



St. Bride's N.S.

Admission Policy

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 31st August, 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. Bride's N.S. 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 available on request from the school office and can be downloaded from the school website.

2. Characteristic spirit and general objectives of the school

St. Bride's N.S. is a Catholic primary school with a Catholic ethos under the patronage of the Bishop of Elphin, Bishop Kevin Doran.

"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 St.Bride's N.S. 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. Within the context and parameters of Department regulations and programmes, the funding and resources available, St.Bride's N.S. supports the principles of:

- Inclusivity (particularly with reference to children with disabilities or special educational needs)
- Equality of access and participation in the school.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- Parental rights to enroll their children in the school of their choice; this in the context of the existing school community and the rights of the children already enrolled.

Mission statement of St.Bride's N.S.:

'Cherishing children in our care, celebrating their uniqueness and providing a holistic education enabling them to lead fulfilling and happy lives'.

Primary schools receiving applications from applicants of a minority religion:

St Bride's NS is a school whose objective is to provide education in an environment which promotes certain religious values and 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.

3. Admission Statement

St. Bride's N.S. 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.Bride's N.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.

St. Bride's N.S. will co operate 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. Bride's N.S. will comply with any direction served on the Board or the Patron under Section 37A and 67 (4)(b).

4. Admission of Students

Junior Infant Enrolment Procedure

The registration process is initiated on receipt by St. Bride's N.S. of a completed application form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school, and is attached as appendix 1 to this policy.

Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Date of application, child's date of birth, address, P.P.S number and telephone contact number are recorded in St Bride's N.S. Record of Applications. Entry in St. Bride's N.S. Record of Applications means that an application will be considered in February of the relevant enrolment year and will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board of Management, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board of Management, all applicants will be notified of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Upon enrolment, parents will be required to sign the following documentation:

1. Enrolment Application Form
2. Enrolment Checklist

These may be added to and revised from time to time. All information will be collected and stored in line with the principles of G.D.P.R.

Application for immediate admission in the current school year

- Application forms are available from the school secretary or from the school website.
- Failure to fully complete forms or return them in a timely manner may result in refusal to admit the applicant.

Please note:

Applications for admission to Junior Infant Class must be made at the very latest by the 28th of February of the year in which it is expected that the child will start school.

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 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.

5. Oversubscription

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:

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:

Junior Infant Enrolment Criteria

If the number of applicants exceeds the number of places available, the following criteria are used to allocate places for the intake group:

1. Families whose primary residence is in the immediate areas of Ballintubber Parish, starting closest to and radiating outwards from the school within the Parish, or are in the process of moving to the Parish.
2. Siblings of those who are attending/ have attended St.Bride's N.S.
3. Children whose parent(s)/guardians or grandparents have attended St.Bride's N.S.

Criteria for Enrolment to Senior Infants to 6th Classes

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6th classes.

1. Families whose primary residence is in the immediate areas of Ballintubber Parish, starting closest to and radiating outwards from the school within the Parish, or are in the process of moving to the Parish.
2. Siblings of those who are attending/ have attended St.Bride's N.S.
- 3.Children whose parents or grandparents have attended St.Bride's N.S.

In the event that the number of applications from children attending schools within the above-defined catchment area exceeds the number of remaining available places, these places will be allocated on the basis of a lottery confined to applications from children attending primary schools within the above-defined catchment area. This lottery will be supervised by two observers, external to the school. In this circumstance, children (from within the catchment area) who are not allocated a place at this stage, will be placed on a numbered waiting list in the order in which they were drawn in the lottery. Subsequent places on the waiting list will be filled in the order in which applicants are drawn in a lottery of all remaining valid applicants (i.e. children from outside the defined catchment area.)

6. 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;
- (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 and or parents or grandparents of a student having attended the school.

Refer to page 6 in template for information point in relation to (f).

Note : In relation to point (2) a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's admission notice

(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 of that year only).

7. Decisions on applications

All decisions on applications for admission to St.Bride's N.S. 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) 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.

8. 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).

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

In accepting an offer of admission from St.Bride's N.S. 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.

10. 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.Bride's N.S. 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 9 above.

11. 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).

12. 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.Bride's N.S. 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.Bride's N.S.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.

13. 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 13.

14. Procedures for admission of students to other years and during the school year

The registration process is initiated on receipt by St.Bride's N.S. of a completed application form which is available from the School Secretary or to download from the school website. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

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 may send in an application for enrolment.
- The Principal will consider the existing class size and the needs within the relevant class.
- The application will not be refused on the grounds of any of the criteria listed in no. 3 and no. 7 a-f.

Date of application, child's date of birth, address, P.P.S number and telephone contact number are recorded in St Bride's N.S. Record of Applications.

The applicant will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Application for immediate admission in the current school year

- Application forms are available from the school secretary or to download from the school website.
- Failure to fully complete forms or return them in a timely manner may result in refusal to admit the applicant.
- Meeting of Principal and Parents/Guardians to discuss possible enrolment.

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

The board of St.Bride's N.S. 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.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students whose parent(s)/guardian(s) have requested that the student attend St. Bride's N.S. without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students.

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.

17. 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 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.

Ratified by the Board of Management on: _____

Signed by the Chairperson of the Board of Management: _____

Signed by the School Principal: _____