



ADMISSION POLICY OF SAINT BRIGID'S GIRLS' NATIONAL SCHOOL

Roll No: 18324c
School Patron: Archbishop of Dublin

This policy was approved by the Patron on 21st June 2022.

CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF OUR SCHOOL

The Board of Management of St. Brigid's G.N.S. herein outlines its policy for the school year 2021/2022 in a format of publication, which has been agreed with the patron of our school, Archbishop of Dublin. As a Roman Catholic school, the school aims at promoting the full harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. This 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 and follows the Grow in Love programme of religious instruction.

The Board of Management is setting out its admissions policy in accordance with the provisions of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Acts 2000 to 2018. The Board trusts that in so doing you – our parents/guardians – will be assisted in relation to enrolment/admission matters. The relevant dates and timelines for St. Brigid's GNS admission process are set out in the school's annual admission notice, which is published annually on the school's website. The policy must be read in conjunction with the annual admission notice for the school year concerned.

OUR SCHOOL

- The name of this school is ST. BRIGID'S GIRLS' NATIONAL SCHOOL. (Scoil Bhríde).
- Our address is: - Turret Road, Palmerstown, Dublin 20.
- Telephone: 01 - 626 5431
- Email: saintbrigidsgns@gmail.com
- Website: www.stbrigidspalmerstown.com.
- This is a Roman Catholic primary school under the patronage of the Archbishop of Dublin.
- The Chairperson of the Board of Management is Mr. Fergus Hayden, 10, The Coppice, Woodfarm Acres, Palmerstown, Dublin 20.
- The Principal is Mrs. Aileen O'Shea.
- The Chaplain is Very Rev. Canon. Tony Reilly

- The total number of teachers in the school for the year 2021/2022 is 20, this includes the Principal teacher, fifteen mainstream teachers, three full time support teachers and one shared support teacher.
- St. Brigid's is a linear all girls' school in which the full range of classes is taught from Junior Infants to 6th class.
- Our school is primarily funded by the grants and teacher resources provided by the Department of Education & Skills and on occasion by parish contribution and it operates within the regulations laid down from time to time by the Department.
- St. Brigid's follows the curricular programmes prescribed by the Department of Education & Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.
- Our school is open to receive pupils from 8.40 a.m. Children remain the responsibility of their parents until school opens. School closes at 1.30pm for Infant classes and & 2.30 p.m. for all other classes. Children become the responsibility of their parents after 2.30 p.m. & 1.30 p.m in the case of Infants.

ADMISSION STATEMENT

The following is our Admission Statement that is set out in accordance with Section 61 of the Education Act 1998 that was inserted by Section 9 of the Education (Admission to Schools) Act 2018.

St. Brigid's Girls' School is an all-girls primary school. As such it is a school to which Section 7(3)(a) of the Equal Status Act 2000 applies. In such circumstances, refusing the admission of boys to the school does not constitute discrimination on gender grounds.

St. Brigid's Girls' National School 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. Brigid's GNS is a school which will establish one AS class in the school year 2022/2023, with the approval of the Minister for Education and Skills, which will provide an education exclusively for students on the Autism Spectrum and within the mild range for general learning disabilities (when a general learning disability is present). The BOM of St. Brigid's GNS may refuse to admit to the class a student who does not have the category of needs specified.

Our school shall not discriminate in its admission of a student to the school on—

(a) Subject as hereinbefore stated, the gender ground of 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.

CATEGORIES OF SPECIAL EDUCATION NEEDS CATERED FOR IN THE SCHOOL/SPECIAL

In the school year 2022/2023, St. Brigid's GNS with the approval of the Minister for Education and Skills, will establish one AS class to provide an education exclusively for children with Autism Spectrum Disorder.

APPLICATION PROCEDURE

Parents/Guardians who wish to enrol their children in St. Brigid's G.N.S. should call to the school not earlier than the month of November of the year immediately preceding the school year of the intended enrolment. The application must be made on the form provided by the school. Completion of this form, however, will **not automatically** entitle any child to a place in the school. Parents/Guardians should submit the application to enrol their children not later than the last day of the first term of the school year before their child is expected to come to our school. The Board of Management will inform parents/guardians through local advertising and Church Parish bulletins when enrolment/admission should take place. Parents/Guardians will be notified in writing within two weeks of the commencement of term 2 in the month of January, immediately following their application, if their child has secured a place. Parents/Guardians will be expected to accept the place offered to them within two weeks of the offer being made. Failure to do so may result in that place being forfeited –IF THERE IS A WAITING LIST.

