

SCOIL THOMÁIS, LAUREL LODGE, CASTLEKNOCK, DUBLIN 15

Admission Policy of Scoil Thomáis

Laurel Lodge, Castleknock, Dublin 15
Rolla: 19769W

Patron: Catholic Archbishop of Dublin



ADMISSION POLICY

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 Scoil Thomáis consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on Feb 26th 2026. It will be published on the school's website and is available in hardcopy on request,

The relevant dates and timelines for Scoil Thomáis admission process are set out in the school's annual admission notice which will be 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** will be published on the school's website and will be made available in hardcopy on request.

For 2025/2026 school year **Scoil Thomáis** will participate in the **D15 Autism Class Application Trial** with neighbouring schools and the NCSE. This trial does not represent a common admissions policy. **Scoil Thomáis** maintains complete autonomy over our admission policy, criteria and oversubscription criteria. Please note that **participation in this trial, does not guarantee an autism class place for your child**. Application forms remain accessible on our school website and will be accessible via NCSE website. Application forms and relevant paperwork for autism class should be submitted online to [D15ACAT Online Application Form](#)

(Alternatively, forms can be posted to NCSE D15 ACAT, NCSE Offices, 4th Floor Metropolitan Building James Joyce Street Dublin 1D01 K0Y8, or emailed to D15ACAT@ncse.ie)

Please see D15 Autism Class Application Trial Terms of Reference for further information accessible on the school website and the NCSE website

2. Characteristic Spirit and General Objectives of the School

Scoil Thomáis is a Catholic co-educational (boys & girls) primary school with a Catholic Ethos under the patronage of the Catholic 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 formation of the pupils in the Catholic faith,

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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 Thomáis** 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. (CPSMA)

Scoil Thomáis is a vertical primary school providing education for boys and girls aged 4 -13 years in classes from Junior Infants to Sixth Class.

Scoil Thomáis currently has staffing allocation of 48 teachers as follows: 27 X Mainstream Class Teachers, 1 x ASD Class Teacher, 11 X Special Education Teachers, 7 X Supply Panel Teachers, an Administrative Principal and Administrative Deputy Principal.

The school has an allocation of Special Needs Assistants to assist with pupils with special/care needs. The Board of Management employs secretarial and caretaking staff who support the administration, maintenance, security and upkeep of the school.

Scoil Thomáis operates under the Rules for National Schools and Department of Education and Skills (DES) guidelines.

The school is staffed in accordance with the schedule laid out each school year by the DES. The school is funded by annual grants from the DES. This funding is supplemented each school year with contributions by parents for school supplies, pupil activities/tours and school fundraising for identified projects and developments.

Scoil Thomáis follows the curriculum prescribed by the Department of Education (DES), which may be amended from time to time in accordance with Section 9 & 30 of the Education Act 1998. Pupils enrolled in the school are expected to participate in all aspects of the (secular) curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, SPHE and Physical Education. Pupils are expected to co-operate with the school Code Behaviour.

The school provides Religious Education (RE) for pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and pupils participate in the *Grow in Love Programme for Religious Education* (unless parents request non-participation in Religious Instruction). Catholic pupils participating in the religious education curriculum may also attend Mass and sacramental services in the church arranged in association with the Parish.

Mission Statement of Scoil Thomáis:

Our mission is to promote the fullest possible development of each child socially, emotionally, spiritually and intellectually so that he/she may lead a full enjoyable life as a child, be prepared to avail of further education, be able to contribute to society as an adult and enjoy

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leisure time. We hope that pupils in Scoil Thomáis will enjoy their learning experiences in our school over the course of their time with us.

3. Admission Statement

Scoil Thomáis 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 Thomáis is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Scoil Thomáis 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.

Scoil Thomáis will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special 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 Thomáis 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.

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

AUTISM CLASS

Scoil Thomáis, with the approval of the Minister for Education, has established classes to provide an education exclusively for autistic students.

