



**Admission Policy
of
Libermann Spiritan School, Templeogue (LSST)**

**Templeogue College Campus, Templeville Road, Dublin 6 W
Roll number: 20563J**

**School Patron: Archbishop Dermot Farrell, Archdiocese of Dublin
Trustee: Spiritan Education Trust (SET)**

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 Unitary Management Team of Libermann Spiritan School, Templeogue has consulted with school staff, members of SET, and the school patron. The policy was approved by the school patron on 25th October 2023. It is published on the school's website and will be made available in hardcopy on request to any person who requests it.

The relevant dates and timelines for Libermann Spiritan School, Templeogue (LSST) admission process are set out in the school's Admission Notice which is published 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.

In 2022, the Department of Education (DE) approved the opening of a new special school. This is a Catholic school under the Trusteeship of the Spiritan Education Trust and the Patronage of the Catholic Archbishop of Dublin. The school is established for the education of students with a diagnosis of Autism with Complex Needs from the age of 4 – 18, who have a professional recommendation for a special school setting. To facilitate this age band, the range of classes extend from primary to post primary and are based on relevant and appropriate peer groupings and the individual needs of each child. As per Department of Education regulations, students will leave school at the end of the school year in which they reach the age of 18 years old. A child must have reached the age of 4 years of age by 1st September of the school year for which an application is made for student enrolment to LSST.

2. GLOSSARY OF TERMS

'Applicant' means the parent(s)/guardian(s) of a Child who has made an application for admission to Libermann SST.

'Child' means the person in respect of whom the application is being made.

'Student' means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

'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 for application to Libermann SST in respect of the person on whose behalf the application is being made.

'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.

'NCSE' means the National Council for Special Education.

'Board' means the Board of Management.

'SET' means the Spiritan Education Trust.

3. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOLS

Libermann Spiritan School, Templeogue, is a Catholic, co-educational school, serving students aged 4 to 18 years of age, and founded in the Spiritan Ethos. The Spiritan Education Trust is a company limited by guarantee set up in 1999 by the Congregation of the Holy Spirit designated to act as Patron of the Spiritan schools in Ireland. The SET will act as trustee to LSST and further information on the Spiritan educational ethos can be accessed from [here](#) or at www.spiritaneducation.ie/ethos/

SCHOOL MOTTO

The school motto is derived from the overarching values of the Spiritan Education Trust that invite us to: '**Believe, Belong, Become**'. These values are based on Jesus' vision of bringing everyone to the awareness of God's infinite love. Our motto reflects our commitment as a school community to support our students to reach their full potential and enjoy a strong sense of belonging on their social and educational journey with our school.

Believe – The Spiritan core value of 'believing' calls on us to believe and trust in the Holy Spirit. We, as a school community, cherish our students, and work with them to realise and believe in their own potential to make a difference in the lives of each other and one another.

Belong – The Spiritan core value of 'belonging' invites us to commit in our service and care for others. Our school community is committed to nurturing a warm and welcoming environment for our students and staff, and to encourage them to develop a strong sense of attachment and belonging in our school.

Become – The Spiritan core value of 'becoming' invites us to commit to high standards in our practice and embark on a path of continuous personal and faith development. We, as a committed team of professionals, working with our school community, strive to support our students to 'become' and grow into the wonderful young people they are and wish to be. Our goal is to support our students to reach for and meet their full potential while with us and in preparation for the life they are working towards, when they leave our school.

4. ADMISSION STATEMENT

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

- (i) the gender ground of the student or the applicant in respect of the student concerned,
- (ii) the civil status ground of the student or the applicant in respect of the student concerned,
- (iii) the family status ground of the student or the applicant in respect of the student concerned,
- (iv) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (v) the religion ground of the student or the applicant in respect of the student concerned,
- (vi) the disability ground of the student or the applicant in respect of the student concerned,
- (vii) the ground of race of the student or the applicant in respect of the student concerned,
- (viii) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (ix) 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000. Libermann Spiritan School, Templeogue, is a co-educational school in which all students are given equal opportunity for enrollment in line with the Education (Admissions to School) Act 2018 and the criteria set out in this policy. Once enrolled, LSST strives to provide all students with equal opportunities to engage with the curriculum and school life. All members of our school community are treated equitably, regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, disability, or socio-economic status.

