



## **Admission Policy of St. Brigid's Primary School**

**School Address: The Coombe, Dublin 8**

**Roll number: 16786H**

**School Patron: 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 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 28<sup>th</sup> September 2021. 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 Primary School 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 Primary School, The Coombe is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of the Archdiocese 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,

St. Brigid's Primary 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 Primary School 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 school aims at promoting the holistic and harmonious nurturing of all pupils, including their cognitive, intellectual, physical, cultural, moral and spiritual development. The school caters for the full range of classes from Junior Infants to 6<sup>th</sup> class for girls and from Junior Infants to First class for boys. From September 2021 the school will become a fully coeducational school, retaining boys from 2<sup>nd</sup> class upwards on a phased basis. It is an inclusive school and caters for children of all abilities.

St. Brigid's Primary School operates under the rules for National Schools and Departmental Circulars and is funded by grants. Staff is resourced by the Department of Education and Skills. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for persons with Special Education Needs Act (2004), equality law and all other relevant legislation.

St. Brigid's Primary School follows the curricular programmes laid down by the Department of Education and Skills.

### 3. Admission Statement

St. Brigid's Primary School, The Coombe 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 Primary School is a school whose objective is to provide education in an environment which promotes certain religious values but does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

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

Children with special educational needs are welcome to enrol in the school subject to enrolment criteria and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life. Supports and resources will be put in place in accordance with the level of resources provided by the Department of Education and Skills. Every effort will be made to secure all available resources.

The Board of Management may request copies of relevant reports to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have the necessary resources and supports in place before the child is admitted to the school. This may include specialised equipment and furniture, transport services and access to a Special Needs Assistant. The school will meet with the parent to discuss the suitability of the school for the child.

#### 5. Admission of Students

Application forms, available on the school website or at the school as for all schools will only be accepted on or after **1<sup>st</sup> October** of the year prior to beginning Junior Infants.

Applications for other classes will be accepted any time during the year.

Junior Infants are enrolled in September provided the child has reached his/her 4<sup>th</sup> birthday on or before 1<sup>st</sup> September of the year of enrolment.

The closing date for applications to the school is **5<sup>th</sup> November** of the year prior to beginning Junior Infants. Children may be enrolled after this date if spaces become available.

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see 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 Primary School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription of Students

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:

### Selection Criteria

1. Early Start pupils who have attended St. Brigid's Early Start in the previous year.
2. Sisters and brothers of children enrolled in the school (presently or in the past) including stepsisters and stepbrothers.
3. Children who reside within the boundaries of Francis St. parish.
4. Children of all past pupils and staff. In the case of children of past pupils this criteria may only apply to 25% of available spaces.
5. All children who live outside the boundaries of Francis St. parish on a first come first served basis from 1<sup>st</sup> October of the year previous to admission to the school.

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:

A lottery system will be applied. ( This applies to selection criteria 3, 4 and 5 only )

## 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 St. Brigid's Primary School Early Start pre-school as specified in the Selection Criteria
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (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,
    - (I) siblings of a student attending or having attended the school and/or
    - (II) parents of a student having attended the school.( Selection Criteria 4.)
- (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 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to St. Brigid's Primary School, The Coombe 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 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 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 St. Brigid's Primary School, The Coombe 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 Primary School, The Coombe 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 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 Primary School, The Coombe 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 Primary School, The Coombe 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.



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 a 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 13.

#### **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:

- I. If spaces are available other children may be enrolled any time during the school year into any class in the school.
- II. The Board of Management determines the maximum number of children in the school based on the Department of Education and Skill's recommended enrolment at the time.

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:

- I. If a vacancy arises during the school year, the space will be offered to the next person on the waiting list.

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

This rule applies to all schools.

The board of St. Brigid's Primary School, The Coombe 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

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible, including acknowledging and celebrating other faiths' special dates in the calendar. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, where a request is made in writing, will be excused from attendance at religion classes and specifically Catholic liturgies where appropriate supervision arrangements can be put in place. As far as possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this.

## 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, 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.

### **19. Policy document - Preparation and Review**

This policy document was compiled by the Board of Management in consultation with staff and parents of St. Brigid's Primary School in September 2021. This policy was approved by Mgr. Dan O'Connor AB House on 28<sup>th</sup> September 2021.

The policy was ratified by the Board of Management on 4<sup>th</sup> October 2021 and it will be reviewed every two years.

Signed by Chairperson of Board of Management: Amanda Mc Garry

Signed by Principal: Michelle Stedman

*Addition November 2022 as per circular 0075/2022*

St. Brigid's Primary School 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.  
St. Brigid's Primary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).