SCOIL BHRÍDE

KILBRIDE

CLONEE

CO. MEATH

PATRON: CATHOLIC BISHOP OF MEATH

ROLL NUMBER 16825O

ADMISSIONS POLICY

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Introduction

This Admission Policy complies with the requirements of the Education Acts 1998-2018, the Education (Admission to Schools) Act, 2018 and the Equal Status Act, 2000. In drafting the policy, the Board of Management **("BoM")** has consulted with staff, the Patron and with parents of children attending the school.

The policy was initially approved by Patron **on 26th June 2020**. It is published on the school's website and is made available in hardcopy to any person who requests it in writing.

The relevant dates and timelines for Scoil Bhride's admission process are set out in the Annual Admission Notice, which is published on the school's website one week before the commencement of the admission process for each school year.

This policy must be read in conjunction with the Annual Admission Notice.

The **application form for admission** is published on the school's website and is made available in hardcopy to any person who requests it.

Characteristic spirit and general objectives of the school

Scoil Bhríde is a Roman Catholic co-educational primary school under the patronage of the Catholic Bishop of Meath **('the Patron'**), which serves the Parish of Dunboyne and Kilbride. The school has a Catholic ethos. It 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 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 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 currently has twenty-two teachers which includes the principal teacher, mainstream class teachers, special education and special class teachers. The staff also includes special needs assistants, a secretary and a caretaker.

The school has two autism classes known as "Coiscéimeanna." These classes are for children with autism and accommodate a maximum of twelve pupils. The particular process for admission to these classes is set out in this policy.

While recognising the right of parents/guardians ('**Parents**') to enrol their child in a school of their choice, the BoM reserves the right to determine maximum school and class size, in order to ensure the safety of all pupils and to provide for the educational needs of existing pupils.

This policy sets out the criteria used to determine

- Admission into Junior Infants
- Admission into the autism classes
- Admission into other classes

It sets out the priority order, which will apply, where the number of applications for admission exceeds the number of available places. In doing so, the BoM has regard to available resources, directions from the Patron, Circulars from the Department of Education and Youth (**'DEY'**), Pupil Teacher Ratio ('**PTR**'), school and class sizes etc.

The following is a summary of the factors taken into consideration by the BoM in devising its admission policy:

- Overall school capacity: The school has accommodation for 12 mainstream classes and two autism classes. The Patron has determined and directed that no additional accommodation will be provided at Scoil Bhríde. Consequently, the maximum number of pupils that may be enrolled is capped at 338 pupils i.e. 326 pupils in mainstream classes and 6 pupils in each of the two autism classes
- Availability of space in classrooms, play areas and overall site size
- Health and Safety requirements, including school site, space and traffic restrictions
- Availability of grants and resources: The school depends on grants and resources from the DEY and operates in accordance with regulations and circular letters issued from time to time by the DEY
- Educational needs of existing pupils
- The presence and/or integration of pupils with special educational and/or behavioural needs.

The arrangement of pupils into classes on an annual basis and the numbers in each class setting for teaching and learning purposes, remain the prerogative of the principal, subject to BoM approval.

Admission Statement

Scoil Bhríde will not discriminate in its admission of a student or the applicant in respect of the student concerned, on any of the following grounds:

(a) Gender
(b) Civil status
(c) Family status
(d) Sexual orientation
(e) Religion
(f) Disability
(g) Race
(h) Special educational needs
(i) Membership of the Traveller community

In accordance with Section 61(3) of the Education Admission to Schools Act, 2018, '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 of 2000.

Additional Information

Scoil Bhríde 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 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.

Scoil Bhríde 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 of the Roman Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

Autism Classes (Coiscéimeanna)

Scoil Bhríde has established two autism classes, with the approval of the Minister for Education.

Pupils with Special Educational Needs

Pupils with special educational needs will be supported in accordance with the level of resources provided by the DEY and/or National Council for Special Education ('**NCSE'**).

Admission of Students

The school shall admit each student seeking admission except where:

a) the school is oversubscribed
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/her and that s/he shall make all reasonable efforts to ensure compliance with such code by the student.
c) Scoil Bhríde is a Catholic school and may refuse to admit as a student a person who is not of that denomination, where it is proved that the refusal is essential to maintain the ethos of the school
d) The autism classes provide an education exclusively for students with a **primary diagnosis of autism** and the school may refuse admission to these classes where the student concerned does not have the specified category of special educational needs.