Our school provides a safe, physical, and social environment that reinforces a sense of belonging to the school community and wider society. It strives to enable every student to realise their full potential regardless of any aspect of their identity or background. LSST promotes a fully inclusive education that respects the plurality of identities, beliefs and values held by students, parents/guardians, and staff.

- LSST 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.
- LSST will follow the curricular programmes prescribed by the Department of Education, which will be amended to suit the needs of each child, in accordance with Sections 9 and 30 of the Education Act (1998).
- Parents of students who require medicines or specific medical procedures of any sort are required to put a request in writing to the Principal, indicating the medicine or medical procedure the times and circumstances of when the medicine should be administered, or the procedure carried out.
- Parents/guardians must provide the school with the named medication which should have clear instructions for administration.
- An up-to-date medical report may be requested so that the school can be aware of the student's medical needs.
- LSST, in consultation with parents/guardians, may reassess its ability to meet the student's particular medical needs.

CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

Libermann Spiritan School, Templeogue, is a school which with the approval of the Minister for Education, provides an education for Autistic students with a Mild or Moderate General Learning Disability between the ages of 4 and 18. This designation and learning profile is as specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified here, i.e. Autism with a Mild or Moderate General Learning Disability.

5. ADMISSION OF STUDENTS

LSST is established to cater for the special educational needs of students, aged between 4 to 18 years old, who have a diagnosis of Autism with a Mild or Moderate General Learning Disability, who require the support of a special school setting. Only applications, in respect of children whose needs fall within the category of special educational needs provided for by the school and who have a professional recommendation for a special school, will be considered.

For the year 2024/2025, the school is inviting applications from families for children aged between 4 and 12 years of age. To fulfil the age requirements, the child must have turned 4 years of age on or before 1st of September 2024 as a minimum age. For the older age limit, the child must still be in their 12th year (aged 12) by 1st September 2024.

LSST will refuse admission to a child where the child does not have a professional recommendation for a special school place and a report from a professional/team of professionals indicating a diagnosis of autism with complex needs.

All enquiries, referrals and applications for admission to LSST are considered in a fair and equitable manner. A copy of this Admission Policy and accompanying Application Form are available on our website or in hard copy on request. An Application Form for admission is only considered valid and complete when all required documentation, outlined below, is received by the school.

Criteria for Acceptance - please check that you have complied with the following

- ✓ Completed applications have been received by the closing date via registered post or hand delivered and received in the school office.
- ✓ Copy of birth certificate received with application.
- ✓ The applicant meets the profile of Autism and Complex Needs, with evidence of this diagnosis from professional assessment reports and a professional recommendation for a special school place.
- ✓ Documentation received with application of proof of address with an Eircode stating the child is ordinarily resident (i.e., with at least one parent/guardian) at the address provided in the application.

Student applications will be processed in the following order:

- Fully completed Admission Application Form signed by Parent(s)/Guardian(s)
- Other recent relevant professional reports if available may be submitted. These could include:
 - Up to date records from Child's present/previous school/pre-school with details of the learning and social development of the child and any other matters of relevance
 - Behavioural Support Plans indicating program and ongoing support needed for the child
 - Copy of Individual Education Plan/Student Support Plan/Student Support File where one is available
 - Multi-Disciplinary Team Reports
 - Speech and Language Report
 - Physiotherapy Report
 - Occupational Therapy Reports
 - Psychiatric Assessment.

Please note that completion of an Application Form for Admission does not confer an automatic right to a place in the school.

Eligibility for enrolment to LSST requires that a professional recommendation that the child/young person requires a special school place and professional diagnosis that the child is Autistic with Complex Needs.

LSST will admit each eligible student to the school except where:

- a) the school is oversubscribed (please see section 3 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 Relationships, Respect, and 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.

LSST provides an education for students with 'Autism and Complex Needs' and will refuse admission where the child/young person does not have evidence of assessment leading to this diagnosis/specified category of special educational needs as provided for by the school.

An offer of a school place at LSST cannot be deferred from one year to another and must be taken up within the relevant school year for which the offer was made.

Selection Procedure:

All applications are assessed by the Admissions Advisory Team based on the criteria outlined above. The Admissions Advisory Team is approved by the Unitary Management Team and consists of the Principal, Deputy Principal and one teacher.

The Admissions Advisory Team commences its work immediately after the closing date as outlined in the Annual Admissions Notice. At its first meeting, the school Principal advises the team of the number of vacancies in the school for the coming Academic Year and the age profile and classes where these vacancies occur. For the year 2024/2025, the school can offer 1 school place at present to children **aged 4 – 12 years of age**.

