Admission Policy of St. Brigid's GNS

School Address: Turret Road, Palmerstown, Dublin 20

Roll number: 18324c

School Patron: Archbishop of Dublin.

1. Introduction/School Information

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on the 21st October 2026. 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 GNS admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

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

- 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.stbrigidspalmerstowm.com.
- This is a Roman Catholic primary school under the patronage of the Archbishop of Dublin.
- The Chairperson of the Board of Management is Mrs Cathy Burke, 5 The Coppice, Woodfarm Acres, Palmerstown, Dublin 20
- The Principal is Mrs. Aideen O'Shea.
- The Chaplain is Very Rev. Canon. Tony Reilly
- The total number of teachers in the school for the year 2026/2027 is 20, this includes the Principal teacher, fourteen mainstream teachers, four full time support teachers, one shared support teacher and one class teacher for the School AS class "The Orchard".
- 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 & Youth 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 & Youth, 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.

2. Characteristic spirit and general objectives of the school

The Board of Management of St. Brigid's GNS herein outlines its policy for the school year 2026/2027 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 (Admissions 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 admissions notice for the school year concerned.

Mission Statement:
St. Brigid's GNS is a vertical all girls primary school catering for classes ranging from Junior Infants to Sixth class. At present there are 20 full time teachers employed in the school. In September 2022, the school set up a special class for girls with Autism,

In St. Brigid's Girls National School, it is our mission to facilitate each pupil's right to access to a full and varied education, following the curriculum determined by the Department of Education and Youth. Each pupil is educated in our school according to her ability and we endeavour to cherish all our pupils equally. Most of our girls will spend their compulsory schooling years at St. Brigid's. It is our duty to offer them the best possible education we can.

St. Brigid's GNS is a Catholic primary school and its ethos and philosophies are based on a belief in God and in the life, death and resurrection of Jesus Christ. The policies, practices and attitudes of the school are inspired by Gospel values. Each child is equal in the eyes of God. This fundamental fact is the basis for all that we do here: each pupil is equal in our eyes and we promote a policy of inclusion and integration which cherishes all pupils equally.

It is our mission to provide and education that will develop each pupil's potential as an all rounded individual, ready to play a full and valuable role in society. We aim to provide this education in a safe, secure and caring environment.

3. 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 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, with the approval of the Minister for Education and Youth, which has one established AS class. The AS Class known as "The Orchard" which opened to students in the school year 2022/2023. "The Orchard" provides an education exclusively for students on the Autism Spectrum. 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.

St. Brigid's GNS 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 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 GNS will comply with any direction served on the board or the patron, as the case may be, under section 37A and any direction served on the board under section 67(4)(b) of the Education Act.

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

St. Brigid's GNS welcomes children with special needs. In relation to applications for the admission of children with special needs, the documents required and specified by the NCSE are outlined in Section 7. After a place has been offered and accepted, the Board of Management may request a copy of the child's medical and/or psychological reports 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 after enrolment relevant to her

disability or special needs and to profile the support services required. Following receipt of the report, the Board of Management will assess how the school could meet the needs specified in the report. Where the Board deem that further resources are required, they will request the Department of Education and Youth 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 contact 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.

In the school year 2022/2023, St. Brigid's GNS with the approval of the Minister for Education and Youth, established one AS class, The Orchard, to provide an education exclusively for children with Autism.

5. Admission of Students

Decision making in relation to applications for enrolment/admission in St. Brigid's GNS 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, each student seeking admission to a special class in the school except when:

a) the school is oversubscribed (please see section 6 below for further details)

b) the AS class is oversubscribed (please see section 8 below for further details)

c) 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

d) St. Brigid's GNS 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. In such circumstances, Section 7(3)(a) of the Equal Status Act 2000 applies in that refusing the admission of boys to the school does not constitute discrimination on gender grounds. Therefore, only applications for girls to attend with mainstream classes or the AS class at St. Brigid's GNS, will be considered.

e) The special class, The Orchard, attached to St. Brigid's GNS provides an education exclusively for female students with Autism 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 and when the criteria in section 7 have not been met.

(f) Children must be aged between four (An applicant is four years of age on or before the 15th

August preceding the academic year for which the application is made) 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.

(g) A fully completed, signed and dated application form for enrolment must be submitted to the school by the parents/guardians for all admissions.

(h) If the application form is not fully completed, and/or all of the required reports, NCSE letter etc. 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.

(i) 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.

(j) For applications into The Orchard, each application will be considered by the school Principal. 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 Principal.

(k) When a place is offered in any class (Junior Infants – 6th & The Orchard), 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.

(l) The Orchard Class: 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.

