



**ST. BRIGID'S GNS KILLESTER
ADMISSION POLICY**



Address:	St. Brigid's Road, Killester, Dublin 5 D05YV44
Roll No:	16792C
School Patron:	Archbishop Dermot Farrell, Dublin Diocese

INTRODUCTION

This Admission Policy complies with the requirements of the Education Act 1998, the Education 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 30th January 2024. 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 Convent NS 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.

CHARACTERISTIC SPIRIT & GENERAL OBJECTIVE OF THE SCHOOL

MISSION STATEMENT	SCHOOL MOTTO
<i>"At St. Brigid's Girls' National School, we aim to provide an excellent rounded education for every child, developing confidence, natural talent and intellectual capacity within a caring Catholic environment"</i>	Mol an Óige

St. Brigid's Girls' National School is a Holy Faith School with a Catholic ethos. St Brigid's Girls' National School was founded by the Holy Faith Sisters in 1928 and is now under the patronage of the Catholic Archbishop of Dublin. The school caters for girls from junior infants to sixth class. St. Brigid's Girls' National School support the principles of inclusiveness, equality of access and participation in the school and respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Our Vision: "Learning takes place through love, laughter and creativity"

Our Values: Kindness, Respect, Honesty, Integrity & Self-belief

ADMISSION STATEMENT

St Brigid's GNS will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

As per section 61 (3) of the Education Act 1998, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

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 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.

St Brigid's GNS 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.

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

St. Brigid's GNS is a school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it refuses to admit as a student a person who is not Roman 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 has established a class, with the approval of the Minister of Education and Skills. Which provide an education exclusively for students with a category or

categories of special needs specified by the Minister and may refuse to admit to these classes a student who does not have the category of needs specified.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

St. Brigid's GNS welcomes applications for enrolment of pupils with special needs. We will endeavour to have suitable provisions in place when a student enters the school and throughout her attendance at the school. To help the school ensure that this is achieved it will be recommended that parents:

- Inform the school that special provisions may be required. This will allow the school to begin what, at times, can be a lengthy process in negotiating with the Department to secure necessary resources.
- Provide up-to-date psychological/medical reports as appropriate. This is essential in order to support requests for resources and to enable a decision to be made.

The Board of Management will provide children with special educational needs with additional educational and/or care support in accordance with the level of resources provided by the Department of Education and Skills (DES) and guidelines in relation to the deployment of these resources.

St. Brigid's GNS with the approval of the Minister for Education and Skills, established a class to provide an education exclusively for children with Autism Spectrum Disorder (ASD).

ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

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

OVERSUBSCRIPTION

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

ENROLMENT CRITERIA FOR CHILDREN SEEKING A PLACE IN MAINSTREAM CLASSES:

The following criteria will be used, in descending order of priority, to select children for offers of enrolment:

1. Girls from the Parish of Killester and sisters of pupils in the school.
2. Sisters of brothers attending St. Brigid's B.N.S, Killester.
3. Daughters of present staff members.
4. Sisters and daughters of past pupils. (Max. of 25% of available places)
5. Sisters and daughters of past pupils who do not live in the parish of Killester
6. Other girls living outside the parish.

In the event that demand exceeds supply within any single priority category, places will be allocated by age. If two applicants have same date of birth, then a lottery will apply with an independent party present.

SELECTION CRITERIA FOR SPECIAL ASD CLASS

A report containing the following information:

- The child has a confirmed diagnosis of Autism Spectrum Disorder (ASD). The report must detail the classification of ASD by a psychiatrist or clinical/educational psychologist using DSM-IV, DSM-V or ICD-10 criteria or multidisciplinary assessment of same by a professional team (*including a clinical psychologist/educational psychologist*).
- A recommendation for ADD specific education in a special class made by a clinical/educational psychologist.
- This report must be from a recent multi-disciplinary assessment, which was completed within the last 2 years of the proposed enrolment date.

