Admission Policy of Dominican College Muckross Park

School Address: Marlborough Road, Donnybrook, Dublin 4

Roll number: 60710U

School Patron: Le Chéile Schools Trust clg

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 was approved by the school patron on 6th May 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 Dominican College Muckross Park'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

Dominican College Muckross Park is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our Le Chéile / Dominican school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past, tracing its originating vision to the charism of the Dominican Sisters who founded the school, and to St Dominic Guzman.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. Our school welcomes students of all faiths and none while maintaining a Catholic ethos. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Dominican College Muckross Park 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.

The general objectives of all Le Chéile schools include:

Welcome recognises the unique dignity and worth of each person.

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

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

Dominican College Muckross Park 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 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.

Dominican College Muckross Park is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Dominican College Muckross Park is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Roman Catholic faith in preference to others.

Dominican College Muckross Park 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Dominican College Muckross Park 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.

Dominican College Muckross Park will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

3. Categories of Special Education Needs catered for in the school/ASD Class

Dominican College Muckross Park with the approval of the Minister for Education has established a class to provide an education exclusively for students with autism spectrum disorder (ASD).

The ASD Class

Dominican College Muckross Park has one class catering for students with Autism Spectrum Disorder (ASD) with a maximum of six students. The ASD class provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Admission Policy to ASD class is attached as Appendix 1 to this Policy

4. Admission of Students

Students eligible for admission to First Year

To be eligible for admission to First Year, applicants must:

- Have reached the age of 12 years by 1st January of the calendar year following entry to First Year (as required by the Department of Education and Skills regulations)
- Have completed Sixth Class in Primary School or its equivalent

- Submit a valid Application Form within the time period in the Annual Admission Notice

This school shall admit each student seeking admission except where:

a) the school is oversubscribed (please see Section 5 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

Dominican College Muckross Park provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

Dominican College Muckross Park is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

Dominican College Muckross Park welcomes applications from parent(s)/guardian(s) of students with special education needs.

5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. Places will be allocated to eligible applicants in the following categories in the following order of priority:

1. Siblings of Current or Former Students

The selection criteria for this category of applicant, apply to siblings of a current or former student of Dominican College Muckross Park. A current student may also include an applicant who has been offered and who has accepted a place in first year but who has not yet started school.

A former student is a student who has completed, in full, fifth year and sixth year (the Senior Cycle) and the Leaving Certificate Examination at Dominican College Muckross Park.

2. Daughters of Former Students

The selection criterion for this category of applicant, applies to daughters of former students who attended Dominican College Muckross Park and who completed, in full, fifth year and sixth year (the Senior Cycle) and the Leaving Certificate Examination at Dominican College Muckross Park. Please note that evidence of completion of the Leaving Certificate at Dominican College Muckross Park is required to be provided by applicants in this category. The school can only apply this criterion to a maximum of 25% of the available spaces as set out in the school's Annual Admission Notice.

In the event that there are more applicants in this category than available spaces, the selection of applicants in this category shall be determined by lottery. Those applicants who are not selected by way of lottery may still be allocated a place under a subsequent category for which they qualify.

The remaining names of applicants who did not receive the offer of a place, along with those from Category 4 who do not receive the offer of a place, will go forward to a second random selection process. These names will be drawn from a single container to establish the waiting list.

3. Daughters of Current Staff

The selection criterion for this category applies to daughters of current staff. Current means a member of staff who on the first day of September of the year in which the place is being offered has been a member of staff/employee of Dominican College Muckross Park for at least three continuous years prior to this date.

4. Students from the following primary schools (listed in alphabetical order and not in order of priority)

- Gaelscoil Lios na nÓg, Ranelagh
- Ranelagh Multi-Denominational School, Ranelagh
- Saint Mary's National School, Donnybrook
- Sandford Parish National School, Ranelagh
- Scoil Bhríde 1917, Ranelagh
- Scoil Mhuire Girls National School, Sandymount

Having allocated places under Categories 1, 2 and 3 above, if the number of places available is less than the number of applicants from the schools listed above (the feeder schools), the number of places offered will be on a percentage pro rata basis directly proportional to the number of applications received from each of the schools.

In the event that this process results in an uneven outcome the number of places to be allocated will be rounded down.

There will be six containers, one for each feeder school.

