



Admission Policy Edel Quinn School

Boghall Road, Bray, Co. Wicklow

Roll Number: 20610P

School Patron: Archbishop of Dublin

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.

The policy was approved by the school patron on 22.07.2026. 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 Edel Quinn School 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

Edel Quinn School is a Catholic co-educational special school with a Catholic ethos under the patronage of the Archbishop of Dublin that is due to open in the 2026/27 school year.

"Catholic Ethos" in the context of a Catholic special school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; *and*
- the formation of the pupils in the Catholic faith, and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Edel Quinn School shall uphold, and be accountable to the patron for so 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.

Edel Quinn School is established for the education of students with:

- a diagnosis of autism and a moderate to severe/profound general learning disability and complex needs arising, or
- a diagnosis moderate to severe/profound range of learning disability and complex needs arising

between the ages of 4 and 18, who have a professional recommendation for a special school placement. Therefore, Edel Quinn School does **not** cater for children functioning within a mild general learning disability range.

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 a vertical special school, Edel Quinn School supports students across both primary and post-primary phases within one school community, promoting continuity of learning, relationships and support throughout each student's educational journey.

Edel Quinn School delivers the **Primary Curriculum, Junior Cycle Level 1 and Level 2 Learning Programmes**, and **Senior Cycle Level 1 and Level 2 Learning Programmes**, as appropriate to each student's age, strengths, abilities and individual learning needs. Teaching and learning are personalised through evidence-informed approaches, enabling every student to participate meaningfully in a broad, balanced and engaging curriculum while working towards the highest level of independence and achievement possible.

Working in partnership with parents/guardians and, where appropriate, external professionals, the school develops and reviews **Student Support Plans (SSPs)** to identify each student's strengths, priority learning goals and support needs. These plans help ensure that teaching, learning and supports are tailored to enable every student to achieve their individual potential.

As per Department of Education regulations, students will leave the school at the end of the school year in which they reach eighteen years of age.

3. Admission Statement

Edel Quinn 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, '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.

Edel Quinn School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs.

Edel Quinn School 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.

Edel Quinn School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of Roman Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

Edel Quinn School is a school which, with the approval of the Minister for Education, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

4. Categories of Special Needs catered for in the school

Eligibility criteria for enrolment in a Special School

Children and young people between the ages of 4 and 18 years are eligible when the following is provided in support of such an application:

Professional report(s) outlining:

- a. Diagnosis of special educational needs (i.e. Autism: DSM IV/V or ICD 10/11, and a moderate or severe/profound general learning disability, as confirmed by a psychologist, a psychiatrist, and/or multi-disciplinary report.

Or

Diagnosis of special educational needs (i.e. moderate or severe/profound general learning disability, as confirmed by a psychologist, a psychiatrist, and/or multi-disciplinary report.

AND

- b. A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- c. Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- d. A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and complex needs and recommendation for a special school for students between the ages of 4 and 18 years.

5. Admission of Students

Application Procedure for the school's intake group:-

- a) An applicant must have reached his/her fourth birthday on 1st September of the relevant school year in which the application is made must have:
 - ✓ a diagnosis of autism and a moderate to severe/profound general learning disability and complex needs arising, or
 - ✓ a diagnosis of moderate to severe/profound range of learning disability and complex needs arising, and
 - ✓ a recommendation for special school placement
- b) Fully completed application form duly signed by parent(s)/legal guardian(s)

- c) Original birth certificate of the applicant
- d) Two proofs of address in the form of a utility bill and/or bank statement with an **Eircode** in the name of one/both parents/legal guardians which must be dated no later than **three months** prior to the closing date for receipt of applications.
- e) Professional report(s) outlining:

Diagnosis of special educational needs (i.e. Autism: DSM IV/V or ICD 10/11 and a moderate or severe/profound general learning disability, or

a diagnosis of moderate or severe/profound general learning disability (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports;

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same;

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special school

Edel Quinn School is a newly established school. Consequently, enrolments will be made according to the following groupings:

'Group' refers to the designated group/class within the school.

