



Admission Policy of Holy Family School for the Deaf

School Address: Navan Road, Cabra, Dublin 7

Roll number: 20495S

School Patron: Catholic Archbishop of Dublin

1. Introduction

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

The policy was approved by the school patron on **20th January 2023** 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 Family School for the Deaf 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 Family School for the Deaf is a Catholic co-educational special school for the Deaf 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 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 Holy Family School for the Deaf 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.

Mission Statement

Our mission, in co-operation with our wider school community and influenced by the Christian values of Truth, Justice and Peace, is to create a safe and cherishing environment which meets the language, communication and educational needs of each of our students. Holy Family School for the Deaf will endeavour to provide the best possible education, to encourage our students to strive and reach their full potential, physically, emotionally, intellectually, socially and spiritually.

Holy Family will support this vision through ensuring that all learners:

- are safe and feel valued in our school
- have access to learning through their chosen modality i.e. spoken, ISL or mixed modality
- benefit from an educational and learning environment that is developmentally appropriate to the individual needs
- are effectively supported to raise their attainment and achieve their full potential
- are actively engaged, as appropriate, in evaluating the quality and impact of their learning experiences

This will be achieved by ensuring that all learners:

- access a curriculum which reflects national priorities and best practice in deaf education
- experience a professional workforce skilled in deaf communication and education for deaf children
- experience a motivated and professional workforce who demonstrate best practice in providing opportunities for learning
- have access to varied educational tools to maximize learning and development in all areas of the curriculum.

The Aims of our Learning Community

All staff in all sections of our Holy Family Learning Community is committed to working together to:

- raise standards of educational attainment and achievement especially in the core skills of literacy and numeracy at all stages
- share practice, use current knowledge, reflect on and evaluate practice to support continuous improvement
- promote and secure equality and help every young person benefit from education with particular regard to pupils with additional support needs
- work in partnership with parents and others in the community to develop the children's respect for self, one another and others in their community
- integrate services to support all children to become successful learners, confident individuals, responsible citizens and effective contributors
- create and maintain environments which are conducive to high quality learning and teaching
- enhance knowledge and skills through engagement in Continuing Professional Development

- benefit from partnership working and the integration of services

3. Admission Statement

Holy Family School for the Deaf 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

Holy Family School for the Deaf 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 Family School for the Deaf will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Holy Family School for the Deaf is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a 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

Holy Family School for the Deaf with the approval of the Minister for Education and Skills, provides an education exclusively for pupils who have been assessed by a qualified audiologist or audiological scientist and who are found to have a mild, moderate, severe or profound hearing loss; the parameters for which are defined in the HSE National Audiology Review 2011. (<https://www.hse.ie/eng/services/publications/corporate/audiologyreview.pdf>)

Factors such as familial deafness, progressive hearing loss as well as children who are aphasic or have central auditory processing disorders will also be taken into consideration. Holy Family School for the Deaf also caters for students who may present with other disabilities in addition to their deafness.

5. Admission of Students

Please note that admission to the residential element of St Mary's and St. Joseph's boarding campuses is separate to the admission procedure to Holy Family School for the Deaf

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

c) All denominational schools

Holy Family School for the Deaf is a Catholic 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

- d) the student does not have the specified category of special educational needs provided for by this school. Holy Family School for the Deaf provides an education exclusively for students who have been assessed by a qualified audiologist or audiological scientist and who are found to have a mild, moderate, severe or profound hearing loss familial deafness or progressive hearing loss. It also caters for students who may present with other disabilities in addition to their deafness. Holy Family School for the Deaf may refuse admission to a student, where the

student does not have the specified category of special educational needs provided for by this school.

- d) The school shall admit pupils except where:
- (i) The child is less than 3 years (Early Intervention classes)
 - (ii) The child is less than 4 years old (Primary section)
 - (iii) has reached their 18th birthday (Post Primary)

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:

- (i) Applicant was enrolled in the Early intervention Classes
- (ii) Applicant has siblings currently attending the school (*including stepsiblings, resident at the same address*), *priority eldest*;
- (iii) *Children of Staff, priority eldest*
- (iv) Applicant has siblings who previously attended the school
- (v) Applicant has parent and/or grandparent previously attended the school (to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

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:

- (i) In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms.
- Educational needs of children of a particular age.

- Multi-grade classes.
- Health and Safety.

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 naionrai, other than in relation to a student's prior attendance a Holy Family's Early Intervention classes
- (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: 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) the date and time on which an application for admission was received by the school, This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Holy Family School for the Deaf 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 (Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

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

9. Notifying applicant of decision

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 Family School for the Deaf 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 offer may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Holy Family School for the Deaf where—

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

12. Sharing of Data with other schools

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

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

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event 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 Holy Family School for the Deaf 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 Family School for the Deaf is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed 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 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 place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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

- (a) 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 enrollment during the school year will be considered subject to school policy and available space. Such applications will be dealt with on a case by case basis.

- (b) 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**

In the event of there being more applications to the school year concerned than places available, a waiting list of students who 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 Family School for the Deaf is in the order of priority assigned to the students' applications after the school has applied the section criteria in accordance with this admission policy

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

The board of Holy Family School for the Deaf 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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student

attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

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.

Signed on Behalf of the Board of Management:

Chairperson: Fr. P D. Boyle

Date: 20 January 2023

Principal: E O'Rourke

Date: 20 January 2023

