

Admission Policy of Scoil Naomh Bríde

Blackwater, Enniscorthy, Co. Wexford Y21 XA58

Roll number: 16841M

School Patron: Bishop of Ferns

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 15/09/2020. 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 Naomh Bríde 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.

Scoil Naomh Bríde will co-operate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs' Act 2004 in relation to the provision of education to children with special educational needs, including, in particular, by the provision and operation of a special class, or classes, when requested to do so by the Council

Scoil Naomh Bríde will comply with any direction served on the board or the patron under under Section 37A and 67(4)(b).

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

2. Characteristic spirit and general objectives of the school

Scoil Naomh Bríde is a Catholic, co-educational primary school with a Catholic ethos, under the patronage of the Bishop of Ferns.

'Catholic ethos', in the context of a 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 pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- (b) a living relationship with God and with other people
- (c) the philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- (d) 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 may be determined or interpreted, from time to time, by the Irish

Episcopal Conference.

Scoil Naomh Bríde aims

- to provide a caring environment where each pupil feels respected, safe and secure •
- to provide a learning environment where each child is encouraged and helped to develop his/her capabilities to the fullest possible extent – physical, religious, academic, social and creative – at his/her own rate
- to encourage pupils to have a sense of respect for themselves and others •
- to instil a sense of responsibility, honesty and integrity
- with the co-operation of parents, we hope each child will live a full life as a child, be prepared for further education and grow up to live useful and fulfilling lives as adults in society

In accordance with S.15 (2) (B) of the Education Act 1998, the Board of Management of Scoil Naomh Bríde shall uphold, and be accountable to the patron for 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.

School Mission & Motto

Our school motto is 'Mol an óige agus tiocfaidh sí'

In Scoil Naomh Bríde, we aim to create an atmosphere of inclusion, love, tolerance and respect towards others in a welcoming school environment.

Teachers and parents are partners in the children's education with respect, co-operation and communication between home and school being vital ingredients in the educational process. We share the same aim – the well-being of the children in our care as each pupil reaches his/her potential.

3. Admission Statement

Scoil Naomh Bríde 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 Naomh Bríde is a school whose objective is to provide education in an environment which promotes Roman Catholic values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

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

Scoil Naomh Bríde does not have a special class attached

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/guardian of a student, when required by the principal, in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

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 children already enrolled, or previously enrolled, in Scoil Naomh Bríde
2. Children of current staff
3. Children whose home address is within the parish boundaries, starting closest to and radiating outwards from the school.
4. All others whose parents/guardians have completed an Admission Application Form

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:

- admission will be by age, beginning with the oldest, until all the places are filled.
- if the tie is between siblings, each will be admitted.

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, except where sibling is attending/has attended school or living within parish boundary
- (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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Scoil Naomh Bríde 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

Section 9 (new section 63) – Annual Admission Notice

This section requires all boards to prepare and publish an Admission Notice each year. The notice must be published on the school's website **at least one week prior** to the school commencing its annual admission process and must provide details about how to obtain a copy of the school's admission policy and application form for admission.

The notice must also provide the following information regarding the admission process for the school for the school year concerned:

- The date on which the school shall commence and cease accepting applications for admission to the school for the school year concerned (there must be a minimum period of 3 weeks between both dates)
- The date by which the applicant shall be notified of the decision in relation to their application, (this must be within 3 weeks of the closing date, or within 3 weeks of the application date for late applications)
- The date/period by which the applicant shall confirm acceptance of the offer of admission
- That the offer may be withdrawn if the applicant does not accept the offer of admission within the timeframe set out

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 Naomh Bríde, 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.

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 Naomh Bríde where:

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (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 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 of 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 of the following:

- (i) the date on which an application for admission was received by the school
- (ii) the date on which the offer of admission was made by the school
- (iii) the date on which the offer of admission was accepted by the applicant
- (iv) a student's personal details including his/her name, address, date of birth and 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 Naomh Bríde 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 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.

Parents/guardians of late applications 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 a 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

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

Parents/Guardians seeking to enrol their child(ren) in the school in a class other than Junior Infants are required to submit a completed application of admission form. The form is available on the school website www.blackwaterns.com or, alternatively at the school office.

Please note that the school may refuse admission where the class/year group is at full capacity having regard to staffing, accommodation and the educational welfare of existing pupils.

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

The Board of Management of Scoil Naomh Bríde, 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.

17. Arrangements regarding students not attending religious instruction

Where the parents/guardians have requested that the student attend the school without attending religious instruction this will not result in a reduction in the school day for such students.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parents/guardians to discuss how the request may be accommodated by the school.

18. Reviews/appeals

(a) Review of decisions by the board of Management

The parent/guardian 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.

(b) Right of appeal

Under Section 29 of the Education Act 1998, the parent/guardian 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.

All partners in the school community were consulted when this policy was drawn up. It was amended during January 2023, as advised by the Patron. School Staff, members of Board of Management, Parents' Association and general parent body were consulted about the amendment and it was then ratified by the Board of Management on January 18th 2023.

The policy was most recently reviewed by the Board of Management on December 4th 2024.

Signed:

Date: