



Scoil San Treasa

Board of Management



The Rise, Mount Merrion, Co. Dublin A94EK75

Scoil San Treasa 18647D - Admission Policy

Patron: Catholic Archbishop of Dublin

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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 12th June 2026. 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 online Application Form for admission is available via 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. The Catholic ethos of the school is inclusive and all pupils are equally welcome. Pupils of other faiths, and none, attend and their religious outlook is respected. The school is co-educational, and is under the patronage of the Archbishop of Dublin. It caters for pupils from Junior Infants to Sixth Class. The curriculum taught is in line with the Primary School Curriculum as per the Department of Education, and the school operates within Department of Education regulations. 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.

3. Admission Statement

Scoil San Treasa will not discriminate in its admission of a student for 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 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 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 will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. Scoil San Treasa 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.

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 a refusal is essential to maintain the school's ethos.

Scoil San Treasa will establish a Special class in 2026/2027, following the instruction of the Minister for Education, to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Scoil San Treasa will open a class in 2026/2027 exclusively to provide an education for pupils with Autism Spectrum Disorder (ASD). The establishment of this class has been implemented with the approval of the Minister for Education and the eligibility criteria as outlined in the Department of Education circular 0039/2025, *'Approach and Key Measures to Support the Forward Planning for Special Education Provision for the 2026/2027 school year and beyond'*, is outlined below.

4.1. Admission to the Special Autism Spectrum (ASD) Class

- a) Parents are eligible to apply for admission of their child to the ASD class when the following is provided in support of such an application:

Professional report(s) outlining:

- i. Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report)

AND

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

AND

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

AND

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

- b) A fully completed application form for admission within the timeframe specified in the Admission Notice pertaining to the upcoming school year. The application form for Admission can be downloaded from the school website or is available on request from the school.
- c) As per Department of Education instruction, Scoil San Treasa will accommodate one class for children with ASD. The class will be co-educational and will cater for children of primary school age only i.e. four years to twelve years.
- d) The Department of Education states that the ratio for each class is a maximum of six pupils to one teacher and two Special Needs Assistants (SNA). There must be more than three pupils to access the second SNA.
- e) In accordance with Section 23(4) of the Education (Welfare) Act a parent/guardian must confirm compliance with the 'Code of Behaviour'. The BoM reserves the right to refuse enrolment if this confirmation is not received prior to the pupil attending the school. The BoM also reserves the right to continue to suspend/expel a child under 'Health & Safety' regulations and in conjunction with the 'Code of Behaviour' as per the National Education Welfare Board (NEWB) publication: 'Developing a School Code of Behaviour', should the need arise.
- f) A placement breakdown can sometimes occur. All placements are subject to review at request of the parents and/or the school. The review will include input from all agencies involved, the parents/guardians and the school. Following the review, a recommendation may be made that the child be enrolled in a school that can better meet their needs.

- g) Children who are already enrolled in Scoil San Treasa, who require a place in the special ASD class, and meet the eligibility criteria for enrolment in the special ASD class, will have priority ranking for a place in the special ASD class.
- h) Integration into mainstream classes will be determined based on the individual needs of the child, and through discussion with the parents/guardians and the relevant teachers. Following agreement, phased integration will take place into the school as appropriate.
- i) The special ASD class in Scoil San Treasa provides an education exclusively for students with Autism Spectrum Disorder (ASD) and the school may refuse admission to this special ASD class, where the student concerned does not have the specified category of special educational needs provided for in this class.

4.2. Special ASD Class - Oversubscription

In the event that the Special ASD Class is oversubscribed, the school will apply the following criteria to all applications received in accordance with the school's Annual Admission Notice, provided that the criteria set out in Section 4.1 have been met.

A waiting list will then be compiled and used to fill any vacancies that may arise during the school year in question only. Late applications for the special class will be placed at the end of this waiting list. Applicants who were unsuccessful in any year will need to submit a new Admission Application Form for the following year in accordance with the dates as set out by the BoM in the Admission Notice for that year.

Category 1: First preference will be given to pupils already enrolled in a mainstream class in Scoil San Treasa. A transfer will take place from mainstream class to the special ASD class, provided that the criteria set out in Section 4.1 have been met.

The eldest child will have priority in this category.

Category 2: Applications from:

- Children living in the Catholic parish of Mount Merrion (*parish boundaries as defined by the Diocese - refer to Appendix 3*),
- Children who have siblings currently enrolled in Scoil San Treasa,
- Children of current staff of Scoil San Treasa (*on the staff of Scoil San Treasa for a minimum of one year*).

The eldest child will have priority in this category.

Category 3: Children living in a parish adjoining the Catholic Parish of Mount Merrion, without a place in a Special ASD Class in another school.

The eldest child will have priority in this category.

Category 4: Children living in a parish not-adjoining the Catholic Parish of Mount Merrion, without a place in a Special ASD Class in another school.

The eldest child will have priority in this category.