Non sensitive personal information, included on the application form, will be passed to the Department of Education and Skills for uploading onto their Primary Online Database. Sensitive data such as religion and ethnic background, will be collected in a separate form and will not be transferred to the Department without the consent of the patents/guardians.

On acceptance of a place in St. Brigid's, parents/guardians will be required to give the school the following information: -

- Copy of child's full Birth Certificate
- Utility bill as proof of address;
- Child's name, age and address;
- Names and addresses of child's parents/guardians;
- Email address for the child's parents/guardians;
- Contact telephone numbers;
- Other contact telephone numbers in case of emergency;
- Details of any medical conditions which the school should be aware of;
- Details of any Special Educational Needs or disabilities
- Religion;
- Previous schools attended, if any, and reasons for transfer, if applicable;

- Any other information, which may be prescribed by the Minister of Education & Skills under Section 19 of the Education Welfare Act 2000.
- In the event of a child being withdrawn from the school, parents may only seek re-entry for her by writing to the Board of Management.
- Where applicable, requests in respect of guardianship, custody and access arrangements on behalf of parents should be supported by certified copy court order.

All such information given to the school will be held in the strictest confidence and in accordance with the provisions of the Data Protection Acts 1988 to 2018 and the Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR).

The Health Service Executive has asked this Board to inform you that they strongly advise that all children have all their Primary Immunisation prior to school entry.

DECISION MAKING

St. Brigid's Girls' National School is a Catholic school and may refuse to admit as a student a person who is not a Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to St. Brigid's GNS provides an education exclusively for children with Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

As St. Brigid's Girls' School is an all-girls primary school, as such it is a school to which Section 7(3)(a) of the Equal Status Act 2000 applies. In such circumstances, refusing the admission of boys to the school does not constitute discrimination on gender grounds. Therefore, only applications for girls to attend either mainstream classes or the AS class in St. Brigid's GNS will be considered.

Decisions in relation to applications for enrolment/admission in St. Brigid's G.N.S. are made by the Board of Management in accordance with school policy. It is school policy that the Board shall admit each student seeking admission to the school including, where appropriate and if should ever so arise, each student seeking admission to a special class in the school, other than—

- (i) where the school is oversubscribed,
- (ii) where the AS class is oversubscribed,
- (iii) where the parents/guardians of a student 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,
- (iv) as the school admits students of one gender only, where application is made on behalf of a student who is not of that gender,

In the event, however, that applications exceed or are expected to exceed the numbers of places available the Board outlines below the criteria it has adopted for deciding how places will be allocated.

In providing places in our school the Board of Management is bound by the Department of Education and Skills Rules for National Schools which provides that pupils may only be enrolled/admitted from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Please note that Junior Infants must be 4 years old by the 15th August in the year of application.

The Board is also bound by relevant Department of Education & Skills regulations in relation to class size. Moreover, for the school year 2021/2022 this school is entitled to 15 mainstream teachers only. In deciding on maximum class size the Board must also take into consideration physical space available and the health, safety and welfare of the children.

The following matters shall **NOT** be considered or taken into account, when deciding on an application for admission/enrolment to the school or when placing an applicant on a waiting list:

- (i) a student's prior attendance at a pre-school or pre-school service, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school specified in a list published by the Minister from time to time;
- (ii) the payment of fees or contributions (howsoever described) to the school
- (iii) a requirement that a student, or her parents/guardians, attend an interview, open day or other meeting as a condition of admission,
- (iv) 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 attending or having attended the school as per Enrolment Criteria.
- (v) 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

Where the school is oversubscribed, any selection criteria that are not included in this Admissions Policy shall not be taken into account in determining whether or not a student is admitted to the school.

