



# **Admission Policy of Liebermann Spiritan School, Templeogue (LSST)**

Liebermann Spiritan School Templeogue

Templeville Road,

Dublin 6W,

D6W NW94

**Scholl 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 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 BOM/Patron in January 2025. 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 the Liberman Special School, Templeogue (LSST) admission process is 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**

This is a Catholic, co-educational school under the Trusteeship of the Spiritan Education Trust and the Patronage of the Catholic Archbishop of Dublin. 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 acts as trustee to LSST. Further information on the Spiritan educational ethos can be accessed from [here](#) or at [www.spiritaneducation.ie/ethos/](http://www.spiritaneducation.ie/ethos/)

The school is established for the education of students with a diagnosis of Autism and 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 1<sup>st</sup> September of the school year for which an application is made for student enrolment to LSST.

### **SCHOOL MOTTO**

The school has a Spiritan ethos which is embodied in the school motto of '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.

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.

### **3. Admission Statement**

LSST 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.

LSST 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.

LSST 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, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

LSST will comply with any direction served on the patron or the board under section 37A and any direction served on the board under section 67(4B) of the Education Act.

#### **4. Categories of Special Educational Needs catered for in the school/special class**

LSST with the approval of the Minister for Education, provides an education exclusively for students with a primary diagnosis of autism together with complex needs.

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school or destination 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 does not have the specified category of special educational needs (primary diagnosis of autism and complex needs) catered for by this school.
- d) The student has not reached age of 4 on the 31<sup>st</sup> of August of the year of proposed admission or where the child has already reached the age of 18 on the 1<sup>st</sup> September of the year of proposed entry.
- e) the application has been received before the 1<sup>st</sup> of October of the year before admission.

In order for the school to verify that a child meets criterion (c) above, parents must enclose with their application a psychiatric or psychological assessment report for this child which must:

1. contain a recommendation from the Psychologist/Psychiatrist that the child should attend a Special School for children with ASD and
2. confirm that the child has complex needs and,

3. which must confirm that that the child's primary diagnosis is autism or an autism spectrum disorder per DSM-IV/V or ICD-10/11

Applications which do not enclose a report which fulfils these requirements will not be accepted and **will** be refused. This is a refusal to enrol and can be the subject of a request for review or appeal as set out in Section 18 of this policy. Parents should note that applications will be refused where the primary diagnosis is not of autism but of some other special need or condition.

Applications must also include two proofs of address (see Section 6 below). 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 of this policy.

To facilitate the best preparation for admission of your child, we would ask that parents include up to date reports from the child's present school/pre-school (from within the last 12 months) with the details of the learning and social development of the child and any behaviour issues of relevance, together with any other professional reports available from the last 36 months such as:

- Psychiatric Assessment,
- Speech & Language Assessment,
- Occupational Therapy Report,
- Social Work Report
- Doctors/consultants reports outlining medical needs specific to the child
- Support Plan/Individual Education Plan from previous school
- Behaviour Support Plan from previous school
- Any formal testing results from previous school

## 6. Oversubscription

If a particular destination class is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. Parents should note that only applications which fulfil the criteria in Section 5 above will be considered for admission – whether the school or destination class is over-subscribed or not.

If a destination class is over-subscribed, qualifying applicants in the first category below will be given priority, followed by qualifying applicants in each of the subsequent categories. This process will continue to apply in turn to each criterion as places are available, until all school places are filled. Applicants who are not offered a place will be waitlisted.

Where there are more applicants in a particular category than places available in a particular destination class, offers will be made based on a lottery and students will be offered a place or placed on the waiting list for that destination class based on the order they are selected in the lottery.

**Category 1:** Siblings of students currently enrolled in LSST.

**Category 2:** Students who are resident in Zone 1 (see Appendix 1 for details)

**Category 3:** Students who are resident in Zone 2 (see Appendix 1 for details)

**Category 4:** Siblings of students currently enrolled in Templeogue College

**Category 5:** Students who are resident in Dublin 6,6W,12,14,16,22 or 24.

The description of what areas of Dublin are in Zone 1 and Zone 2 are fully set out in Appendix 1 to this policy. As parents will note, we ask for two proofs of address on the Application Form to allow us to verify the student's address for the purpose of offering places based on the above categories. 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 of this policy.

## **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 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:

- (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 so far as it is necessary to ascertain whether or not the student has the category of special educational needs concerned (i.e. a primary diagnosis of autism),
- (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 meetings 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 relation to the criteria in section 6 in relation to the applicant student having sibling(s) 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 commencing in a particular school year (e.g. September 2025) will be accepted only during the applications window referred to in the school's annual Admissions Notice for that 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 and will most likely be wait listed as the school is heavily over-subscribed.

