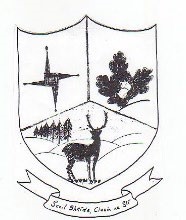
**Diocese of Kildare & Leighlin**

**Admissions Policy Document**

**for**

**Scoil Bhríde, Cluain na Slí**

**Patron:** Most Reverend Denis Nulty; Bishop of Kildare & Leighlin

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**Principal**: John O’Sullivan

**Deputy Principal**: Siobhan O’Kelly

**Assistant Principal:** Deirdre Molloy

**.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 in its current form was approved by the school patron on 1/12/’22. It is published on the school’s website and will be made available in hardcopy, on request, to any person who seeks it.

The relevant dates and timelines for the admission process at SBC are set out in the school’s Annual Admission Notice which is published annually on the school’s website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the Annual Admission Notice for the school year concerned.

The application form for admission is published on the school’s website and will be made available in hardcopy on request to any person who seeks it.

# .2. Characteristic Spirit & General Objectives of the School

Scoil Bhríde Cluain na Slí is a Catholic, Co-Educational Primary School with a Catholic Ethos. The Bishop of Kildare & Leighlin is the Patron of our school.

A Roman Catholic School (which is established in connection with the Minister) aims at promoting the full and harmonious development of all aspects of the person of the pupil:

intellectual, physical, cultural, moral and spiritual,- including a living relationship with God and with other people.

The Catholic school provides Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith. Our school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ.

*"Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all".*

*'The Catholic Preschool & Primary Religious Education Curriculum' P.15*

In the context of a Catholic Primary School, a "Catholic Ethos" means the ethos and characteristic spirit of the Roman Catholic Church which aims at promoting:...

* The full and harmonious development of all aspects of the pupil, including the intellectual, physical, cultural, moral aspects
* A living relationship with God and with other people.
* A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic Faith
* The provision of 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 Scoil Bhríde Cluain na Slí 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.

**.3. Admission Statement**

Scoil Bhride Cluain na Slí will not discriminate in its admission of a pupil to the school on any of the following:

1. the gender ground of the pupil or the applicant in respect of the pupil concerned,
2. the civil status ground of the pupil or the applicant in respect of the pupil concerned,
3. the family status ground of the pupil or the applicant in respect of the pupil concerned,
4. the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
5. the religious ground of the pupil or the applicant in respect of the pupil concerned, (f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
6. the ground of race of the pupil or the applicant in respect of the pupil concerned,
7. the Traveller Community ground of the pupil or the applicant in respect of the pupil concerned. (i) the ground that the pupil or the applicant in respect of the pupil concerned has Special Educational Needs

Our school has a long and proud history of inclusiveness, equality of access & participation, parental choice and a respect for the diversity of values, beliefs, traditions and ways of life in an ever changing society.

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.

In full compliance with DES Circular 0075/2022, Scoil Bhríde Cluain na Slí 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 Cluain na Slí 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.

***All Denominational School***

*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 pupil any person who is not of Roman Catholic Faith and it is proved that the refusal is essential to maintain the ethos of the school.*

## 4. Categories of Special Educational Needs Catered for at SBC/Special Class

*At the time of writing, Scoil Bhríde is a Mainstream School with no Special Class attached. This particular section of our Admissions Policy Document will be amended if/when such status is changed in any way.*

## 5. Admission of Students

All decisions in relation to Admission & Admission are made by the School BOM and in accordance with School Policy.

(i) Our school shall admit each student seeking admission except where…..

1. The school is oversubscribed (please see Section .6. Oversubscription)
2. The parent(s) of a pupil, 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 pupil.

## All denominational schools

Scoil Bhride Cluain na Slí is a Roman Catholic School and may refuse to admit as a pupil, any person who is not of the Roman Catholic Faith 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 admission 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. These criteria will apply with due regard for DES guidelines in relation to class size, staffing provisions, physical space and the health, safety and wellbeing of all the pupils.

