



*Danu Community Special School
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POLICY FOR ADMISSION TO DANU COMMUNITY SPECIAL SCHOOL SCHOOL YEAR 2026/2027

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the Annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the Annual Admission Notice. The Principal of Danu CSS is responsible for the implementation of this Admission Policy.

Introduction to Danu Community Special School

Danu Community Special School is a Community National School which was established in 2019 by Dublin and Dun Laoghaire Education and Training Board (DDLETB). The Department of Education (DE) sought the DDLETB to act as Patron for a new Special School in the Dublin 15 area as it was identified that there was a requirement for the provision of additional Special School placements for children whose primary assessed disability is Autism. On 18th November 2019, Danu Community Special School (Danu CSS) opened to students.

Danu Community Special School (CSS) is a state, co-educational, multid denominational special school underpinned by the core values of excellence in education, care, equality, community and respect. Danu Community Special School gives equal opportunities to all children in the community it serves and strives to provide high quality education through respectful, positive, supportive and responsive learning environments.

Danu Community Special School is a place where everyone feels a sense of belonging, is actively engaged and is valued for who they are. We nurture a strong sense of community by offering a warm welcome and celebrating together, always guided by empathy, dignity, and respect for our shared humanity. We create an inclusive and safe learning environment where every learner is given the space and choice to grow. Building meaningful, trusting relationships with students, their families, and all those involved in their care and education is at the heart of ensuring a rich and high-quality learning experience for every young person.

Danu Community Special School delivers the state curriculum—including the Primary Curriculum, Junior Cycle, and Senior Cycle—guided by the Guidelines for Students with General Learning Disabilities. Where appropriate, the school offers programmes that lead to recognised awards. These Department of Education-prescribed programmes are carefully adapted to suit the individual educational needs of each student, using a range of teaching methods and strategies to support and enhance their learning.

In close collaboration with each child's multidisciplinary team, our teachers and staff create a supportive yet appropriately challenging learning environment that promotes personal, social, and academic growth, while also encouraging independence. Every student has a personalised Individual Education Plan (IEP), tailored specifically to support their unique strengths and needs.

Danu CSS is a community special school that provides an appropriate co-education for students, aged 4 to 18 years old, whose primary diagnosis is Autism and Moderate/or Severe General Learning Disabilities in the Dublin 15 area. As per Department of Education (DE) regulations, students will leave school at the end of the school year in which they turn 18. To facilitate this age band, the range of classes extend from primary to post primary and are based on relevant and appropriate peer groupings. The school is located in Blanchardstown Road North, Dublin 15, D15 P38O. The capacity for Academic Year 2025/2026 is forty-eight students, 8 classrooms of 6 students, consisting of approximately 2.5 Primary based classes and 5.5 Post Primary based classes.

The school operates within the regulations as outlined in the Rules for National Schools and relevant circulars and directives issued by the DE. The school is funded by grants from the DE. The school is under the administration of the Primary/Special Education Sections of the DE. Teachers, Special Needs Assistants, Ancillary Staff and Bus Escorts are funded by the DE. Additional staffing allocations are determined by the National Council for Special Education (NCSE). The school currently has 1 Administrative Principal, 1 Administrative Deputy Principal, 8 Teachers, 2 Exceptional Teachers and 35 SNAs. The NCSE has allocated 14 hours Part-Time Post Primary Teacher for Academic Year 2025/2026. The school also has 15 external bus escorts, 1 part-time cleaner, 1 part time caretaker and 1 full time school secretary. Under the Patron, the school is managed by a Board of Management which is made up of representatives of the Patron, Parents, school staff and the Community. The school is supported by the Blanchardstown Children's Disability Network Team (CDNT), the Danu CSS CDNT, that consists of 1 full time Behavioural Therapist, and 1 part time Occupational Therapist and 1 part time Speech and Language Therapist.