On application, all applicants will be assigned a destination class, depending on their age, special needs (including any general or specific learning disabilities), their cognitive and adaptive abilities and other factors. Applicants will be aged between 4 and 17 on the 31<sup>st</sup> August of the year of admission will be assigned to the intake class. Where there are more applications than spaces in a destination 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 destination 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 to review the decision (please see Section 18 below)

All decisions on applications for admission to LSST 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 (and the enclosed documentation) received during the period specified in our annual admission notice for receiving applications

(Please see section 15 below in relation to applications received outside of the admissions period and section 16 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 decide on an application for a place in our school.

## **9. Notifying applicants of decisions**

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

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

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

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

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 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 2 weeks 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 2 weeks 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 LSST, you must indicate —

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

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

## **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 LSST 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.
- (v) where there is evidence from the application or enclosed documentation that the child has a primary diagnosis of EBD or may have such emotional or behavioural issues as would pose a risk to the existing cohort of very vulnerable students.



## **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 to facilitate the efficient admission of students. Section 66(6) allows a board 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 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 year concerned than places available, a waiting list of students whose applications for admission to LSST 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 LSST will be for a particular destination class (as 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 (See Section 6 above).

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.

Over time, we hope to be able to offer more places than we currently have available. As new classrooms are opened, these rooms will be assigned to destination classes and students on the waiting list for each such destination 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 destination 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 Admissions to School Act 2018 and any regulations made under that Act. As the school is heavily oversubscribed, late applications (which meet the criteria set out in section 5 above) are likely to be waitlisted and will be added to the end of the Waiting List for the relevant destination class. This applies to all applications received after the closing date, whether for the intake class or any destination class.

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

As noted above, all applications are assigned a destination class on receipt of the application. Available places will be offered to children who meet the criteria in section 5 above and where the destination class is over-subscribed, applicants will be offered places or waitlisted in the order of priority set out in Section 6 above. Where a late application is assigned to a destination class with an existing waiting list, that late application will be placed at the end of that waiting list. This applies to all late applications.

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

Neither the Board of LSST or any persons acting on its behalf will 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**

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.

## 18. Reviews/appeals

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

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

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

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

#### **Note:**

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

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

### **Right of appeal**

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

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

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

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

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

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

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

## 19. Evaluation

The Board of Management will monitor the implementation of all aspects of this policy. This policy will be amended and reviewed annually with particular emphasis placed upon

- Effective management placed on the application process
- Clarity and transparency relating to the process
- Applicants informed in good time relating to their application
- Positive parental feedback

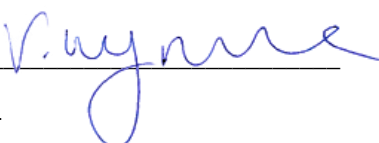
## 20. Monitoring by Board of Management

The implementation of this policy will be monitored by the Board of Management at the appropriate time. The principal will report to the Board of Management regarding the process of enrolment in February each year and regularly thereafter until enrolment is complete.

## 21. Adoption and Ratification by the Board of Management

This policy was adopted by the Board of Management on 14/01/2025

Signed:   
Chairperson of Board of Management

Signed:   
Principal

Date: 14/01/2025

Date: 14/01/2025

Date:

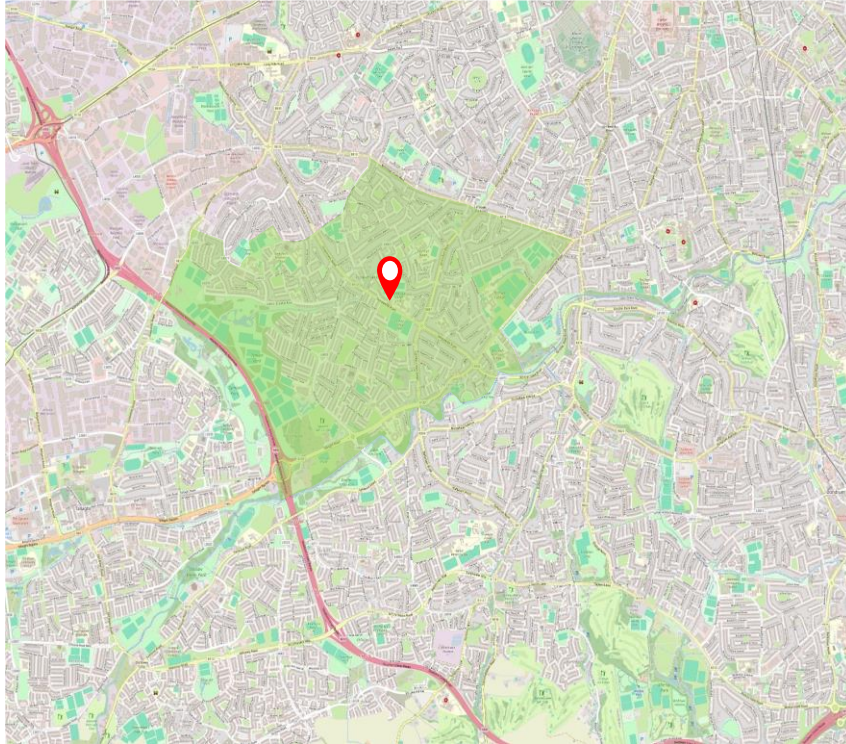
Signed:

Review Date:

## Appendix 1

### Catchment Area – See Section 6 above

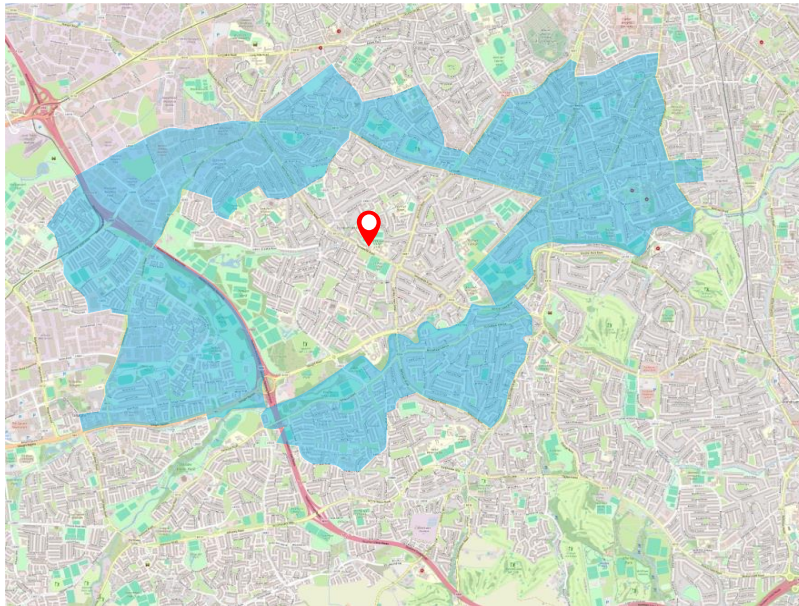
#### Libermann Spiritan School Templeogue Catchment Area– Zone 1 (Green Only)



Areas Included
Templeogue-Kimmage Manor
Terenure C
Terenure Greentrees
Templeogue-Limekiln
Templeogue-Osprey
Templeogue-Cypress
Templeogue-Orwell
Templeogue Village

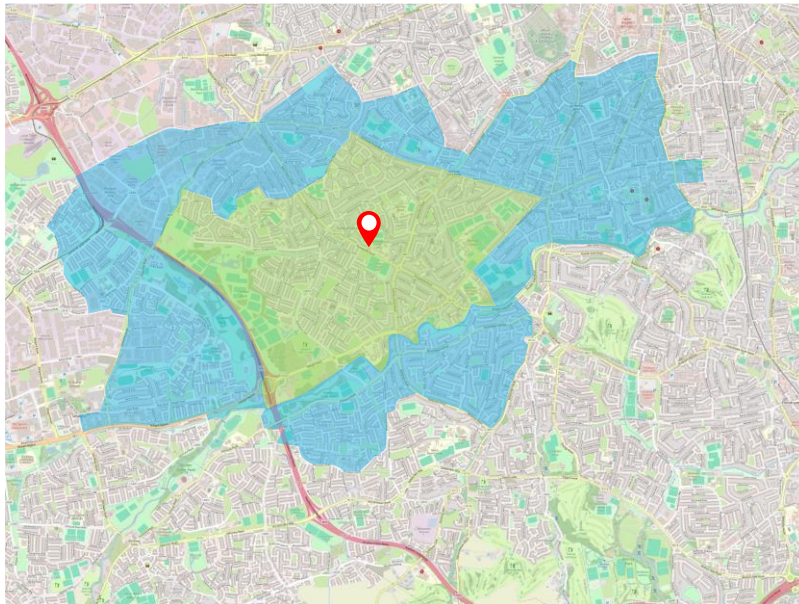


Libermann Spiritan School Templeogue Catchment Area– Zone 2 (Blue Only)



Areas Included
Kimmage E
Walkinstown C
Terenure-Cherryfield
Tallaght-Kilnamanagh
Tallaght-Tymon
Tallaght-Glenview
Firhouse-Knocklyon
Rathfarnham-Ballyroan
Rathfarnham-Butterfield
Terenure D
Terenure B
Rathfarnham
Rathmines West E
Rathmines West D
Rathmines West F
Terenure A

Libermann Spiritan School Templeogue Catchment Area– Zone 1 & 2 (Green & Blue)



Areas Included	Areas Included
Templeogue-Kimmage Manor	Kimmage E
Terenure C	Walkinstown C
Terenure Greentrees	Terenure-Cherryfield
Templeogue-Limekin	Tallaght-Kilnamanagh
Templeogue-Osprey	Tallaght-Tymon
Templeogue-Cypress	Tallaght-Glenview
Templeogue-Orwell	Firhouse-Knocklyon
Templeogue Village	Rathfarnham-Ballyroan
	Rathfarnham-Butterfield
	Terenure D
	Terenure B
	Rathfarnham
	Rathmines West E
	Rathmines West D
	Rathmines West F
	Terenure A