Where it has not been possible to get an updated psychological report, the school admissions team will accept a letter from the original psychologist/service who write the student's most current report. This letter must confirm the student's diagnosis of autism and intellectual disability, and that the report's depiction of the student and recommendation for a special class is still current and accurate. The maximum class size is 6 pupils. If the number of children seeking enrolment in the class exceeds the number of places available prior to or during the school year the following criteria will be used to prioritise the children for enrolment:-

1. Girls with a diagnosis of ASD who are attending St. Brigid's GNS mainstream classes and whose needs are not being met in this mainstream environment.
2. Girls living in the parish and sisters of pupils already in the school.
3. Sisters of boys attending St. Brigid's BNS.
4. Daughters of current school staff.
5. Sisters/daughters of past pupils who do not live in the parish of Killester
6. Other girls living outside the parish

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 be apply:

- 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.

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:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his family attending or having previously attended the school other than in the case of:
 - siblings of a student attending or having attended the school and/or
 - parent of a student having attended the school. (The criteria of parent of a child having attended the school - this will only apply to a maximum of 25% of the available spaces as set out in the school's annual admission notice)
- (g) 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.

APPLICATION PROCESS FOR JUNIOR INFANTS

Application and decision dates for admission to Junior Infants will be set out in the school's Annual Admission Notice which is published annually at least one week before the commencement of the admission process for the school year concerned.

Advance notification of enrolment dates will be placed on the school website (www.stbrigidsgns.ie) and in the school and parish newsletters. The Board of Management strongly recommends that prospective Junior Infant pupils be at least 4 years of age on or before 30th April of the year of enrolment.

Parents seeking to enrol their child must complete an online Application Form for Admission and attach accompanying documentation (see below).

An application form for enrolment (available from the school website or school office) must be accompanied by the following documentation:

- **PPSN for your child – required for Dept of Education and Skills**
- **An original long form of Birth Certificate for your child**
- **One household bill as proof of present address ***
- **Any other relevant reports i.e. medical/psychological/ speech & language reports**

***Acceptable documents for Proof of Address:** Original Utility Bill such as Electricity, Landline Phone, Gas, Cable TV, Broadband, Statement from Bank/Building Society/Credit Union, Letter from Dept. Social Protection/Revenue. Other official correspondence from an Irish State Agency. NB mobile phone and waste collection bills are not acceptable.

Completion of an Application Form for Admission or the placement of a child's name on a waiting list does not confer a right to a place in the school.

APPLICATION PROCESS FOR SPECIAL ASD CLASS

Application and decision dates for admission to the Special ASD Class will be set out in the school's Annual Admission Notice which is published annually at least one week before the commencement of the admission process for the school year concerned. Advance notification of enrolment dates will be placed on the school website (www.stbrigidsgns.ie) and in the school and parish newsletters. Pupils for enrolment in the ASD Class must be 4 years of age on or before the 30th June of the year in which they seek enrolment in the school. Any child who has not reached her fourth birthday cannot be enrolled.

There is a dedicated Admissions Team formed by the Principal and will include the Principal, SEN Co-ordinator and special class teacher. The Admissions team will make a recommendation to the Board of Management using the criteria outlined above, based on balanced judgement, guided by the principles of natural justice, and acting in the best interests of all children affected, or potentially affected by such decisions (both current population and new entrants).

The Board of Management also recognises that the decision to admit new entrants into the school must be made with the understanding of resources available within the school community to meet the unique needs of each child newly enrolled, and in particular, to continue meeting the needs and abilities of the children already enrolled in the school.

1. An ASD Class Application Form will be provided by the school and this should be fully completed by the parents/guardians on behalf of the child.
2. The ASD Class Application Form should be accompanied by an original Birth Certificate (this will be copied and returned).
3. A recent utility bill must also accompany the Application Form, as proof of address within the catchment area i.e. Killester (this must be dated within 3 months of application).
4. A recent psychological or psychiatric assessment is mandatory. A report from a member of a multi-disciplinary team should also be provided. A multi-disciplinary team may consist of a

Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. Please note all reports in existence on a child should be provided to the school for assessment by the Admissions Team. The withholding of reports from the Admissions Team may invalidate an Enrolment Application at any time. Applications will only be accepted on the basis of a psychological report with a primary diagnosis of Autism, provided by a qualified professional, within the last two years.