Admission to Junior Infants

The following conditions must be met for admission into Junior Infants:

- A child must have reached his/her fourth birthday on or before the 1st April preceding the September in respect of which the application for admission into Junior Infants is made.
- A fully completed application form for admission, duly signed and dated, must be returned during the enrolment period and in any case not later than the closing date as specified in the Annual Admission Notice.

- The official application form must be used. This is available for download at www.scoilbhridens.ie and/or in hard copy, on request from the school.
- A separate form must be used in respect of each child's application.
- The following documentation must accompany a fully completed, signed & dated application form, in order for the application to be considered a "**complete application**":
    i. The applicant's original birth certificate
    ii. Proof of address, in the form of a utility bill or other proof of address as listed in Scoil Bhríde's Procedures for Enrolment in the name of one of the Parents, which must be dated no later than three months prior to the closing date.
- Only complete applications will be considered. The BoM is not obliged to consider late and/or incomplete applications.
- The BoM is not obliged to place applications, which are late and/or incomplete, on a waiting list.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab initio*. Where a place has been offered, this will result in the offer being withdrawn. In the case of placement on a waiting list, it will result in removal from the waiting list.

If the application for admission is successful and the place has been accepted as outlined in this policy, the pupil shall be enrolled as per the name on his/her official birth certificate.

Criteria used to prioritise applicants for Junior Infants

The criteria in priority order 1 – 4 below, are used to determine admission, where the number of applications received outnumbers the number of places available:

1. Siblings of pupils currently enrolled in the school (Reference to siblings is to be taken as including reference to step siblings and foster children)
2. All applicants currently living within the Roman Catholic parish boundary of Dunboyne/Kilbride
3. Children of staff currently employed in the school
4. All other applicants.

Students tied for places

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

1. Applicants' ages will determine the outcome i.e. places will be offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from oldest to youngest, until all available places have been filled.
2. If the process under number 1 above fails to offer a solution and two or more applicants remain tied for a place, the name/s will be drawn by lot.

Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria in the order listed in this policy to those applications

that are received within the timeline for receipt of applications as set out in the Annual Admission Notice, which must be read in conjunction with this policy.

What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Admission to Schools Act, 2018, 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:

(a) A student's prior attendance at a pre-school
(b) Payment of fees or contributions to the school
(c) A student's academic ability, skills or aptitude, other than in relation to admission to the autism classes, insofar as it is necessary in order to ascertain whether or not the student has the specified category of special educational needs
(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 the applicant being a sibling/step sibling of an existing student at the school
(g) The date and time on which an application for admission was received by the school, subject to the application being received at any time during the period specified for receiving applications as set out in the Annual Admission Notice.

Notifying Applicants of Decisions

Applicants will be informed in writing of the decision regarding admission, within the timeline outlined in the Annual Admission Notice.

Applicants will be informed of the right to seek a review of the decision by the BoM and/or the right of appeal to the DE.

Acceptance of an offer

In accepting an offer of admission, parents must indicate

(i) whether or not they have accepted an offer of admission for another school/s. If they have accepted such an offer, they must also provide details of the offer/s concerned and
(ii) whether or not they have applied for and are awaiting confirmation of an offer of admission from another school/s, and if so, they must provide details of the other school/s.

Circumstances in which offers may not be made/may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil Bhríde 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
(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/her and that s/he 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 above.

Waiting lists in event of Oversubscription

If a student is not offered a place in the school, the reasons why s/he is not offered a place will be communicated to the parents, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list.

In the event of there being more applications than places available for Junior Infants, a waiting list of students whose applications were unsuccessful, due to the school being oversubscribed, will be compiled and will remain valid until 30th September of the year for which application is being made.

Offers of subsequent places that become available up to the 30th September of the year for which admission is being sought, will be made to those on the waiting list in order of the priority in which students have been placed on the list.

