



Powerstown Educate Together National School

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Powerstown Educate Together National School

Admission Policy

Patron: Educate Together

This policy has been formulated by Powerstown ETNS to assist parents in making an informed decision in relation to child enrolment and to comply with legislation and Department of Education circulars and patron guidelines.

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1. INTRODUCTION

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management (BOM) of Powerstown Educate Together has consulted with school staff, the school patron and with parents/guardians of children attending the school.

The policy was approved by the school patron on 2nd July 2025. It is published on the school's website and will be made available in hardcopy, on request.

The relevant dates and timelines for Powerstown Educate Together National School's admission process are set out in the school's annual admission notice which is published annually on the school's website to allow for 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 school releases **3 Admission Notices annually:**

1. Mainstream Classes
2. Autism Classes
3. DLD (SSLD) Class (Birch)

The application form for admission is published on the school's website. can be emailed to parents/guardians and will be made available in soft/hardcopy on request.

Powerstown ETNS will participate in the **D15 Autism Class Application Trial** with neighbouring schools and the NCSE. This trial does not represent a common admissions policy. **Powerstown ETNS** 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 via NCSE website www.ncse.ie

(If required, 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 PETNS

Powerstown Educate Together National School is under the patronage of Educate Together and we are committed to the values laid down in Educate Together's Charter.

Powerstown Educate Together National School is learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect.

Students follow an Ethical Education curriculum, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. It teaches students about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another.

Our equality-based ethos informs all policies and practices in the daily life of Powerstown ETNS. In exercising these policy-making and decision-making responsibilities, Powerstown ETNS Board of Management upholds the characteristic spirit of the school.

Educate Together schools provide for equality of access in line with the Educate Together Charter and offers places to siblings enrolled in the school at the same time in the first instance. The definition of a sibling in this policy includes step siblings and foster siblings who are enrolled in the school at the same time.

3. ADMISSION STATEMENT

Powerstown ETNS will not discriminate in its admission of a student to the school on any of the following:

- a. sex or gender of the student or applicant,
- b. civil status of the applicant,
- c. family status of the student or applicant,
- d. sexual orientation of the student or applicant,
- e. religion of the student or applicant,
- f. disability of the student or applicant,
- g. race of the student or applicant,
- h. the student or applicant's membership of the Traveller community,
- i. the student or applicant in respect of the student/applicant concerned having special educational needs. However, because Powerstown ETNS is a school which has established both autism classes & Developmental Language Disorder class, with the approval of the Minister for Education, which provide(s) an education exclusively for students with a category/categories of additional ("special") educational needs specified by the Minister, Powerstown ETNS may refuse to admit a student to these classes where the student concerned does not meet the criteria for admission to such a class, see [section 4](#) below.

These grounds are as per section 61 (3) of the Education Act 1998.

Powerstown ETNS will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with additional ("special") educational needs, including in particular by the provision and operation of a specialised class or classes when requested to do so by the Council.

Powerstown ETNS will comply with any direction served on the board or the patron under section 37A and 67(4)(b) of the Education (Admissions to Schools) Act 2018.

4. CATEGORY OF SPECIALISED CLASSES

(4A) AUTISM CLASS

Powerstown Educate Together National School, 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 an autism class 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/**special school** for autism (***i.e. eligibility letter via parents' notify***)

Powerstown ETNS operates autism classes by class band e.g. Infants, 1st/2nd, 3rd/4th, 5th/6th. Therefore there is 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.

Powerstown ETNS will participate in the **D15 Autism Class Application Trial** with neighbouring schools and the NCSE. This trial does not represent a common admissions policy. Powerstown ETNS 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 via D15ACAT page on NCSE website (www.ncse.ie).

(If required, 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

(4B) BIRCH DLD CLASS

Powerstown Educate Together National School, with the approval of the Minister for Education, has established a class to provide an education exclusively for students with **Developmental Language Disorder (DLD)**.

Children and young people are eligible for enrolment in a DLD class when documentation is provided to support DEY criteria below:

1. The child has a conclusive diagnosis by a Speech and Language Therapist of:

a) Developmental Language Disorder where:

- i. there is evidence of significant and pervasive needs evidenced by response to intervention and assessment over time including, use of speech and language assessment tools, observation in both clinical and social environments and assessment for risk factors and clinical markers and monitoring of responsiveness to intervention

AND

- ii. language scores at or below a standard score of 78 (-1.5 SD from the mean)

AND/OR

- iii. Speech Sound Disorder (SSD) of unknown origin diagnosed by a Speech and Language Therapist where there is evidence of significant and pervasive impact of the SSD of unknown origin on learning, literacy and social relationships evidenced by response to intervention and assessment over time including, use of speech and language assessment tools and observation in both clinical and social environments.