'Group 1' refers to the designated class that provides education to students aged between 4 and less than 8 years of age on 1st September of the relevant school year that this group begins enrolling, and who meets the school's enrolment criteria.

'Group 2' refers to the designated class that provides education to students aged between 8 and less than 12 years of age on 1st September of the relevant school year that this group begins enrolling, and who meets the school's enrolment criteria.

'Group 3' refers to the designated class that provides education to students aged between 12 and less than 15 years of age on 1st September of the relevant school year that this group begins enrolling, and who meets the school's enrolment criteria.

'Group 4' refers to the designated class that provides education to students aged between 15 and less than 18 years of age on 1st September of the relevant school year that this group begins enrolling, and who meets the school's enrolment criteria.

For this admissions policy, the school will commence by enrolling students into each of the four groups.

Places in each group will be offered in line with the school's admissions criteria.

This school shall admit each student seeking admission except where –

- a) the school or designation class 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
- c) The student has not reached four years of age or has reached the age of eighteen years on the 1st September of the relevant school year in which the application is made

Edel Quinn School is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

Edel Quinn School provides an education exclusively for students meeting the enrolment criteria of the school and may refuse admission to a student, who do not meet these stated criteria.

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:

Selection Criteria – Group 1 (4-8 years)

1. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 4 years of age and less than 8 years of age on the 1st of September of the relevant school year and who qualify as a resident for the purpose of this admissions policy within the catchment area of **Bray Municipal District, Enniskerry, Kilmacanogue, (Zone 1)**, have a recommendation for a special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

2. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 4 years of age and less than 8 years of age on 1st September of the relevant school year and who qualify as a resident for the purpose of this admission policy within the catchment area of **Greystones Municipal District, Delgany, Kilcoole, Newcastle, (Zone 2)**, have a recommendation for a special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

3. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 4 years of age and less than 8 years of age on 1st September of the relevant school year and who are currently enrolled in **St. Fergal's NS** and/or have siblings currently enrolled in **St. Fergal's NS**, have a recommendation for special school placement and are known to the NCSE as being without a special school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

4. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 4 years of age and less than 8 years of age on 1st of September of the relevant school year and who qualify as resident for the purpose of this admission policy within the catchment area of the rest of **County Wicklow or Dun Laoghaire and Rathdown County Council area or South Dublin County Council area, (Zone 3)**, have a recommendation for special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

Selection Criteria – Group 2 (8-12 years)

1. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 8 years of age and less than 12 years of age on the 1st of September of the relevant school year and who qualify as a resident for the purpose of this admissions policy within the catchment area of **Bray Municipal District, Enniskerry, Kilmacanogue, (Zone 1)**, have a recommendation for a special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

2. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 8 years of age and less than 12 years of age on 1st September of the relevant school year and who qualify as a resident for the purpose of this admission policy within the catchment area of **Greystones Municipal District, Delgany, Kilcoole, Newcastle, (Zone 2)**, have a recommendation for a special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

3. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 8 years of age and less than 12 years of age on 1st September of the relevant school year and who are currently enrolled in **St. Fergal's NS** and/or have siblings currently enrolled in **St. Fergal's NS**, have a recommendation for special school placement and are known to the NCSE as being without a special school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

4. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 8 years of age and less than 12 years of age on 1st of September of the relevant school year and who qualify as resident for the purpose of this admission policy within the catchment area of the rest of **County Wicklow or Dun Laoghaire and Rathdown County Council area or South Dublin County Council area, (Zone 3)**, have a recommendation for special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

Selection Criteria – Group 3 (12-15 years)

1. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 12 years of age and less than 15 years of age on the 1st of September of the relevant school year and who qualify as a resident for the purpose of this admissions policy within the catchment area of **Bray Municipal District, Enniskerry, Kilmacanogue, (Zone 1)**, have a recommendation for a special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

2. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 12 years of age and less than 15 years of age on 1st September of the relevant school year and who qualify as a resident for the purpose of this admission policy within the catchment area of **Greystones Municipal District, Delgany, Kilcoole, Newcastle, (Zone 2)**, have a recommendation for a special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

3. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 12 years of age and less than 15 years of age on 1st September of the relevant school year and who are currently enrolled in **St. Fergal's NS** and/or have siblings currently enrolled in **St. Fergal's NS**, have a recommendation for special school placement and are known to the NCSE as being without a special school place at the

time of application (as verified by the NCSE at the time of assessment of selection criteria).

4. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 12 years of age and less than 15 years of age on 1st of September of the relevant school year and who qualify as resident for the purpose of this admission policy within the catchment area of the rest of **County Wicklow or Dun Laoghaire and Rathdown County Council area or South Dublin County Council area, (Zone 3)**, have a recommendation for special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

Selection Criteria – Group 4 (15-18 years)

1. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 15 years of age and less than 18 years of age on the 1st of September of the relevant school year and who qualify as a resident for the purpose of this admissions policy within the catchment area of **Bray Municipal District, Enniskerry, Kilmacanogue, (Zone 1)**, have a recommendation for a special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

2. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 15 years of age and less than 18 years of age on 1st September of the relevant school year and who qualify as a resident for the purpose of this admission policy within the catchment area of **Greystones Municipal District, Delgany, Kilcoole, Newcastle, (Zone 2)**, have a recommendation for a special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

3. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 15 years of age and less than 18 years of age on 1st September of the relevant school year and have siblings currently enrolled in **St. Fergal's NS**, have a recommendation for special school placement and are known to the NCSE as being without a special school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

4. Children with a diagnosis of:

- autism and a moderate to severe/profound general learning disability and complex needs arising, or
- moderate to severe/profound range of learning disability and complex needs arising

who are 15 years of age and less than 18 years of age on 1st of September of the relevant school year and who qualify as resident for the purpose of this admission policy within the catchment area of the rest of **County Wicklow or Dun Laoghaire and Rathdown County Council area or South Dublin County Council area, (Zone 3)**, have a recommendation for special school placement and are known to the NCSE as being without a school place at the time of application (as verified by the NCSE at the time of assessment of selection criteria).

The Board of Management will apply the selection criteria in the order of priority in which they are listed.

Having met the criteria for admission to Edel Quinn School, applications are considered against the published selection criteria.

Places will be offered in the first instance to applicants who meet the first criterion.

Subsequently, where the relevant *Group* still has places available, the remaining applicants are considered in light of the second criterion and those applicants who meet this criterion will be offered a place within the relevant Group. This process is continuously carried out across all the subsequent groups in order of above and assessed against all selection criteria until all available places have been offered and accepted.

In the event of a tie for the final place, the board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth, the board will draw lots between these tied applicants for the last place.

Any remaining applicant will be kept on a waiting list as set out in section 13 below for the school year in which admission is being sought.

The catchment zones have been identified in accordance with the Municipal District boundaries established by Wicklow County Council and by Dún Laoighaire-Rathdown County Council and South Dublin County Council. As parents will note, the school requests two proofs of address on the Application Form to verify the student's address for the purpose of offering places based on the above categories.

A student's ordinary residence is the address at which the student normally resides with their parent(s) or legal guardian(s). If an application form is submitted without two proofs of address, the application will be deemed incomplete and will be returned. This is a refusal to enrol and can be the subject of a request for review or appeal as set out in Section 18.

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 in relation to admission to a special school insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than, in the case of siblings of a student attending or having 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.

8. Decisions on applications

Applications for a place will be accepted only during the applications window referred to in the school's annual Admissions Notice for the relevant school year. Applications received before that date will not be considered until the admissions window opens. Applications received after the closing date for applications will be treated as late applications.

On application, all applicants will be assigned a designation group/class, depending on their age, special needs, their cognitive and adaptive abilities and other factors.

