind the available space in classrooms, educational needs of children of a particular age, the presence in particular classes of pupils with special educational/behavioural needs, availability of appropriate supports and resources, Department of Education and Skills guidelines regarding maximum class size, and health and safety concerns regarding staff and children. Where the school lacks the necessary resources to meet the needs of any applicant including related needs (e.g. health and safety) of other pupils and staff, it will strive to secure those resources. Where the resources cannot be secured, (see section 4 below) the school reserves the right to refuse admission. It is the responsibility of the parents of the child to inform the school of any such needs. In this context, the school authorities will have equal regard for the welfare of all pupils.

4 Categories of Special Educational Needs catered for in the school

Scoil San Treasa is an inclusive school. We strive to use available resources to enable pupils with special educational needs to access, participate in and benefit from a broad range of learning experiences in our school. In relation to admission of pupils with special needs, all applications should be accompanied by:

- A psychological report
- A report from a speech and language therapist, where appropriate
- A medical history/report in so far as it relates to the special needs of the child
- Indication of the existence of other reports, assessments of information where a child has been seen by another agency or professional e.g. social worker, neurologist, occupational therapist, etc.

Where such reports are not available the Board will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.
Where further resources are required, the Board requests the Department of Education & Skills through the Special Educational Needs Organiser (SENO) to provide the resources required to meet the needs of the child as outlined in the psychological, medical or other report.
The Principal will meet with the parents of the child to discuss the child's needs. If necessary, a full case conference involving all parties should be held – parents, principal, psychologist, speech and language therapist, occupational therapist (OT), class teacher, resource teacher.
Please note: it may take some time for the National Council for Special Education (NCSE) and/or the Department of Educational and Skills (DES) to process applications for additional supports for children with special educational needs. In recent years there has been a cut-off date for receipt of applications for such supports – many months in advance of the start of the school year. Parents should inform the school as early as possible regarding children with special educational needs and to discuss their particular situation well in advance of the date of anticipated application.

5 Admission of Students to Junior Infants

This school shall admit each student seeking admission except where

a) the school is oversubscribed (please see section 6 below for further details)
b) in the case of applicants who reach the age of four years in April, May, June, July or August immediately preceding the school year of anticipated admission, there are any older children from category 1 or category 2 including late applications, on the waiting list. (see section 6)
c) 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.
d) Scoil San Treasa is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school

Please note that the current Department of Education and Skills guidelines state that schools will operate on the basis of a general average of 1 classroom teacher for every 26 pupils for the 2020/21 school year (Circular 0018/2020). Scoil San Treasa class size at Junior Infants will be a maximum of 29 pupils per class.

6 Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice.

Category	Description of category
1	• Children living within the CatholicParish of Mount Merrion, (parish boundaries as defined by the Diocese – see Appendix 3 attached). • Children who have sibling/s currently enrolled in Scoil San Treasa. *These 2 groups in category 1 have parity and are prioritised collectively.* *This category will be prioritised by age, commencing with the oldest.*
2	• Children of current staff of Scoil San Treasa (on the staff of Scoil San Treasa for a minimum of one year). *This category will be prioritised by age, commencing with the oldest.*
Applicants who reach the age of four years in April, May, June, July or August immediately preceding the school year of anticipated admission will not be offered a place while there are any older children from category 1 or category 2, including late applications, on the waiting list. Should there still be places available after offers have been made to all children in the above categories, the following categories will be worked through sequentially. Please note that offers will not be made to children from categories 3 and 4 while there are any children from category 1 or category 2, including late applications, on the waiting list.	
3	• Children living in a Parish adjoining the Catholic Parish of Mount Merrion *This category will be prioritised by age, commencing with the oldest.*
4	• Children living in a Parish not-adjoining the Catholic Parish of Mount Merrion *This category will be prioritised by age, commencing with the oldest.*

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), for example: If it becomes necessary to decide ranking between two or more children within a category who have the same date of birth, the Board of Management will decide their ranking by lottery.