5. Admission of Students to Junior Infants

This school shall admit each student seeking admission except where:

- a) The school is oversubscribed (Refer to Section 6 below for further details)
- b) 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. (Refer to 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 them and that they 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.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Scoil San Treasa has a responsibility to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a) Health and Safety concerns regarding staff and children
- b) Available space in classrooms
- c) Educational needs of children
- d) Presence of pupils with special educational/behavioural needs
- e) Availability of appropriate supports and resources
- f) Department of Education guidelines regarding maximum class size
- g) Appropriate supports and resources
- h) Time of the school year

Scoil San Treasa class size at Junior Infants will be a maximum of 29 pupils per class.

6. Oversubscription

In the event that a class (Junior Infants – 6th Class) is oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria in the order listed below in Table 1 to those applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice.

Table 1

Category	Description of category
1	<ul style="list-style-type: none"> ● Children living within the Catholic Parish of Mount Merrion <i>(parish boundaries as defined by the Diocese - refer to Appendix 3).</i> ● Children who have siblings currently enrolled in Scoil San Treasa. ● Children of current staff of Scoil San Treasa <i>(on the staff of Scoil San Treasa for a minimum of one year).</i> <p><i>These 3 groups in category 1 have parity and are prioritised collectively. This category will be prioritised by age, commencing with the oldest.</i></p>
<p>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 including late applications, on the waiting list.</p> <p>Should there still be places available after offers have been made to all children in the above category, the following categories will be worked through sequentially. Please note that offers will not be made to children from categories 2 and 3 while there are any children from category 1 including late applications, on the waiting list.</p>	
2	<ul style="list-style-type: none"> ● Children living in a Parish adjoining the Catholic Parish of Mount Merrion <p><i>This category will be prioritised by age, commencing with the oldest.</i></p>
3	<ul style="list-style-type: none"> ● Children living in a Parish not-adjoining the Catholic Parish of Mount Merrion <p><i>This category will be prioritised by age, commencing with the oldest.</i></p>

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.

8. Decisions on applications

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

- Scoil San Treasa Admission Policy
- Scoil San Treasa 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 refer to 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, 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 *(Refer to Section 18 for further details)*.

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

In accepting an offer of admission from Scoil San Treasa, parents/guardians must indicate-

- a) Whether or not you have accepted an offer of admission for another school/s. If you have accepted such an offer, you must also provide details of the offer/s concerned
- b) Whether or not you have applied for and are awaiting confirmation of an offer of admission from another school/s, and if so, you must provide details of the other school/s 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-

- a) It is established that information contained in the application is false or misleading.
- b) 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.
- c) 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
- d) 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 BoM 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
- (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' application 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. Admission of students to other classes; and during the school year

The procedures of the school in relation to the admission of students to:

a) Classes other than the school's intake group (i.e. Senior Infants - 6th Class) are as follows:

Pupils may be admitted to classes other than the school's intake group (i.e. Senior Infants - 6th Class) if, for example, they are newly resident in the area or transferring from another school, subject to the school's Admission Policy, availability of places and local agreements with other schools.

Refer to Appendix 2

- I. For applications received by **1st March** preceding the September of anticipated admission, the school shall admit each student seeking admission except where:
 - i) The school is oversubscribed (Refer to Section 6 for further details)
 - ii) 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.
 - iii) 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.
- II. All applications for admission received **after the 1st March** preceding the September of anticipated admission 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.

b) Admission of students who are not already admitted to the school to classes, after the commencement of the school year in which admission is sought are as follows:

During the school year students will not normally be enrolled after the commencement of the school year (e.g.: September 1st) unless the child has just moved into the area, or in exceptional circumstances, subject to the school's Admission Policy, availability of places in classes and local agreements with other schools.

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

Scoil San Treasa is a Catholic school. While Catholic education and the Catholic ethos of our school permeate all aspects of school life, the school makes every effort to be as inclusive as possible. Children of other faiths, and none, will be accommodated in so far as possible.

The following outlines the school's arrangements for students whose parents/guardians have requested that they not attend religious instruction. These arrangements will not result in any reduction to the student's school day.

A written request must be submitted to the Principal. Following this, a meeting will be arranged with the parent(s)/guardian(s) to discuss how the request can 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 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. The Board of Management 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 to 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.
- 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.
- 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.

19. Implementation

This Admission Policy has been prepared in accordance with the requirements of the Education (Admission to Schools) Act 2018.

The policy was drafted by the Board of Management, following consultation with the Patron, school staff, parents of children enrolled in Scoil San Treasa, and it was approved by the Patron on 26th August 2020.

The policy was subsequently reviewed and amended by the Board of Management and approved by the Patron on 25th January 2023.

As Scoil San Treasa will open a special class in the 2026/2027 school year, a further review of this Admission Policy was undertaken in May 2026. The revised policy was approved by the Patron on 12th June 2026 and will be implemented with effect from 1st September 2026.

