



St. Brigid's B.N.S.
Howth Road, Killester, Dublin 5
Phone 01 8336149



Email: info@stbrigidsbns.ie **Website:** www.stbrigidsbns.ie

ADMISSION AND ENROLMENT POLICY

The Board of Management of St. Brigid's B.N.S. hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, relevant health and safety legislation, equality legislation and the directives of the School Patron. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters.

St. Brigid's B.N.S. is a Catholic primary all-boys school serving the parish of Killester. The school is under the patronage of the Catholic Archbishop of Dublin. The school caters for boys from Junior Infants to 6th Class. 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.

The school has a total of 22 teachers on staff which comprises of 14 class teachers, 7 special education teachers and an administrative Principal.

St. Brigid's B.N.S. operates under the Rules for National Schools and Department of Education and Skills guidelines. The school is staffed in accordance with the schedule laid out each year by the DES. The school is funded by annual grant aid from the Department of Education and Skills.

St. Brigid's B.N.S. follows the curriculum prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 & Section 30 of the Education Act 1998. All pupils enrolled in the school are expected to participate in all aspects of the curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, Physical Education and Social, Personal and Health Education.

The school provides Religious Education for Catholic pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church. The school will co-operate with the parish of Killester in the preparation of pupils for the sacraments.

The Board of Management of St. Brigid's B.N.S. has formally adopted and implemented *Child Protection Procedures for Primary and Post Primary School, 2011* which is based on Children First: National Guidelines for the Protection and Welfare of Children 2011. Our Child Safeguarding Statement is accessible on the school website.

Within the context and parameters of Department Regulations and Programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, traveller status, nationality, political beliefs and values, family or social circumstances.



St. Brigid's B.N.S.
Howth Road, Killester, Dublin 5
Phone 01 8336149



Email: info@stbrigidsbns.ie Website: www.stbrigidsbns.ie

Pupils enrolled in St. Brigid's B.N.S. are required to co-operate with and support the school Code of Behaviour and Anti-Bullying Policy as well as other policies. A copy of the school Code of Behaviour and Anti-Bullying Policy is available to all parents. Parents are responsible for ensuring that their child(ren) co-operates with school policies in an age appropriate manner. In the unlikely situation of repeated serious misbehaviour the school will follow procedures for suspension and expulsion as set out in the National Education Welfare Board (NEWB) guidelines.

Parents who accept a place for their child in St. Brigid's B.N.S. will be required to sign an undertaking to uphold the school Code of Behaviour and other policies. Parents must also accept the Catholic Ethos of the school as a condition of enrolment.

- *The BOM reserves the right to determine the number of children in each classroom bearing in mind: size of/available space in classrooms, educational needs of children of a particular age, presence of children with special educational/behavioural needs, DES class average directives and teaching resources provided to the school.*
- *The BOM determines the number of places available for Junior Infants for each school year in advance of the commencement of the enrolment process. In the event that there are more applications for enrolment than places available, the criteria outlined in this enrolment policy will be used, in descending order of priority, to select children for offers of enrolment:*

ENROLMENT CRITERIA FOR CHILDREN SEEKING A PLACE IN JUNIOR INFANTS CLASS

Whereby the number of applicants exceeds the number of places available, St. Brigid's B.N.S. will employ the following criteria in determining priority of admission, in the order as they appear hereunder and subject to compliance with the provisions set out in this policy:-

1. Boys from the Parish of Killester and brothers of pupils and past 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. Sons of past pupils who do not live in the parish of Killester
5. Other boys living outside the parish.

In the event that demand exceeds supply within any single priority category, places will be allocated by age



St. Brigid's B.N.S.
Howth Road, Killester, Dublin 5
Phone 01 8336149



Email: info@stbrigidsbns.ie Website: www.stbrigidsbns.ie

PROCEDURE FOR THE ENROLMENT OF CHILDREN IN JUNIOR INFANT CLASSES

Enrolment for Junior Infants for the year 2019/2020 will take place in January ending on 31st January 2019. The 31st January will be the date that all applications will be deemed to have been received by the school. The Board of Management will respond within 21 days from 31st January 2019. Advance notification of enrolment dates will be placed on the school website 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 Application Form for Enrolment and attach accompanying documentation (see below). **All applications for enrolment must be lodged with the school office by 3pm on 31st January** of the year that the child is to commence school.

All applications submitted after the closing date will be placed on a waiting list. Places will then be allocated by date of application. Non-complete applications cannot be considered.