[Note: Twins: In the event of an applicant for Junior Infants, on a waiting list being a twin, and one place becomes available in the school, the BOM will meet to consider that exceptional set of circumstances and may offer the place to the twin on the waiting list, subject to there being place available in the Junior Infant class group and the overall cap on numbers in the school not being exceeded]

Late Applications

All applications for admission received after the closing date, outlined in the Annual Admission Notice will be considered, in accordance with the Education Admission to School Act 2018 and any regulations made under that Act and will be decided upon in accordance with the school's admission policy i.e. applicants whose applications for admission to Junior Infants arrive late will be placed at the end of the waiting list, in order of the date of receipt of their application.

Sharing of Data with other schools

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 BoM 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

(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).

Admission of Students to Autism Classes

The total number of places available is twelve.

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs - Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)
  AND
- A demonstration of the understanding of the complexity of the child's overall level of need/s evidenced in the professional reports
  AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same
  AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.
  (Parents/guardians please note: to receive this letter of eligibility from the NCSE please contact the NCSE at https://ncse.ie/notify-ncse-special-class-special-school by 1st October of the year preceding application for admission to school)

The criteria in priority order 1 – 4 below, are used to determine admission, where the number of applications received outnumbers the number of places available:

1. Siblings of pupils currently enrolled in the school (Reference to siblings is to be taken as including reference to step siblings and foster children)
2. All applicants currently living within the Roman Catholic parish boundary of Dunboyne/Kilbride
3. Children of staff currently employed in the school
4. All other applicants.

- An applicant is four years of age on or before the 1st April preceding the academic year for which the application is made
- A student may not remain in the autism class beyond the end of the school year following his/her 13th birthday.
- A fully completed, signed and dated application form for admission has been submitted to the school by the parents and a vacancy exists in the autism class
- If the application form is not fully completed, and/or all the required reports have not been furnished, the application will be deemed incomplete. Parents will be notified that the application will not be considered, nor a waiting list number allocated, until a complete application is submitted.

- When a complete application is submitted, the date and time of receipt are noted on the application form and an acknowledgement is sent indicating that the application has been allocated a waiting list number on a 'first come first served' basis.
- If offered a place, the parents must confirm in writing within 7 calendar days that the place is being accepted. If this confirmation is not received within that time, the school will take it that the place is not being accepted.
- Parents must confirm in writing within 7 calendar days that a place on the waiting list is being accepted. If this confirmation is not received within that time, the school will take it that the place on the waiting list is not being accepted.
- The waiting list will be maintained for the duration of the academic year only, for which the application was initially made.

Placement / Continuing Placement of a Pupil in an autism class.

- Pupils will be "phased in" gradually to the autism class through a mutually agreed process between the school and the parents.
- The individual needs of each pupil are constantly reviewed to ensure that an autism class is the appropriate setting to meet the pupil's needs. A review of each pupil's progress and his/her School Support Plus Plan, will be carried out in consultation with parents and other professionals where necessary.
- The school reserves the right to review each pupil's progress at the end of each academic year to determine whether the autism class continues to be an appropriate placement for him/her.

Transition from the autism class into Mainstream

Arrangements for pupils' integration into the mainstream will be made according to their level of need and attainments**.** School personnel will decide when inclusion/integration into a mainstream setting is appropriate. The mainstream setting will be the class that is best suited to meet the pupil's needs and the one that is chronologically most appropriate.

Admission to Mainstream (including Junior Infants after 1st October)

The following criteria apply when an application for admission into any mainstream class (including Junior Infants after the 1st October) during the academic year is under consideration:

i. That optimum arrangements of existing pupils for teaching and learning purposes are maintained
ii. That a place exists in the relevant class/es, taking all relevant circumstances into account e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.
iii. Scoil Bhríde is limited to its current accommodation of 12 mainstream classrooms. The Patron has determined and directed that no additional accommodation will be provided in Scoil Bhríde. Consequently, the maximum number of pupils that may be enrolled is capped at 326 pupils in the mainstream classes.
iv. An application for admission into a mainstream class, will not be accepted where the existing class, in respect of which the application is made, has 26 or more pupils.
v. Where a pupil leaves a mainstream class, in which the number of pupils already exceeds 26 an application for admission into that class will not be accepted where this would

result in the number of pupils remaining in excess of 26. No pupils will be accepted into Junior Infants prior to October 1st. An application for enrolment into Junior Infants after October 1st and for the remainder of the academic year, will be considered only where a vacancy exists, the applicant was already enrolled in another primary school and is/was in attendance at that primary school for not less than 20 school days.