Every decision on an application for admission shall be based on the implementation of this policy including where applicable, the annual admission notice of the school and the information provided by the applicant in the application for admission received before the closing date set out in the annual admission notice of the school or, where appropriate, the date as otherwise determined by legislation.

Where a school is oversubscribed, we shall compile a waiting list of students whose applications for admission to the school were unsuccessful due to the school being

oversubscribed, which shall remain valid for the school year in which admission is being sought subject to—

- (i) unsuccessful applicants being placed on the waiting list in accordance with the order of priority assigned to the students' applications, after the school has applied the selection criteria in accordance with this Admission Policy, and
- (ii) the school offering any further school places that become available for and during the school year in relation to which admission is being sought 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,

The following is the Board's selection criteria, which shall be applied in order of the priority that they are listed below, where applications for admission/enrolment in the school are oversubscribed:-

1. Siblings and stepsiblings of children already enrolled in St. Brigid's Girls National School or St. Lorcan's Boys' National School and children resident in the Parish
2. Children of staff
3. Children residing outside the Parish

All the above criteria are based on priority being afforded to the eldest child

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above and the number of applicants exceeds the number of remaining places, the following arrangements will apply:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two or more applicants have the same date of birth, then a lottery will apply with an independent party present.

Criteria for enrolment into the Special Class for Children with Autism Spectrum Disorder (ASD) generally and in the event of oversubscription:

- The total number of places available is six
- The child must have a primary diagnosis of qualifying Autism Spectrum Disorder/ASD, and must submit a professional report, which confirms a diagnosis of a qualifying Autism Spectrum Disorder (DSM V or ICD 10). The report should be recent i.e. no more than two years old.
- An applicant must also furnish the school with a recommendation to attend an AS class **attached to a mainstream school**. Such a recommendation must be furnished by a professionally recognised clinical psychologist.
- If the applicant presents with a general learning disability, it must fall within the mild range. The diagnosis must be made using a professionally recognised clinical and psychological assessment procedure and the report confirming this must be submitted with the application form. The report should be recent i.e. no more than two years old. Liaison with a psychologist may be deemed necessary.
- A letter of acceptance from the clinical support service(s) associated with the pupil's learning challenges must be submitted with the application form, as the school has no responsibility for the provision of such professional services to pupils

attending the AS class.

- An applicant is four years of age on or before the 15th August preceding the academic year for which the application is made.
- Children must be aged between four (from August 15th of year of enrolment) and twelve/thirteen in their last academic year (6th class). It will be deemed compulsory that the year the child turns 12/13 (6th class) will be their last year in St. Brigid's GNS, Palmerstown, Dublin 20.
- A fully completed, signed and dated application form for enrolment has been submitted to the school by the parents/guardians and a vacancy exists in the AS class.
- If the application form is not fully completed, and/or all of the required reports have not been furnished, the application will be deemed as incomplete. Parents/Guardians will be notified that the application will not be considered, nor a waiting list place allocated, until a completed 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 place.
- Each application will be considered by the school Principal, Special Education Coordinator and Special Education Teachers. A recommendation will be made in relation to each application to the Board of Management (BOM) of the school. The BOM has the right to endorse or overrule any decision made by the school Principal, Special Education Co-ordinator and Special Education Teachers.
- If offered a place, the Parents/Guardians must confirm in writing within two weeks, that the place is being accepted. If this confirmation is not received within that time, the school will assume that the place is not being accepted and the place will be offered to the next eligible applicant.
- When allocated a place for their daughter, Parents/Guardians and the applicant are invited to a meeting with the AS Class coordinator and Class Teacher (where possible) and are encouraged to bring reports from the applicant's present educational setting to this meeting.

The maximum class size in each special class is six pupils. If the number of applicants exceeds the number of places available, the following criteria will apply in priority order:

1. Children currently on roll in our school with a diagnosis of Autism.
2. Siblings and stepsiblings of children already enrolled in the school .
3. Children resident in the parish of St. Philomena's, Palmerstown, Dublin 20.
4. Children residing outside the parish of St. Philomena's, Palmerstown, Dublin 20.

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:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

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.

