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Scoil Bhríde  
Cannistown  
Navan  
County Meath  
C15 CX61

## **Admission Policy of Scoil Bhríde**

### **School Patron: Bishop of Meath**

#### **1. Introduction**

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

The policy was approved by the school patron on 08.09.2020. 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 Scoil Bhríde 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.

#### **2. Characteristic spirit and general objectives of the school**

Scoil Bhríde is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath.

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

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Bhríde shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Scoil Bhríde aims at promoting the full and harmonious development of all aspects of the person – intellectual, physical, cultural, moral and spiritual, including a living relationship with God and others. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. It provides an education for pupils in accordance with the practices and traditions of the Roman Catholic church and promotes the formation of Roman Catholic pupils in the Roman Catholic faith.

While recognising the rights of parents / guardians (“Parents”) to enrol their child in the school of their choice, the Patron and Board of Management reserve the right to determine the maximum school and class size, in order to ensure the safety of all pupils and to provide for the educational needs of existing pupils.

The following is a list of factors taken into consideration by the school in devising its enrolment policy:

1. Overall school capacity:  
The Patron has determined that Scoil Bhríde will not exceed the capacity of a sixteen teacher mainstream school; ie.no more than 27 pupils per class.
2. Available space in classrooms and play areas;
3. Health and Safety requirements, including school site, space;
4. Availability of grants and resources provided by the DES;
5. Educational needs of existing pupils;
6. Presence of children with special educational/behavioural needs;
7. Junior Infant enrolment will not exceed 2 classes;

The arrangement of pupils into classes on an annual basis and the numbers in each class setting, for teaching and learning purposes, remains the prerogative of the Principal teacher, subject to Board of Management approval.

### **3. Admission Statement**

Scoil Bhríde will not discriminate in its admission of a student to the school on any of

the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,

- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

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

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

#### **4. Categories of Special Educational Needs catered for in the school.**

Scoil Bhríde does not have a special class at this time. Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. All reports etc. from professionals who have been working with the child should be submitted to the school as soon as possible.

#### **5. Admission of Students**

This school shall admit each student seeking admission except where:

- (a) the school is oversubscribed (please see [section 6](#) below for further details)
- (b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- (c) an applicant who doesn't supply requested documentation.
- (d) an incomplete application.
- (e) The applicant is not 4 years of age on or before April 1<sup>st</sup> preceding the September in respect of which the application for enrolment is made.

Scoil Bhríde is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Those who wish to make an application for enrolment into Junior Infants must do so BY POST OR BY HAND. Applications by email will not be accepted.

The dates of Enrolment will be published on the school website, in St. Mary's Parish newsletter and notified by text to the Parents of existing pupils. This takes place in October/November annually.

It should be noted that the submission of an application form does NOT confer a right to enrolment.

The following conditions must be met for enrolment into Junior Infants:

1. Applicants must be FOUR YEARS OF AGE ON OR BEFORE APRIL 1<sup>st</sup> preceding the September in respect of which the application for enrolment into Junior Infants is made.
2. The official application form must be used. This is available in hard copy on request from the school or can be downloaded from the school's website.
3. A separate form must be used in respect of each child's application.
4. The following documentation must accompany a fully completed, signed and dated application form, which must be submitted no later than the closing date in order for the application to be considered a complete application:
  - i. Copy of child's birth/adoption certificate;
  - ii. Proof of address in the form of a utility bill in the name of one of the parents, which must be dated no later than three months prior to the closing date.

Only complete applications will be considered.

The school is not obliged to place incomplete applications on a waiting list.

## **6. Oversubscription**

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

- 1) Siblings of pupils currently enrolled in the school;
- 2) Children living within the boundary of St. Mary's Parish, Navan;
- 3) All other applicants

If an applicant falls into a number of categories s/he will be placed in the category which affords him/her the highest priority.

It should be noted that reference to siblings is to be taken as including reference to step siblings.

In the event that two or more students tie for a place or places in any of the selection criteria categories above (i.e.: the number of applicants exceeds the number of remaining places), the following arrangements will apply:

The applicants' ages will determine the outcome, with places being offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from oldest to youngest, until all available places have been filled.

