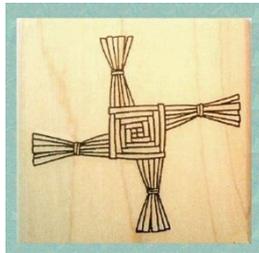


**ST. BRIGID'S GIRLS' SCHOOL,  
THE PARK,  
CABINTEELY,  
DUBLIN 18.  
D18 TN66.**

**TEL 01-2847422**

**EMAIL – [scoilbride@eircom.net](mailto:scoilbride@eircom.net)**

**Website – [www.stbrigidsgirlsschool.com](http://www.stbrigidsgirlsschool.com)**



## **Enrolment / Admission policy**

**Scoil Bríde  
Cabán tSíle  
Atha Cliath 18.**

(Updated September 2018)

**ST. BRIGID'S GIRLS' SCHOOL,  
THE PARK, CABINTEELY, DUBLIN 18**

**ENROLMENT/ ADMISSION POLICY**

**INTRODUCTION**

The following enrolment / admission policy has been agreed by the Board of Management of St. Brigid's Girls' School in accordance with the provisions of the Education Act 1988. The main purpose of the policy is to assist parents / guardians in relation to enrolment matters. The Chairperson of the Board of Management, and the Principal, Mrs. Aedeon Sweeney, St. Brigid's Girls' School, The Park, Cabinteely, Dublin 18 (tel 01-2847422) will be happy to clarify any further matters arising from the policy. It is important to note that the policy may be reviewed and amended subject to any specific directions of the Board of Management, Patron and / or the Minister for Education and Skills.

The policy contains two main sections :

- Section A : General Information
- Section B : Specific Procedures for Enrolment

**SECTION A : GENERAL INFORMATION**

**School Background.**

St. Brigid's Girls' School is situated within the parish of Cabinteely, Dublin 18. St. Brigid's school (for both boys and girls) was originally opened in 1914 and situated in Mart Lane, but the Girls' school moved into the building in The Park, Cabinteely in November 1988. The school is a Roman Catholic National School under the patronage of the Archbishop of Dublin, Diarmuid Martin. The school caters for girls only, aged between four and twelve years of age and class standards include Junior Infants, Senior Infants, First, Second, Third, Fourth, Fifth and Sixth Classes.

**The School Day**

|                         |                       |
|-------------------------|-----------------------|
| Junior / Senior Infants | 8.40 a.m. – 1.20p.m.  |
| First – Sixth Classes   | 8.40 a.m. – 2.20p.m.  |
| Morning Break           | 10.30 p.m.– 10.40a.m. |
| Lunch Break             | 12.30 p.m. – 1.00p.m. |

**Number on Roll**

Current enrolment in mainstream classes is 546

### **School Staff (2018)**

The total number of full-time teachers is 27, including the Principal. The teachers are allocated to the following posts:

- 1 administrative Principal
- 21 Mainstream Class Teachers
- 4 Full Time Special Education Teachers
- 1 Shared Special Education Teacher (shared with St. Patrick's Girls' School, Hollypark, Dn. 18).

In addition, support staff comprise :

- 4 Special Needs Assistants
- 1 Secretary
- 1 Caretaker

### **Board of Management**

The Board of Management is charged with the direct governance of the school. Subject to the authority of the Board, the overall responsibility for the day-to-day activities of the school is devolved on the Principal. The constitution of the Board of Management comprises the following representatives :

- I. Two direct nominees of the Patron.
- II. Two parents of children enrolled in the school (one being a mother, the other a father), elected by the general body of parents of children enrolled in the school.
- III. The Principal (or Acting Principal) of the school.
- IV. One other teacher on the teaching staff of the school, elected by vote of the teaching staff.
- V. Two extra members representing the wider community proposed by those nominees described at (i) to (iv) above.

### **Parental Choice**

While recognising the right of parents to enrol their children in the school of their choice, the Board of Management of St. Brigid's Girls' School is charged with the responsibility of upholding the Catholic Ethos of the school and adhering to Diocesan policy in relation to parish boundaries. Although the school promotes the teachings of the Catholic Church, tolerance and respect for other religious beliefs, traditions, languages and ways of life is fostered.

## **Equality of Access**

All children will have equality of access to participate as fully as possible in all aspects of school in as far as is reasonable and possible and subject to the general enrolment policy. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language, traveller status, family or social circumstances, provided that the relevant supports and resources requested by the Board of Management are put in place by the Department of Education and Skills, prior to the enrolment of the child.

## **Curriculum**

The school embraces the curriculum programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The curriculum at St. Brigid's Girls' School provides a broad and balanced learning experience and a wide variety of teaching methods are used. The subjects taught include, English, Gaeilge, Maths, Music and Drama, S.P.H.E. (Social, Personal and Health Education), S.E.S.E. (Social, Environmental and Scientific Education) and Physical Education.