7 What will not be considered or taken into account

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

a) a student's prior attendance at a pre-school or pre-school service, including naíonraí
b) the payment of fees or contributions (howsoever described) to the school
c) a student's academic ability, skills or aptitude
d) the occupation, financial status, academic ability, skills or aptitude of a student's parents
e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, in the case of the school wishing to include a selection criteria based on siblings of a student attending or having attended the school
g) the date and time on which an application for admission was received by the school.

This is subject to the application being received at any time during the period specified for receiving applications set out in the Annual Admission Notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8 Decisions on applications

All decisions on applications for admission to Scoil San Treasa will be based on the following:

- Our school's Admission Policy
- Our school's Annual Admission Notice (where applicable)
- The information provided by the applicant in our school's official Application Form received during the period specified in our Annual Admission Notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.) Selection criteria that are not included in our school's Admission Policy will not be used to make a decision on an application for a place in our school.

9 Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admission Notice.

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

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

10 Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil San Treasa, you must indicate—

(i) Whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) Whether or not you have applied for and 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.

11 Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil San Treasa where—

(i) It is established that information contained in the application is false or misleading.

(ii) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice of the school.

(iii) The parent of a student, when required by the principal in accordance with Section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or

(iv) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12 Sharing of Data with other schools

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

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

(i) An application for admission to the school has been received

(ii) An offer of admission to the school has been made, or

(iii) An offer of admission to the school has been accepted

The list may include any or all of the following:

(i) The date on which an application for admission was received by the school

(ii) The date on which an offer of admission was made by the school

(iii) The date on which an offer of admission was accepted by an applicant

(iv) A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of Section 262 of the Social Welfare Consolidation Act 2005).

13 Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil San Treasa 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 Scoil San Treasa is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admission Policy.
Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed in the appropriate category as set out in section 6 in order of the date of receipt of the application.
Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14 Late Applications

All applications for admission received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon in accordance with our school's Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in section 13.

15 Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school

- to classes other than the school's intake group
- after the commencement of the school year in which admission is sought, are as follows:

a) Children will not normally be enrolled after the start date of that school year (e.g.: September 1st) unless the child has just moved into the area, except in exceptional circumstances and subject to the conditions outlined in this document.

b) Pupils newly-resident in the Catholic Parish of Mount Merrion are enrolled during the current school year, subject to

- there being a place available in the class
- the conditions outlined in this document.

c) Pupils wishing to transfer from other schools are enrolled subject to

- there being a place available in the class
- the conditions outlined in this document
- local agreements with other schools.

d) In the event that a child is offered a place in the school (in any class) and s/he has a sibling seeking a place in another class that is full, the sibling will not be offered a place until such time as a place becomes available with reference to the relevant priority ranking.

Please note that the current Department of Education and Skills guidelines state that schools will operate on the basis of a general average of 1 classroom teacher for every 26 pupils for the 2020/21 school year (Circular 0018/2020). Scoil San Treasa class size for all classes other than Junior Infants will be a maximum of 28 pupils per class.

For applications received by 1st March preceding the September of anticipated admission, the following ranking will be used for each class. Categories will be worked through sequentially – with available places being offered to eligible children in each category before proceeding to the next category.

Category	Description of category
1	• Children living within the CatholicParish of Mount Merrion, (parish boundaries as defined by the Diocese – see Appendix 3 attached). • Children who have sibling/s currently enrolled in Scoil San Treasa. *These 2 groups in category 1 have parity and are prioritised collectively.* *This category will be prioritised by age, commencing with the oldest.*
2	• Children of current staff of Scoil San Treasa (on the staff of Scoil San Treasa for a minimum of one year). *This category will be prioritised by age, commencing with the oldest.*
Should there still be places available after offers have been made to all children in the above categories, the following categories will be worked through sequentially. Please note that offers will not be made to children from categories 3 and 4 while there are any children from category 1 or category 2, including late applications, on the waiting list.	
3	• Children living in a Parish adjoining the Catholic Parish of Mount Merrion *This category will be prioritised by age, commencing with the oldest.*
4	• Children living in a Parish not-adjoining the Catholic Parish of Mount Merrion *This category will be prioritised by age, commencing with the oldest.*

16 Declaration in relation to the non-charging of fees

The Board of Management of Scoil San Treasa 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 admission 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 may be, to discuss how the request may be accommodated by the school.

