

Appendix 1

Appendix to Admission Policy, concerning Admission to Special Classes in Scoil Bhríde Cailíní.

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

Roll number: 18047C

School Patron/s: Catholic Archbishop of Dublin

This Appendix to the Admission Policy in Scoil Bhríde (Cailíní) applies to all applicants to the Special/ASD classes in Scoil Bhríde (Cailíní). The policy is subject to review on an annual basis. Scoil Bhríde (Cailíní) operates an inclusive policy with regard to enrolment and does not favour any particular religion or cultural background.

The Special Classes in Scoil Bhríde (Cailíní) were established in September 2019 and September 2024 as a new additional support mechanism for girls with autism, who fulfil the criteria for admission to the Special Classes and who would find it challenging to attend the mainstream classroom on a full-time basis. This class is an integral part of Scoil Bhríde (Cailíní). The girls in the Special Classes will be integrated into the day-to-day activities of the school insofar as possible and they will partake in as many school-related activities as they can, in line with their needs.

As the Special Classes are an integral part of Scoil Bhríde (Cailíní), all Plans and Policies of the Plean Scoile apply to this class. It is not deemed necessary to re-iterate these in this Appendix. Such Plans and Policies as may need to be adapted for the girls in the Special Classes, will be discussed by the Principal/ Deputy Principal and the parents of the girls in the Special Class and the Board of Management as appropriate.

Please note, we are an all-girls' Mainstream school with designated autism classes and in certain circumstances, we will not be in a position to enrol girls with very complex needs as we are not a special school.

In accordance with the regulations as set down by the Department of Education and Skills, there are six places available for girls with ASD in each class, who meet the criteria for placement in our special needs class.

A. Criteria for Admission in the Special Classes in Scoil Bhríde (Cailíní):

1. Girls already enrolled in the school who meet the criteria outline in Circular 0039/2025 below.
2. As Scoil Bhríde (Cailíní) is an all-girls' school, only girls will be considered for Admission in the Special Class.
3. In keeping with the Admission Policy, girls whose fourth birthday occurs after the 31st May in the year of proposed admission to Scoil Bhríde (Cailíní), will not be accommodated.
4. 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.
5. In line with Circular 0039/2025, the girl must have the following with their application for admission to the special classes in Scoil Bhríde (Cailíní):

A Professional report(s) outlining:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report)

AND

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

AND

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

AND

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

6. A fully completed application form must be filled in by the parents. **All relevant reports from all professionals and services dealing with the child should accompany the application form.**
7. A girl's Admission to the Special Class may be phased in gradually through a mutually-agreed and time-bound process between the Board of Management, the school personnel and the child's parents.
8. Parents must accept, in writing, the Code of Behaviour pertaining to Scoil Bhríde (Cailíní).
9. It is our vision that each girl in the Special Classes will be enabled to integrate with the mainstream according to her ability and capacity. Insofar as possible in each individual case, the girls in the Special Classes will be integrated into the day-to-day activities of the mainstream school and will participate in school-related activities according to their abilities.
10. The school will request the resources to meet the special educational needs of the girl who wishes to be enrolled in the Special Classes of Scoil Bhríde (Cailíní).
11. **The completion of an application form does not constitute an offer of a place in any class in Scoil Bhríde (Cailíní).** In line with legislation, parents will be informed of the decision of the Board of Management within 21 days of receipt of a complete application. Parents will be informed, in writing, of the Board's decision and will be given a period of two weeks in which to accept an offer of a place in the Special Class in Scoil Bhríde (Cailíní).

It is the responsibility of the parent to ensure that all appropriate documentation required by the school is submitted with the application form.

B. Oversubscription for Admission

In the event that the number of applicants applying for a place in the special class is greater than the number of places available, the following categories shall be used as a basis for prioritising applicants to the special class.

1. Girls already enrolled in the school who meet the criteria outlined above (1-11).

2. **A)** The Sisters/Step Sisters of children who are currently attending Scoil Bhríde (Cailíní) or Scoil Bhríde (Buachaillí)

And/or

- B)** Girls who live within the boundaries of St. Brigid's Parish, Blanchardstown (See Appendix 2 and 3), who meet the criteria outlined above (1-11).
3. The Daughters of permanent and CID staff of Scoil Bhríde (Cailíní) and Scoil Bhríde (Buachaillí), who meet the criteria outlined above (1-11).
4. Girls who are not resident within the boundaries of St. Brigid's Parish, who meet the criteria outlined above (1-11).

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:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

As per the school policy, the waiting list will only be held for one year.

C. Right of Refusal to Enrol:

1. Only girls can be enrolled in Scoil Bhríde (Cailíní).
2. Only those girls whose professional reports specifically state that placement in a Special Class is recommended will be considered for placement in a Special Class in Scoil Bhríde (Cailíní).
3. The total number of places in each Special Class in Scoil Bhríde (Cailíní) is 6.
4. The Board of Management reserves the right to refuse admission to girls in exceptional cases; and where the criteria is not met by the applicant.

Meeting with parents and children

- Meetings will be held with parents and their daughter seeking admission to a Special Class, after the offer of a place, to discuss the individual needs of the child. After the offer of a place, permission will be sought from the parents to visit the child's pre-school placement (where relevant) with a view to speaking to staff members about the child's needs, academic/social development and capabilities and how best we can support their daughter in Scoil Bhríde (Cailíní).
- After the offer of a place, it is recommended that parents give permission for school staff to consult with other professionals working with their daughter and that a schedule for the child to transition into this school will be agreed with parents and school staff.
- It is further recommended that the school and parents agree to a regular review of the school placement of their daughter in the Special Class. At all times, it is important that the school can provide an appropriate education. If the child has complex needs such that, even with additional resources that may be granted by the Department of Education, the NCSE, the Board of Management determines that our school is not in a position to provide the child with an appropriate education, another educational setting may have to be considered.

This Appendix to the Admission Policy was ratified by the Board of Management on the 13th June 2019.

It was reviewed again in June 2020, ratified by the Board of Management on 10.6.20 and approved by the Patron on 8.7.20.

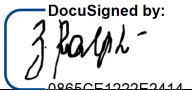
It was reviewed again in October 2021, ratified by the BOM and approved by the Patron on 18.11.21.

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

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

Reviewed in October 2024, ratified by the BOM on 4.10.24 and approved by Patron on 25.9.24.

Reviewed in May 2025, ratified by the BOM on 30.5.2025 and approved by the Patron on 3.6.2025

Signed:  _____

Date: 30-5-2025

Chairperson BOM

Signed:  _____

Date: 30-5-2025

Principal & Secretary to the Board of Management