The name of each applicant will be placed in the appropriate container applicable to their feeder school. A random selection process will be used to select those applicants from each feeder school to whom an offer of an available place will be made. The order in which the applicants' names are drawn from each container will be recorded on a numbered list. Places will be offered in the order in which the names are drawn from the container until the allocated number of places for each feeder school have been filled.

The remaining names in the six containers will then be placed in a single container along with any other applicants in a higher priority category who did not receive a place. A second random selection process will take place. Any place(s) available as a result of rounding down will be selected and then names will be drawn from this single container to establish the waiting list. Applicants will be given a number on the waiting list in the order in which they are selected.

In the event that there are insufficient places left for the number of applicants after Categories 1,2,3 and 4, all other applicants in Category 5 will be selected by way of lottery. Applicants in this category will be placed on the waiting list in the order in which their names are drawn by lottery. **They will follow those names already on the waiting list from Category 3 and 4.**

5. Other Applicants

In the event that there are insufficient places left for the number of applicants after Categories 1, 2, 3 and 4, all other applicants in Category 5 will be selected by way of lottery. Applicants in this category will be placed on the waiting list in the order in which their names are drawn by random lottery. They will follow those names already on the waiting list from Category 4.

Please Note:

- The waiting list for a school year shall remain valid for that school year only.
- Parents/Guardians are asked to ensure that in the case of an application for two or more sisters, they are submitted within one Application Form.
- Any application for two or more sisters for admission to any year group in the school will be treated as a single application for the purposes of this policy. In the event that there are insufficient places left in the relevant category, the name of the remaining sibling(s) will be placed automatically at the beginning of the waiting list.
- For the purposes of this Admission Policy, any lottery or random selection process will be appropriately managed by the school and will be overseen by the Principal, Chairperson of the Board of Management and an independent observer appointed by the Board of Management
- It is the responsibility of parents/guardians to inform the school, in writing, on the Application Form, to clearly indicate which priority category applies to their daughter.
- It is important for parents/guardians to clearly indicate on the Application Form (if applicable) which of the listed schools in Category 4 their daughter attends at the time of application.
- Failure by a parent/guardian to denote the specific priority category on their Application Form for which they believe their daughter qualifies will not result in a re-assessment and/or re-allocation following the closure date as set out in the Annual Admission Notice.
- Reference to "days" in this policy means calendar days.

6. 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) the payment of fees or contributions (howsoever described) to the school;

(b) a student's academic ability, skills or aptitude;

(c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(e) 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,

(1) siblings of a student attending or having attended the school as defined at Category 1 of Section 5 above and/or

(2) daughters of a past pupil as defined at Category 2 of Section 5 above.

(f) the date and time on which an application for admission was received by the school.
This is subject to the application being received at any time during the period specified for receiving applications set out in the Annual Admission Notice of the school for the school year concerned.

7. Decisions on applications

All decisions on applications for admission to Dominican College Muckross Park will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official Application Form received during the period specified in our Annual Admission Notice for receiving applications.

  (Please see Section 13 below in relation to applications received outside of the admissions period and Section 14 below in relation to applications for places in years other than the intake group.)

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

8. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admission 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 17 below for further details).

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

In accepting an offer of admission from Dominican College Muckross Park,the parents 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

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

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

An offer of admission may not be made or may be withdrawn by Dominican College Muckross Park 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 9 above.

(v) the student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that Board has responsibility.

11. Sharing of Data with other schools

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

(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).

12. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Dominican College Muckross Park were unsuccessful due to the school being oversubscribed will be compiled and will remain valid only for the school year in which admission is being sought.

Placement on the waiting list for admission to First Year will be in the numerical order drawn by supervised lottery after the school has applied the selection criteria set out at Section 5 above in accordance with this Admission Policy.

13. Late Applications

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

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the end of the waiting list.

14. Procedures for admission of students to other years 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 classes or years other than the school's intake group are as follows:

Where parents wish to make an application for their daughter to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form in accordance with the timeframe set out in the school's Annual Admission Notice.

An acknowledgement of such application will be provided by the school within 21 days of receipt of a complete application. The parents must confirm their acceptance in writing of an offer of a place within 10 days of the date of the offer of a place. An offer of a place can only be made if there is space in the year group in question. Such applications will be placed on a waiting list, until the number of available places in the relevant year group is established by the Principal.