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

- An original Birth Certificate (will be copied and returned)
- Baptismal Certificate (if applicable)
- A recent original utility bill as proof of address (dated Nov/Dec 2018/Jan 2019)
- Any other relevant reports (Medical/Psychological etc.)

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

Please Note: Incorrect information submitted regarding enrolment eligibility renders an application invalid. Offers of places which were secured on the basis of misinformation will be withdrawn by the Board of Management. Proof of address may be investigated to determine eligibility as per above.

TRANSFER FROM ANOTHER PRIMARY SCHOOL

While wishing to facilitate pupils to change school, provision of a place in St. Brigid's B.N.S. 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 school is capable of providing any special needs requirements that may exist
- The requirements of the Education Welfare Act 2000 are fully complied with
- There is a vacancy in the school
- Information/documentation on any special educational or behavioural needs must be



St. Brigid's B.N.S.
Howth Road, Killester, Dublin 5
Phone 01 8336149



Email: info@stbrigidsbns.ie Website: www.stbrigidsbns.ie

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
- The school may postpone a decision on enrolment of a student pending a report from his previous school and/or from an appropriate psychological or medical professional.

PUPILS WITH SPECIAL NEEDS

St. Brigid's B.N.S. welcomes application for enrolment of pupils with special needs. However, the school is conscious that, without suitable resources, we cannot provide an appropriate education/environment for all special needs pupils. Suitable provisions must be in place when a student enters the school and throughout his attendance at the school. Each application is dealt with on its' own merits. To help the school ensure that this is achieved it will be essential that parents:

- Inform the school, at least one year before entry, 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 DES and guidelines in relation to the deployment of these resources.

CONFIRMATION OF A PLACE

- 1. Round 1 Offers of Enrolment** for Junior Infant classes will be notified to parents in writing (to the address on the enrolment application form) by 21st February 2019. Acceptance of a place must be confirmed in writing by the parents and the requested documentation (as outlined in the offer letter) submitted to the school within the stated time frame.
- 2. Round 2 and Subsequent Offers of Enrolment** will be notified to parents (normally during March, April, May, June) if places become available due to non-acceptance of Round 1 offers. The Board of Management may impose a final cut-off date and parents who cannot be offered places will be informed at this stage.
- 3.** Parents of pupils who accept school places for Junior Infants will be invited to an Information Meeting in the school normally in mid/late May. It is important that parents attend this meeting.
- 4.** 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.
- 5.** All pupils who are accepted for enrolment will be registered as per the name on their birth certificate.



St. Brigid's B.N.S.
Howth Road, Killester, Dublin 5
Phone 01 8336149



Email: info@stbrigidsbns.ie Website: www.stbrigidsbns.ie

It is a condition for enrolment that parents applying for enrolment provide written acceptance of the provisions of the school's **Enrolment 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.stbrigidsbns.ie) or directly from the school.

DECLINING AN APPLICATION FOR ENROLMENT

The school reserves the right to decline an application for enrolment to any student in circumstances such as:

- The demand for enrolment exceeds places that are available
- In the opinion of the Board of Management a child poses an unacceptable risk to other pupils, school staff and/or school property.

APPEALS PROCEDURE

Parents who are dissatisfied with an enrolment decision may appeal to the Board of Management. The appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for appeal, and lodged within ten days of receiving the refusal. Parents, who are dissatisfied with the result of this appeal, may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the Department. The appeal must be lodged within 42 days of the receipt of the refusal from the school to enrol their child. Further details regarding the right to appeal is available on the Department of Education and Skills' website.

DATA PROTECTION

The school is a Data Controller under the Data Protection Act 1988 and 2003. Personal data supplied on the Enrolment Form will be used for the purpose of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for St. Brigid's B.N.S. to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive and the National Educational Welfare Board.

Contact details will also be used to notify parents of school events and activities. The school relies on parents to provide accurate and complete information and to update the school in relation to any change in the information provided.



St. Brigid's B.N.S.
Howth Road, Killester, Dublin 5
Phone 01 8336149



Email: info@stbrigidsbns.ie Website: www.stbrigidsbns.ie

It is a condition of enrolment that relevant pupil information is uploaded onto the Department of Education & Skills Pupil Online Database (POD) when the pupil is enrolled. Further information on www.education.ie

REVISION OF POLICY

This policy was reviewed and updated by the Board of Management in November 2018 and will continue to be reviewed annually.

Ratified by the Board of Management of St. Brigid's B.N.S. on 28th November 2018.

Signed: *Msgr. Alex Stenson*

Date: 28th November 2018

Msgr. Alex Stenson
Chairperson