



Admissions Policy of Holy Spirit Junior Primary School

School Address: Greenhills, Dublin 12

Roll number: 20463F

School Patron/s: 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 and Board of Management. It is published on the school's website and will be made available in hardcopy on request to any person who requests it.

The relevant dates and timelines for Holy Spirit Junior Primary School 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 to any person who requests it.

2. Characteristic spirit and general objectives of the school

Holy Spirit Junior Primary School, Greenhills, is a co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin. Holy Spirit Junior Primary School caters for children from Junior Infants to Second Class. It is situated beside and has close links to Holy Spirit Senior Primary School. As a Catholic school community within the Parish of Holy Spirit, Greenhills, it aims to create a place of welcome and to provide a positive learning experience within a happy, stimulating, well-ordered, caring, safe and spiritual environment.

Holy Spirit Junior Primary School recognises that parent(s)/guardian(s) are the primary educators of their children and strives to empower parent(s)/guardian(s) to be actively involved in their child's education and the life of our school. The school, together with parent(s)/guardian(s), seeks to nurture every child in all dimensions of his or her life: spiritual, moral, cognitive, intellectual, emotional, imaginative, aesthetic, social and physical. It cherishes the Gospel message of Jesus and thus promotes, among children, staff and the wider school community, open and inclusive attitudes of hospitality,



compassion, and justice with mutual respect for the diversity of beliefs, traditions, languages and ways of life in society.

The Board of Management anticipates respect for the Catholic ethos of the school. “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:

- The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- A living relationship with God and with other people; and
- A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- The formation of 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 Episcopal Conference.

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

3. Admission Statement

Holy Spirit Junior Primary School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, ‘gender ground’, ‘civil status ground’, ‘family status ground’, ‘sexual orientation ground’, ‘religion ground’, ‘disability ground’, ‘discriminate’, ‘ground of race’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

Holy Spirit Junior Primary School 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 a student who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.



Holy Spirit Junior Primary School is a school which is establishing an ASD class, with the approval of the Minister for Education and Youth, which will 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.

(See Appendix A admissions procedures for further details.)

Holy Spirit Junior Primary School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. Holy Spirit Junior Primary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Holy Spirit Junior Primary School, has one special class to provide an education exclusively for students with ASD.

Appendix A: Procedures for admission of pupils to the Junior School Age ASD Class

In accordance with circular 0039/2025 children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

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

AND

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

AND

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

AND

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

The max number of students in the class is six.

Children must be 4 years of age by 30th April in the calendar year in which they are enrolled.

Children must not have reached their 9th birthday before 1st September of their final academic year in Holy Spirit Junior Primary School.

The parent(s)/guardian(s) of the child must accept and sign the school's Code of Behaviour.

Please note that fulfilling the above enrolment criteria does not necessarily ensure enrolment.

Criteria

- (i) Children currently enrolled in Holy Spirit Junior Primary School
- (ii) Children who have siblings enrolled in Holy Spirit Junior Primary School or Holy Spirit Senior Primary school including step siblings or foster siblings, resident at the same address and children of current staff of Holy Spirit Junior Primary School and Holy Spirit Senior Primary School.
- (iii) Applicants living within the boundaries of Holy Spirit Parish Greenhills
(See Appendix B – Holy Spirit Parish, Greenhills by road)



- (iv) Applicants living in parishes adjoining Holy Spirit Parish, Greenhills that have no primary school
- (v) Applicants from outside the boundaries of Holy Spirit Parish, Greenhills

Where there are two or more pupils tied for a place or places in any of the selection criteria categories i-v above. The number of applicants exceeds the number of remaining places, the oldest students will be given priority. In the case where two applicants have the same dates of birth, then the time of birth on the birth certificate will be taken into consideration.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm on the admissions form 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

- c) In accordance with circular 0039/2025 children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

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

AND

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

AND

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

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.
- d) Children must be 4 years of age by 30th April in the calendar year in which they are enrolled. Children must not have reached their 9th birthday before 1st September of their final academic year in Holy Spirit Junior Primary School.

Please note that fulfilling the above enrolment criteria does not necessarily ensure enrolment.



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:

The school will apply the following additional criteria when deciding on applicants for admission.

The following Categories (i-iv) will be worked through in sequence:

Criteria

- (i) Children currently enrolled in Holy Spirit Junior Primary School
- (ii) Children who have siblings enrolled in Holy Spirit Junior Primary School or Holy Spirit Senior Primary school including step siblings or foster siblings, resident at the same address and children of current staff of Holy Spirit Junior Primary School and Holy Spirit Senior Primary School.
- (iii) Applicants living within the boundaries of Holy Spirit Parish Greenhills
(See Appendix B – Holy Spirit Parish, Greenhills by road)
- (iv) Applicants living in parishes adjoining Holy Spirit Parish, Greenhills that have no primary school
- (v) Applicants from outside the boundaries of Holy Spirit Parish, Greenhills

Where there are two or more pupils tied for a place or places in any of the selection criteria categories i-v above. The number of applicants exceeds the number of remaining places, the oldest students will be given priority. In the case where two applicants have the same dates of birth, then a lottery will apply with an independent party present.