Application for admission to fifth year at Dominican College Muckross Park is conditional upon an applicant having completed transition year at post primary level.

Parents are asked to note that the fact that there may be a space in a year group does not automatically mean that there is a place available in a particular subject class at the level required by the student, as class size is limited in certain subjects.

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

The parents must confirm their acceptance in writing of an offer of a place within 10 days of the date of the offer of a place.

In accepting an offer of admission from Dominican College Muckross Park, the parents 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

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

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

An offer of admission may not be made or may be withdrawn by Dominican College Muckross Park where:

(i) it is established that information contained in the application is false or misleading;

(ii) an applicant fails to confirm acceptance of an offer of admission within 10 days of the date of the offer of a place;

(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;

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

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

Sharing of Data with other schools:

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

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

The Board of Dominican College Muckross Park or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of:

(a) an application for admission of a student to the school, or

(b) the admission or continued enrolment of a student in the school.

16. Arrangements regarding students not attending religious instruction

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

A parent of a student, or a student who has reached the age of 18, who wishes to attend Dominican College Muckross Park without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school.

17. Reviews/Appeals

Review of decisions by the Board of Management

The parent 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 and Skills.

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 and Skills.

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 and Skills.

This policy was ratified and adopted by the Board of Management of Dominican College Muckross Park.

The Board of Management reserves the right to amend this policy at any time, whether in response to legislative requirements or otherwise.

Appendix 1

Autism Special Class Enrolment Criteria

This policy must be read in conjunction with and is part of the overall Admission Policy for Dominican College Muckross Park. The aim of Dominican College Muckross Park is to offer a positive meaningful educational experience to the student that allows them to develop to their full learning potential, in an environment that offers clarity, predictability and calm. After a period of time observing, assessing and interacting with the student, an Individual Education Plan will be developed following consultation withParents/Guardians and with other relevant professional staff (e.g. NEPPS Psychologist, Coordinator/Teacher(s) of Additional Educational Needs/ASD, Occupational Therapist, School Principal/Deputy Principal etc.) as deemed appropriate.

The aim of the ASD class is to offer a specific learning environment within a mainstream post primary school. This setting facilitates optimum inclusion as part of the school community with access to mainstream educational activities that are available and that are deemed appropriate to the ongoing education of the student.

External Support Services

Essential services are provided by the Health Service Executive (HSE). These services include Speech and Language Therapy, Occupational Therapy or Physiotherapy. The Board of Management at Dominican college Muckross Park has no function in accessing these services but merely acts as a relevant conduit for their provision, where available and possible.

Furthermore, Dominican College Muckross Park cannot guarantee any additional service or support that may be available to the student through the offices of the HSE. Dominican College Muckross Park does not have the resources to follow up on these services and it is a matter for the Parents alone to ensure that all such possible support services are being accessed and availed of.

Pre-enrolment

All applicants must have an assessed primary diagnosis of Autism/Autistic Spectrum Disorder. The assessment must be in line with the following criteria for applying for enrolment to an autism class as per the DE Circular 0039/2025:

- ***Diagnosis of Autism: DSM IV/N or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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 rational 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 class for autism. The revised eligibility criteria will provide greater clarity for families and schools that a child has the required diagnosis and professional requirement for a special class for autism.***

A prospective student for the ASD class **must** meet the above criteria and have a professional recommendation, from a NEPS Psychologist, Clinical Psychologist, Educational Psychologist, or from a multidisciplinary team (Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker, and/or Physiotherapist), for placement in an autism specific class in an ASD class. The withholding of such reports from the Board of Management may invalidate an enrolment application at any time.

Parents should note that under the official DES guidelines, the number of student places available in an ASD class is six students. It should be noted that fulfilling the enrollment criteria does not necessarily guarantee the student a place in the ASD class. The Board of Management requires that Parents must accept that the enrolment process only proceeds where the educational and physical needs of the applicants as identified can be met with the ASD class.

The Parents of the applicant must accept and agree to the Dominican College Muckross Park Code of Positive Behaviour and the terms of this policy.

The ASD class at Dominican College Muckross Park will only cater for children that are 12 years or more, and less than 18 years of age, on the 1st of September of the school year in question.