## **Religious Education**

The teaching of Religious Education throughout the school is in accordance with the programme stipulated by the Diocesan Advisors. The Veritas "Grow in Love" Programme is the scheme in use in the school. It is important to note that religious education in a Catholic School cannot be just confined to specific religious education lessons. It permeates all aspects of school life. Children take part in daily collective prayer. This may be within their own classroom, or with the whole school, e.g. at assemblies. Children are prepared for the Sacraments of Reconciliation and Holy Communion in second class and the Sacrament of Confirmation in sixth class. Children who do not wish to participate in the daily formal Religious instruction classes will remain in the classroom but will be assigned other work to do during this time.

## **Code of Discipline and Good Behaviour**

This code seeks to make a positive statement about the kinds of behaviour which St. Brigid's Girls' school wishes to promote among its pupils.

### **Aims**

In devising the code, consideration has been given to the particular needs and circumstances of St. Brigid's Girls' school. The aim is to create an ordered and orderly environment in which pupils can, through developing self-discipline, feel secure and make progress in all aspects of their development.

The members of staff are committed to creating a positive and respectful environment and to ensure that St. Brigid's is a happy school.

St. Brigid's Girls' school endeavours to ensure that this code is implemented in a reasonable, fair and consistent manner.

St. Brigid's Girls' School has, in general, a high standard of behavior.

Inappropriate Behaviour is defined as any form of behaviour that interferes with the rights of others to learn and to feel valued and safe and is unacceptable in St. Brigid's Girls' School. The degree of misdemeanour (i.e. minor, serious or gross) will be judged by the teachers and / or Principal based on a common sense approach. The frequency of such misdemeanours will also be taken into account. Sanctions for inappropriate behaviour include:

- Temporary Suspension.
- Expulsion.

Suspension will be considered for repeated instances of serious misbehaviour or for gross misbehaviour. Aggressive, threatening or violent behaviour will be regarded as serious or gross misbehaviour, depending on circumstances.

A single incident of serious misconduct may be grounds for suspension.

The Principal will notify the parents and the pupil in writing of the decision to suspend.

In the case of gross misbehaviour the Board will authorise the Chairperson or Principal Teacher to sanction an immediate suspension, pending a discussion of the matter with the parents / guardians. Expulsion may be considered in an extreme case, in accordance with Rule 130(6).

The authority to expel is reserved for the Board of Management of St. Brigid's Girls' School.

When all the interventions have been tried by the school and the possibilities of changing the pupil's behaviour have been exhausted, expulsion will be considered.

Full details of all procedures are outlined in the Code of Good Behaviour and Discipline and a copy of this code will be issued to all parents with the enrolment forms.

The Code is available on the school's website and from the school office. Acceptance of this Code of Good Behaviour and Discipline by parents / guardians is a precondition of a child being enrolled in St. Brigid's Girls' School. Parents / guardians are expected to make all reasonable efforts to ensure compliance with this code by their daughter.

### **Resources and Funding**

The Board will have regard to relevant Department of Education and Science guidelines in relation to class size and staffing provisions and / or any other relevant requirements (in particular, Health & Safety recommendations) concerning accommodation, including physical space and the health and welfare of the children.

Taking into account issues of the Health and Safety, the area of individual classrooms in the school, other space available, and provision required for special needs education, the Board of Management considers that a pupil / teacher ratio of 30 : 1, to be the maximum number of pupils allowed in any one classroom. However, the pupil teacher ratio for Primary Schools in Ireland (Department of Education and Skills) for staffing purposes is 26:1. The Board of Management acknowledges this and aims to apply this in the school as far as is possible.

## **SECTION B : SPECIFIC PROCEDURES FOR ENROLMENT**

### **Age Requirement**

The Board is bound by the Department of Education and Skills rules for National Schools in the Education (Welfare) Act 2000. Pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance shall not apply until the age of 6 years. Intending pupils must be 4 years of age by the 1<sup>st</sup> of September in the year of enrolment.

### **Application Procedure**

Decisions regarding applications for enrolment are made by the Board of Management of the school in accordance with school policy and any relevant Department of Education and Skills guidelines in relation to class size or staffing provisions and / or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of the children.

As a general principle, and in so far as is practicable, having regard for the school's enrolment policy, children will be enrolled on application, provided that there is space available. Parents will be notified within 21 days after the last closing date for application for enrolment.

Application for enrolment forms will be posted to all interested parties during the month of October of the year before the child is due to start school.

Parents who are interested in receiving this application for enrolment form should contact the school and put their name on the school's mailing list. They may contact the school by phone, by post, or by email, supplying us with the parents' name and address, contact numbers, child's name and date of birth and year being applied for. A copy of the mailing list form is on the school's website and can be downloaded and posted to the school.

Please note where parents / official guardians do not reside together, the signature of **both** parties is required on the Enrolment form, if possible. Please note both parents / guardian must show support for the application for enrolment. A letter or email from a parent / guardian, if not available to sign the form, will also suffice.

Length of time on the mailing list does not influence offers of places.

The school will also advertise the commencement of the enrolment process in October by putting a note on the school's website, by announcing the process at all parish masses during the month of October, and by email in October, to parents already in the school.

