



# Admissions Policy

October 2023

North Dublin Muslim National School

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## **1) Introduction**

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

The policy has been approved by the school patron. 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 North Dublin Muslim National School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned. The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

## **2) Characteristic Spirit and General Objectives of the School**

### **Mission Statement**

North Dublin Muslim National School (Roll Number 20152L) is a co-educational primary school under the patronage of the Islamic Foundation of Ireland. The school is regulated by the Department of Education and evaluated by their Inspectorate. We follow the Primary School Curriculum and cater for the physical, academic, social and spiritual needs of the children whilst nurturing an Islamic way of being.

### **Our Vision**

North Dublin Muslim National School is a caring place where each member of our community is welcomed, respected and valued, irrespective of their gender, background, belief or nationality.

In our school we aspire to provide a well-ordered, caring, happy and secure learning atmosphere where each child is encouraged to reach their full potential to become responsible, happy individuals with a passion for learning. We do this by providing a holistic, child centred education.

### **Our Values**

We promote the learning of languages and an awareness of their place in our culture and heritage. We develop among our pupils an appreciation of creation in all its forms, as inclusivity is at the heart of teaching.

We endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils' respect for themselves, other people and property and to encourage the development of personal responsibility.

We encourage the children to grow as individuals in a school environment in which honesty, respect and acceptance are core values. We foster an understanding and appreciation of both diversity and individuality and aim to play an active role in the local and Islamic community.

We work in partnership with parents to prepare our pupils for their place in a modern society by nurturing a sense of empathy and the ability to interact socially with confidence. We hope that by teaching these skills we will empower the pupils to become good citizens.

### **School Ethos**

North Dublin Muslim National School has an Islamic ethos which permeates throughout the day. The spiritual, intellectual, social and physical growth of the children is fostered in the light of the Quran and Sunnah of the Prophet Muhammed (*ṣallā -llāhu ‘alayhī wa-’ālihī wa-sallam*). All pupils receive thirty minutes of Religion/Arabic per day. In addition, pupils from 3<sup>rd</sup> to 6<sup>th</sup> Class pray once a day. The length of the school day is extended to facilitate afternoon prayer.

### **Aims of the School**

Our aim is to create a caring, warm Islamic atmosphere within which pupils can develop to their full potential. Through the teaching and practice of Islam, in the light of the Qur’an, we aim to help our pupils to develop a love for the Creator and confidence in their identity as young Muslims.

By providing stimulating and differentiated tasks, we aim to acknowledge and actively encourage all abilities within the school. Our target is to continuously assess and positively reward the effort and progress made by our pupils. We have high expectations of our pupils, not only in academic achievement, but also in standards of behaviour, appearance and character, both inside and outside the school.

We hope to maintain close co-operation between the school, parents, the wider Muslim community and the Irish community in general.

Within the context and parameters of the Department of Education regulations and programmes, the rights of the Patron and the funding and resources available, the school supports the principle of:

- Providing equality of access and participation for all pupils which does not discriminate against them because of gender, race, disability, special needs or ethnic origin.
- Parental choice in relation to enrolment.
- Respect of the diversity of values, beliefs, traditions, social circumstances, languages and ways of life in society.

### **School Curriculum**

In keeping with the Primary School Curriculum (1999) and the Primary Language Curriculum the school currently follows a well-balanced and broadly based curriculum, which promotes the spiritual, moral, cultural, intellectual and physical development of all pupils.

It is the policy of the management of the school, that the school will follow curricular programmes prescribed by the Department of Education, taking cognisance of the distinctly Islamic Ethos of the school, which may be amended from time to time in accordance with Section 9 and 30 of the Education Act (1998). In addition to the subjects prescribed in the primary school curriculum, the children are also provided with lessons in Arabic and Religion under the Patron’s programme.

### **School Policies**

Pupils who are enrolled in North Dublin Muslim National School are required to adhere to and support the school rules and all of the school policies that have been ratified by the Board of Management, including both curricular and administrative policies.

The management of the school places parents/guardians responsible for ensuring that their child/children co-operate with the said policies in an age-appropriate way. School policies are available to view on our school website.

### **3) Admission Statement**

North Dublin Muslim National School will not discriminate in its admission of a student to the school on any of the following:

- a) the gender ground of the student or the applicant in respect of the student concerned,
- b) the civil status ground of the student or the applicant in respect of the student concerned,
- c) the family status ground of the student or the applicant in respect of the student concerned,
- d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- e) the religion ground of the student or the applicant in respect of the student concerned,
- f) the disability ground of the student or the applicant in respect of the student concerned,
- g) the ground of race of the student or the applicant in respect of the student concerned,
- h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

North Dublin Muslim National School is a Muslim school and does not discriminate in relation to the admission of a student who is a member of the Islamic faith and who has applied for a place in the school in accordance with section 11 of the Education (Admission to Schools) Act 2018.

The special class attached to North Dublin Muslim National School is approved by the Minister for Education to provide for autism spectrum disorder and this school does not discriminate in relation to the admission of a student who does not have the category of needs which the class provides for.

North Dublin Muslim National School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. North Dublin Muslim National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

#### **4) Categories of Special Educational Needs Catered for in the School & Special Class**

North Dublin Muslim National School, with the approval of the Minister for Education, has established a class to provide an education exclusively for students with autism spectrum disorder.

As far as possible, the ASD Class will be integrated into the day-to-day activities of the school and it is envisaged that children attending the class will, as far as possible, participate in school-related events.

One of the aims of the class is to integrate children with autism into the mainstream school community. Accordingly, children who attend the ASD Class will be integrated into appropriate mainstream classes. The rate of this integration will be determined by the professional personnel assigned to the class in consultation with the parents.