Children and young people are eligible for enrolment in the 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, multi-disciplinary 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 (*i.e. eligibility letter via parents' notify*)

Scoil Thomáis has a Special Class, established to cater for the special educational needs of children with Autism. For the 2025/26 school year this class caters for Senior Infants/ 1st Class age level. Scoil Thomáis operates the autism class by an age/class criteria to ensure children are accessing a peer – appropriate, positive learning environment and have sustainable access to an age-appropriate mainstream class for inclusion practices.

Procedure for Admission of Students to the Autism Class:

For 2025/2026 school year Scoil Thomáis will participate in the **D15 Autism Class Application Trial** with neighbouring schools and the NCSE. This trial does not represent a common admissions policy. Scoil Thomáis maintains complete autonomy over our admission policy, criteria and oversubscription criteria. Please note that **participation in this trial, does not guarantee an autism class place for your child.** Application forms remain accessible on our school website and will be accessible via NCSE website.

Application forms and relevant paperwork for autism class should be submitted [D15ACAT Online Application Form](#)

(Alternatively, forms can be posted to NCSE D15 ACAT, NCSE Offices, 4th Floor Metropolitan Building James Joyce Street Dublin 1D01 K0Y8, or emailed to D15acat@ncse.ie)

Please see D15 Autism Class Application Trial Terms of Reference for further information

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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 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.

Scoil Thomáis 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.

6. Oversubscription for Admission

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.

No pupil shall be younger than 4 years of age on April 1st of the year of their proposed enrolment or older than 13 years of age during their final year in primary school.

6.1 JUNIOR INFANTS

CATEGORY 1:

- **Siblings of children currently enrolled in Scoil Thomáis,** aged 4 years with date of birth on/before 1st April of year of application to start school
- **Children who are resident in the Parish of St Thomáis the Apostle on date of enrolment,** aged 4 years with date of birth on/before 1st April of year of application to start school.
- **Children of permanent or non-casual school staff,** aged 4 years with date of birth on/before 1st April of year of application to start school.

CATEGORY 2:

- **Children who are NOT resident in the Parish of St Thomáis the Apostle on date of enrolment,** aged 4 years with date of birth on/before 1st April of year of application to start school.

All places in the above categories will be allocated according to date of birth starting with the oldest.

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6.2 AUTISM CLASS

If our Autism class is oversubscribed, the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice. Applications under any of the priority categories listed below **must meet the eligibility criteria for these classes as outlined in section 4** of this policy.

Priority Category 1: Current students enrolled in the school.

Priority Category 2: Applicants who are siblings of children, enrolled in the school.

Priority Category 3: Students living within the catchment area as outlined in our general enrolment policy.

Priority Category 4: Children of current staff members.

Priority Category 5: Children within the Dublin 15 area.

Priority Category 6: All other applicants.

Scoil Thomáis operates the autism class by an age/class criteria to ensure children are accessing a peer – appropriate, positive learning environment and have sustainable access to an age-appropriate mainstream class for inclusion practices. For 2026/27 the autism class will cater for pupils at 1st/2nd class level, for pupils born between January 2018 and December 2019.

7. What will not be Considered or Taken into Account

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

- a. a child'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 child's academic ability, skills or aptitude;
- d. the occupation, financial status, academic ability, skills or aptitude of a child's parents;
- e. a requirement that a child or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- f. a child's connection to the school by virtue of a member of his/her family attending or having previously attended the school; (except siblings currently enrolled – *Section 6*)
- 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 for Admission

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

- **Scoil Thomáis Admission Policy**
- **Scoil Thomáis Annual Admission Notice** (where applicable)

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- **Information provided by the applicant on Scoil Thomáis official Admission Application Form** received during the period specified in the annual admission notice for receiving applications.

Decisions on **Late Applications** - see *Section 14*

Decisions on **Applications for Classes other than Junior Infants** - see *Section 15*

Selection criteria that are not included in Scoil Thomáis Admission Policy will not be used to make a decision on an application for a place in the 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 child is not offered a place in Scoil Thomáis, the reasons for the decision will be communicated in writing to the applicant, including, where applicable, details of the child's ranking against the selection criteria and details of the child'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*

10. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Scoil Thomáis 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 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 Thomáis where

- (i) it is established that information contained in the application is **false or misleading**.
****Note: Declaration on Admission Application Form in relation to required documentation**
- (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 child, 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/her and that he/she shall make all reasonable efforts to ensure compliance with such code by the child**; or
- (iv) an applicant has **failed to comply with the requirements of 'acceptance of an offer'** as set out in Section 10 above.

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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 children 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 to Junior Infants

In the event of there being more applications to the school year concerned than places available, a waiting list of children whose applications for admission to Scoil Thomáis 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 Thomáis is in the order of priority assigned to 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 at the end of the waiting list 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 children on the waiting list, in accordance with the order of priority in relation to which applicants have been placed on the list.

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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 Scoil Thomáis 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 3 weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the applicant will be added to the waiting list as set out in Section 13.

After the initial rounds of offers of places to those who have applied with the specified timeframe have been completed, and in the event of further places becoming available (due to withdrawal or change of mind), the BOM reserves the right to prioritise at this stage, offers to late applicants from CATEGORY 1 in cases where there is a valid reason for not completing an application for admission within the timeframe stated in the Admission Notice.

15. Procedures for Admissions to classes (other than Junior Infants) and for Admissions 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:

- Should a place be available to accommodate the children within the necessary and appropriately aged year group, then a place will be offered.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which the admission is sought are as follows:

- Should a place be available to accommodate the children within the necessary and appropriately aged year group, then a place will be offered.

Scoil Thomáis pupils returning from approved specialised education placements (i.e. Reading/Language Class) in another mainstream school, are re-enrolled upon application, subject to availability.

16. Declaration in Relation to the Non-Charging of Fees

The BoM of Scoil Thomáis 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 child to the school, or
- (b) the admission or continued enrolment of a child in the school.

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17. Arrangements regarding Non-Attendance at Religious Instruction

The following are the school's arrangements for pupils, where the parents have requested that their child attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such pupils:

A written request should be made to the Principal of the school. A meeting can be arranged with the parent/s to discuss how the request may be accommodated by the school. (CPSMA)

18. Reviews/Appeals

Review of Decisions by the Board of Management (BoM):

The parent of a child may request the BoM to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998. Appeals to Scoil Thomais BOM must be made in writing within **15** school days of receipt of notification.

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 BoM 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 BoM 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 BoM 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 a child 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 BoM **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). Appeal in writing within 15 school days of receipt of notification

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 BoM prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). Appeal in writing within 15 school days of receipt of notification

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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. www.education.ie

This Admission Policy was approved by BOM at its February 2026 meeting.

Signed: *Brian Kealy*, Chairperson

Signed: *Lorna Diffley*, Principal

Date: 26th Feb 2026

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Addendum to policy for 2026/2027 school year

Scoil Thomáis was advised on 09/02/2026 that a second Autism class was to open in the school for the 2026/2027 school year. This addendum sets out the admission procedures for this new class only.

Eligibility Criteria:

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 (that is Eligibility Letter via *Parents' Notify*).

Scoil Thomáis operates its Autism Classes by age/class criteria to ensure children are accessing a peer appropriate, positive learning environment and have sustainable access to age-appropriate mainstream class for inclusion practices. **The new Autism Class for the 2026/2027 school year will cater for pupils at Junior Infant/Senior Infant level, that is born between 01 January 2020 and 30 June 2021.**

Procedure for Admission of Pupils to the New Autism Class:

Scoil Thomáis participated in the ***D15 Autism Class Application Trial*** (see page 4 of Admission Policy for further details) in October 2025, which resulted in approximately 60 applications for places in our Autism Class. Children from this cohort, satisfying the eligibility and age criteria outlined above will be offered places in the new Autism Class for 2026/2027.

As there are more applicants than available places, the following selection criteria will apply:

Priority Category 1: Current pupils enrolled in the school.

Priority Category 2: Applicants who are siblings of children enrolled in the school.

Priority Category 3: Student living in the catchment area, as outlined in our general admission policy.

Priority Category 4: Children of current staff members.

Priority Category 5: Children resident in the Dublin 15 area.

Priority Category 6: All other applicants.

Notifying Applicants of Decisions:

Applicants will be informed in writing as to the decision of the school by the end of March 2026.