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

Signed: *Frances Mullin*

Date: *15th June 2026*

Frances Mullin – Principal, Board of Management

Signed: *Eoin O'Neill*

Date: *15th June 2026*

Eoin O'Neill – Chairperson, Board of Management

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 online on the school website www.sstreasa.ie or by emailing the school with a request for same at secretary@sstreasa.ie
- (b) The online Admission Application Form should be completed in full and submitted to the school, whereupon a receipt of acknowledgement will be issued. Paper admission application forms should be returned, together with two stamped self-addressed A4 envelopes, 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 envelopes. All applications should be returned by the closing date as set out in Scoil San Treasa's Annual Admission Notice – www.sstreasa.ie
- (c) Only applications that have been completed in full will be considered by the Board of Management (BoM).
- (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.) All Admission Application Forms received in advance of this date will be regarded as invalid. *Please refer to Scoil San Treasa Annual Admission Notice – www.sstreasa.ie*
- (e) All 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 – www.sstreasa.ie. For purposes of the Education Act, all completed admission Application Forms received up to and on the closing date will be deemed to have been received on the closing date.
- (f) The school's acceptance or acknowledgment of the 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 that may affect the status of the application- secretary@sstreasa.ie. 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 BoM will prioritise applications as per the priority ranking detailed in the Admission Policy (refer to Section 6) and will contact all applicants who have gone through the above process - either offering a place (in writing) or advising (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 BoM of the school.
- (i) Offers made by the BoM 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.

- Additional information that may be required for Department of Education records e.g. Personal Public Services Number (PPSN).
 - Further information/material that the BoM may deem necessary at that time, and within the timeframe that the BoM 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 an offer of a place is not formally accepted within the timeframe stipulated, the place will be deemed to be withdrawn. This is essential in the interest of other applicants who are waiting for an offer of a place.
- (j) Applications from category 1 received after the closing date as advised by the BoM on the Admission Notice will be placed at the end of the entire list for that groups. Late applications from categories 2 and 3 will be placed at the end of the entire list for categories 2 and 3. *With reference to the date on which a place becomes available:*
- Late applications from category 1 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 2 and 3 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 BoM 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 the same as this may be requested by the school at a later stage.

Appendix 2: Application Process for classes other than Junior Infants (Senior Infants - 6th Class)

- (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. This form is available online via the school website- www.sstreasa.ie or by emailing the secretary@sstreasa.ie with a request for the same. The school will accept Admission Application forms for other classes (Senior Infants - 6th Class) 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) All application forms for classes other than Junior Infants must be received 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 online Admission Application Form, should be completed in full and submitted to the school whereupon a receipt of acknowledgment will be issued. Paper admission application forms 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
- (d) The onus is on the parents of the intended 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 - secretary@sstreasa.ie. 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.
- (e) The BoM will prioritise applications as per its priority ranking detailed above (*Refer to Section 15*) and will contact all applicants who have gone through the above process - either offering a place (in writing) or advising (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 BoM.
- (f) Any offers made will be contingent on the school receiving the following:
- Acceptance form which accompanies the BoM'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 records e.g. PPSN
 - Any further information/material that the Board may deem necessary at that time within the timeframe that the BoM 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.

- (g) Applications from category 1 received after the closing date advised by the Board of Management will be placed at the end of the entire list for that group. Late applications from categories 2 and 3 will be placed at the end of the entire list for category 2 and 3. With reference to the date on which a place becomes available: ·
- Late applications from category 1 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 2 and 3 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.
- (h) 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 apply.
- (i) 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	Melrose
Ardilea Crescent	Lindal
Ardilea Crescent Apts.	Dermville
Ardilca Downs	Manton
Ardilea Wood	Shanlea
Callary Road	OATLANDS
Cedarmount Road	WOODLANDS AVE
<u>Cherrygarth [NO]</u>	Thornhill Lodge
Chestnut Road	Littleton
<u>Clonmore Road [NO]</u>	<i>Fitzwilliam Court</i>
Cypress Road	Fortwilliam Apts
Deerpark Road	Foster Avenue
Dualla Court	Glenabbey Road
Dublin Road, Stillorgan	Greenfield Road
[From V.E.C]	Greygates
<i>Tyne Villa</i>	<i>Grove Avenue [West]</i>
<i>Sunnymead</i>	<i>[From Mt. Merrion Ave]</i>
<i>Auburn</i>	<i>Dovedale</i>
<i>Slievemore Clinic</i>	<i>Adare</i>
<i>[From Baumans]</i>	<i>Larchmont</i>
<i>Silver Creek</i>	<i>Hillsbrook</i>
<i>Kopykat</i>	<i>Gleneevin</i>
<i>Lyndhurst</i>	<i>Goretti</i>
<i>Meath House</i>	<i>Cranard</i>
<i>Avaion</i>	<i>Villa Maria</i>
	<i>Cornerways</i>
	<i>[PRIORY AVE]</i>
	<i>Old Meadow</i>
	<i>Forgney Oaks</i>
	<i>Forgney Lodge</i>
	<i>Forgney Grove</i>
	<i>[GROVE LAWN]</i>
	<i>Priory Lodge</i>
	<i>[TALBOT LODGE]</i>
	<i>Grove House Gardens</i>

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