If a parent is on the mailing list, but does not receive an application for enrolment form by end of October of the year before their daughter is due to start school, the parent should contact the school immediately. **The onus is on the parent to follow this up.**

## Decision making – Junior Infants

Girls who live in the Cabinteely Parish / School Catchment area (proof of address required), girls who have sisters or brothers already enrolled in St. Brigid's Cabinteely Girls' or Boys' Schools but do not reside in the area, and daughters of staff members of the schools will qualify for enrolment in St. Brigid's Girls' School.

Girls who do not live in Cabinteely Parish / School Catchment area and who have no siblings already enrolled in St. Brigid's Girls' or Boys' school, will not be considered for enrolment unless there are places available after all qualifying children have received an offer of a place in Junior Infants. In the event of the number of qualifying applications exceeding the number of places available, places will be offered in **order of age, oldest children first.**

The Board of Management enrolls a maximum of 30 children in any one class. The total number of places available varies from year to year. We have a mixture of two and three streams at each class level across the school. Each year we replace at infant level in September, the number of classes who leave at sixth class level in the previous June. If a place becomes available, following first round offers, the place will be offered to the next oldest eligible applicant first. Offers will be made in order of age. Any qualifying child who does not receive an offer for the year they applied for, will be transferred to the following year's application list where they will, naturally, be at the older end of the list. Late applications received after application closing date, if resident in Cabinteely Parish / School Catchment area, will be placed at the end of the waiting list, after qualifying applicants who returned by the due date.

Parents / Guardians who think their daughters may not qualify for enrolment should put their child's name down in other schools as well as St. Brigid's Girls' School. This particularly applies to people living outside the Cabinteely Parish / School Catchment area

**“Application for Enrolment” Forms must be returned by the date specified on the covering letter. Children's names on the mailing list are not considered for enrolment until the “Application for Enrolment” Form is returned.**

## **Provision of Information by Parents / Guardians**

When a child is offered a place in Junior Infants, the following information will be required upon enrolment.

- Pupil's name, address, date of birth.
- Names, addresses, occupations and contact numbers of parents / guardian
- Siblings names, ages, schools.
- Contact telephone numbers in case of emergency.
- Religion (Baptismal Certificate is required – if Catholic).
- Medical / Developmental details (if applicable to school).
- Other circumstances which might be considered to affect the child's ability to benefit from school.
- Previous school attended, if any, and reasons for transfer, if applicable.

## **Pupils Transferring from Other Schools**

Pupils may transfer to the school subject to school policy, an available place, and, in some cases, the approval of the Department of Education and Skills and the Educational Welfare Board. In accordance with the Education Welfare Act (2000), the school will require certain information from the previous school :

- Name, address and contact details.
- School attendance details.
- Reports of Child's educational progress.
- Details of any special educational or welfare needs.

If the school is oversubscribed with applications for available places, priority will be given to children who are resident in the Cabinteely Parish / School Catchment area and have no school place, or whose previous school is too far away to make commuting viable.

Pupils may transfer during the school year if a place is available in the class level applied for. The Board of Management enrolls a maximum of 30 pupils in any one class.

Places for a new school year (i.e. September of each year) will be offered before the end of the preceding month of May. Priority will be given to residents of the Cabinteely Parish / School Catchment area, and, if all else is equal, in order of receipt of application.

Any applications received after available places have been offered and accepted will be placed on a waiting list, and parents will be contacted if a place becomes available.

## **Application Requirements for the Enrolment of Children with Special Needs.**

The Board of Management welcomes applications from children with special needs, subject to the general enrolment policy.

The Board of Management will request a recent copy of the child's medical and / or psychological report. Where such a report is not available, the Board of Management will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to her disability or special needs and to profile the funding and support services required.

On receipt of the report, the Board of Management will assess how the school could meet the needs specified in the report. Where the Board of Management deems that further resources are required, it will, prior to enrolment, request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include, for example, access to, or the provision of any or a combination of the following : visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. The parents will be asked to sign a consent form, which will allow the school to liaise, if necessary, with the relevant outside agencies. If necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, resource teacher for special needs or psychologist, as appropriate. It may be necessary for the Board of Management to decide to defer enrolment of a particular child pending :

- Receipt of an assessment report and / or
- Provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and / or medical report.
- Educational progress report to include special needs reports when necessary.

An applicant for enrolment may present with a degree of disability physical and / or intellectual for which the school, having regard to the physical structure of the school premises, the limitations of existing staff, the absence of appropriate supports both in terms of facilities and specialist personnel, could not reasonably accommodate and provide for, even with additional resources from the Department of Education and Skills, and in such circumstances the Board of Management reserves the right to refuse enrolment.

### **Right to Appeal**

Parents / Guardians have the right to appeal a refusal by a school to enrol a student under section 29 of the Education Act (1998). The appeal must be made within 42 calendar days from the date the decision of the school was notified to the parents / guardians. Appeal forms are available from the Department of Education and Skills.