(m) All new parents/guardians are invited to attend a welcome meeting held in the school in June each school year. Parents/Guardians will be notified of the details of the meeting.

Application Process

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. Please see the St Brigid's GNS Admissions Notice for exact dates.

When the school offers a place and parents/guardians accept the place for their child, 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 of Education and Youth without the consent of the parents/guardians.

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

- Child's Original 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;
- Previous schools attended, if any, and reasons for transfer, if applicable;
- Any other information, which may be prescribed by the Minister of Education & Youth 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.

Please see Section 6 for oversubscription.

Please see Section 7 for special class "The Orchard" applications and section 8 for "The Orchard" oversubscription.

6. Oversubscription

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.

In providing places in our school, the Board of Management is bound by the Department of Education and Youth 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 an applicant must be four years of age on or before the 15th August preceding the academic year for which the application is made.

When a school is oversubscribed, where applications exceed or are expected to exceed the number of places available, the Board of Management outlines below the criteria it has adopted for deciding how places will be allocated.

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. (i) Siblings and stepsiblings of children already enrolled in St. Brigid's Girls National School or St. Lorcan's Boys' National School OR (ii) children resident in the Parish of St. Philomena's, Palmerstown, Dublin 20

2. Children of staff

3 Children residing outside the Parish of St. Philomena's, Palmerstown, Dublin 20

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.

7. Criteria for enrolment into the Special Class for Children with Autism Spectrum Disorder (ASD) generally:

Girls are eligible for enrolment in a special class for Autism when the following is provided in support of such an application:

- Professional Report(s) outlining:
  - Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICS 10/11 (psychologist, psychiatrist, multi-disciplinary report)

And

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

And

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

And

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Autism.

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

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 & meeting criteria as set out in section 7.
2. (i) Siblings and stepsiblings of children already enrolled in the school with a diagnosis of Autism & meeting criteria as set out in section 7. OR (ii) Children resident in the parish of St. Philomena's, Palmerstown, Dublin 20 with a diagnosis of Autism & meeting criteria as set out in section 7.
3. Children residing outside the parish of St. Philomena's, Palmerstown, Dublin 20 with a diagnosis of Autism & meeting criteria as set out in section 7.

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.

9. What will not be considered or taken into account

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

(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 currently attending St. Brigid's GNS and St. Lorcan's National School.

(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.

10. 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 and then the appropriate resources are sought from the NCSE & Department of Education and Youth.

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.

11. Decisions on applications

All decisions on applications for admission to St. Brigid's GNS will be based on the following:

- Our school's 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 17 below in relation to applications received outside of the admissions period and section 18 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

12. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

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

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

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

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 from St. Brigid's GNS, the parents/guardians shall indicate in the letter of acceptance:

(i) whether or not both or either parent/guardian have 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 both or either parent/guardian have 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.

14. Circumstances in which offers may not be made or may be withdrawn

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 not be made or may be withdrawn by St. Brigid's GNS where—

(i) it is established that information contained in the application is false or misleading.

(ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school or where appropriate, the date 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) an applicant has failed to comply with the requirements of 'acceptance of an offer' or 'awaiting confirmation of an offer' as set out in section 10 above.

15. 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.

16. 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 GNS 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 GNS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

17. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

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

Junior Infants is the intake group for St. Brigid's GNS.

All applications for admission received for any class from Senior Infants to Sixth Class, inclusive, as outlined in the annual admission notice, will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

The following matters shall be considered prior to any application for admission to a non-intake class or any application made after the 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 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 the staff and other pupils

19.Declaration in relation to the non-charging of 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 of Management of St. Brigid's GNS hereby declares that it shall not charge fees for or seek payments 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.

20. 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, 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. Contact will then be arranged with the parents/guardians or the student as the case may be, to discuss how the request may be accommodated by the school.

21. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29 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 29 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. 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.

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.

22. 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.

REVIEW

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

This policy was ratified by the Board of Management on the 5th November 2026.

SIGNED BY CATHY BURKE
CHAIRPERSON OF THE BOARD OF MANAGEMENT

SIGNED BY AIDEEN O'SHEA
PRINCIPAL

ST. BRIGID'S GNS

ANNUAL ADMISSION NOTICE

In respect of admissions to the 2027/2028 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 2027/2028 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 2027/2028 school year

Application and Decision Dates for admission to 2027/2028

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

The school will commence accepting applications for admission on	**09/11/2026**
The school shall cease accepting applications for admission on	**18/12/2026**
The date by which applicants will be notified of the decision on their application is	**22/01/2027**
The period within which applicants must confirm acceptance of an offer of admission is	**08/02/2027**

***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 2027/2028

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

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 **2027/2028 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).