1. Places will be provided for

(1) siblings of those children attending or who have already attended SBC and/or (2) parents or grandparents of the child having attended the school. (In relation to (2) above, SBC may only apply this criteria to a maximum of 25% of the available spaces as set out in the school’s Annual Admission Notice)

1. Places will be provided to those within the boundaries of the parish of St. Manman and by proximity to the school based on the Eircode and Google Maps
2. Places will be provided with reference to the Age/DOB of the child.

*In the event that there are two or more applicants tied for a place or places in any of the admission criteria above (the number of applicants exceeds the number of remaining places), then the School's BOM will grant admission based on Age/DOB of the eldest child(ren)*

We at SBC wish to record our compliance with the provisions of the Education (Admission to Schools) Act 2018 regarding all decision making in these matters.

* 1. With effect from October 3rd 2018, religion will not be used as a criterion for Admission/Admission to SBC.
  2. Admission fees, payments or contributions in any form will not be a condition of Admission/Admission or Continuation at SBC with effect from October 3rd 2018.
  3. We at SBC understand and accept that with effect from October 3rd 2018, the Minister of Education & Skills may, in certain circumstances and in consultation with the Patron and our School BOM, direct the Board to co-operate in relation to all Admission/Admission processes*.*

**7. What will not be considered or taken into account.**

In accordance with section 62 (7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a child on a waiting list for admission to the school:….

(a) A child’s prior attendance at a pre-school or pre-school service, including naíonraí,

1. the payment of fees or contributions (howsoever described) to the school;

1. A child’s academic ability, skills or aptitude;

1. The occupation, financial status, academic ability, skills or aptitude of a child’s parents;

1. A requirement that a child, or his or her parents, attend an interview, open day or other meeting as a condition of admission; *(At SBC, our Open Day for the new Junior Infant/Intake Class takes place during the final term of the preceding school year. Attendance at same is not compulsory and is not considered a precondition of admission/Admission.)*

1. 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, in our case whereby the school wishes to include an admission criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

(In relation to (2) parents and grandparents having attended,-SBC may only apply this criteria to a maximum of 25% of the available spaces as set out in the school’s Annual Admission Notice).

1. 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.

### .8. Decision Making on Applications

All decisions on applications for admission to Scoil Bhride Cluain na Slí will be based on the following:

* Our school’s Admission & Admission Policy
* The school’s Annual Admission Notice
* The information provided by the applicant in the school’s official application form received during the period specified in our Annual Admission Notice for receiving applications(Please see Section .14. Late Applications below in relation to applications received outside of the admissions period and Section 15 (i) below in relation to applications for places in years other than the intake group. i.e. Transfers)

Admission criteria that are not included in our School Admission Policy will not be used to make a decision on an application for a place at SBC.

### 9. Notifying Applicants of Decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admissions Notice.

If a pupil 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 admission criteria and details of the pupil’s place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school’s decision (see Section 18 Review of Decisions by the BOM and The Appeals Procedure).

### .10. Acceptance of an offer of a place at SBC by an Applicant

In accepting an Offer of Admission from Scoil Bhride, Cluain na Slí the parents of the child(ren) concerned must indicate—

1. whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned
2. whether or not they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, they 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 Scoil Bhríde, Cluain na Slí where:....

1. It is established that information contained in the application is false or misleading.
2. 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.
3. The parent of a pupil, 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 pupil.
4. An applicant has failed to comply with the requirements of ‘Acceptance of an Offer’ as set out in Section J 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:...

1. An application for admission to the school has been received.
2. An offer of admission to the school has been made.
3. An Offer of admission to the school has been accepted.

This list may include any or all of the following:

1. The date on which an application for admission was received by the school.
2. The date on which an offer of admission was made by the school.
3. The date on which an offer of admission was accepted by the applicant.
4. A Pupil's personal details including his/her name, address, DOB and PPS Number (within the meaning of Section 262 of the Social Welfare Consolidation Act 2005)

SBC will upload Admission Information for all new Junior Infant/Intake pupils onto the Primary Online Database within two weeks of the closing date for receipt of applications. Relevant details will be shared with all other schools in the parish of St. Manman by the third week after the closing date for applications.