18 Reviews/appeals

Review of decisions by the Board of Management

Decisions will be given in writing within 3 weeks of the closing date for receipt of applications. The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under Section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills. The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with Section 29C of the Education Act 1998.

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

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

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.
An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.
An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under Section 29 of the Education Act 1998. (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.

Refusal to enrol on grounds of 'Exceptional Circumstances'

The Board of Management reserves the right to refuse admission in exceptional circumstances For example:

- when the pupils has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education

Or

- In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

Implementation

This updated policy will be implemented on 26th August 2020.

It will be reviewed regularly by the Board of Management, in line with Department of Education and Skills guidelines, Patron's guidelines and in the light of experience.

Signed: Frances Mullin Date: 31st August 2020

Principal - Frances Mullin

Signed: Orla O'Grady Walshe Date: 31st August 2020

Chairperson - Orla O'Grady Walshe

Appendix 1: Application Process for Admission to Junior Infants

(a) Parents who are interested in enrolling their children in Junior Infants in Scoil San Treasa should complete an Admission Application Form. This is available on the school website www.sstreasa.ie or by emailing the school with a request for same or by sending a request for same together with a stamped self-addressed A4 envelope to: Admission Applications, Scoil San Treasa, The Rise, Mount Merrion, Co. Dublin A94 EK75. Please ensure that the correct stamps are affixed to the A4 envelope.

(b) The Admission Application Form should be completed in full and returned, together with two stamped self-addressed A4 envelopes, to Admission Applications, Scoil San Treasa, The Rise, Mount Merrion, Co. Dublin A94 EK75 by the closing date as set out in Scoil San Treasa's Annual Admission Notice. Please ensure that the correct stamps are affixed to the A4 envelopes.

(c) Only applications that have been completed in full will be considered by the Board of Management.

(d) The school will accept Admission Application Forms for admission to Junior Infants from 1st October of the year previous to the anticipated date of admission. (The anticipated date of admission is the date on which it is anticipated that the child would start attending Scoil San Treasa.) Admission Application Forms received in advance of this date will be regarded as invalid. Please refer to Scoil San Treasa Annual Admission Notice.

(e) Admission Application Forms will not be processed until the school has ceased accepting applications for admission as set out in Scoil San Treasa's Annual Admission Notice. For purposes of the Education Act, completed admission Application Forms received up to and on the closing date will be deemed to have been received on the closing date.

(f) Please note that the school's acceptance of any Admission Application Form does not guarantee a place.

(g) The onus is on the parents of the applicant to ensure that the school is made aware, in writing, of any change of address or change of application details (e.g. re sibling in school) that may affect the status of the application. Changes notified to the school during school closures will involve a delay in processing for practical and administrative reasons. For this reason, it is advised that updates be made known to the school (together with relevant supporting documentation) well in advance of holiday periods.

(h) The Board of Management will prioritise applications as per its priority ranking detailed in the Admission Policy and will contact all applicants who have gone through the above process – either offering them a place (in writing) or advising them (in writing) that their application has been unsuccessful and that they will be placed on a waiting list for that year only. It is important to note that the only valid offer of a place is a signed and dated offer - for the relevant pupil, class and year - from the Board of Management of the school.

(i) Offers made by the Board of Management will be contingent on the school receiving

- the signed and completed acceptance form that accompanied the offer
- any supporting documentation that may be required (including birth certificate, and, in the case of applications on the basis of Catholic Parish of Mount Merrion/adjoining parish status, two utility bills dated within the previous four months in the forename and surname of the child's parent)
- any additional information that may be required for Department of Education and Skills records e.g. PPSN
- any further information/material that the Board may deem necessary at that time within the timeframe that the Board of Management will have advised. (This will normally be three weeks from the date on which the offer is made and will be specified in the letter of offer). Where offers of places are not formally accepted within the timeframe stipulated, those places will be deemed to be withdrawn – this is essential in the interest of other applicants who may be waiting for a place.

