

Admission Policy of Scoil Bhríde Cailíní

School Address: Church Ave., Blanchardstown, Dublin 15. D15R271

Roll number: 18047C

School Patron/s: Catholic 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. In drafting this policy, the Board of Management of Scoil Bhríde 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 23.10.23. 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 Scoil Bhríde Cailíní 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

Scoil Bhríde Cailíní is a Catholic all girls primary school with a Catholic Ethos under the patronage of the Catholic Archbishop of Dublin. "Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and

- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) 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 Scoil Bhríde Cailíní 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.

Scoil Bhríde (Cailíní) is a girls' primary school, situated in the heart of Blanchardstown Village, in Dublin 15 and is under the patronage of the Catholic Archbishop of Dublin. It is a vertical school, providing primary education for girls aged 4 years -12 years, i.e from Junior Infants to Sixth class. The school also has a special class, which opened in September, 2019.

Scoil Bhríde (Cailíní) currently has a staff of 20 teachers and has an allocation of Special Needs Assistants to assist with pupils with special/care needs. The school BOM employs secretarial, caretaking and cleaning staff, who support the administration, maintenance and upkeep of the school.

Scoil Bhríde (Cailíní) operates under the Rules for National Schools and Department of Education and Skills (DES) guidelines. The school is staffed in accordance with the schedule laid out each school year by the DES. The school is funded by annual grants from the DES.

Our Mission Statement is, 'Let us treat others as we would like them to treat us'.

In Scoil Bhríde (Cailíní), we aim to nurture all aspects of the development of our girls. We strive for a positive atmosphere, in which each person is valued and where the dignity of each person is respected at all times. We promote all aspects of learning and personal development, with a particular emphasis on respect for self and for others.

3. Admission Statement

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

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,

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

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

Scoil Bhríde Cailíní 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.

Scoil Bhríde Cailíní 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.

Single gender school

Scoil Bhríde (Cailíní) is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

All denominational school

Scoil Bhríde (Cailíní) 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class

Scoil Bhríde (Cailíní) is a school which has established a class, for girls with Autistic Spectrum Disorder, with the approval of the Minister for Education and Skills, which provides an education exclusively for girls with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a girl who does not have the category of needs specified.

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

1. **Scoil Bhríde Cailíní** with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for **girls with a diagnosis of autism/ autism spectrum disorder using the DSM V or ICD 10 criteria** as set out by a professional or individual approved by the Department of Education and Skills.

5. Admission of Students

This school shall admit each student seeking admission except where –

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

Scoil Bhríde (Cailíní) 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.

Scoil Bhríde (Cailíní) is a Catholic School and may refuse to admit as a student a person, who is not Catholic, where it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Bhríde (Cailíní) has a special class, which provides an education exclusively for girls with a diagnosis of autism/ autism spectrum disorder using the DSM V or ICD 10 criteria as set out by a professional or individual approved by the Department of Education and Skills and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription for Admission

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:

Priority for admission to Mainstream is determined in the following order:

All places in the categories 1-3 below will be allocated according to date of birth, starting with the oldest.

Oversubscription in respect to the Special Class for girls with a diagnosis of autism/ autism spectrum disorder using the DSM V or ICD 10 criteria will be dealt with in Appendix 1.

(No girl shall be older than 13 years while attending Scoil Bhríde (Cailíní), i.e. if a girl is due to reach her 14th birthday before or during the academic year, she is too old for Scoil Bhríde (Cailíní). The academic year starts on 1st September annually, regardless of the date on which the school re-opens after the summer holidays.)

Category 1:

The Sisters /Step Sisters of Girls who are currently attending Scoil Bhríde (Cailíní) and Scoil Bhríde (Buachaillí) and/ or Girls who live within the boundaries of St. Brigid's Parish, Blanchardstown (See Appendix 2 and 3), aged 4 years on/before May 31st of year of application to start school.