For Admissions to Danu CSS for Academic Year 2026/2027 school year, the school will participate in the **D15 Autism Class Application Trial (D15 ACAT)** with neighbouring schools and the NCSE during Academic Year 2025/2026. This trial does not represent a common Admissions Policy. Danu CSS maintains complete autonomy over our Admission Policy, criteria and oversubscription criteria. Please note that **participation in this trial, does not guarantee a class place for your child.** Application forms remain accessible on our school website and will be accessible via NCSE website. Applications for admissions to Danu CSS for Academic Year 2026/2027 school year can

only be made via the NCSE D15ACAT. Application forms and relevant paperwork for a class place should be submitted online to [D15ACAT Online Application Form](#).

(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 published on the NCSE website.

This Danu CSS Admissions Policy aims to ensure that the appropriate procedures are in place to enable the school to make decisions on all applications seeking admission to our school in an open and transparent manner consistent with legislative requirements. It also aims to make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it. Currently, whilst the school is operating in a non-permanent location, the school going population will be curtailed to a level that can be accommodated within the available building. During April 2023, the DE sanctioned a brand new stand-alone 20 classroom school building for Danu CSS on the Rath Dara Community College campus, Blanchardstown Road North, Dublin 15, D15 P38O.

Please note successful applicants may not have automatic access to additional supports such as special needs assistants (SNA's), bus escorts, clinical supports or nursing staff. If a school place is offered, the National Council for Special Education (NCSE) is the agency that processes applications for SNA's, bus escorts and nurses. The NCSE requires that a student's need for access to such additional resources must be clearly outlined in the relevant professional reports. Decisions relating to clinical support will be made by the clinical team.

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PART A

PART A – *General Information for All Applicants*

- 1. Glossary of Terms**
- 2. Admission Statement**
- 3. Legal Framework**
- 4. General Admission Provisions (for All Applicants)**

1. GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a Child who has made an application for admission to Danu CSS.

‘Dublin and Dun Laoghaire Education & Training Board’ or DDLETB is the patron of the school and was established under the Education & Training Boards Act 2013.

‘Board of Management’ refers to the committee of DDLETB set up to perform the functions of a Board of Management under section 15 of the Education Act 1998, including preparing an Admissions Policy for the school, with the approval of the school’s patron. In the case of a new school, where a Board of Management has yet to be established, a Single Manager will carry out the duties of the Board of Management.

‘Child’/ ‘Student’ means the person in respect of whom the application is being made. All uses of the word ‘Student’ throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that an application or acceptance of offer makes him/her a student of Danu CSS; a person is only regarded as a student of Danu CSS once s/he is enrolled on his/her first day of attendance. It does not include a person who was formally enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

‘Enrolled’ means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

‘Gender,’ in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male, and the other is female*”. This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demi gender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘Catchment Area’ refers to the designated residential area (determined by the Board of Management of Danu CSS) in respect of the person on whose behalf the application is being made. The catchment area for Danu CSS is defined as applicant address in Dublin 15 only, with an Eircode of D15.

‘Parent’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

‘Relevant Report,’ as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional which:

- (a) Provides detailed evidence of Student’s Needs
- (b) Confirms that those needs constitute severe/complex educational needs arising from primary diagnosis with Autism/Autism Spectrum Disorders and a Moderate General Learning Disability or a Severe General Learning Disability which arise from a named diagnosis relating to the student, and
- (c) Makes a recommendation exclusively for a Special School or for a Special School and/or Special Class, but not solely for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

The relevant professional may include an educational psychologist, psychologist other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

‘Group’ refers to the respective class group within the school.

‘Group 1’ refers to the class group that provides education to Students aged between 4 years of age and less than 7 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

‘Group 2’ refers to a class group that provides education to Students aged between 7 years of age and less than 10 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

‘Group 3’ refers to a class group that provides education to Students aged between 10 years of age and less than 13 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

‘Group 4’ refers to a class group that provides education to Students aged between 13 years of age and less than 16 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

‘Group 5’ refers to a class group that provides education to Students aged between 16 years of age and less than 18 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

2. ADMISSION STATEMENT

ETB schools are state, multidenominational, co-educational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the State provider of education, the ETB sector defines a ‘multidenominational’ school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability, or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents, and staff.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Danu CSS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Student or Applicant;
- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special Educational Needs of the Student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to a Student who does not have the specified special educational need(s).