(j) Applications from categories 1 and 2 received after the closing date as advised by the Board of Management on the Admission Notice will be placed at the end of the entire list for those groups. Late applications from categories 3 and 4 will be placed at the end of the entire list for categories 3 and 4. *With reference to the date on which a place becomes available:*

- Late applications from categories 1 and 2 are worked through sequentially – with available places being offered to eligible children in each category before proceeding to the next category. Late applications within each category are ranked in order of date of birth of child, commencing with the oldest.
- Late applications from categories 3 and 4 are worked through sequentially – with available places being offered to eligible children in each category. Late applications within each category are ranked in order of date of birth of child, commencing with the oldest.

(k) Applicants who were unsuccessful in any year will need to submit a new Admission Application Form to be considered for the following year in accordance with the dates as set out by the Board of Management in the Admission Notice for that year.

(l) After the closing date for applications has passed, parents of any new prospective applicants (e.g. families who have just moved to the Catholic Parish of Mount Merrion) should complete an Admission Application Form as outlined above. The application process and ranking procedure as detailed above will then follow.

(m) Parents are advised to keep copies of all documentation submitted re admission application/s, together with the school's official written acknowledgement of receipt of same as this may be requested by the school at a later stage.

Appendix 2: Application Process for classes other than Junior Infants

(a) Parents who are interested in enrolling their children in Scoil San Treasa in classes other than Junior Infants should complete an Admission Application Form - available on the school website www.sstreasa.ie or by emailing the school with a request for same or by sending a request for same together with a stamped self-addressed A4 envelope to Admission Applications, Scoil San Treasa, The Rise, Mount Merrion, Co. Dublin A94 EK75. The school will accept Admission Application forms for classes other than junior infants, no earlier than during the school year prior to the anticipated date of admission. (The anticipated date of admission is the date on which it is anticipated that the child would start attending Scoil San Treasa.) Forms received in advance of this period will be regarded as invalid.

(b) The completed Admission Application Form, should be returned to Admission Applications, Scoil San Treasa, The Rise, Mount Merrion, Co. Dublin A94 EK75, together with 2 stamped self-addressed A4 envelopes (Please ensure that the appropriate stamps are affixed to the A4 envelopes) by 1st March of the year of anticipated admission. These Admission Application Forms will not be processed until the expiry of that date. For purposes of the Education Act, the date of their receipt will be deemed to be 1st March.

(c) The onus is on the parents of the intending applicant to ensure that the school is made aware, in writing, of any change of address or application details (e.g. sibling in school) that may affect the status of the application. Changes notified to the school during school closures will involve a delay in processing for practical and administrative reasons. For this reason, it is advised that updates be made known to the school (together with relevant supporting documentation) well in advance of holiday periods.

(d) The Board of Management will prioritise applications as per its priority ranking detailed above (see section 15) and will contact all applicants who have gone through the above process – either offering them a place (in writing) or advising them (in writing) that their application has been unsuccessful and that they will be placed on a waiting list for that year only. It is important to note that the only valid offer of a place is a signed and dated offer - for the relevant pupil, class and year - from the Board of Management of the school.

(e) Any offers made will be contingent on the school receiving the following:

- Acceptance form which accompanies the Board of Management's offer of a place, completed and signed,
- Any supporting documentation that may be required (including birth certificate and, in the case of applications on the basis of Catholic Parish of Mount Merrion/adjoining parish status, two utility bills dated within the previous four months in the forename and surname of the child's parent)
- Any additional information that may be required for Department of Education and Skills records e.g. PPSN
- Any further information/material that the Board may deem necessary at that time within the timeframe that the Board of Management will have advised. (This will normally be two weeks from the date on which the offer is made). Where offers of places are not formally accepted within the timeframe stipulated, those places will be deemed to be withdrawn – this is essential in the interest of other applicants who may be waiting for a place.