6. OVERSUBSCRIPTION

When the number of applications exceeds the number of places available, the selection criteria 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 the number of applicants under any individual criteria listed as Selection Criteria has the effect of exceeding the total number of places available in the school, places will be offered based on a lottery draw. Taking each subsequent criterion in sequence, a lottery draw will be used to determine the placing of applicants on the waiting list for the age range within which the applicant falls.

For the avoidance of doubt, if a child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission the following academic year, a **new application must be made** on behalf of that child during the dates specified by the school as being the period when it will accept applications. If a student is entered on a waiting list for a particular academic year, this will not give him/her any priority for entry in the academic year commencing the following September.

Selection Criteria

Please note that for the enrollment year 2024/2025, the selection criteria will be applied in the following order when considering applications to the school. In other words, applicants who fulfill the first criterion will be given priority. If the school has additional places after filling the first selection criterion, then the second will apply. If there are further places after filling the second criterion, the third will apply; and after filling the first three criteria, if there are places available in the school, the fourth criterion will apply, and so on, through to the seventh criterion. This process will continue to apply in turn to each criterion as places are available, until school places are filled.

- 1) Siblings of students currently enrolled in LSST, where these siblings have a diagnosis of Autism with Complex Needs and who have a recommendation for a special school placement
- 2) Children with a diagnosis of Autism with Complex needs who are without an offer of a place in a special class in a mainstream school, or a special school for the school year 2024/2025 and who are known to the NCSE or any other state agency (e.g., TUSLA or their local CDNT), who have a recommendation for a school place, and who are resident in Dublin 6, Dublin 6W, Dublin 12, or Dublin 16
- 3) Children with a diagnosis of Autism with Complex needs who are without an offer of a place in a special class in a mainstream school, or a special school place for 2024/2025 and who are known to the NCSE or any other state agency (e.g. TUSLA or their local CDNT), who have a recommendation for a school place, and who are resident in the greater South Dublin area
- 4) Siblings of students currently enrolled in Templeogue College, where these siblings have a diagnosis of Autism with Complex Needs and who have a recommendation for a special school placement
- 5) Children with a diagnosis of Autism with Complex Needs who are currently without an offer of a place in a special class in a mainstream school, or a special school for the school year 2024/2025, who have a recommendation for a special school placement and who are resident in Dublin 6, Dublin 6W, Dublin 12, or Dublin 16
- 6) Children with a diagnosis of Autism with Complex Needs who are resident in Dublin 6, Dublin 6W, Dublin 16 and Dublin 12 and have a recommendation for a special school placement
- 7) Children with a diagnosis of Autism with Complex Needs and who have a recommendation for a special school placement, who are resident in South Dublin
- 8) All other applicants outside the area of South Dublin who have a diagnosis of Autism with Complex Needs and who have a recommendation for a special school placement

Where the number of applicants under any individual criteria listed as Selection Criteria has the effect of exceeding the total number of places available in the school, places will be offered based on a lottery draw. Taking each subsequent criterion in sequence, a lottery draw will be used to determine the placing of applicants on the waiting list.

7. WHAT WILL NOT BE CONSIDERED OR TAKEN INTO ACCOUNT

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

- 1) a student's attendance at a pre-school or pre-school service, including naíonraí,
- 2) the payment of fees or contributions (howsoever described) to the school,
- 3) a student's academic ability, skills, or aptitude unless it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned,
- 4) the occupation, financial status, academic ability, skills, or aptitude of a student's parents,
- 5) a requirement that a student, or his or her parents/guardian, attend an interview, open day, or other meetings as a condition of admission,
- 6) 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) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school apart from siblings as indicated in criterion 1 of the selection criteria for enrolment to LSST.

8. DECISIONS ON APPLICATIONS

All decisions on applications for admission to LSST will be based on the following:

- a) Our school's admission policy
- b) The school's annual admission notice
- 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

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 11 below for further details).

10. LATE APPLICATIONS

An application received by LSST 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 Admissions Policy.

Where LSST is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school only if they meet the selection criteria identified in this Admission Policy.

Second /Third Round Offers of a Place

Where a Child is in receipt of an offer of a place within LSST but does not accept the offer or fails to accept within the time specified in their letter of offer, or the school withdraws the offer in line with the relevant provisions of this policy, the place will be offered to the next Child on the waiting list. This process will continue throughout the third and fourth round offer of places etc. until all places within the school have been filled.