5. A child must have a confirmed diagnosis of Autism/Autistic Spectrum Disorder. The report must detail the classification of ASD by a psychiatrist or clinical/educational psychologist using DSM-IV, DSM-V or ICD-10 criteria or multidisciplinary assessment of same by a professional team, (including a clinical psychologist/educational psychologist). A recommendation for **ASD specific education in a special class** made by a clinical/educational psychologist must be included in the report. This report must be from a recent multi-disciplinary assessment, which was completed within the last 2 years of the proposed enrolment date. (A letter from the original psychologist/service who wrote the student's most current report will also be accepted).

Completion of an Application Form for Admission to the Special ASD Class or the placement of a child's name on a waiting list does not confer a right to a place in the school.

DECISIONS ON APPLICATIONS

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

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see sections below in relation to applications received outside of the admissions period and 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.

NOTIFYING APPLICANTS OF DECISIONS

Applicants will be informed in writing by email 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 by email 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 below for further details).

Parents of pupils who accept school places for junior infants will be invited to an Information Meeting in the school normally in June. It is important that parents attend this meeting.

Prospective junior infant pupils and their parents are invited to visit the school on a date in June to familiarise themselves with the classroom environment.

All pupils who are accepted for enrolment will be registered as per the name on their birth certificate.

ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from St. Brigid's Convent NS you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

It is a condition for enrolment that parents applying for enrolment provide written acceptance of the provisions of the school's **Admission Policy**, **Code of Behaviour** and **Anti- Bullying Policy** and provide an undertaking to make all reasonable efforts to ensure compliance with these policies. Copies of these policies are available on the school website (www.stbrigidsgns.ie) or directly from the school.

CIRCUMSTANCES IN WHICH OFFERS MAY NOT BE MADE OR MAY BE WITHDRAWN

An offer of admission may not be made or may be withdrawn by St. Brigid's GNS—

- i it is established that information contained in the application is false or misleading.
- ii (ii) an applicant fails to confirm acceptance of an offer of admission by the date set out in the annual admission notice of the school.
- iii (iii) the parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the **Code of Behaviour** & the **Anti-Bullying Policy** 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 (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section above.

SHARING OF DATA WITH OTHER SCHOOLS

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom—

- i an application for admission to the school has been received,
- ii an offer of admission to the school has been made, or
- iii an offer of admission to the school has been accepted.

The list may include any or all of the following:

- i the date on which an application for admission was received by the school;
- ii (ii) the date on which an offer of admission was made by the school;
- iii (iii) the date on which an offer of admission was accepted by an applicant;
- iv (iv) a student's personal details including his name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

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. 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 students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

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.

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 above.

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 to classes or years other than the school's intake group of Junior Infants are outlined below. Provision of a place in St. Brigid's GNS to other years and during the school year is conditional based on the following:

- The Department requirements for the transfer of a pupil from one primary school to another are fully complied with
- The requirements of the Education Welfare Act 2000 are fully complied with
- There is a vacancy in the school

- A completed **Application Form for Admission** (available on the school website www.stbrigidsgns.ie or from the secretary's office) which must be accompanied by the following documentation:
 - An original Birth Certificate
 - A recent original utility bill as proof of address (dated previous 3 months)
 - Any other relevant reports (Medical/Psychological etc.)
 - A recent school report
- Information/documentation on any special educational or behavioural needs must be provided as part of supporting documentation by parents at the time of application for a place in St. Brigid's GNS
- Following consultation with the parents and previous school, the BOM will decide if a place may be offered immediately or whether it would be more appropriate to wait until the beginning of the next school year.

Places will be offered based on the following conditions:

- Criteria as outlined on the policy has been met
- Class numbers
- Available space in classrooms

DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The Board of Management of St. Brigid's GNS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school:

- A written request should be made to the Principal of the school by the parent.
- Students will be accommodated in their own classroom and they will be given alternative work to complete by their class teacher during religious instruction.

These arrangements will not result in a reduction in the school day of such students.

REVIEWS/APPEALS

Review of decisions by the Board of Management

The parent of the student may request the Board of Management 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 of Management 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.

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

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

Right of Appeal

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

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

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

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

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

The timeline within which such an appeal must be made and 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.

Ratified by the Board of Management January 2024

Signed: *Carmel Reid*

Chairperson board of Management