(f) Applications from categories 1 and 2 received after the closing date advised by the Board of Management will be placed at the end of the entire list for those groups. Late applications from categories 3 and 4 will be placed at the end of the entire list for category 3 and 4. With reference to the date on which a place becomes available: ·

- Late applications from categories 1 and 2 are worked through sequentially – with available places being offered to eligible children in each category before proceeding to the next category. Late applications within each category are ranked in order of date birth of child, commencing with the oldest.
- Late applications from categories 3 and 4 are worked through sequentially – with available places being offered to eligible children. Late applications within each category are ranked in order of date of birth of child, commencing with the oldest.

(g) After the closing date for applications has passed parents of any new intending applicants (e.g. families who have just moved to the Catholic Parish of Mount Merrion) should complete an Admission Application Form as outlined above. The application process and ranking procedure as detailed above will then follow.

(h) Parents are advised to keep copies of all documentation submitted re admission application/s, together with the school's official written acknowledgement of receipt of the same as this may be requested by the school at a later stage.

Appendix 3

LIST OF ROADS IN MOUNT MERRION PARISH OCTOBER 2018

[All houses - unless specified]

An Chúileann

Ardilea Crescent
Ardilea Crescent Apts.

Ardilea Downs

Ardilea Wood

Callary Road

Cedarmount Road

Cherrygarth [NO]

Chestnut Road

Clonmore Road [NO]

Cypress Road

Deerpark Road

Dualla Court

Dublin Road, Stillorgan
[From V.E.C]
Tyne Villa
Sunnymead
Auburn
Slievemore Clinic
[From Baumans]
Silver Creek
Kopykat
Lyndhurst
Meath House
Avalon
Melrose
Lindal
Dermville
Manton
Shanlea
OATLANDS
WOODLANDS AVE
Thornhill Lodge
Littleton

Fitzwilliam Court

Fortwilliam Apts

Foster Avenue

Glenabbey Road

Greenfield Road

Greygates

Grove Avenue [West]
[From Mt. Merrion Ave]
Dovedale
Adare
Larchmont
Hillsbrook
Gleneevin
Goretti
Cranard
Villa Maria
Cornerways
[PRIORY AVE]
Old Meadow
Forgney Oaks
Forgney Lodge
Forgney Grove
[GROVE LAWN]
Priory Lodge
[TALBOT LODGE]
Grove House Gardens

Grove Hall
The Nook
Grove Lawn

Harvard

Iris Grove

Kilmacud Road Lower
[SOPHIE BARAT APTS]
The Farm
257
259
261
267
269

Heidelberg

Knockrabo Apts
Knockrabo Avenue
Knockrabo Court
Knockrabo Park

Linden Court

Linden Fields

Linden Place

Linden Square

Louvain

Ma Túire

Mather Road North

Mather Road South

Mount Anville Lawn

Mount Anville Park

Mount Anville Road

Mt Merrion Avenue 110 -140
[Sth side – from Grove Ave]

North Avenue

Owenstown Lodge

Owenstown Park

Princeton

Priory Avenue

Priory Drive

Priory Grove

Redesdale Crescent [NO]

Redesdale Road 27-51/38-68

Redesdale Road 25↓ 36↓ [NO]

Roebuck Avenue

Roebuck Castle

Roebuck Hill Apts

Roebuck Hall Apts

Roebuck Road

Salamanca

Salzburg

Sophie Barat Apts

Sorbonne

South Avenue 50-72/65-93

South Ave 48↓ 63↓ [NO]

Stanford

St. Thomas Mead

St. Thomas Road

Stillorgan Road East
STILLORGAN PARK HOTEL
409
The Haven
St. Damiens
Dualla House/Court
Fortwilliam Cottage

Sycamore Avenue

Sycamore Crescent

Sycamore Road

Talbot Lodge

The Close

The Fosters

The Mullins Wing [Linden]

The Palms

The Rise

Thornhill Road [NO]

Trees Avenue

Trees Road

Treesdale

Villa Nova

Wilson Crescent

Wilson Road

Woodlands Avenue

Woodlands Drive

Woodlands Park

Yale