Danu CSS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

Danu CSS is a school which, with the approval of the Minister for Education, provides an education exclusively for students, with a category or categories of special educational needs specified by the Minister, i.e. severe/complex educational needs arising from primary diagnosis with Autism/Autism Spectrum Disorders and a Moderate General Learning Disability or a Severe General Learning Disability and does not discriminate in relation to the admissions of a student who does not have the category of needs specified.

3. LEGAL FRAMEWORK

DDLETB Education and Training Board was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Board of Management (BOM) of Danu CSS is a committee established under section 44 of the Education and Training Board Act 2013 and constitutes a Board of Management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy. The Education Act, 1998 also provides for an appeal process in the event of a refusal to admit a Student. The appeal process is set out in section 6 of this policy in respect of applications.

Section 62 (7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt out of religious instruction. However, Community Special Schools do not provide religious instruction within the school day, the need for alternative arrangements does not arise.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Community Special Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY), for primary-aged Students and post-primary-aged Students (where appropriate), and Identity, Multi-Belief and Values Education (IMBVE) for post-primary aged Students (where appropriate). These curricula are designed to cater for Students of all religions and beliefs attending the school.

Danu CSS 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 relating to the provision of education to children with special educational needs. It 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.

4. GENERAL ADMISSION PROVISIONS (FOR ALL APPLICANTS)

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

In processing an application Danu CSS **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills, or aptitude; unless:
 - it is necessary to ascertain whether or not the Student has the category of Special Educational Needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of Special Educational Needs or a Special Class;
- 4.3 The occupation, financial status, academic ability, skills, or aptitude of a Student's Parent(s);
- 4.4 A Student's prior attendance at a pre-school or pre-school service, other than in relation to a Student's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Student or his or her Parent(s), attend an interview, open day, or other meetings as a condition of admission;
- 4.6 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school.
- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Danu CSS **will consider** the offer of a place to every Student seeking admission to the school, **unless one of the following applies**:

- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such by the Student if the Student becomes a student in the school.

- 4.9 The Student seeking admissions to the school does not have the category of special educational needs specified by the Minister of Education in respect of the school.

Where Danu CSS considers an application, each Student shall receive a place unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for each class group.

PART B

PART B – *Information for Specific Categories of Applicants*

5. Application to each of the Class Groups
6. Appeals
7. Preparation for Attendance and Continued Participation in the School
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5. APPLICATION TO EACH OF THE CLASS GROUPS

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5. Admission Provision

Danu CSS is established to provide education to Students with severe/complex educational needs arising from a diagnosis of Autism/Autism Spectrum Disorders and a Moderate General Learning Disability or a Severe General Learning Disability.

Children and young people are eligible for enrolment in special class for autism and moderate or severe general learning disability 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 school for autism and moderate or severe general learning disability (Parents/Guardians are required to apply via Parents Notify for eligibility letter from the NCSE by 1st October 2025).*

For Admissions to Danu CSS for Academic Year 2026/2027 school year, the school will participate in the **D15 Autism Class Application Trial (D15 ACAT)** with neighbouring schools and the NCSE during Academic Year 2025/2026. This trial does not represent a common Admissions Policy. Danu CSS maintains complete autonomy over our Admission Policy, criteria and oversubscription criteria. Please note that **participation in this trial, does not guarantee a class place for your child.** Application forms remain accessible on our school website and will be accessible via NCSE website. Applications for admissions to Danu CSS for Academic Year 2026/2027 school year can only be made via the NCSE D15ACAT. Application forms and relevant paperwork for a class place should be submitted online to [D15ACAT Online Application Form](#).