Enrolment

All applications for enrolment in the ASD Class will be considered within the context of the School's Admissions Policy. Applications to the ASD class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by the class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the ASD class will apply:

1. Current students enrolled in the school.
2. Siblings of current or former students in Muckross Park College who apply to the ASD Class and qualify for this category in line with Section 5.1. above.
3. Daughters of Former Students who qualify for this category in line with Section 5.2. above.
4. Daughters of Current Staff who qualify for this category in line with Section 5.3. above.
5. Students from the Primary Schools listed in alphabetical order in Section 5.4. above.
6. All other eligible applicants.

Having met the criteria for admission to the ASD Class, applications are considered against the published selection criterion. Subsequently, where the Class still has places available remaining applicants are considered against the second criterion and those applicants who meet this criterion will be offered a place within the ASD Class. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applicants are tied in the foregoing selection process, Dominican College Muckross Park will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

Application Process

An online Application Form, a copy of which will be available from the school, should be fully completed and submitted by the parent on behalf of the applicant. The date the Application Form will be available, and the closing date for receipt of such completed applications by the school is published in the Annual Admission Notice for the relevant year.

This Application should be accompanied by all the up to date and pertinent educational psychological assessment(s) and diagnostic report(s). The Application must also be accompanied by School Reports and relative documented information from all previous schools that the applicant attended. Proof of address is necessary.

Only applications that meet the criteria for enrolment, subject to available space and maximum student numbers, will be considered.

Students that are currently enrolled in an ASD Class in another post-primary school will not be considered for transfer during the course of the school academic year.

The advice, support and recommendation of the Special Educational Needs Organiser (SENO) for the area/region, based on the needs of the applicants, will be considered in the decision making process associated with the enrolment of applicants in the ASD Class.

It is important that Parents/Guardians note that Dominican College Muckross Park, in certain clarified circumstances and following an assessment and investigation, may be unable to meet the special educational or physical needs of the applicant.

The Board of Management will make the final decision on all applications to enrol.

On acceptance of a place:

- The Parents of a child being offered a place in the ASD Class will be invited to visit the school to meet with a member of the Special education Team and the Principal/Deputy Principal of the school, to discuss the placement/enrolment of their child. Any information requested by the Parent will be provided at this meeting.
- The Parents may be requested to consent to a visit by a member of the Special Educational Need professional staff at Muckross Park College, to visit the existing school placement of the student concerned in order to observe the student in a classroom situation.
- The Parents will be invited to accompany their child to visit Dominican College Muckross Park ASD Class and meet staff.
- The Parents may be consulted about the Individual education Plan for their child.
- The NEPS psychologist and SENO will be appraised of the Education Plan.
- A child may be phased gradually into the special class in the ASD Class through a mutually agreed process between Parents and the Management of the school.
- Where it is deemed appropriate, a student in the ASD Class will be assigned to an age appropriate mainstream class for integration purposes by school management.

The placement of every student within the ASD Class will be subject to regular review, by the school management, staff and where appropriate the professional services external to the school. Decisions will follow regarding whether to

- Continue within the ASD class at Dominican College Muckross Park or to integrate fully into the mainstream post-primary
- Seek an alternative and more appropriate educational placement for the student as Muckross Park College is unable to meet the educational needs of the student.

In such an instance the support and assistance of the staff at Muckross Park College will be available to assist the family in securing a more suitable learning environment in another educational institution, for the student concerned.

Code of Positive Behaviour

As already indicated above the Parents of the applicant for enrolment must accept and agree to the Dominican College Muckross Park Code of Behaviour and the terms of this policy.

Children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by staff at the school to manage such behaviour using various strategies and through the implementation of the student's Individual Educational Plan. All students including those with special educational needs are subject to the school Code of Behaviour and the terms of the Health and Safety statement adopted by the Board of Management at the school. Where any student's behaviour impacts in a negative way on the other students in the ASD Class or the students in a mainstream class, to an extent that their constitutional right to an education is being interfered with, as judged by the Board of Management of the school, then the school reserves the right to advise Parents that a more suitable educational setting should be found for their child.

The Board of Management at Dominican College Muckross Park reserves the right of admission and to refuse to enrol a student, within the terms of this policy. Parents/Guardians of applicants who are refused admission to Dominican College Muckross Park will be advised of their right to appeal the matter to the Secretary General, DES under Section 29 of the Education Act 1998.

Ratified by the Board of Management on: 26/5/2026

Signed: Mary White (Chairperson)