Placement of a Pupil in an AS Class

- Pupils will be “phased in” gradually to the AS 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 AS Class is the appropriate setting to meet the pupil’s needs. A review of each pupil’s progress and her Individual Education Plan also known as her School Support Plus Plan, will be carried out in consultation with Parents/Guardians 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 AS class continues to be an appropriate placement for her.
- Places are allocated in the AS Class on condition that the appropriate resources are provided and continue to be provided by the NCSE & DES.

TRANSITION FROM THE AS 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.

ACCEPTANCE OF OFFER OF ADMISSION:

An offer of admission must be accepted, in writing, as soon as possible and not later than two weeks from the date that the letter of offer is received. Unless it is proved to the contrary, the letter of offer shall be deemed to have been received by the parents/guardians within 3 working days of the date of that letter.

In accepting an offer of admission, the parents/guardians shall indicate in the letter of acceptance

(i) whether or not they or either of them has accepted an offer of admission for another school or schools and, where any such offer was so accepted, details of the offer or offers concerned shall be provided, and

(ii) whether or not they or either of them has applied for and is awaiting confirmation of an offer of admission from another school or schools, and where that is the case, details of the other school or schools concerned shall be provided.

SCHOOL RULES/CODE OF BEHAVIOUR

Parents/Guardians will be provided with a copy of the School Rules and Code of Behaviour before enrolment/admission of the child as a pupil of the school. It will be a condition of enrolment/admission to accept in writing these rules and code. Parents/guardians will be obliged to make all reasonable efforts to ensure their child complies with the School Rules and Code of Behaviour.

The Board of Management reserves the right to suspend or expel a child having followed fair procedures if:-

- The student's behaviour has had a seriously detrimental effect on the education of other students.
- The student's continued presence in the school at this time constitutes a threat to safety.
- The student is responsible for serious damage to property.
- A single incident of serious misconduct may be grounds for suspension if it includes any of the following: _
 - a) The serious physical or psychological abuse of a pupil or member of staff;
 - b) The consumption, possession or sale of any illegal substance;
 - c) Violent behaviour or fighting;
 - d) Unacceptable verbal disruption or bad language;
 - e) Serious damage to or abuse and/or theft of property on the school premises.

The Board of Management authorises the Principal and/or Chairperson to suspend a pupil immediately for three school days as a response to a serious breach of discipline or continually disruptive behaviour. Provision is also made to continue the suspension for a further 10 school days and, in exceptional circumstances, beyond that and in this situation a special decision from the Board of Management is required. The Principal shall inform the Education Welfare Officer (EWO) of Tusla of such an occurrence.

A pupil may be permanently excluded from the school in exceptional circumstances with the consent of the Patron and in accordance with the procedures set down by the Department of Education & Skills and with NEWB guidelines. Section 29 of the Education Act 1998 provides for an appeal against a decision to permanently exclude a pupil.

ENROLMENT/ADMISSION OF CHILDREN WITH SPECIAL NEEDS

St. Brigid's Girls' N.S. welcomes children with special needs. In relation to applications for the enrolment/admission of children with special needs, the Board of Management may request a copy of the child's medical and/or psychological report or where such a report is not available, to 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 support services required. Following receipt of the report, the Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will enrol the child and will request the Department of Education & Skills, to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. The Principal and/or nominated teacher will meet with the parents/guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. If necessary, a full case conference involving all parties will be held, which may include parents/guardians, Principal, class teacher, learning support teacher or psychologist as appropriate.

The above paragraph is without prejudice to Section 8 of the Education (Admission to Schools) Act 2018, which enables the Minister to direct a school to make additional provisions for children with special educational needs, provided the procedures that are set down in Section 8 are followed by the Minister, the Patron and the Board. In the event of

such a Ministerial direction being made, the school may refuse to admit a student who does not have the specified category of special educational needs to be provided for by direction of the Minister.

REFUSAL TO OFFER ADMISSION TO THE SCHOOL

Where a student has not been offered admission, the reasons that she was not offered admission shall be provided in writing to the parents/guardians, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list.