(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 Terms of Reference for further information.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the school will be considered. As applications for admissions are **done via the D15ACAT online form, parents/guardians are required to apply to NCSE parents notify for letter confirming** that the child is known to them and that the child has the required diagnosis and recommendation for a special school for autism and moderate or severe general learning disability.

Applications for a school place require Parents/Guardians to provide the NCSE with

- Fully completed Admission Application Form signed by Parent(s)/ Guardian(s)
- Copy of original birth certificate for the student
- Two proofs of address for the student e.g., utility bill, household bill etc
- Relevant Report(s), the mandatory elements of which are set out in the Glossary of Terms section, confirming that the student has the required diagnosis and recommendations for a special school place.
- 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 school for autism and moderate/ severe general learning disability.

All enquiries, referrals, and applications for admission to Danu CSS are considered in a fair and equitable manner. Any communications expressing interest in making an application will be responded to by clarifying enquiry and directing to NCSE E email D15ACAT@ncse.ie or [D15ACAT Online Application Form](#) for an Application Form and www.danucss.ie for a copy of this Admission Policy 2026/2027. This policy is published on the school's website and made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Danu CSS admission process are set out in the school's annual Admission Notice which is published annually on the school website at least one week before the commencement of the admissions process for the school year concerned. This policy should be read in conjunction with the annual Admission Notice for the school year concerned.

Applications for Admissions to Danu CSS for Academic Year 2026/2027 school year opens on 1.10.25 from 9am.
Application window closes at 11:59pm on 31.10.25.

Application forms and relevant paperwork for a school place should be submitted to

D15ACAT Online Application Form

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.

In the event that Danu CSS is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the respective Group in the Special School and who submit the requisite Relevant Report together with documentation from the NCSE, will be offered a place in the appropriate Group in the school, subject to section 4.8 of this policy.

An application is only deemed to be complete when all documentation relevant to the application, as required by the school in accordance with this policy, has been received.

Incomplete applications received by the school will not be processed under this policy. If the school receives an application that is incomplete, it shall notify the Applicant that it is incomplete within three weeks of the application period having closed, or, in the case of a late application, within three weeks of the school receiving the incomplete application.

5.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Danu CSS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school in the applicable Admission Notice as being the period when it will accept applications for the relevant group to which the subsequent application is being made.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

5.2 Selection Criteria in Order of Priority

Application to Danu CSS will only be considered if the Student's needs fall within the specified category of special educational needs provided for by the school. Subject to this requirement, in the event of oversubscription, the following criteria for admission set out below will apply:

5.2.1. Sibling(s) of Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be 4 years of age for 1st September and will be less than 18 years of age by 1st September for the school year during which they would be enrolled.

5.2.2. Students Residing in Catchment Area

5.2.2.1. Students for Group 1 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside in the Catchment Area, and

- Will be 4 years of age for 1st September that Group 1 begins enrolling and will be less than 7 years of age by 1st September for the school year during which they would be enrolled in Group 1.

5.2.2.2 Students for Group 2 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside in the Catchment Area, and
- Will be 7 years of age for 1st September in the school year that Group 2 begins enrolling, and will be less than 10 years of age by 1st September for the school year during which they would be enrolled in Group 2

5.2.2.3 Students for Group 3 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside in the Catchment Area, and
- Will be 10 years of age for 1st September in the school year that Group 3 begins enrolling, and will be less than 13 years of age for 1st September for the school year during which they would be enrolled in Group 3

5.2.2.4 Students for Group 4 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside in the Catchment Area, and
- Will be 13 years of age for 1st September in the school year that Group 4 begins enrolling, and will be less than 16 years of age for 1st September for the school year during which they would be enrolled in Group 4

5.2.2.5 Students for Group 5 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside in the Catchment Area, and
- Will be 16 years of age for 1st September in the school year that Group 5 begins enrolling and will be less than 18 years of age for 1st September for the school year during which they would be enrolled in Group 5.