AND

2. The child has complex or severe educational needs as a result of their DLD and/or SSD of unknown origin that are pervasive in nature and require the integrated and targeted educational and therapeutic supports of a special class for children with DLD/SSD. Supporting evidence should include:
 - a) Evidence that despite targeted and intensive therapeutic and educational supports, the child's DLD and/or SSD of unknown origin continues to impact on their learning, participation, socialisation and well-being in their current educational setting.
 - b) Evidence of engagement with therapy input including response to and impact of intervention across impairment, functioning and participation over time through Speech and Language Therapist review.
 - c) Education documentation from schools or early learning and care settings including Student Support Plans and/or Access and Inclusion Profiles detailing:
 - Regular reviews of needs as part of an ongoing cycle of assessment and review with parents and educational staff
 - Target-setting
 - Evidence-informed intervention and review at key points.

5. ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 7 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. ([Click here for Code of Behaviour](#))
- c) **PETNS Autism Classes** provide an education exclusively for students with Autism and the school may refuse admission to this class, where student concerned does not meet the criteria for admission to such a class as set out in [section 4](#) above.
- d) **PETNS Development Language Disorder (DLD) Class** provides an education exclusively for students with Developmental Language Disorder and the school may refuse admission to this class, where the student concerned does not meet the criteria for admission to such a class as set out in [section 4](#) above.

6. WHAT WILL NOT BE CONSIDERED / 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:
 - (i) admission to an autism class insofar as it is necessary in order to ascertain whether or not the student meets the eligibility criteria for such a class.
 - (ii) admission to Developmental Language Disorder class insofar as it is necessary in order to ascertain whether or not the student meets the eligibility criteria for such a class
- (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 students who are enrolled in the school at the same time
- (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.

7. OVERSUBSCRIPTION:

(7A) JUNIOR INFANTS

In the event that Powerstown ETNS 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 for Junior Infants. Students must reach 4 years of age on or before 1st June of the year of admission into Junior Infants.

Priority Category 1:

- Applicant students who are siblings of children, enrolled in the school and are 4 years of age on or before 1st June of the year of admission into Junior Infants.

Priority Category 2:

- Applicants who are 4 years of age on or before 1st June of the year of admission into Junior Infants.

Priority Category 3:

- All other applicants

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), places will be offered or added to a waiting list by the **earlier date of birth of the student**.

(7B) AUTISM CLASSES

If our Autism Classes are 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 for the autism classes. Applications under any of the priority categories listed below must meet the eligibility criteria for these classes, as outlined in [section 4](#) above.

Powerstown ETNS operates autism classes by class band e.g. Infants, 1st/2nd, 3rd/4th, 5th/6th. Therefore there is 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

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 who have been offered a place in the mainstream school for the coming September who are living within the Catchment Area (Tyrrlestown, Mulhuddart, Hollystown)

Priority Category 4:

- Students who have been offered a place in the mainstream school for the coming September

Priority Category 5:

- Children living within the Catchment Area (Tyrrelstown, Mulhuddart, Hollystown)

Priority Category 6:

- Children living within D15

Priority Category 7:

- Children living outside the Catchment Area

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), places will be offered or added to a waiting list by the **earlier date of birth of the student**.

(7C) DLD CLASS

If the DLD classes are oversubscribed the Common Advisory Admissions Committee 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 for DLD class. Applications under any of the priority categories listed below must meet the eligibility criteria for these classes, as outlined in [section 4](#) above.

Priority Category 1: Local Criteria for Powerstown ETNS DLD Class.

- I. The child must live within the designated catchment area at the time of referral. This is defined as the Dublin North Central and North West Dublin areas of the greater Dublin North City & County Community Healthcare Organisation CHO.
- II. At the time of application, a child must be currently enrolled in Junior Infants, Senior Infants, 1st, 2nd, 3rd, 4th or 5th class (or equivalent). Places are restricted to a range of 3 consecutive class groups, meaning children enrolled in Senior Infants, 1st and 2nd class and/or children in 1st, 2nd and 3rd class and/or 2nd, 3rd and 4th class and/or 3rd, 4th & 5th.
- III. Speech & Language Assessments must have been carried out within 6 months of the application deadline (i.e. from 1st September onwards). Standardised assessments should be used and all subtest and core/index scores should be reported which places performance in one or more of the main areas of speech and language development at two standard deviations or more below the mean or at a generally equivalent level. SLTs are required to supplement this with previous assessment results/findings (from the past two years) that demonstrate the clinical markers for DLD and support the clinical diagnosis of DLD.
- IV. A child must have attended a minimum of 8 individual therapy sessions within 9 months of the application deadline (i.e. from June onwards).