In addition to those listed below, the following criteria for enrolment apply to the school's ASD class:

1. Children must have a diagnosis of Autism/Autistic Spectrum Disorder using the DM IV (V) or ICD 10 criteria as set out by a professional/individual approved by the Department of Education and a Multi-Disciplinary assessment report. This report must be current (within the last 12 months)
2. A recommendation that placement in a special class within a mainstream school is best suited to the child's needs must be clearly stated in the child's psychological assessment.
3. As inclusion is an integral part of our school ethos, it is a necessary criterion of enrolment that any child attending the class must have the potential of integrating into a mainstream classroom setting. Thus, their level of need mustn't prevent the child from interacting appropriately and integrating into mainstream. Furthermore, the child's cognitive level must allow him/her to integrate academically and socially in the mainstream school setting as well as the ASD Class. The level of integration, duration and timing will be decided upon by the principal and staff of the class in consultation with the mainstream teacher, parents of the child in question, external specialists and on the basis of information shared at an annual review meeting.

#### **5) Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

North Dublin Muslim National School is a Muslim school and may refuse to admit as a student a person who is not of the Islamic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to North Dublin Muslim National School provides an education exclusively for students with autism spectrum disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## **6) Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- 1) Children who are four years of age on or before 31<sup>st</sup> May and who have brothers or sisters<sup>1</sup> presently enrolled in the school.
- 2) Children who are four years of age on or before 31<sup>st</sup> May and whose sisters or brothers are prior pupils of the school.
- 3) Children of staff members who are four years of age on or before 31<sup>st</sup> May.
- 4) Children of the Muslim faith who are resident in Ireland at the time of application and who are four years of age on or before 31<sup>st</sup> May.
- 5) Children who are four years of age before 31<sup>st</sup> August and who have brothers or sisters presently enrolled in the school.
- 6) Children who are four years of age before 31<sup>st</sup> August and whose sisters or brothers are prior pupils of the school.
- 7) Children of staff members who are four years of age before 31<sup>st</sup> August.
- 8) Children of the Muslim faith who are resident in Ireland at the time of application and who are four years of age before 31<sup>st</sup> August.
- 9) All other applicants who are resident in Ireland at the time of application.
- 10) All other applicants who are not resident in Ireland at the time of application.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be allocated to students who applied within the advertised timeframe based on age, from eldest student to youngest.

## **7) What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- a) a student's prior attendance at a pre-school or pre-school service, including naíonraí;
- b) the payment of fees or contributions (howsoever described) to the school;
- c) a student's academic ability, skills or aptitude, other than to ascertain whether or not the student has the category of special educational need catered for;
- 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 (with the exception of the selection criteria listed above)
- g) the date and time on which an application for admission was received by the school, subject to the application being received within the time period set out in the annual admission notice.

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<sup>1</sup> Brothers or sisters includes step-brothers, step-sisters, adopted siblings or foster siblings

## **8) Decisions on Applications**

All decisions on applications for admission to North Dublin Muslim National School will be based on the following:

- a) Our school's admission policy
- b) The school's annual admission notice (where applicable)
- c) 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 15 below in relation to applications received outside of the admissions period and in relation to applications for places in years other than the intake group.)

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

## **9) Notifying Applicants of Decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

## **10) Acceptance of an Offer of a Place by an Applicant**

In accepting an offer of admission from North Dublin Muslim National School, an applicant 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.

## **11) Circumstances in which Offers may not be Made or may be Withdrawn**

An offer of admission may not be made or may be withdrawn by North Dublin Muslim National School where—

- i. it is established that information contained in the application is false or misleading.



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

## **12) Sharing of Data with other schools**

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

## **13) Waiting lists 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 North Dublin Muslim National School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of North Dublin Muslim National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **14) Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

## **15) Procedures for admission of students to other years and during the school year**

The maximum class sizes at North Dublin Muslim National School are as follows:

Junior Infants to 6 <sup>th</sup> Class:	25 children*
ASD Class:	6 children

\* Some classes currently exceed 25 pupils as the maximum number of pupils per class was previously higher. Where a pupil leaves the roll from such a class, they will not be replaced.

2<sup>nd</sup> Class is currently divided into three classes of 18 pupils (54 in total). No places will be offered in 2<sup>nd</sup> Class in 2023/2024 until at least five pupils have left the school roll, as these three classes will be divided between two classes from 2024/2025 onward.

Where a pupil enrolled in the school's ASD class spends the majority of the school day integrated into a mainstream class, they shall be counted towards class numbers when considering class size.

With regard given to the maximum class sizes listed above and sections 3, 5 and 7 of this policy, places will be offered to students where they are available following receipt of applications outside of the annual Junior Infant intake procedure or timeframe. Sections 8, 9, 10 and 11 will apply.

Pupils will not be accepted into Junior Infants after 30<sup>th</sup> September unless they have been enrolled in a school elsewhere in Ireland before that date. Pupils will not be entered into 6<sup>th</sup> Class after 30<sup>th</sup> September.

Non-Junior Infant places will be offered from 1<sup>st</sup> April each year for the following academic year to allow for the application of bus tickets. Where a place has been offered for the following academic year, it will not be filled between April and June of the current academic year.

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

The board of North Dublin Muslim National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of an application for admission of a student to the school, or the admission or continued enrolment of a student in the school.

#### **17) Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

Pupils will remain in class under the supervision of the class teacher and complete independent learning activities assigned by their teacher.

#### **18) Reviews/Appeals**

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

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

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

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

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

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

### **Right of Appeal**

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

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

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

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

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

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

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.

### **19) Ratification and Communication**

This revised policy for Admissions was ratified by the Board of Management in October 2023. The ratified policy is displayed on the school website and made available to parents upon request.

Signed: \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_  
Principal

Date: 23<sup>rd</sup> October 2023