



**Scoil Bhríde Shantalla,
Shantalla
Galway
Roll No. 17782E**



Admission Policy

**School Patron/s: Bishop Michael Duignan Clonfert, Galway and Kilmacduagh
Apostolic Administrator of Kilfenora..**

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 [date]. 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 [school name] 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 mainstream, Catholic, co-educational Primary School with a Special Class for children diagnosed in the MGLD intellectual range, and a special class for children within the

ASD range and under the patronage of the Bishop of Galway and Kilmacduagh. We aim to provide a caring, happy, well-structured and secure atmosphere where the intellectual, spiritual, emotional, physical, moral and cultural needs and wellbeing of the pupils are identified and addressed.

Mission Statement

- Scoil Bhríde is a Catholic Presentation school community where teaching and learning take place in an atmosphere of respect, understanding, love and joy.
 - Scoil Bhríde strives to be all inclusive, recognising the uniqueness of each child while instilling in them a caring & respectful attitude towards one another and protecting the dignity of all who belong to the school community. The school develops a progressive outlook towards teaching & learning.
 - In Scoil Bhríde, Shantalla we aim to foster the uniqueness and dignity of each individual. We do so in a spirit of care, respect & commitment so that all may live life to the full.
 - Scoil Bhríde is a happy, caring and welcoming place where pupils' confidence, behaviour and academic achievement are developed to the full.

School Ethos

Scoil Bhríde is a Roman Catholic School (which is established in connection with the Minister of Education) and aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people [A1] The[A2] school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The school aims at promoting the formation of the pupils in the Catholic faith. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith

Our school is a Presentation school and reflects the ethos of the Presentation Order.

Non Catholic pupils attending our school are respectfully given the freedom to adhere to their own beliefs and practices.

Our aim is to create an environment where each child is valued as a person and is provided with a variety of opportunities enabling him/her to live as a child and develop all aspects of the person; spiritual, emotional, moral, social, intellectual, cultural and physical.

We seek to develop in the child a positive self-image and a respectful caring attitude towards others. We also encourage each child to take an active part in their own development.

Since teaching and learning is a collaborative effort we involve parents, guardians, teachers, pupils and the wider community.

Scoil Bhríde also has an Early Start Class for pre-schoolers that was established under the auspices of the DES. The Early Start unit strives to create a supportive and caring environment for each individual pupil and where families of students are encouraged to participate in the development of their child's learning. The aim of the Early is to create readiness for transition into the mainstream school so the child can attain their full potential.

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, Shantalla will cooperate 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 Bhríde, Shantalla will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

All denominational schools

Scoil Bhríde, Shantalla, Galway is a 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 (insert details of particular religious' denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Bhríde is a school whose objective is to provide education in an environment which promotes certain 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 school/special class

Scoil Bhríde, Shantalla will cooperate 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 Bhríde, Shantalla will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Scoil Bhríde welcomes the enrolment of children with Special Educational Needs. The Board of Management may request a copy of the child's medical or psychological report, and if such a report is not available, may request that the child be assessed immediately. The purpose of this report is to assist the school in establishing the needs of the child relevant to his / her special needs and to profile the support services required. Following receipt of the report the Board will then assess how the school could meet the needs specified. Where the Board deems that further resources such as visiting teacher service, special education teacher, special needs assistant, specialised equipment or furniture, are required, it will, prior to enrolment, request the Department of Education and Skills to provide these resources. The school will meet the parents to discuss the school's suitability for the child. If necessary a full case conference may be called including Parents, Class Teacher, SET, SENO, EWO, NEPS or other psychologists and social workers as and where appropriate.

Scoil Bhríde 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 special educational needs as met by the criteria for MGLD as specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Scoil Bhríde, Shantalla, Galway with the approval of the Minister of Education has established a Special Class for pupils with Autism Spectrum Disorder. The class is for all pupils who have a diagnosis of ASD meeting DSM IV/Vor ICD-10 diagnosis criteria.

Our Early Start pre-school unit classes require that children must be aged more than 3 years 2 months and less than 4 years 7 months on the 1st day of September of the year in which they

are enrolled. This age requirement is in line with the age requirement for children participating in the Free Pre-school (ECCE) Scheme, which is administered by the Department of Children and Youth Affairs.

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) Where a student is less than 4 years of age on the 1 September of the school year concerned.

The Board has determined the admission criteria to be applied by the Principal in accordance with the updated Education (Admissions to Schools) Act 2018.

Parents/legal guardians seeking to enrol their child in Junior Infants are requested to present the completed Junior Infant Application Form, an original Birth Certificate and an original proof of address to our school secretary by the closing date. These documents will be copied for our records. Application forms and documents sent by post or email will be accepted.

Parents/legal guardians may be asked for a certified translation of documents if they are not in English or Irish.

By making the application, permission is given to the Board to verify the information provided. Where the Board has a query, it may seek clarification by examining public records and/or making local and other enquiries.

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

Scoil Bhríde 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 special educational needs as met by the criteria for MGLD as specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified

Applications for places in the Special Class

1. The school operates a Special Class designated for children assessed and diagnosed with MGLD (Mild General Learning Disability (56-69)).
2. The eligibility criteria for the class are as follows: (a) The applicant has to have a diagnosis confirmed by a relevant professional and meet the criteria for MLGD (IQ 56-69) and (b) the applicant who meets the eligibility criteria and for whom a place in the class is deemed appropriate may apply for a place in the Special class.
3. The school has an Admissions Committee and the function of the Admissions committee is to deal with enrolment in the Special Class.
4. The Admissions Committee will meet twice yearly. It will meet in September and May.
5. The Admissions Committee will consist of The Chairperson B.O.M., The Principal, The Special Class Teacher and an external member such as a teacher or Principal from another school with a Special Class or a Special School who will act as Chairperson. (A quorum of Three is necessary for the Committee to meet).
6. The May meeting will process applications for enrolment for the following September.
7. Any child enrolled in the school and meeting the above criteria will be allocated a place in the Special Class.
8. Where the school has available places concessionary may be offered to children with Borderline MLGD (70-79)
9. Where internal or external applications are made on behalf of children confirmed with MGLD the concessionary places will be rescinded.
10. The Admissions Committee will have final say in this regard.

