



**ST. DAVID'S HOLY FAITH SECONDARY SCHOOL**  
Greystones, Co. Wicklow

**St. David's Holy Faith Secondary School**  
**Greystones, Co. Wicklow**

**Admissions Policy 2025 – 2026 for Autism Spectrum  
(AS) Classroom**

This Admissions Policy Document  
was ratified by the Board of Management on Thursday, 12<sup>th</sup> September 2024

## 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 & 2008.

The policy was approved by Board of Management on 12th September 2024 and Le Chéile Catholic Schools Trust on 26<sup>th</sup> September 2024. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. David's Holy Faith Secondary School admission process are set out in the school's annual admission notice which is published annually on the school's website in tandem with this said document. This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

## 2. Characteristic spirit and general objectives of the school

St. David's Holy Faith Secondary School is a co-educational voluntary secondary school with a Catholic ethos, under the trusteeship of Le Chéile Catholic Schools Trust. We welcome students of all faiths and of no faith backgrounds.

The ethos of our school is a major factor in establishing and maintaining high standards of behaviour, discipline and high academic achievement. This is characterised by a strong sense of community within our school and a high level of co-operation between our students, staff and parents/guardians, achieved through positive relationships. The students of our school are encouraged to work hard, engage in sports and thrive in the arts. The senior school leadership team and all staff of St. David's Holy Faith Secondary School, Greystones, promote the educational welfare of all our students.

Our aim here in St. David's Holy Faith Secondary School, Greystones, is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God. This embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student in our school.

Our school seeks to build a learning community that welcomes, and bears witness to, the Gospel values of Jesus Christ, which are expressed through the lens of the Le Chéile Catholic School's Charter. Our school draws on the richness of the religious and cultural heritage of the past and particularly the charism of the founder, Margaret Aylward of The Holy Faith Sisters, who founded this school in 1906.

As a Catholic secondary school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual, which we as a school foster and promote in year group and whole-school assemblies, the school opening Mass and Sixth Year Graduation, each year. The addition of a new prayer room for staff and students is a welcome development for all.

The general objectives of all Le Chéile schools include:

**Welcome** recognises the unique dignity and worth of each person.

**Wisdom** is the pursuit of a greater understanding and appreciation of the world.

**Witness** comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. David's Holy Faith Secondary School, Greystones shall uphold, and be accountable to the patron for 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.

### 3. Admission Statement

St. David's Holy Faith Secondary School, Greystones 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 and/or additional educational needs.

As per section 61(3) of the Education Act 1998, no discrimination on the following grounds is permitted - 'civil status ground', 'disability ground', 'family status ground', 'gender ground', 'racial ground', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Acts 2000 and 2008.

St. David's Holy Faith Secondary School, Greystones is a school whose objective is to provide education in an environment which promotes Catholic values and does not discriminate, where it admits a student of Catholic Faith, in preference to others. It does not discriminate, where it refuses to admit as a student, a person who is not Catholic and it has proven that the refusal is essential to maintain the ethos of the school.

### School with Autism Spectrum (AS) Classrooms

These two classrooms in St. David's Holy Faith Secondary School, Greystones provide an education exclusively for students with Autism and the school may refuse admission to these classrooms, where the student concerned does not have the specified category of special educational needs provided for in these classrooms. Applicants should note that the admissions criteria and procedure for our AS classrooms are set out in the final section of this policy. The name of these two classrooms are as follows: The Harbour and The Cove. These classrooms cater **solely** for students with a diagnosis of AS and the Board of Management will refuse to admit any student who cannot demonstrate such a diagnosis with an appropriate professional's report(s).

### 4. Admission of Students

The general criteria for application for admission includes that the student:

- a) Has, or will have, reached twelve years of age on the first of January in the calendar year, following the child's entry into first year;
- b) Has completed sixth class in primary school (or comparable standard of education if outside of State);

- c) Confirms in writing, within date line parameters set, that s/he accepts a place offered and the Code of Behaviour policy of St. David's Holy Faith Secondary School, Greystones;
- d) Welcomes applications from parent(s)/guardians(s) of students with special educational needs.