Should 2 applicants sharing the same date of birth tie for the last place, time of birth on the birth certificate will determine the oldest applicant.

In the event of multiple births, eg.twins, triplets, being tied for the last place, all shall be admitted as an exception.

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

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a 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 or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (g) the date and time on which an application for admission was received by the school, but 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 and also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

#### **8. Decisions on applications**

All decisions on applications for admission to Scoil Bhríde 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 [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) 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.

## **9. Notifying applicants of decisions**

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

If a 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).

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

In accepting an offer of admission from Scoil Bhríde, you must complete and return an enrolment acceptance form within 10 calendar days of the offer being made, as set out in our Admissions Notice. When accepting an offer of admission you must confirm in writing—

- 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.

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Scoil Bhríde where—

- i. it is established that information contained in the application is false, misleading or, incomplete.
- ii. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- iii. the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- iv. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set

out in [section 10](#) above.

## **12. Sharing of Date with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

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

The list may include any or all of the following:

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

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Bhríde 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 Scoil Bhríde 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.

## **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our 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 13.

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

A.

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, at either the commencement of or during the school year, are as follows:

1. The capacity of Scoil Bhride will not exceed sixteen teacher mainstream school;
2. The BoM has determined that each class will be deemed full if it has 27 or more pupils currently enrolled and no further pupils will be admitted to that class.
3. That current optimum arrangements of existing pupils for teaching and learning purposes are maintained;
4. That a place exists in the relevant class(es), taking all relevant circumstances into account including the needs of existing pupils, presence of pupils with special educational needs, presence of children with behavioural needs.

Subject to availability, pupils will be enrolled in age appropriate class/es once the following criteria have been met:

1. The official application form must be completed, dated and signed by parents;
2. All requested documentation must be furnished i.e. a copy of the applicant's birth certificate; previous school report.
3. A separate application form is completed for each child.

Please note:

- Scoil Bhride is not obliged to consider incomplete applications.
- Failure to submit a birth certificate will mean that the application is incomplete.
- The availability of a place in a specific class will be determined in the context of the overall numbers of pupils which the school can accommodate at the time of the application is made as well as taking into consideration other relevant circumstances including the needs of existing pupils, presence of pupils with special educational needs and the presence of pupils with behavioural needs. .
- If the application is successful and the place has been accepted in accordance with the Admissions Policy and Admission Notice, the pupil will be enrolled as per his/her name on his/her official birth certificate or adoption certificate.

Continued overleaf/

B.

The procedures of the school in relation to the admission of students to the intake group after the commencement of the school year in which admission is sought are as follows: No additional pupils will be accepted into Junior Infants prior to the first school day in October. An application for enrolment into Junior Infants the first school day in October and for the remainder of the school year, will only be considered where a vacancy exists, the applicant was already enrolled in another primary school and is /was in attendance at that primary school for not less than 20 school days.

Pupils will be enrolled in age appropriate class/es once the following criteria have been met:

1. The official application form must be completed, dated and signed by parents;
2. All requested documentation must be furnished i.e. a copy of the applicant's birth certificate;
3. A separate form must be completed for each child.

Please note:

- Scoil Bhríde is not obliged to consider incomplete applications.
- Failure to submit a birth certificate will mean that the application is incomplete.
- The availability of a place in a specific class will be determined in the context of the overall numbers of pupils which the school can accommodate at the time of the application is made as well as taking into consideration other relevant circumstances including the needs of existing pupils, presence of pupils with special educational needs and the presence of pupils with behavioural needs.
- If the application is successful and the place has been accepted in accordance with the Admissions Policy and Admission Notice, the pupil will be enrolled as per his/her name on his/her official birth certificate or adoption certificate.

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

This rule applies to all schools.

The board of (name of school) 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.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents of a pupil 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.

## 18. 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 29C of the Education Act 1998. The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

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

**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, or in the case of a student who has reached the age of 18 years, 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.

Signed:

Brian Kennedy

Chairperson BOM, Scoil Bhríde

Date: 30-9-2020

Copy Sent to Patron's Office by

Maura DuKin

Secretary BOM & Principal Scoil Bhríde

Date: 30-9-2020