Acceptance of a Place

If the Child in respect of whom the application is made, is offered a place, the Applicant will be issued with a Letter of Offer and Acceptance Form by the school. Other forms such as the School Code of Relationships, Respect, and Behaviour; NCSE Notification of Enrollment 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's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks 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 refusal as set out below.

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:

- The reasons that the Applicant was not offered a place in LSST.
- Details of the Applicant's place on the waiting list.
- Details of the Applicant's right to appeal the decision.

Withdrawal of an Offer

An offer of admission may be withdrawn where:

- 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 2 weeks.

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application.

11. APPEALS

Appeal Where Refusal Was Due To Oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this, must first seek a review by the school's Unitary Managers/Board of Management. The request for this review must be made in writing to the school's Unitary Managers/Board of Management within 21 calendar days from the date of the decision to refuse admission to the school. The date of decision is the date shown on the correspondence from the school containing the decision to refuse admission. 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, the same shall apply instead.

The School Review Form is available from the school office office@libermannschool.ie or can be downloaded from www.libermannschool.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 29 of the Education Act 1998 within 63 days of the date of the decision to refuse admission to the school

Appeal where Refusal was for a Reason other than Oversubscription

An Applicant who was refused admission to LSST for a reason other than the school being oversubscribed and who wishes to appeal this decision may seek a review by the school's Unitary Managers/Board of Management or alternatively proceed directly to an appeal to the Appeals Committee established by the Minister for Education under Section 29 of the Education Act 1998.

If an Applicant wishes to seek a review by the Board of Management, the request must be made in writing within 21 calendar days from the date of the decision to refuse admission to the school. The date of decision is the date shown on the correspondence from the school containing the decision to refuse admission. 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, the same shall apply instead. The School Review Form is available from the school office office@libermannschool.ie

If an Applicant proceeds directly to an Appeals Committee, this request must be made in writing on a Section 29 Appeal Form, available from the Department of Education website, any time after the decision to refuse admission to the school was made, but no later than 63 days from the date of the decision to refuse admission.

Basis for Appeal

As required by section 29C (2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy and the content of the school's Admission Notice. It must set out the grounds of the request to appeal the decision.

Sharing of Data with Other Schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools, in order to facilitate the efficient admission of students. Section 66(6) allows a board to provide a patron or another board with a list of the students in relation to whom—

- a) an application for admission to the school has been received.
- b) an offer of admission to the school has been made. Or
- c) an offer of admission to the school has been accepted.

The list provided by the board may include all or any of the following:

- a) the date on which an application for admission was received by the school.
- b) the date on which an offer of admission was made by the school.
- c) the date on which an offer of admission was accepted by an applicant.
- d) 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. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The board of Libermann Spiritan School, Templeogue (LSST) or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- 1) an application for admission of a student to the school, or
- 2) the admission or continued enrolment of a student in the school.

13. ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION

Section 62(7)(n) of the Education Act 2018 (Admission to Schools) 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. LSST promotes a fully inclusive education that respects the plurality of identities, beliefs and values held by students, parents/guardians, and staff. Religious instruction will be included in the primary curriculum for children in the associated age category class groups. Where parents/guardians request that their child not attend religious instruction, this will not impact on the length of the school day for that child. Alternative arrangements at the time of religious instruction will be provided for the child to ensure their optimum engagement in school-based activities.

Policy Review

This policy will be reviewed as required, depending on the developing nature of the school.

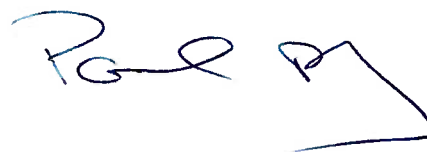
This policy was ratified by:

The Unitary Management Team on: 25th October 2023

The Patron on: 30th March 2023

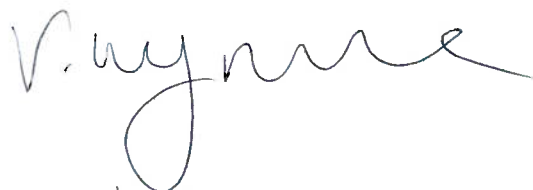
Spiritan Education Trust on: 3rd May 2023

Chair of Unitary Management Team, Mr. Paul Foley



Date: 27/10/23

Principal of Libermann Spiritan School, Templeogue, Vivienne Wynne



Date: 27/10/23