This school shall admit each student seeking admission except where –

- e) the school is oversubscribed (please see section 5 below for further details)
- f) a parent/guardian 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.

#### **All denominational schools**

St. David's Holy Faith Secondary School, Greystones is a Catholic Voluntary Secondary School and may refuse to admit, as a student, a person who is not of Catholic faith, where it is proved that the refusal is essential to maintain the ethos of the school.

### **5. 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.

Where the number of applications exceeds the number of places available, places will be allocated according to the following criteria with priority given to Category 1, then Category 2, then Category 3, then Category 4 and finally Category 5.

**The following is the order of priority:**

#### **First Year Enrolment Criteria for St. David's Holy Faith Secondary School, Greystones, Co. Wicklow.**

In the event, that the total number of First Year applicants exceeds the number of places available, as decided by St. David's Holy Faith Secondary School's Board of Management annually, the following criteria will be applied to determine to whom places will be offered.

##### **Criterion 1**

Applicants who:

At present, have a brother or sister attending.

Children of existing staff members.

If, after applying Criterion 1, places remain available, Criterion 2 will be applied to the remaining applicants. If the number of applications in Criterion 2 exceed the number of places available, places shall be offered on the basis of an independent lottery as mandated by the Board of Management, with a member from the parish office overseeing the process, so as to ensure outside validation is adhered to. Should places subsequently become available, places shall, thereafter, be offered to the highest ranking as listed by the lottery process.

**Criterion 2**

a. Applicants, whose parents/guardians live in the Greystones and Delgany catchment area, and, who attend a primary school within that catchment area as detailed below (in no particular order of preference): St. Kevin's N.S., Greystones; St. Laurence's N.S., Greystones; St. Brigid's N.S., Greystones, St. Patrick's N.S., Greystones; Gaelscoil na gCloch Liath, Greystones; Educate Together N.S., Greystones; Delgany National School, Greystones; Greystones Community National School, Greystones and Kilmacanogue National School, Kilmacanogue.

b. Siblings of past pupil(s) of the school, St. David's Holy Faith Secondary School, Greystones.

(Please note a maximum of 10% within this category will apply to criteria 2b combined from the entire cohort of Criterion 2).

If, after applying Criterion 2, places remain available, Criterion 3 will be applied to the remaining applicants. If the number of applications in Criterion 3 exceed the number of places available, places shall be offered on the basis of an independent lottery as mandated by the Board of Management. Should places subsequently become available, places shall thereafter be offered to the highest ranking as listed by the lottery process.

**Criterion 3**

Applicants, whose parents/guardians live outside the Greystones and Delgany catchment area, but who attend a primary school, as listed under Criterion 2 or attend the following National Schools (in no particular order of preference) - Kilcoole National School, Kilcoole; Roundwood National School, Roundwood and St. Francis N.S., Newcastle.

If, after applying Criterion 3, places remain available, Criterion 4 will be applied to the remaining applicants. If the number of applications in Criterion 4 exceed the number of places available, places shall be offered on the basis of an independent lottery as mandated by the Board of Management. Should places subsequently become available, places shall thereafter be offered to the highest ranking as listed by the lottery process.

**Criterion 4**

Applicants, whose parents/guardians live in the Greystones and Delgany catchment area, and who do not attend primary schools in Criterion 3.

If the number of applications in Criterion 4 exceed the number of places available, places shall be offered on the basis of an independent lottery as mandated by the Board of Management. Should places subsequently become available, places shall thereafter be offered to the highest ranking as listed by the lottery process.

**Criterion 5**

All other applicants.

**6. What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act 1998, 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to

some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (how-so-ever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (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.
- (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. Decisions on applications**

All decisions on applications for admission to St. David's Holy Faith Secondary School, Greystones, 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in St. David's Holy Faith Secondary School's Admission policy will not be used to make a decision on an application for a place in our school.

## **8. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined, in the annual admissions notice (which accompanies this policy).

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, 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).

## **9. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. David's Holy Faith Secondary School, Greystones, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

## **10. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by St. David's Holy Faith, Secondary School where

(i) It is established that information contained in the application is false or misleading.

(ii) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.

(iii) The parent/guardian 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 9 above.

(v) The Board of Management has a duty of care to ensure, as far as practicable, the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

## **11. 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 data 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 —

An application for admission to the school has been received:

(i) an offer of admission to the school has been made, or

(ii) 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).

## **12. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned, than places available, a waiting list of students whose applications for admission to St. David's Holy Faith Secondary School, Greystones, were unsuccessful, due to the school being oversubscribed, a waiting list will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. David's Holy Faith Secondary School, Greystones, 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, as outlined in sections 4 to 9 inclusive.

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 their position on the waiting list starting with number one.

## **13. 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.

Any late application, received after 4.00pm on Tuesday the 22<sup>nd</sup> of October 2024 and irrespective of the criteria the child falls within (1 or 2 or 3 or 4 or 5) will automatically be added to the end of the waiting list.

## **14. Procedures for admission of students to other years and during the school year**

Where parents/guardians wish to make an application for their son/daughter to a year group other than First Year or during the school year, they should in the first instance submit two recent school reports to the Deputy Principal, Louise O'Sullivan ([deputyprincipal.louiseosullivan@stdavids.ie](mailto:deputyprincipal.louiseosullivan@stdavids.ie)). An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application. Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school, the parents/guardians and their son/daughter may be invited to attend a meeting with the Principal and/or Deputy Principals to ascertain whether there is a place available in the particular subject classes required or sought by their son/daughter. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level



required by the student. This is because class size is limited in certain subjects. For this reason, parents/guardians and their son/daughter are strongly recommended to attend a meeting with the Principal and/or Deputy Principals to ensure that a transfer to the school would be in the best interests of their son/daughter given the curricular provision, subject choices/levels available at the time.

**Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:**

Parents/guardians must confirm their acceptance in writing (email) of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission from St. David's Holy Faith Secondary School, Greystones, the parents/guardians must indicate:

(i) whether or not, they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

(ii) whether or not, they have applied for and awaiting confirmation, of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents/guardians should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

**Circumstances in which offers of a place in a year group, other than First Year or during the school year may not be made or may be withdrawn:**

An offer of admission may not be made or may be withdrawn by St. David's Holy Faith Secondary School, Greystones 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 within three weeks of the date of the offer of a place;

(iii) the parent/guardian 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 and the Ethos 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;

(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;

(v) the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education. The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility; or

(vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year before the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

(vii) The year group requested is full.

#### **Oversubscription to the year group other than First Year:**

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group, has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be 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 5 above). If there are two or more students in any of the selection criteria categories set out in Section 5 above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal, Deputy Principals and an independent observer appointed by the Board of Management.

Offers of any subsequent places in the year group other than First Year that become available during the school year 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.

#### **Sharing of Data with other schools:**

Applicants should note that the provisions of Section 11 above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data 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—

- an application for admission to the school has been received,
- an offer of admission to the school has been made, or
- 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).

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

The Board of Management of St. David's Holy Faith Secondary School, Greystones or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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.

## 16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents/guardians 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 parent/guardian of a student, or a student who has reached the age of 18, who wishes to attend St. David's Holy Faith, Secondary School without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school.

## 17. Reviews/Appeals

### Review of decisions by the Board of Management

The parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board of Management 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 of Management 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, within twenty-one days, by submitting a completed BOM1 Form to The Secretary to the Board of Management, Simon Carey.

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.

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.

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.

### **Autism Spectrum (AS) Classroom Provision**

Admission to the AS classrooms for students with Autistic Spectrum (AS) is governed by our policy and procedures, additional to the general Admissions Policy, outlined here. For the 2025-2026 school year, St. David's Holy Faith Secondary School will open a second AS classroom, for a total of four students.

