

**Scoil Naomh Bríde,  
Baile an Bhóthair,  
Áth Troim,  
Co. na Mí.  
C15 TP62**

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**Diocese of Meath; School Patron Most Rev. Tom Deenihan, Bishop of Meath.**

## **Admissions Policy**

### **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 12<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 Scoil Naomh Bríde'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 as well and will be made available in hardcopy on request to any person who requests it. Under the rules of the Department of Education and Skills the minimum enrolment age is that the pupil must be 4 years of age on or before 1st September of the year of application for Junior Infants.

While recognising the right of parents to enroll their child in the school of their choice, the Board of Management of Scoil Naomh Bríde, Boardsmill is also responsible for respecting the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management, with due regard for the Patron's wishes, reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- Size/available space in classrooms
- Availability of grants and teacher resources provided by the Department of Education and Science
- Educational needs of children of a particular age
- Multi-grade classes
- Presence of children with Special Educational/Behavioural needs
- Department of Education and Science maximum class average (Pupil Teacher Ratio). This is currently 23 pupils to 1 teacher.

The school will be deemed full when the figure produced by multiplying the number of official mainstream classes by 23 is reached. In this instance the school will be deemed full when the figure of 184 children is reached (23 x 8).

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

Scoil Naomh Bríde is a Catholic primary school with a Catholic ethos under the Patronage of the Most Rev. Tom Deenihan, 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;

- 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,

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 Naomh Bríde 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 Naomh Bríde is a mixed, vertical school, catering for boys and girls from Junior Infants to sixth class.

## 3. Admission Statement

Scoil Naomh Bríde will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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 Roman Catholic school whose objective is to provide education in an environment which promotes certain religious 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.

No child may attend Scoil Naomh Bríde who would reach their fourteenth birthday in sixth class. Children's names used in the school will be as per their Birth Certificate.

Under the rules of the Department of Education and Skills the minimum enrolment age is that the pupil must be 4 years of age on or before the 1<sup>st</sup> of September of the year of application for Junior Infants.

#### 4. Special Educational Needs

Children with special educational needs will be enrolled and resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.

On receipt of an application for the enrolment of a child with special needs, the Principal shall request a copy of the child's medical and/or psychological report or where such a report is not available, shall request that the child is assessed immediately. The purpose of this is to assist the Principal in establishing the educational and training needs of a child relevant to his/her disability and/or special needs, and to profile the support services required.

Upon receipt of the report/assessment the Principal will assess how the school could meet the needs specified in the report. Where the Principal deems that further resources are required, it will, prior to enrolment, request the Department of Education & Skills to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include, for example, access to or the provision of any or a combination of the following:

- visiting teacher service
- SET teacher for special needs
- special needs assistant
- specialised equipment or furniture
- transport services or other.

The Principal will meet with the parents/guardians of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. In exceptional circumstances, a full case-conference involving all parties may be held, which may include parents/guardians, principal, class teacher, Special Education Teachers (SETs), psychologist, speech and language therapist, or other specialist as appropriate.

- Scoil Naomh Bríde 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.
- Scoil Naomh Bríde 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.

#### 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

Scoil Naomh Bríde 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.

## **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:

Ultimate responsibility for the implementation of the enrolment policy rests with the Board of Management of the school. As a general principle, children will be enrolled on application, provided that there is space available. Where there is oversubscription for places, the following criteria will be used in deciding the order of priority for enrolment;

1. Brothers and sisters (including step-siblings, resident at the home address) of children currently enrolled in Scoil Naomh Bríde – priority to the eldest.
2. Children living within the Catholic Parish of Trim and Boardsmill – priority to the eldest.
3. All remaining applicants - priority to the eldest.

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:

- If, after our selection criteria have been applied, the number of applicants in any of the above categories exceeds the remaining number of available places, the applicants within that category will be prioritised beginning with the eldest in descending order of age until all remaining places have been filled.
- Where two or more applicants tie for the last remaining place on grounds of shared date of birth, the applicants will be prioritised on grounds of time of birth, as per birth cert. If the times of birth are the same then a lottery shall take place.

## **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 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/guardians;
- 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 other than in the case of

- siblings of a student attending or having attended the school

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. 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
- 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 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/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; 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 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 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 of Scoil Naomh Bríde 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.

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 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, during the school year are as follows:

- parents should submit a fully completed application form and Birth certificate.
- the Principal will determine whether there is a school place available. A class will be deemed full when it reaches the pupil teacher ratio as set out by the Department of Education and Skills for that particular year.
- Parents/Guardians will receive a decision within 21 days.
- Parents/Guardians should accept the offer in writing within ten days of the issue of offer
- If there is no place available, the applicant will be placed on waiting list for that class level (and prioritised on the waiting list according to the selection criteria in section 6 above).

Under the Education Welfare Act (2000) information concerning attendance and the child's educational progress are to be provided by the school from which the child is transferring.

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

The board of Scoil Naomh Bríde or any persons acting on its behalf will not charge fees for or seek payment or contributions 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**

The following are the school's arrangements for students, where the parent/guardian(s) or in the case of a student who has reached the age of 18 years, the student, who 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/guardian(s) to discuss how the request may be accommodated by the school.

Pupils will not be removed from the classroom while the lesson is being conducted.

#### **18. Reviews / Appeals**

##### **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 29 C of the Education Act 1998. A request to the Board to review their decision should be made within a period of 30 days from the date of receipt of notification of refusal to admit.

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 29 B 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 29 B and with Section 29 C 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 parents/guardians of the student, may appeal a decision of the 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 29 B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This Policy is subject to review by the Board of Management as the need arises.

Compiled after consultation with the staff and parents/guardians during April 2020.

Draft policy sent to the Patron between March and July 2020. Approved by the Patron on 12<sup>th</sup> August 2020.

Ratified by the Board of Management on the 29<sup>th</sup> September 2020. Updated by the Board of Management on the 2<sup>nd</sup> February 2023.