Pupils will be enrolled in age appropriate class/es once the following criteria have been met:

- √ The official application form, which is available for download from the school's website at www.scoilbhridens.ie and/or in hard copy on request from the school, must be fully completed, dated and signed by the parents
- √ A copy of the applicant's birth certificate: Failure to submit a birth certificate will mean that the application is incomplete.
- √ Proof of address, in the form of a utility bill or other proof of address as listed in Scoil Bhríde's Procedures for Admission in the name of one of the parents, which must be dated no later than three months prior to the closing date.

- A separate form must be completed for each child.
- The availability of a place, in a specific class, will be determined in the context of the overall number of pupils which the school can accommodate at the time the application is made and in addition taking into consideration other relevant circumstances e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab initio*. Where a place has been offered, this will result in the offer of the place being withdrawn. In the case of placement on a waiting list, it will result in removal from the waiting list.
- Written notification of the decision regarding the application will be issued to parents within 21 calendar days of receipt of a fully completed, signed and dated application form.

Parents of applicants who have been offered a place must inform the school by completing and returning an enrolment acceptance form within 7 calendar days. Failure do so will result in the place being forfeited.

If the application for admission is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per the name on his/her official birth certificate.

Applicants who are not successful in securing a place for classes, other than Junior Infants up to the 30th September, will be placed on a separate waiting list. Any such waiting list will be prioritised in the following order:

1. Siblings of pupils currently enrolled in the school
2. All applicants currently living within the Roman Catholic parish boundary of Dunboyne/Kilbride
3. Children of staff currently employed in the school
4. All other applicants.

In the event of any of the above categories being oversubscribed, the date and time of receipt of a completed application will determine the order of priority within that particular category.

A place on a waiting list in this context expires at the end of the academic year for which the application was made.

The BoM is not obliged to consider applications which are incomplete and/or not signed and /or not dated and/or do not include the required documentation.

Offers of any subsequent places that become available during the school year will be made to those students, in the order of priority in which they have been placed on the waiting list and in the context of the cap on overall numbers and the cap on numbers in the particular class for which application is being made.

Decisions on Applications

All decisions on applications for admission will be based on the following:

- The 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 the Annual Admission Notice.

Selection criteria not included in the school's admission policy will not be used to make a decision on an application for a place in the school.

Declaration in relation to the non-charging of fees

The board of Scoil Bhríde, or any persons acting on its behalf, will not charge fees or seek payment or contributions 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.

Arrangements regarding students not attending religious instruction

Parents who have requested that the student attend the school without attending religious instruction, should make a written request to meet with the principal. A meeting will then be arranged to discuss how the request can be accommodated.

Review of Decisions by the BoM

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must** request a review of that decision by the BoM **prior** to making an appeal under Section 29 of the Education Acts 1998 -2018.

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 BoM **prior** to making an appeal under section 29 of the Education Acts 1998 - 2018.

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 Acts 1998 - 2018 which are published on the website of the DEY.

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 Acts 1998 - 2018.

Appeal to DEY

Under Section 29 of the Education Acts 1998-2018, 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) where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) 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 BoM **prior** to making an appeal under section 29.

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 BoM **prior** to making an appeal under section 29.

Appeals under Section 29 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 Acts 1998 -2018, which are published on the website of the DEY.

Updated by Board of Management: 08 November 2023

Updated again by the Board of Management on 04 September 2025 in line with:

- DEY circular 0039/2025 Approach and Key Measures to support the Forward Planning for Special Education Provision for the 2026/2027 school year and beyond
- DEY Information note for schools – Admission to Special Classes and Special Schools (following on from Circular 0039/2025)
- Supporting all Children and Young People to Access an Appropriate Education – DE Inspectorate May 2025

Approved by the Board of Management on 04 September 2025

Approved by the Patron on 22 September 2025

Signed: Fr. P. O'Connor
Chairperson of the Board of Management