In the event that there are two or more students tied for a place or places in the selection criteria category above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list in order of the **greatest medical need**. The adapted New Brunswick Priority Rating Scale (PRS) will be used to identify the applicants with the greatest need under Criteria C under the areas of;

- The impact of Primary Presenting Problem
- The predicted Outcome of Intervention
- The impact of Service Delay

These areas of the PRS will be rated on a 5-point scale with 1 being a low impact score and 5 being a high impact score. The following information will be considered when reviewing individual applications under Criteria C;

1. The applicant's current profile, including standardised assessment results of receptive and expressive language development and speech. Standard scores, percentile ranks, standard deviations and age equivalents should be included where possible.
2. The severity of the applicant's speech impairment i.e. current level of intelligibility, phonological system, oral motor functioning.
3. History of the applicant's involvement to date with speech and language therapy services including the number of therapy sessions attended and/or offered, the focus of therapy and therapy outcomes.
4. Summary of the impact of the applicant's language and/or speech impairment on his/her educational progress
5. Summary of the impact of the applicant's language on his/her social/emotional development.
6. Case history information as included in the SLT Report; Psychology Report and other reports submitted.

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), places will be offered or added to a waiting list by way of a lottery of completed applications.

In instances where there is spare capacity in the DLD class due to insufficient eligible children (i.e. fewer than 7 children), the board of management may offer a place to a maximum of two children who do not meet all of the eligibility criteria but who could benefit from enrolment in the class for one year on a concessionary basis. Such placements must be supported by the recommendation of a speech and language therapist and a diagnosis of DLD/SSD of unknown origin. The continued enrolment of these children for a second year can only be considered once all eligible children have been accommodated. The NCSE through the local SENO will monitor such situations.

(7D) SENIOR INFANTS – 6TH CLASS

If Powerstown ETNS is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

Priority Category 1:

- Applicant students who are siblings of children

Priority Category 2:

- Applicant students who live in Tyrrelestown, Mulhuddart, Hollystown

Priority Category 3:

- All other applicants

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), places will be offered or added to a waiting list by the earlier date of birth of the student.

8. LATE APPLICATIONS

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, autism classes, DLD class or to other year groups will be considered and decided upon in date order of when they were received in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

DLD class applicants please refer to DLD policy

Autism class applicants please refer to D15 Autism Class Application Trial Terms of Reference

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place the name of the applicant will be added to the waiting list.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list **in order of earliest date of birth**.

9. WAITING LIST IN THE EVENT OF OVERSUBSCRIPTION

In the event of there being more applications to the school year concerned than places available in Junior Infants, autism classes, DLD class or other year groups, a waiting list of students whose applications for admission to Powerstown ETNS 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 Powerstown ETNS 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 ([see section 7 above](#)). Late applications will be added to the list in date order ([see section 8 above](#)).

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.

Waiting lists will expire at the end of each school year.

Should your child or young person be placed on a waiting list for a place in the autism or DLD class, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

10. ADMISSIONS OF STUDENTS AFTER THE COMMENCEMENT OF SCHOOL YEAR

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application.

11. DECISIONS ON APPLICATIONS

All decisions on applications for admission to Powerstown Educate Together National 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.

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.

12. NOTIFYING APPLICANTS OF DECISIONS

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant annual admissions notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

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 17 below for further details](#)).

13. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from Powerstown Educate Together National School you must indicate—

- (a) 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

- (b) 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.

14. CIRCUMSTANCES IN WHICH OFFERS MAY NOT BE MADE / WITHDRAWN

An offer of admission may not be made or may be withdrawn by Powerstown ETNS 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 13 above](#).

15. SHARING OF DATA

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 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 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 their name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education's statutory function to plan and co-ordinate the provision of education in schools.

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The Board of Management of Powerstown ETNS 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. REVIEWS/APEALS

(17A) 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.

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 within 21 calendar days of the date** 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 within 21 calendar days of the date** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

(17B) 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.

More information on appeals can be found [here](#).

18. DATA PROTECTION

Powerstown ETNS acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

Should your child or young person be placed on a waiting list for a place in our autism or DLD class their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.