Applicants aged between 4 years of age and less than 18 years of age on 1st September of the year of admission will be assigned to the intake group. Where there are more applications than spaces in a designation group/class, applications will be assessed, and places offered or waitlisted on the basis of the criteria set out in Section 6 above.

The principal of the school will make decisions in relation to the assignment of an application to a particular designation group/class, and the offer, refusal or wait-listing of an application.

The Principal's decision in relation to the offer, refusal or wait-listing of an application can be the subject of a request to Board of Management to review the decision (see Section 18 below)

All decisions on applications for admission to Edel Quinn School will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice
- 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 14 below in relation to applications received outside of the admissions period and Section 15 below 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 Edel Quinn 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

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 NCSE Notification of Enrolment in Special School and NCSE School Transport Forms will also be issued.

The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within **14 days** of issuing by the school if it is a late application.

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 **14 days** of the offer being issued by the school if it is a late application may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

In accepting an offer of admission from Edel Quinn School, applicants must indicate—

- (i) whether or not they 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 they 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.

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 Edel Quinn 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.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school in the relevant year than places available, a waiting list of students whose applications for admission to Edel Quinn 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 Edel Quinn School will be for a particular designation group/class (referred to above) 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.

Eligible Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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.

As new classrooms are opened, these rooms will be assigned to designation groups/classes and students on the waiting list for each such designation group/class will be offered a place based on their current position on that list.

Parents should note that placement on the waiting list for a particular designation group/class will not confer priority for that applicant for the following academic year.

As the waiting list operates only for the academic year in question, parents must submit a further application for entry for the following or any subsequent academic year.

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 (Admission to Schools) Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application.

Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list for the relevant designation class as set out in Section 13.

15. Procedures for admission of students to other classes and during the school year

The procedures of the school in relation to the admission of students **who are not already admitted to the school, to designation groups/classes other than the school's intake group are as follows.**

Applications will be made for admission to Edel Quinn School by submitting a fully completed signed and dated Application Form with all the requested documentation as outlined in Section 5.

Applications which meet the eligible criteria as outlined in Section 5 will be assigned a designation group/class.

Where a vacancy exists or becomes available in a designation group/class, the next suitable applicant on the waiting list *for that designation group/class* will be offered the place.

Where the designation group/class is over-subscribed, applicants will be waitlisted in the order of priority set out in Section 6.

Applicants in respect of whom a fully completed application with all relevant documentation has been submitted, who are not successful in securing a place in a designation group/class will be placed on a waiting list.

An offer of a place or a decision to refuse admission will be notified **within 21 days** of receipt of the application.

Acceptance of the offer must be made in writing **within 14 days** from the date of the letter of offer. Failure to do so may result in the place being forfeited and reallocated.

This place on the waiting list expires at the end of the academic year of the relevant year.

The procedures of the school in relation to the admission of students who are not already admitted to the school, **after the commencement of the school year in which admission is sought, are as follows.**

Applications will be made for admission to Edel Quinn School by submitting a fully completed signed and dated Application Form with all the requested documentation as outlined in Section 5.

Applications received after the commencement of the school year which meet the eligible criteria as outlined in Section 5 will be assigned a designation group/class.

Where a vacancy exists or becomes available in a designation group/class, the next suitable applicant on the waiting list *for that designation group/class* will be offered the place.

Applicants in respect of whom a fully completed application with all relevant documentation has been submitted, who are not successful in securing a place in a designation group/class will be placed on a waiting list.

An offer of a place or a decision to refuse admission will be notified **within 21 days** of receipt of the application.

Acceptance of the offer must be made in writing **within 14 days** from the date of the letter of offer. Failure to do so may result in the place being forfeited and reallocated.

This place on the waiting list expires at the end of the academic year of the relevant year.

16. Declaration in relation to the non-charging of fees

The Board of Management of Edel Quinn School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have 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 written request should be made to the Principal of the school. A meeting will then be arranged with the parents/guardians to discuss how the request may be accommodated by the school.