### .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 children whose applications for admission to SBC were unsuccessful due to the school being oversubscribed will be compiled, filed and remain valid for the school year in which admission is being sought.

Placement on the waiting list at SBC is in the order of priority assigned to the pupils’ applications after the school has applied the admission criteria in accordance with this Admission & 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 children on the Waiting List, in accordance with the order of priority in relation to which they have been placed on the list.

### .14. Late Applications

All applications for admission received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon in accordance with our Admissions & Admission 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 of this document

### 15. Procedures for the Admission of Pupils to years other than the Intake group prior to the commencement of the New School Year and for all Pupil Admissions during the School Year itself. (ie Pupils Transferring)

*(i) Admission of Pupils to Classes other than the Intake Group prior to the commencement of the New School Year)*

1. All children who intend enrolling at Scoil Bhríde must first have their details filled out on an Application for Admission/ Admission Form (Transferrals).

1. At Scoil Bhríde, we neither encourage or promote the transferral of pupils from another school in the local area or indeed from within the parish of St. Manman during active term-time.

1. Where a family has just recently moved into the local area, the Board of Management of Scoil Bhríde shall consider admission on application provided adequate space is available in the class.

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*(ii) Admission of Pupils after the Commencement of the School Year in which admission is sought.*

1. Children hoping to transfer into our Junior Infant/Intake Class shall be considered for acceptance after all the usual Admission/Admission Procedures have been followed and provided that the following conditions are met:
   1. There is sufficient room in the class
   2. The Waiting List is empty.

In cases where there is an active waiting list for this class, we then revert to the following point made in Section 13 Waiting List of this document: …

*"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 children on the Waiting List, in accordance with the order of priority in relation to which they have been placed on the list"*

1. Children hoping to Admit into classes other than our Junior Infant/Intake Class after the commencement of the New School Year shall have their application processed as per the procedures dealing with the Transferral of Pupils which is outlined in the previous Section .15. (i) Points 1-3 above.

**.16. Declaration in relation to the Non-Charging of Admission Fees or Contributions.**

The BOM of Scoil Bhríde Cluain na Slí or any persons acting on its behalf will not charge fees for or seek payment/contributions (howsoever described) as a condition of either…..

1. An application for the admission/Admission of a child to SBC

or

1. The admission or continued Admission of a pupil at our school.

.**17. Arrangements regarding pupils who are not of Roman Catholic Faith and/or do not wish to partake in formal Religious Instruction at SBC.**

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

### .18. Review of Decisions by the BOM and the Appeals Procedure

*Review of Decisions by the BOM*

The parent of the student may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

***Notes:***

1. 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.

1. 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.

**Notes:**

1. 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 Section .18. (i) above Review of Decisions by the Board of Management)
2. 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 at Section .18. (i) above)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an Independent Appeals Committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under Section 29B of the Education Act 1998 which are published on the website of the Department of Education and

Skills.

### 19. Ratification and Review

This revised document underwent legislative change as per DES Circular 0075/2022 in November 2022. The resulting Draft Admissions Policy was submitted to the Patron for approval on 1/12/’22. Such approval was acquired on that very same date and the policy will receive final ratification from the BOM on 27/2/’23. It will be fully implemented at Scoil Bhríde Cluain na Slí in advance of and in preparation for Admission Procedures for the School-year 2023-2024.

This Revised Policy Document November 2022 was made available to the full school community via the Scoil Bhríde Cluain na Slí Website on 6/12/’22. Hard copies will be provided to all those who request same. It will be monitored and evaluated on an ongoing basis and will undergo further review if and when the need arises. In accordance with Official School Policy, its content and effectiveness shall be formally revised no later than in April/May 2025.

**This Admission Policy was approved by the Patron; Bishop Denis Nulty on 1/12/2022**

**This Admission Policy will be ratified by the Board of Management of Scoil Bhríde on 27/2/2023**

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**(**

**Principal)**



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**(Chairperson)**