5.2.3 Students outside the Catchment Area

5.2.3.1 Students for Group 1 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside outside the Catchment Area, and
- Will be 4 years of age for 1st September that Group 1 begins enrolling and will be less than 7 years of age by 1st September for the school year during which they would be enrolled in Group 1.

5.2.3.2 Students for Group 2 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside outside the Catchment Area, and
- Will be 7 years of age for 1st September in the school year that Group 2 begins enrolling, and will be less than 10 years of age by 1st September for the school year during which they would be enrolled in Group 2

5.2.3.3 Students for Group 3 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside outside the Catchment Area, and
- Will be 10 years of age for 1st September in the school year that Group 3 begins enrolling, and will be less than 13 years of age for 1st September for the school year during which they would be enrolled in Group 3

5.2.3.4 Students for Group 4 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Reside outside the Catchment Area, and
- Will be 13 years of age for 1st September in the school year that Group 4 begins enrolling, and will be less than 16 years of age for 1st September for the school year during which they would be enrolled in Group 4

5.2.3.5 Students for Group 5 who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and

- Reside outside the Catchment Area, and
- Will be 16 years of age for 1st September in the school year that Group 5 begins enrolling and will be less than 18 years of age for 1st September for the school year during which they would be enrolled in Group 5.

5.3 **Selection Process**

Danu CSS will apply the selection process as follows:

Having met the criteria for admission to Danu CSS, those applications received, within the timeline for receipt as set out in the school's annual Admission Notice, are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the relevant Group still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the relevant Group. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, the school will apply a random lottery, with an independent party present, to assign any available places in the relevant Group, or on the waiting list, to those applications.

Waiting list will expire at the end of each school year. Should a child be placed on a waiting list, their personal data may be shared with the NCSE for the purposes of planning for the provision of special education placements.

5.4 **Late Applications**

An application received by the NCSE for Danu CSS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy. Please see D15 Autism Class Application Trial Terms of Reference for procedure.

Where the relevant Group is oversubscribed and receives a late application for admission, that application will receive a place on the late waiting list for the relevant Group beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the

waiting list in accordance with the date and time they were received by the school, subject to section 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant Group is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant Group, subject to section 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied, *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 7 days of issue.

5.5 Second/Third-Round Offers of a Place

Where a Student is in receipt of an offer of a place within the relevant Group but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the relevant Group have been filled.

5.6 Acceptance of a Place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school. Other forms such as the School Code of Behaviour, NCSE Notification of Enrolment in Special School and NCSE School Transport forms will also be issued.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 7 days of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 7 days of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.7 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.5.1. The reasons that the Student was not offered a place in Danu CSS;
- 5.5.2. Details of the Student's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 5.5.3. Details of the Student's place on the waiting list, if applicable; and
- 5.5.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 an offer of admission may not be made where:

- 5.5.5. The information contained in the application is false or misleading in a material respect.

5.8 Withdrawal of an Offer

An offer of admission may be withdrawn where:

- 5.6.1. The information contained in the application is false or misleading in a material respect, or
- 5.6.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 7 days, or
- 5.6.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
 - and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application in line with section 5.4 above.

5.9 Procedure for Admission of Students after the commencement of the school year.

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:

1. Should a student of any age leave midway through the school year, a place will be made available in Group 1 through upward movement of students within the school.
2. After the upward movement is complete a place will be offered to the next applicant on the Group 1 waiting list. If there is no longer a waiting list for Group 1, any further places in the school will be filled through the upward movement of places within the school moving in sequence from Group 2 to Group 5 waiting lists set out in 5.2.

5.10 Declaration in Relation to the Non-Charging of Fees

The Board of Management of Danu CSS or any person 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

5.11 Sharing of Data with Other Schools

Applicants should be aware that section 66(6) of the Education Act 1998 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).

6 APPEALS

6.1. **Appeal where Refusal was due to Oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the Board of Management in writing, via a 'BOMR1 Form', available from the school office and at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the Board of Management of Danu CSS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing school@danucss.ie.

