

# **Admission Policy of St. Gabriel's School**

**School Address: Crabtree House, Springfield Drive, Dooradoyle, Limerick**

**Roll number: 19603L**

**School Patron: St. Gabriel's Foundation**

## **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, St. Gabriel's Foundation. 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 St. Gabriel's 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**

St. Gabriel's school is a special school. The school is under the patronage of St. Gabriel's Foundation.

In accordance with S.15 (2) (b) of the Education Act 1998 the Board of Management of St. Gabriel's 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, and at all times act in accordance with any Act of the Oireachtas or instrument made thereunder, deed, charter, articles of management or other such instrument relating to the establishment or operation of the school,

St. Gabriel's School provides education for students from 4 to 18 years of age with a **PRIMARY COMPLEX PHYSICAL DISABILITY plus or minus a complex medical need**. The school is not a therapeutic school for pupils with significant emotional and behaviour difficulties.

We are a multi-denominational school. Our focus is very much on the individual student and seeing their ability and potential in all settings and circumstances.

We follow the Department of Education curricula as set out by the NCCA, adapted to the needs of our students, so that they are supported and encouraged to reach their full potential.

Our mission at St. Gabriel's School is to provide pupils with an education that is challenging and appropriate to their needs in a safe and caring environment.

As the cornerstone of its ethos, St. Gabriel's School supports the principles of

- Inclusiveness, specifically with reference to the enrolment of children with a physical/multiple disability;
- Equality of access and participation in the school;
- Parental choice in relation to enrolment;
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

A child centred approach to education is very much the essence of St. Gabriel's School's ethos. The school cherishes all children equally. A strong emphasis is placed on care values based on relationships between all the constituent partners in the school.

The school is a non-denominational one which provides equal rights of access to all children of all social, cultural and religious backgrounds.

#### Referral Procedures

The school welcomes referrals for enrolment for any pupil who, on relevant assessment, has a diagnosis of a **PRIMARY COMPLEX PHYSICAL DISABILITY plus or minus a complex medical need**.

Application forms are available from the school website or from the school office: [info@stgabrielsschool.ie](mailto:info@stgabrielsschool.ie) or phone 061302733. Application forms should be completed by the parent or the legal guardian of the applicant. If a third party, acting on behalf of a parent, refers a young person to the school, it is expected that it is with the parents' agreement. The person referring the young person to the school is the person with whom the school will correspondence.

Completed applications must be accompanied by recent clinical assessments and reports such as Medical, Psychological, Occupational Therapy, Physiotherapy, Speech and Language and Psychiatric. These reports will be used to determine if the young person meets the criteria of a Primary Complex Physical Disability plus or minus a complex medical need.

The young person should also have, within the relevant reports, **a clear and definitive recommendation for a place in a special school**.

Completed applications including Application form and all recent assessments and reports should be sent to:

[info@stgabrielsschool.ie](mailto:info@stgabrielsschool.ie)

or by post, addressed to

The Principal,  
St. Gabriel's School,  
Crabtree House,  
Springfield Drive,  
Dooradoyle,  
Limerick, V94PY90

Applicants will be informed in writing as to the decision of the Admissions Panel of the school, within the timeframe outlined in the annual admissions notice

### 3. Admission Statement

St. Gabriel's 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, '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.

#### **Special schools**

1. St. Gabriel's School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a diagnosis of Primary Complex Physical Disability plus/minus a complex medical need (category or categories of special educational needs specified by the Minister) and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

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

St. Gabriel's School, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a:

**PRIMARY COMPLEX PHYSICAL DISABILITY *plus or minus* complex medical needs.**

#### 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

##### **Special School**

St. Gabriel's School provides an education exclusively for students with a:

**PRIMARY COMPLEX PHYSICAL DISABILITY *plus or minus* complex medical needs**

and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.

#### 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:

##### **Criteria for Acceptance**

All applicants will be evaluated using the following criteria:

- The applicant meets the profile of the school, i.e has a PRIMARY COMPLEX PHYSICAL DISABILITY plus or minus a complex medical need.
- Completed applications have been received by the closing date.
- There is an age appropriate place available in the school.
- The applicants needs can be managed safely by staff.
- The Health and Safety needs/ rights of the applicant and/ or other pupils are not compromised.
- The school has the capacity to provide for the needs of the applicant in the light of the necessary resources available to it.
- The Parents/ Guardians willingness to confirm, in writing, that the Code of Behaviour of the school is acceptable to them.

#### Selection Procedures

- All applications are assessed by the Admissions Advisory Panel based on the criteria outlined above. The membership of the Admissions Advisory Panel is approved by the Board of Management.
- The Admissions Advisory Panel commences its work immediately after the closing date as outlined in the Annual Admissions Notice.
- The Admissions Advisory Panel will, on occasions, seek appropriate professional advice to attest that the applicant meets the enrolment criteria for St. Gabriel's School.