18. Reviews/Appeals

Review of Decisions by the Board of Management

The parent of 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: In the absence of any procedures under S.29(b) of the Education Act 1998 where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review within three weeks of the date of the receipt of the refusal** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Similarly, In the absence of any procedures under S.29(b) of the Education Act 1998 where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review within three weeks of the date of the receipt of the refusal** 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, and in the absence of any procedures under S.29(b) of the Education Act 1998 the applicant **must request a review within three weeks of the date of the receipt** 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, and in the absence of any procedures under S.29(b) of the Education Act 1998 the applicant **may request a review within three weeks of the date of the receipt** 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. www.gov.ie/education



Signed:

on behalf of the Management Committee

Date: 23.07.2026

APPENDIX 1 Zone 1 (Blue)

Catchment Area – Bray, Enniskerry, Kilmacanogue



The catchment zones have been identified in accordance with the Municipal District boundaries established by Wicklow County Council

Zone 2 (Pink)

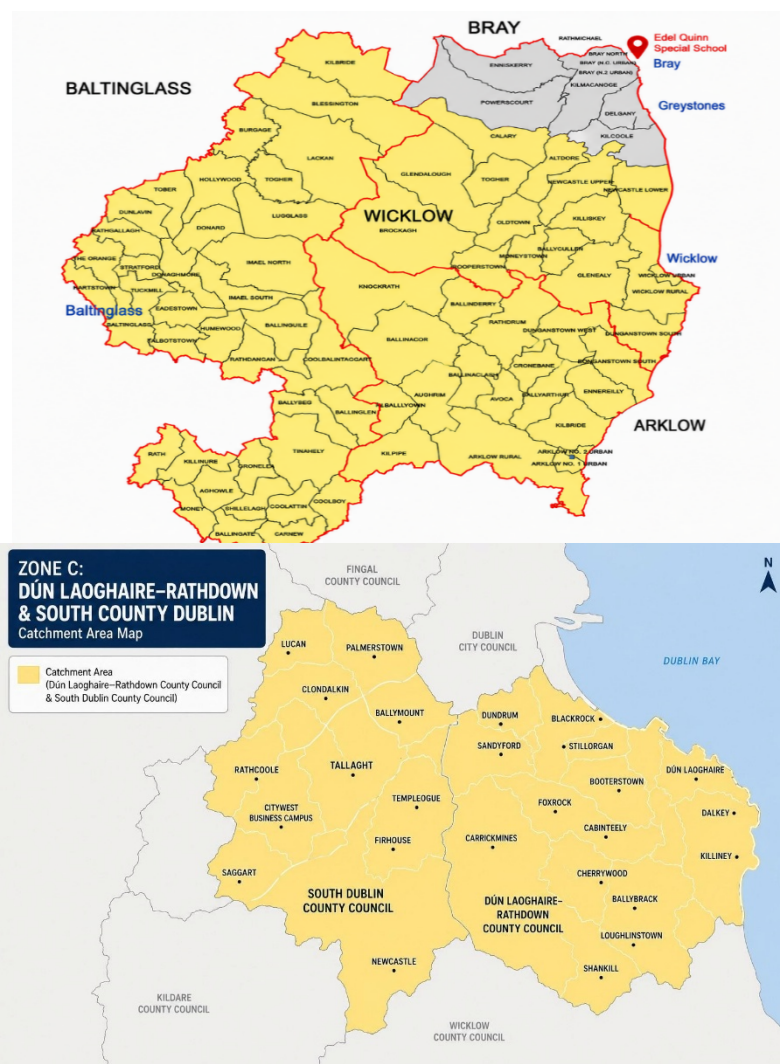
Catchment Area: Greystones, Delgany, Kilcoole, Newcastle



The catchment zones have been identified in accordance with the Municipal District boundaries established by Wicklow County Council

Zone 3 (Yellow)

Catchment Area: The rest of county Wicklow & Dún Laoghaire – Rathdown County Council and South Dublin County Council



The catchment zones have been identified in accordance with the Municipal District boundaries established by Wicklow County Council and Dún Laoighaire-Rathdown County Council and South Dublin County Council