If an Applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the Board of Management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

6.2. **Appeal where Refusal was for a Reason other than Oversubscription:**

An Applicant who was refused admission to Danu CSS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the Board of Management, via a 'BOMR1 Form', available from the school office and at <https://www.gov.ie/en/publication/31D4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a>

review-by-the-board-of-management, for it to be reviewed by the Board of Management of Danu CSS. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing school@danucss.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the Board of Management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at <https://www.gov.ie/en/publication/31D4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the Board of Management is not satisfied with the decision of the Board of Management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

6.3. Basis for a Review by the Board of Management:

As required by section 29C (2) of the Education Act 1998, any request for the Board of Management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

6.3.1 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** 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** in writing of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Please refer to DE Circular 0069/2020, New Arrangements and Procedures for Appeals under Section 29 of the Education Act 1998 Effective from 12 November 2020 Onwards' for DE procedures and timeframe on Section 29 Appeals.

6.3.2 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, 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 to a reason other than the school being oversubscribed.

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.

7 PREPARATION FOR ATTENDANCE AND CONTINUED PARTICIPATION IN THE SCHOOL

8.1 Preparation for Attendance on a Full Time Basis

New students are invited to visit the school before they begin to familiarise themselves with their new environment. The school operates a process of phased attendance for new students. This will allow for the various aspects for planning and preparation for full-time attendance. This may initially be a short day, over two weeks gradually increasing to a full day or week, depending on the particular needs of the child, recommendations from professionals working with the child and the dynamics of the child's class. Parents will be fully informed of the plan for attendance of their child and may be asked to collect their children from school for a specified period of time. Following review, this will be increased to full days/weeks over a suitable period of time. Some families may wish to bring their child to school during the initial introduction period. The Parent and the Principal will agree to arrangements for this. The school will attempt to facilitate any such reasonable arrangements. For students who are working towards full day participation in school, Parental consultation and agreement is sought with the Principal who will provide Parents with a clear plan of review, working at all times with the aim for their child to participate on a full school day.

8.2 Progression at the School and Continued Participation in the School

While it is envisaged that, once admitted, most students will remain in Danu CSS until they complete their education at 18 years of age, a child's ongoing participation is contingent upon the child's continued adherence to the Code of Behaviour. Additionally, some students' needs may change over time and exceed what the school can cater for. If at any point during the student's time in the school, a psychiatrist or psychologist assesses the child and confirms in writing that allowing the child to remain may result in adverse educational outcomes for the child or other children, a review meeting with the class teacher, Principal and clinical team will be held to consider the child's progression and continued participation in the school. Parents can seek one alternative review of psychiatrist or psychologist written assessment which will be considered.

The policy of the school is to admit students whose Parents confirm that the Code of Behaviour, as well as other policies on Curriculum, Organisation, and Management, is acceptable to them and that they shall

make all reasonable efforts to ensure compliance with the Code by their child. Students are expected to participate in all aspects of school curriculum (where possible). The Board of Management places Parents as responsible for ensuring that their child cooperates with these policies in a reasonable manner.

Where the Board of Management deems that further resources are required to meet the child's needs an application is submitted to the Special Education Needs Organiser (SENO) supported by relevant professional report(s). These resources may include access to or the provision of any or a combination of the following: special needs assistant, behavioural support specialist, specialised equipment or furniture, transport services or other. Parents will need to complete relevant NCSE documentation to enable the school to apply for such resources.

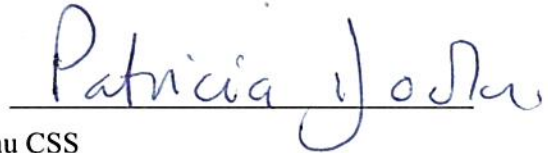
8. REVIEW OF POLICY

This policy will be reviewed annually or when necessary. This Policy was Ratified by the Board of Management on this date 17/9/25.

Signed by:



Chairperson, Board of Management



Principal, Danu CSS