



**St. Brigid's B.N.S.**  
*Howth Road, Killester, Dublin 5, D05A386*  
*Phone 01 8336149*  
*Roll Number: [19308J](#)*



*Email: [info@stbrigidsbns.ie](mailto:info@stbrigidsbns.ie) Website: [www.stbrigidsbns.ie](http://www.stbrigidsbns.ie)*

## **Admission Policy**

### **Admission Policy of St. Brigid's B.N.S.**

**School Address:**            **Howth Road**  
   **Killester**  
   **Dublin 5**  
   **D05 A386**

**Roll number: 19308J**

**School Patron: Archbishop Diarmuid Martin, Dublin Diocese**

### **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 (BOM) 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 4<sup>th</sup> August 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 St. Brigid's B.N.S. 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**

St. Brigid's B.N.S. is a vertical all boys primary school with a Catholic ethos under the patronage of the Archbishop of Dublin. The school caters for boys from Junior Infants to 6<sup>th</sup> Class.

“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:

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

St. Brigid’s B.N.S. 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 St. Brigid’s B.N.S. 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.

### **MISSION STATEMENT**

St. Brigid’s B.N.S. acknowledges the right of each pupil to enjoy school in a secure and safe environment. The school promotes habits of mutual respect, courtesy and an awareness of the interdependence of people within the school and larger community. All staff members share a collective responsibility under the direction of the Principal teacher. The school management recognises the rights of parents to share in the task of making the school a pleasant and safe environment for all children. St. Brigid’s B.N.S. supports 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.

### **3. Admission Statement**

St. Brigid’s B.N.S. 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.

St. Brigid's B.N.S. is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Brigid's B.N.S. 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 B.N.S. is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Pupils with Special Educational Needs**

St. Brigid's B.N.S. 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 his 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 the 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 B.N.S. with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism Spectrum Disorder (ASD).

## 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) St. Brigid's B.N.S. provides education exclusively for boys 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 B.N.S. 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 B.N.S. 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.

## 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:

### Selection criteria for Mainstream Classes:

- 1. Boys from the Parish of Killester and brothers of pupils of the school  
(See Map of Killester Parish Boundary attached [here](#))**
- 2. Brothers of sisters attending St. Brigid's G.N.S. Killester**
- 3. Sons of present staff members**
- 4. Brothers/Sons of past pupils who do not live in the parish of Killester (Maximum of 25% of available places)**
- 5. Other boys 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 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.

### **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 ASD 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 wrote 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 children for enrolment:-

- 1) *Boys with a diagnosis of ASD who are attending St. Brigid's B.N.S. mainstream classes and whose needs are not being met in this mainstream environment.***
- 2) *Boys living in the parish and brothers of pupils already in the school. (See Map of Killester Parish Boundary [here](#))***
- 3) *Brothers of girls attending St. Brigid's G.N.S.***
- 4) *Sons of current school staff.***
- 5) *Brothers/Sons of past pupils who do not live in the parish of Killester.***
- 6) *Other boys 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 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.

### **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 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.

## 8. 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.stbrigidsbns.ie](http://www.stbrigidsbns.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 30<sup>th</sup> April of the year of enrolment.

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

An **Application Form for Admission** (available from the school office or school website) must be accompanied by the following documentation:

- An original Birth Certificate (will be copied and returned)
- A recent original utility bill as proof of address (dated previous 3 months)
- Any other relevant reports (Medical/Psychological etc.)

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.

## 9. 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.stbrigidsbns.ie](http://www.stbrigidsbns.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 30<sup>th</sup> June of the year in

which they seek enrolment in the school. Any child who has not reached his 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 ASD class.

1. An ASD Class Application Form will be provided by the school and this should be fully completed by the parent/guardians on behalf of the child.
2. The ASD Class Application Form should be accompanied by an original Birth Certificate (will be copied and returned).
3. A recent original 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 school 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.

## **10. 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 [section 16](#) below in relation to applications received outside of the admissions period and [section 17](#) 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.

## **11. 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 20](#) below for further details).

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

In accepting an offer of admission from St. Brigid's B.N.S. 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.

## **13. 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 B.N.S. 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 by 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 12](#) above.

#### **14. 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) 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 name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

#### **15. Waiting list in the event of oversubscription and late application**

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 B.N.S. 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 B.N.S. 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.

#### **16. 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 15](#).

### **17. 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 B.N.S. 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 - Other Classes** (available from the secretary's office or on the school website [www.stbrigidsbns.ie](http://www.stbrigidsbns.ie)) which must be accompanied by the following documentation:
  - An original Birth Certificate (will be copied and returned)
  - 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 B.N.S.
- 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.
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Places will be offered based on the following conditions:

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

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

The board of St. Brigid's B.N.S. 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.

## 19. 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.

## 20. Reviews/appeals

### **Review of decisions by the Board of Management**

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

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

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

**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.

Signed: *Seán Moran*  
(Chairperson - Board of Management)

Signed: *Nuala Cullen*  
(Principal)

Date: 18<sup>th</sup> August 2020