



ADMISSION POLICY

St. Brigid's NS
Trafalgar Road,
Greystones,
Co. Wicklow.

16573N

School Patron: Archbishop of Dublin

Approved by Patron: 9th July 2020

Ratified: 12th August 2020

Review 1: Sept 2021

Review 2: 25th October 2022

Review 3: 20th December 2022

Approved by Patron: 19th January 2023

Review Date: Sept/Oct 2023

1. Introduction

This Admissions 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 9th July 2020. 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 St. Brigid's NS 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

St. Brigid's NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the 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.
- (b) a living relationship with God and with other people.
- (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 St. Brigid's NS 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.

Our Vision

Our vision is to continue to be an inclusive, nurturing, educating community that fosters the development of each child.

Our Mission

Our mission is to enable each child to learn and develop to his/her full potential in a happy, safe, stimulating, Christian learning environment. St. Brigid's strives to promote the full and harmonious development of each child.

Our Values

We cherish each child. We live and promote Christian values especially respect, fairness, co-operation, responsibility, kindness, care, trust, self-esteem and partnership.

Our Motto

"Mol an óige agus tiocfaidh sí."

"Praise the young and they will flourish"

General Objectives of St Brigid's NS

- To provide a welcoming, safe, happy, comfortable and stimulating learning environment.
- To facilitate each child to live a full life as a child.
- The school strives to promote the full and harmonious development of all aspects of each child, including his/her relationship with God, with other people and with the environment.
- To provide a broad and balanced curriculum for each child, according to the Department of Education and Skills Primary School Curriculum and Catholic Religious Education Program.
- To enable each child to have access to the full curriculum.
- To help each child achieve his/her full potential.
- To help each child develop his/her relationship with God.
- To enable all the children to have an appropriate knowledge of the Roman Catholic religion and to understand how their faith is meant to influence their lives and how their lives influences their faith.
- To foster and nourish a strong sense of self-worth in each child.
- The school aims to foster a sense of community between management, teachers, parents, pupils and a sense of belonging to the wider community.

The Board of Management of St. Brigid's NS has formally adopted and implemented Child Protection Procedures for Primary and Post Primary School, 2017 which is based on Children First: National Guidelines for the Protection and Welfare of Children 2017. This policy is accessible on the school website under POLICIES and a copy of the child safe guarding statement can be seen on display at the school's main reception.

3. Admission Statement

St. Brigid's NS 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.

- St. Brigid's NS 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.
- St. Brigid's NS 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.

All Denominational Schools

St. Brigid's 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

4. Special Education

St Brigid's NS is an inclusive school and provides an education for students with additional needs in the mainstream setting.

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

St. Brigid's NS is a Catholic primary school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

The school will indicate the number of places being made available in Junior Infants in the Annual Admission Notice. 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. The Board of Management will consider the following (in order of priority): the relevant category (see below) & the age of the child within each category. In all cases, children must also have reached the appropriate age of 4 years.

Where two children in the same category share the same birth date, a lottery will decide which child is offered a place first. The draw will be overseen by an independent person and not the Chairperson of the Board of Management.

The designation of any cut-off date is at the discretion of the Board of Management and may vary from year to year depending on the demand for places.

Using that cut-off date, first round offer of places is then issued in accordance with the criteria below:

Category	Criterion
1	Siblings and stepsiblings of children already enrolled in the school and children resident in the parish (The eldest child will have priority in this ranking) <i>Note 1: "Siblings" refers to children who share a common parent, foster parent or guardian.</i> <i>Note 2: Proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the parish area.</i>
2	Children of current, permanent staff. (The eldest child will have priority in this ranking)
3	Children who reside outside the parish. (The eldest child will also have priority)

Late applications will be placed on a waiting list in the category to which they belong. If a place becomes available it will be offered to the late applicant, in accordance with the selection criteria above.

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, other than in relation to a student's prior attendance at an early intervention class, or an early start pre-school, specified in a list published by the Minister from time to time.
- (b) the payment of fees or contributions (howsoever described) to the school.
- (c) a student's academic ability, skills or aptitude other than in relation to admission to a special 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 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 the case of the school wishing to include a selection criterion based on siblings attending 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to St. Brigid's NS will be based on the following:

- Our school's Admissions Policy.
- The school's Annual Admission Notice.
- The information provided by the applicant in the school's official application form received during the period specified in our Annual Admission Notice for receiving applications.

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school Admissions 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 17 below for further details).

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

In accepting an offer of admission from St. Brigid's NS, 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 St. Brigid's NS 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 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 St. Brigid's NS 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 St. Brigid's NS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admissions Policy.

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

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

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.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 12.

15. 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:

Parents/guardians seeking to transfer their child to St Brigid's NS will be asked to complete an enrolment application form and to supply the following information from the child's previous school:

1. Information concerning the child's educational progress and copies of the child's school reports.

2. Copies of any other relevant reports; and
3. The child's record of attendance.

All decisions regarding admission to the school will be made by the Board of Management in accordance with this enrolment policy.

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:

Parents/guardians seeking to transfer their child to St Brigid's NS during the school year will be asked to complete an enrolment application form and to supply the following information from the child's previous school:

1. Information concerning the child's educational progress and copies of the child's school reports.
2. Copies of any other relevant reports; and
3. The child's record of attendance.

All decisions regarding admission to the school will be made by the Board of Management in accordance with this enrolment policy.

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

The board of St. Brigid's NS 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 whose parents have requested that the student attend the school without attending religious instruction in the school.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) to discuss how the request may be accommodated by the school.

As far *as is possible*, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

Any arrangements will not result in a reduction in the school day for such students.

18. Reviews/Appeals

Review of decisions by the Board of Management

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

Ratification, Communication and Review

The Board of Management has ratified this enrolment policy. It will be published on the school website (www.saintbrigidsgreystones.ie) and a copy will be made available to all school personnel, The Parents' Association, the Patron and to parents on request. A copy of this policy will also be made available to The

Department of Education and Science if requested. This policy will be subjected to yearly review, unless there is a compelling reason to review it earlier.

Signed:


Chairperson, Board of Management

Date: 6 December 2022