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, other than in relation to a student's prior attendance at
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
 - admission to the special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (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;
- (g) the date and time on which an application for admission was received by the school,

8. Decisions on applications

All decisions on applications for admission to Holy Spirit Junior Primary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications
- Suitability for enrolment considering the needs/ages/abilities of those currently enrolled
- Availability of necessary resources relating to the enrolment
- The school will decide in relation to each application and determine whether or not the school will be able to adequately meet the needs of the child

A decision by the school not to accept an application may be appealed in the first instance to the Board of Management.

(Please see section 15 below in relation to applications received outside of the admissions period and section 16 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

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 admissions notice.

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

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

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

In accepting an offer of admission from Holy Spirit Junior Primary School, 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 Holy Spirit Junior Primary School where

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

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 board 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 for the school year concerned than places available, a waiting list of students whose applications for admission to Holy Spirit Primary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Holy Spirit Junior Primary School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.



14. Late Applications

All applicants 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 applications will be notified of the decision in respect of their application once the school has completed first round offers. Late applicants will be offered a place if there is a place available. In the event that no place is 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 or years other than the school's intake group are as follows:

Applications for entry at the start of the school year to classes other than Junior Infants may be submitted at any time. Names of applicants are placed on a waiting list, in order of date of application. Places are allocated on first come, first serve basis. This means that as a place becomes available that place is allocated to the first child on that waiting list.

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

This rule applies to all schools.

The board of Holy Spirit Primary School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents of a student who have 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), to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of 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.

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.

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 Youth.

Criteria

- (i) Children currently enrolled in Holy Spirit Junior Primary School
- (ii) Children who have siblings enrolled in Holy Spirit Junior Primary School or Holy Spirit Senior Primary school including step siblings or foster siblings, resident at the same address and children of current staff of Holy Spirit Junior Primary School and Holy Spirit Senior Primary School.
- (iii) Applicants living within the boundaries of Holy Spirit Parish Greenhills
See Appendix B – Holy Spirit Parish, Greenhills by road
- (iv) Applicants living in parishes adjoining Holy Spirit Parish, Greenhills that have no primary school
- (v) Applicants from outside the boundaries of Holy Spirit Parish, Greenhills

Where there are two or more pupils tied for a place or places in any of the selection criteria categories i-v above. The number of applicants exceeds the number of remaining places, the oldest students will be given priority. In the case where two applicants have the same dates of birth, then the time of birth on the birth certificate will be taken into consideration.



Appendix B: HOLY SPIRIT PARISH, GREENHILLS, BY ROAD

Corrig Close (Greenpark)	St. Conleth's Road
Fernhill Avenue	St. Finbarr's Close
Fernhill Park	St. Gerard's Road
Fernhill Road	St. James Road
Glendoo Close (Greenpark)	St. Joseph's Road
Glenmurray	St. Killian's Avenue
Greentrees Drive	St. Malachy's Drive
Greentrees Park	St. Mel's Avenue
Greentrees Road	St. Patrick's Road
Keadeen Avenue (Greenpark)	St. Peter's Crescent
Kilakee Close (Greenpark)	St. Peter's Drive
Kilakee Drive (Greenpark)	St. Peter's Road
Kilmashogue Drive (Greenpark)	St. Peter's Terrace
Kilmashogue Grove (Greenpark)	Templemanor Avenue
Kippure Avenue (Greenpark)	Templemanor Close
Limekiln Avenue	Templemanor Court
Limekiln Close	Templemanor Drive
Limekiln Drive	Templemanor Grove
Limekiln Green	Templemanor Way
Limekiln Grove	Three Rock Close (Greenpark)
Limekiln Lane	Tibradden Close (Greenpark)
Limekiln Park	Tibradden Drive (Greenpark)
Limekiln Road	Tibradden Grove (Greenpark)
Lugnaquilla Avenue (Greenpark)	Tonduff Close (Greenpark)
Millgate Drive	Wellington Park
Mountdown Avenue	Wellington Road
Mountdown Park	Wilkins Court
Mountdown Road	Wilkins View
St. Anthony's Crescent	
St. Brendan's Crescent	
St. Bridget's Drive	
St. Columba's Road	



Approved by BOM: 03/10/25

Approved by Patron: 30/09/2025

Chairperson:

A handwritten signature in black ink on a grey rectangular background. The signature appears to be "B. Quinlan".

Billy Quinlan