



Admission Policy of St Brigid's Girls' School

The Park, Cabinteely,

Dublin 18

D18 TN66

Roll Number: 16353W

School Patron: Catholic Archbishop of Dublin,

Catholic Diocese 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 the school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 25th January 2023. 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 Girls' School'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 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 Girls' School is a Catholic all girls' primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; 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. Brigid's Girls' 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.

Mission Statement of St. Brigid's Girls' School.

St. Brigid's Girls' School is a Catholic primary school under the patronage of the Catholic Archbishop of Dublin. While the school has a Catholic ethos, it also gives equal recognition to children of other traditions. Each pupil in our school is valued for themselves.

The school aims to offer a broad education where the all-round development of each child is of primary concern. The school endeavours to enable pupils to build on their talents and strengths in an atmosphere of social, intellectual and religious inclusiveness.

The school strives to serve the needs of its pupils and provide an enthusiastic, cheerful, positive and nurturing environment for their education. The school seeks to foster a sense of community, focussed on excellence in teaching and learning. Caring and respect for others and for our environment is promoted amongst pupils and amongst all who work or volunteer in the school. High standards of behaviour and consideration for others are promoted amongst pupils and all who are part of St. Brigid's Girls' School community.

3. Admission Statement.

St. Brigid's Girls' School 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 ground" shall be construed in accordance with section 3 of the Equal Status Act 2000.

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

***Single gender schools.**

St. Brigid's Girls' School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

All denominational schools

St. Brigid's Girls' School is a school whose objective is to provide education in an environment which promotes Catholic values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

St. Brigid's Girls' School does not currently have a special class, however, our school is fully committed to inclusivity, particularly with reference to the enrolment of children with Special Educational Needs.

5. Admission of students.

This school shall admit each student seeking admission except where –

- (a) The school is oversubscribed (please see section 6 below for further details)
- (b) A parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- (c) St Brigid's Girls' School provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.
- (d) St. Brigid's Girls' school is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

6. 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:

Selection Criteria – Junior Infants.

- a) Girls who live in the Cabinteely Parish/catchment area (proof of address required) and siblings and stepsiblings of girls currently enrolled in St. Brigid's Girls' School, Cabinteely (the eldest child will have priority in this ranking).
- b) Daughters of staff members (the eldest child will have priority in this ranking).
- c) Sisters and stepsisters of boys who are currently enrolled in St. Brigid's Boys' School (the eldest child will have priority in this ranking)
- d) Girls residing outside the parish (the eldest child will also have priority).

In the event that there are two or more students tied for a place or places in any of the selection criteria above (e.g. two children with the same birth date), a lottery will be conducted with an independent party present.

Catchment area: See Appendix 1

Parents/Guardians of children whose birthday occurs in the months of July or August are advised to wait until their child is 5 years of age before starting them in school.

7. What will not be 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 service, including naíonraí;
- (b) the payment of fees or contributions (however 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 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 her family attending or having previously attended the school, other than, siblings of a student already attending St Brigid's Girls' or Boys' 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 set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications.

All decisions on applications for admissions to St. Brigid's Girls' School 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 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 Junior Infants.)

Selection criteria that are not included in our 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 (by email or post) as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review / right of appeal of the school's decision (see section 17 below for further details).

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

In accepting an offer of admission from St. Brigid's Girls' School, you must provide the following information: –

(i) indicate 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) indicate 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 Girls' School where –

(i) it is established that information contained in the application is false, incomplete, 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.

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 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 Girls' School 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 Girls' School is in 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 were 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, based on their placing on the waiting list.

14. Late Applications.

All applications for admission after the closing date as outlined in the annual admissions notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to Schools 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 12.

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

The procedures of the school in relation to admission of students who are not already admitted to the school to classes or years other than the school's junior infant classes are as follows:

Applications to take up a place during the school year:

(i) The Board of Management will consider applications for a student who wants to take up a place in a class (other than Junior Infants) should they deem that there is a place available in the class applied for.

- (ii) An applicant to any class level must be age-appropriate for that class, and the age of the applicant should be in line with the ages of the children already enrolled in that class level.
- (iii) Places will not be awarded during the month of June – applicants who apply during this time must apply to take up a place at the beginning of the next school year (i.e. end August/beginning September of the next school year).
- (iv) Applications to take up a place will be treated on a first come/first served basis.
- (v) Names may be placed on a waiting list and as a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class.
- (vi) If two applications are received on the same date, then the selection criteria below will be applied.

Applications to take up a place at the beginning of the following school year:

- (i) The Board of Management will consider applications for a student who wants to take up a place in a class (other than Junior Infants) at the beginning of each school year during the months of April/May preceding the school year in question when the availability of places in those classes has been determined.
- (ii) An applicant will be given a place in the class applied for, should the Board of Management deem that there is a place available.
- (iii) An applicant to any class level must be age-appropriate for that class, and the age of the applicant should be in line with the ages of the children already enrolled in that class level.
- (iv) Applications that are received following the timeline for receipt of applications in April/May will be put on a waiting list and places will be awarded on a first come, first served basis.
- (v) Names may be placed on a waiting list and as a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class. The waiting list and application will only remain valid for the class level that has been applied for.
- (vi) In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria below.

Selection Criteria – Classes other than Junior Infants.

- a) Girls who leave the school to join a Reading School or any specialised school should have a place retained in St. Brigid's Girls' School.
- b) Girls who live in the Cabinteely Parish/catchment area (proof of address required) and siblings and stepsiblings of girls currently enrolled in St. Brigid's Girls' School, Cabinteely (the eldest child will have priority in this ranking).
- c) Daughters of staff members (the eldest child will have priority in this ranking).
- d) Sisters and stepsisters of boys who are currently enrolled in St. Brigid's Boys' School (the eldest child will have priority in this ranking)
- e) Girls residing outside the parish (the eldest child will also have priority)

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

The board of St. Brigid's Girls' School or any persons on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of –

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, has requested that the student attend the school without attending religious instruction in the school. The 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.

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 timetable within which such a review must be requested and 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 section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of Appeal.

Under section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29(1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29(1) (c) (ii) of the Education Act 1998 where the refusal to admit was due to 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). Requests for a review by the Board of Management, where an application has been refused due to the school being oversubscribed, must be received within four weeks from the closing date for notification of applications, as defined in the Admission Notice.

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 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.

Signed:



Joe McNeill

Chairperson, Board of Management



Elaine Carroll

Principal

Date: 25th January 2023