An offer of admission may be refused or withdrawn on any one of the following grounds:

- (i) it is established that information contained in the application is false or misleading in a material respect,
- (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 or, where appropriate, the date as otherwise determined by the school in accordance with relevant legislation,
- (iii) the parent/guardian 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) the applicant has not complied with the paragraph detailing requirements of notifying the school of the acceptance of an offer from another school or that they are awaiting confirmation of an offer from another school.

NON ATTENDANCE AT 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, the student, who has requested that the student attend the school 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.

DECLARATION RE FEES

Pursuant to Section 62(7)(p) of the Education Act 1998, as inserted by Section 9 of the Education (Admission to Schools) Act 2018, the Board hereby declares that it shall not charge fees for or seek payment or contributions (howsoever described) as a condition of (i) an application for admission of a student to the school, or (ii) the admission or continued enrolment of a student in the school.

ADMISSION TO NON INTAKE CLASSES AND AFTER COMMENCEMENT OF THE SCHOOL YEAR

Junior Infants is the intake group for this school.

Applications for admission to classes, other than the intake group and/or applications made after commencement of the school year, shall be dealt with in accordance with this policy, in so far it can be applied to the circumstances of any particular case.

The following matters shall be considered prior to any application for admission to a non-intake class or any application made after commencement of the school being accepted:

- The overall capacity of the school to take any further admissions in the context of the current pupil/teacher ratio
- Whether or not there are any places available in the class level that is the subject of the application
- In circumstances, where the application is being made in respect of a student who has been expelled from another school for serious misconduct or violent behaviour, the risks to safety, health and welfare of staff and other pupils

RIGHT OF APPEAL

Section 29 of the Education Act 1998, as amended, provides that the parent(s)/guardian(s) of a pupil who has been informed of the decision of the Board, (or person acting on behalf of the Board), to refuse enrolment of that pupil, may appeal that decision to the Secretary General **OF THE DEPARTMENT OF EDUCATION & SKILLS. THE APPEAL SHALL BE HEARD BY A COMMITTEE APPOINTED** by the Minister. In the event of a pupil being refused enrolment, the letter informing the parent(s)/guardian(s) of that decision shall also inform them of the right of appeal. The Board of Management has the right to respond to any appeal that is initiated under Section 29. Any such response shall be prepared by the Chairperson of the Board of Management in consultation with the Principal.

REVIEW

This policy will be reviewed annually by the Board of Management.

This policy was ratified by the Board of Management on the 22nd June 2022.

ST. BRIGID'S GNS ANNUAL ADMISSION NOTICE

In respect of admissions to the 2022/2023 school year

Admission Policy and Application Form

A copy of the school's Admission Policy and the Application form for Admission for the school year 2022/2023 is available as follows:

To download at: www.stbrigidspalmerstown.com

On request: By emailing stbrigidsgns@gmail.com or writing to St. Brigid's GNS, Turret Road, Palmerstown, Dublin 20.

Part 1 – Admissions to the 2022/2023 school year

Application and Decision Dates for admission to 2022/2023

The following dates are the dates applicable for admission to Junior Infants.

The school will commence accepting applications for admission on	01/11/2021
The school shall cease accepting applications for admission on	22/12/2021
The date by which applicants will be notified of the decision on their application is	20/01/2022
The period within which applicants must confirm acceptance of an offer of admission is	03/02/2022

***Failure to accept an offer with the prescribed period above may result in the offer being withdrawn**

Note: The school will consider and issue decisions on late applications in accordance with the school's admission policy.

Part 2 – Number of places being made available in 2022/2023

The number of places being made available in Junior Infants is	60
The number of place being made available in Senior Infants – 6 th Class	Dependant on availability
The number of places being made available in the special class*catering for children with Autistic Spectrum Disorder is	6

Method of Acceptance: - Signed Acceptance Form to be returned to the school

Withdrawal of Application: - Applications will be considered withdrawn if no acceptance is received by date indicated on letter of offer or parent/guardian confirms place not required by them.

Waiting List: - An on-going waiting list of unsuccessful applicants will be compiled and maintained in accordance with the School Admission Policy for the school year **2022/2023** **only.**

Places will be offered if and when they become available.

Applicants may request the Board of Management to review/appeal a decision to refuse admission. (As per School Admission Policy).