Category 2:

The Daughters of permanent and CID staff of Scoil Bhríde (Cailíní) and Scoil Bhríde (Buachaillí), aged 4 years on/before May 31st of year of application to start school.

Category 3:

Girls who are not resident within the boundaries of St. Brigid's Parish, Blanchardstown, aged 4 years on/before May 31st of year of application to start school, are entitled to a place in the school if there are vacancies in the school after the categories (1) to (3) above have been accommodated.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

- **Places will be allocated in order of date of birth, oldest first. If two applicants have the same date of birth, then a lottery will apply with an independent party present.**

The completion of an application form does not constitute an offer of a place in any class in Scoil Bhríde (Cailíní).

The BOM shall determine that the school has reached maximum capacity when the total school enrolment number divided by the number of mainstream teachers equals the current pupil teacher ratio at that time.

In its consideration of enrolment applications to any class, the Board of Management will also have regard for any relevant DES guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

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 the special class 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 siblings of a student attending or having attended the school as per Enrolment Criteria.
- 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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on Applications for Admission

All decisions on applications for admission to Scoil Bhríde Cailíní will be based on the following:

- **Scoil Bhríde (Cailíní) Admission Policy**
- **Scoil Bhríde (Cailíní) Annual Admission Notice** (where applicable)
- **The information provided by the applicant on Scoil Bhríde (Cailíní) 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 classes in years other than Junior Infants.)

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

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice. If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned. Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

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

In accepting an offer of admission from Scoil Bhríde (Cailíní) 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 are 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 Scoil Bhríde Cailíní 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 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 Scoil Bhríde Cailíní 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 Scoil Bhríde Cailíní is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

14. Late Applications

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

- Late applications will be reviewed as places become available. Where a place or places is/are available, offers will be made after applying the selection criteria in the order listed above (see section 6. Oversubscription).
- In the absence of places becoming available, late applications will be reviewed monthly after the closing of the window for enrolment for the remainder of the current school year. On each of these review dates, where a place or places is/are available, offers will be made after applying the selection criteria in the order listed above (see section 6. Oversubscription).
- As with all applications for admission, they will become null and void at the end of the current school year.

15. Procedures for admission to classes (Senior Infants-Sixth Class) and for Admissions during the school year are as follows:

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:

Should a place be available to accommodate the girl within the necessary and appropriately aged year group, then a place will be offered.

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:

Should a place be available to accommodate the girl within the necessary and appropriately aged year group, then a place will be offered.

Scoil Bhríde (Cailíní) pupils returning from approved specialised education placements (i.e. Reading/Language Unit) in another mainstream school, are re-enrolled upon application.

Girls seeking enrolment or re-enrolment following placement in a special school or other non-mainstream educational setting, will be enrolled subject to the availability of places and subject to a report from professional services, involved with the child, demonstrating that she can meaningfully integrate into and benefit from a mainstream educational setting. In such cases and as deemed necessary, Scoil Bhríde (Cailíní) will seek to have the educational supports i.e. SNA/Assistive Technology in place in advance of the enrolment of the child.

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

The Board of Management of Scoil Bhríde (Cailíní) 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 child attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such pupils:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, 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, 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 of Management 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)

Parents, who wish to make an appeal, must inform the Board of Management of this, within three weeks of the date of refusal by the school.

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 drafted following consultation with staff, parents and BOM in April 2020.

It was ratified by the Board of Management on 10.6.20 and approved by the Patron on 8.7.20.

Reviewed in October 2021, ratified by the BOM and approved by the Patron on 18.11.21.

Reviewed in February 2022, ratified by the BOM and approved by the Patron on 8.4.22

Reviewed in December 2022, ratified by the BOM and approved by the Patron on 8.2.23

Reviewed in October 2023, ratified by the BOM and approved by the Patron on 23.10.23.

Signed: *Zpalph*

Date: 19/10/23

Chairperson BOM

Signed: *Maere Kiley*

Date: 19/10/23

Principal & Secretary to the Board of Management