#### **Eligibility for enrolment in this AS Classroom is as follows:**

A student may be accepted for admission into this classroom when all of the following criteria have been met:

A student applying for a place in the AS classroom must have a psychological/psychiatric report that clearly specifies a diagnosis of Autism. This diagnosis must be determined by the DSM 1V, ICD 10 criteria, or other recognised diagnostic tool acceptable to St. David's Holy Faith Secondary School, Greystones. These requirements are detailed in DoE Circular SP/ED 02/05.

The following documents will be required also in respect of applicants seeking a place in this classroom:

- A Cognitive Assessment which includes an estimation of Global Cognitive Function
- A report from the primary school outlining the student's academic, social, emotional, behavioural and physical needs.

By applying for a place in the AS classroom, parents/guardians authorise St. David's Holy Faith Secondary School to contact the stated primary school in advance of any offer of a place to confirm and assess the information in the submitted educational/psychological reports from the parents/guardians with the application form.

Integration of students into mainstream classes is a key goal of this AS classroom, here in St. David's Holy Faith Secondary School, Greystones. There may be instances whereby students will require the AS Classroom for lessons. This will require SNA assistance.

#### **Application process and offer of places**

The total capacity for the AS Classrooms is restricted, as determined by the N.C.S.E (National Council for Special Education) and the DE (Department of Education). **This is restricted to four places, for each of the two AS Classrooms for 2025 – 2026.** All applications for the AS Classrooms will be considered within the context of the school's

Admission Policy. Applicants must complete the AS Classroom Application Form for Admission to St. David's Holy Faith Secondary School, Greystones for the academic year 2025-2026. All necessary and supporting documentation (mentioned above) needs to be submitted to the school by the date specified in advance, with the completed application form, to the email addressed, as per application form. If the documentation is not submitted, the application cannot be processed and no place offered.

### **In the case of over subscription for the AS Classrooms**

When the number of applications exceeds the number of places available, a waiting list shall be compiled which remains valid only for the school year in respect of which the applications are made (2025 – 2026), as per the Admissions Policy 2025 – 2026.

### **Multi-Disciplinary Review Panel**

All applications for the AS classroom will be reviewed by a Multi-Disciplinary Review Panel which may consist of the following members as necessary, and as determined by the School:

- St. David's Holy Faith Secondary School, Principal and/or Deputy Principals
- St. David's Holy Faith Secondary School, AS classroom teacher
- St. David's Holy Faith Secondary School, SEN Department

The remit of the Multi-Disciplinary Review Panel is:

- to make recommendations based on these findings to the Principal, St. David's Holy Faith Secondary School, Greystones
- to advise the Principal on the allocation of places in the AS classroom.

The decision on the allocation of places in the AS classroom is made by the Principal in the context of this Policy. Decisions of the Principal concerning admissions to the AS classroom may be reviewed by the Board of Management (see below).

### **Decisions not to enrol or to withdraw enrolment**

The Board of Management require that Parents/Guardians must accept that the enrolment process to the AS classroom only proceeds where the educational and physical needs of the applicants as identified can be met within the AS classroom.

Enrolment may be refused to the AS classroom on health and safety grounds if:

- Students are deemed by the Multi-Disciplinary Review Panel to be an unacceptable risk to themselves, to other students, to school staff or to school property.
- Enrolment would have a detrimental effect on the education of other students.
- The student's needs are such that, even with additional resources available from the Department of Education and Skills and the HSE, the school cannot meet such needs and/or provide the student with an appropriate education.

Should the Principal refuse enrolment to the AS classroom, parents/guardians will be advised of their right to a review of this decision by the Board of Management and will be given information on how to do so. Parents/Guardians are also informed of their rights after the Board of Management review to engage in a Section 29 Appeal as per The Education Act of 1998.