11. The Parent has the right to Appeal to the BOM

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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. Brothers and Sisters (including step-siblings, resident at the same address) of children already enrolled.
2. Children living within the school catchment area as defined by the patron.
3. Children of Parents/ Grandparents/ Guardians who have attended Scoil Bhríde.
4. Children of current staff.
5. Children whose home address is closest to the school (as measured by walking distance from their home Eircode to the school Eircode on Google Maps) if the child is outside the agreed catchment area.
6. Random selection, independently verified.
7. Priority to enrol in the Junior Infant Stream will be given to children attending Scoil Bhríde Early Start Programme
8. Children wishing to enrol for Junior Infants in Scoil Bhríde must be four years at the commencement of the school year in September.

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:

Priority to the eldest in accordance with the above criteria or in the case of criteria 5, random selection, a lottery will be conducted in a fair and transparent manner by the Principal, a member of the Board of Management, and an officer of the Parent Association

Oversubscription to the Special Class

In the event that the Special Class 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 to the Special Classes and that meet the set criteria for applications as set out in Section 3 above:

- Siblings of current pupils in mainstream and Early Start Unit.
- Siblings of past pupils in mainstream
- Children who live in the Parish.
- Children from outside the Parish or Catchment area will be given a place based on the recommendation or priority as defined or referred by the school's SENO.
- All other applications will be allocated based on a lottery as above.

A lottery will be conducted in a fair and transparent manner by the Principal, a member of the Board of Management, and/or SENO and an officer of the Parent Association.

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:

1. A student's prior attendance at a pre-school or pre-school service.
2. The payment of fees or contributions (howsoever described) to the school.

3. A student's academic ability, skills or aptitude; other than in relation to: admission to our special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
4. The occupation, financial status, academic ability, skills or aptitude of a student's parents
5. A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
6. 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 this school including the selection criteria based on (1) siblings of a student attending or having attended the school and (2) parents of a student having attended the school.
7. 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 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 Parent/s must indicate:

1. 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
2. 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:

1. It is established that information contained in the application is false or misleading.
2. 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.
3. 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.
4. Or 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:

1. An application for admission to the school has been received
2. An offer of admission to the school has been made, or
3. an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (j) 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.

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

The Board of Management will accept transfers into the school subject to the terms of D.E.S. Circular 24/02, and to the following:

1. That the pupil has already been enrolled in another school or is receiving home tuition under the DES/TESS Túsla/Child and Family Agency approved guidelines
2. That the pupil is transferring to an age-appropriate class and;
3. That there is a space in a class at that level for the pupil wishing to transfer

In the event of the number of transfer applications being greater than the number of places available in any given class group, the allocation criteria outlined in Section 6 above will be used to determine the order that these places will be offered.

Where the Board of Management is unable to offer the pupil seeking a transfer a place in the school, the pupil will be placed on a waiting list.

In a case where a student has been excluded from another primary school:

1. An application for enrolment will not be considered until all pastoral and disciplinary avenues have been explored with that school up to and including a Section 29 appeal under the Education Act 1998.
2. The Board of Management of Scoil Bhríde respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind: the Health and Safety Concerns regarding Staff and Children: (a) available classroom space, (b) multi-grade classes (c) educational needs of the children (d)

presence of children with Special Needs or complex needs already in the class (e) Department of Education and Science class size directives (f) appropriate Supports and Resources are available (g) time of school year.

3. Any child whose application comes through TÚSLA or related bodies ((The Board of Management refer to children who have engaged with the EWO, SENO, CAMHS, NEPS, Early Intervention, Social Work Department, or any other TÚSLA related agencies) will have the name submitted at a Board meeting for acceptance. The Board will seek all necessary information in regard to the application prior to making a decision in regard to enrolment.
4. In accordance with the Education Welfare Act 1998 where the B.O.M. of Scoil Bhride refuses enrolment to a student the decision may be appealed to the DES. Our school's assigned Education Welfare Officer will assist parents with any necessary appeal and can be contacted at TESS Offices.

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

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 Bhride 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 Bhride 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. Junior Infants, with the exception of students transferring from another school, will be

considered on a case by case basis. However, Junior Infants normally start school at the start of Term 1.

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

The Board of Management of Scoil Bhride or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. An application for admission of a student to the school, or
2. 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 parents have requested that the student attend the school without attending religious instruction. 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) to discuss how the request may be accommodated by the school.

Prior to religious occasions parents/guardians will be contacted to ascertain if or not they wish their child to attend the religious events arising from an existing list of pupils in this regard. Alternative classes will be offered for these pupils by a teacher.

18. Reviews/Appeals

Review of decisions by the Board of Management

Review of decisions by the Board of Management:

The parents/guardians 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 BOM 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.

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 parents/guardians 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.

Ratification of Admissions Policy:

The policy was ratified by the Board of Management of Scoil Bhríde on **24/10.2023**

Signed: (Chairperson)



Witness: (BOM Member)