**In the event that applications for enrolment exceed the number of places available the following decision-making process will apply to children starting at reception level.**

#### **Reception Class Entry:**

- Priority will be given to the eldest of the applicants who fulfil the admissions criteria
- Applicants with siblings currently enrolled in the school who fulfil the admissions criteria
- Random selection (independently verified)

Should a place become available, applications for enrolment in classes other than the reception class will be dealt with in the following way.

#### **Applications for entry to all other classes:**

- Available places in the appropriate class, taking into consideration the pupil teacher ratio for St. Gabriel's School, which ranges from 6:1 – 10:1 depending on the individual pupil profile.
- Size and available space in the appropriate class
- Educational, care and health related needs of the applicant and pupils in the appropriate class
- The Health and Safety of both the applicant and pupils in the appropriate class
- If there is more than one Application for Enrolment in the same class, priority will be given to siblings of pupils enrolled in the school

Where applications exceed available places, random selection will apply taking into account points 1-5 above.

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), the following arrangements will apply:

**Reception**

- Random selection (independently verified)

**All other Classes**

- Random selection (independently verified)

## 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;  
other than in relation to:
  - admission to St. Gabriel's School, insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned for admission to the school.
- (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, 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 St. Gabriel's School will be based on the following:

- Our school's admission policy.
- The school's annual admission notice.

- 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.

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 St. Gabriel’s 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 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 St. Gabriel’s 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.

### **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 St. Gabriel's 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 St. Gabriel's 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 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.

### **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:

St. Gabriel's School accepts Applications from Parents/ Guardians of students of all age groups as outlined in the school's admissions policy. All applications must be submitted within the timeframe for receipt of applications as set out in the school's annual admissions policy.

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 admission is sought, are as follows:

Offers of places that become available after the commencement of the school year in which admission is sought will be made in the first instance to those students on the



waiting list, in accordance with the order of priority in relation to which students have been placed on the list.  
If there are still available places following this, applications for enrolment will be accepted in accordance with the application requirements set out in Section 2.

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

This rule applies to all schools.

The board of (name of 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.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## **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 or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

The school is a non-denominational one which provides equal rights of access to all children of all social, cultural, and religious backgrounds.

The Sacraments of First Holy Communion and Confirmation are delivered by the teachers to the pupils. As over 90% of the pupils are Catholic, preparation for the Sacraments is considered necessary and appropriate. However, the school places no pressure on pupils to attend the thus it is not obligatory.

Parents of other faiths who request an opportunity to conduct faith formation within the school will be supported by Management in the provision of accommodation to facilitate such a request.

## **18. Reviews/appeals**

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

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

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

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The policy was reviewed and ratified by the Board of Management of St. Gabriel's School.  
Date: 23/10/2024.

Signed:     *Mary O'Donovan*     Chairperson, Board of Management

October 2024

## **CONTENT OF APPENDIX**

1. Application for Admission form
2. Key information required - Checklist
3. Information on the Code of Behaviour

## APPENDIX 1

# Application for Admission Form

St. Gabriel's School

Application Deadline: 5pm FRIDAY 31st JANUARY 2025

### Child's Details

Child's first name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

#### Child's PPSN:

Address at which the child resides	
Name and class of any siblings currently enrolled	

### Parents / Guardians Details

#### Parent/ Guardian 1

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship Parent  Custodian  Legal Guardian

Address:  
(if different from  
the child's  
address)

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Telephone: H: \_\_\_\_\_ M: \_\_\_\_\_ W: \_\_\_\_\_

Email address: \_\_\_\_\_

**Parent/ Guardian 2**

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship Parent

Custodian

Legal Guardian

Address:  
(if different from  
the child's  
address)

Telephone: H: \_\_\_\_\_ M: \_\_\_\_\_ W: \_\_\_\_\_

Email address: \_\_\_\_\_

Application deadline: **5pm FRIDAY 31st JANUARY 2025**

## APPENDIX (2)

# Key information required

Child's Birth Certificate (mandatory)

Child's PPSN:

Relevant, up to date, professional reports (tick those provided)

Physiotherapy

Occupational Therapy

Speech and Language Therapy

Medical Reports

Nursing

Psychological

Other

**Please note: You must have recommendation for a special school place from a relevant professional. Please note this recommendation must state that "SPECIAL SCHOOL" place will be necessary.**

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Completed enrolment applications must be returned, along with supporting documentation, to:

**Principal, St. Gabriel's School Crabtree House, Springfield Drive, Dooradoyle, Limerick.**

**By no later than: 5pm FRIDAY 31<sup>st</sup> JANUARY 2025**

## APPENDIX 3

Code of Behaviour is available on the school website:

<https://www.stgabrielsschool.ie/wp-content/uploads/Code-of-BEHAVIOUR-reviewed-April-2020.pdf>

or by written request to:

[info@stgabrielsschool.ie](mailto:info@stgabrielsschool.ie)