The Parents/Guardians of the applicant for enrolment must accept and agree to St. David's Holy Faith Secondary School Code of Behaviour and the terms of this policy. All efforts will be made by staff at the school to manage such behaviour using various strategies and through the implementation of the student's Individual Educational Plan. However, all students, including those with special educational needs, are subject to the Code of Behaviour as well as the terms of the St David's Holy Faith Secondary School Health and Safety Policy. Where any student's behaviour impacts in a negative way on the other students in the AS classroom or the students in a mainstream class, to an extent that their

health, safety, welfare or constitutional right to an education are being interfered with, as determined by the Principal of the school, then the school reserves the right to advise Parents/Guardians that a more suitable educational setting should be found for their child and, if necessary, to permanently exclude the student from the school. This decision may be appealed to the Board of Management.

In cases where the attendance of a student enrolled in the AS classroom is of a nature that causes the staff to be significantly concerned about their commitment to and engagement with the programme, the impact on the attendance/non-attendance on the progress of the other students enrolled on the programme, and the possibility that a place is being denied to a more suitable applicant, the case for the student's removal from the programme will be referred to the Multi-Disciplinary Review Panel after consultation with the parents/guardians.

Parents/Guardians of applicants who are refused admission to St. David's Holy Faith Secondary School will be advised of their right to appeal the matter to the Secretary General, Department of Education under Section 29 of the Education Act 1998.

Signed *Seamus Harley* Date *. 12. 9. 2024*

**Chairperson, Board of Management**

Signed *Sina Cae* Date *12<sup>th</sup> September 2024*

**Principal/Secretary to the Board of Management**

## Appendix 1

**St. David's Holy Faith Secondary School, Greystones**  
**ANNUAL ADMISSION NOTICE FOR APPLICATIONS**  
**FOR AS CLASSROOM 2025-2026**

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the **2025 - 2026** school year are available as follows: –

To download at: <http://www.stdavids.ie/>

On request: By emailing [info@stdavids.ie](mailto:info@stdavids.ie) or writing to: St. David's Holy Faith, Secondary School, Marine Road, Greystones, Co. Wicklow.

**Application and Decision Dates for admission to the second AS Classroom**  
**(opening in September 2025) AS classrooms (Four students) 2025-2026**

1.	The school will commence accepting applications for admission to the AS classroom on	Tuesday, 1 October 2024 from 9.00 am
2.	The school shall cease accepting applications for admission to the AS classroom on	Tuesday, 22 October 2024 by 4.00 pm
3.	Applicants will be notified of the decision on their application for admission to the AS classroom by	Tuesday, 12 November 2024
4.	Applicants must confirm acceptance of an offer of admission by email only to <a href="mailto:firstyearadmissions2025@stdavids.ie">firstyearadmissions2025@stdavids.ie</a>	Tuesday, 26 November 2024 by 4.00 pm

**Number of places made available in the 2025 - 2026 school year for**  
**AS classroom**

The number of places being made available in First Year is	<b>4</b>
The number of residential places is (boarding schools only)	<b>0</b>
The number of non-residential places is (boarding schools only)	<b>0</b>
The number of places being made available in the special class catering for students with autism is:	<b>4</b>

The total number of applications for admission received by the school for admission in the special class catering for students with Autism in the school year 2024-2025 was 4.

<b>Breakdown of places allocated for AS Classroom for the school year opening October 2024</b>	
Number of places available	4
Number of applications received	5
Number of Offers made and accepted under each criterion	Criteria 1: 2 Criteria 2: 2 Criteria 3: 0 Criteria 4: 0 Criteria 5: 0
Number of names placed on waiting list for the school year concerned	1

**Number of places made available in the 2024 - 2025 school year for AS classroom**

The number of places being made available in First Year is	<b>4</b>
The number of residential places is (boarding schools only)	<b>0</b>
The number of non-residential places is (boarding schools only)	<b>0</b>
The number of places being made available in the special class catering for students with autism is:	<b>4</b>