



Scoil Bhríde Buachaillí

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Chairperson Parent Association: Ciara Duffy

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R.C.N. 20118990 - Roll No. 18046A

ADMISSION & PARTICIPATION POLICY

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1. Introductory Statement

The Board of Management sets out this policy in accordance with the provisions 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 7th July 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 Bhríde Buachaillí'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. Furthermore, the Chairperson of the Board of Management and/or the Principal will be happy to clarify any further matters arising from the policy.

2. Characteristic Spirit & General Objectives of the School

Scoil Bhríde Buachaillí is a Catholic all-boys primary school situated in Blanchardstown Parish, Dublin 15 situated in Blanchardstown Parish, Dublin 15 with a Catholic ethos under the Patronage of The Archbishop of Dublin.

In the context of a Catholic primary school, 'Catholic Ethos' refers to the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- a) the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects
- b) a living relationship with God and with other people
- 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 students in the Catholic faith

and provide religious education for the students 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 Bhríde Buachaillí 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.

A Roman Catholic School (which is established in connection with the Minister for Education) aims at promoting the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God. Roman Catholic schools provide Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promote the formation of the students in the Roman Catholic Faith.

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of DES regulations and programmes, the rights of the patron as set out in the Education Act, the Catholic ethos of the school, the facilities of the school, relevant legislation and the funding and resources available, the school supports the principles of:

- Inclusiveness for all children
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Mission Statement

The ethos of Scoil Bhríde Buachaillí is: “Mol an Óige agus Tiocfaidh sí.”

Our school is a place where children are encouraged to grow and to develop in a supportive, positive and enjoyable atmosphere.

Our core aims are to provide a broad and comprehensive education, to recognise the needs and to develop the talents of each pupil.

We are a caring school. We strive to live up to Christian values and to show genuine concern for one another.

We appreciate individuality and difference. We are committed to building a community, which respects the rights and uniqueness of each other.

3. Admission Statement

Scoil Bhríde Buachaillí 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 Buachaillí is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Scoil Bhríde Buachaillí 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Bhríde Buachaillí 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.

Scoil Bhríde Buachaillí welcomes children with special needs. On the acceptance of an offer of enrolment to the parent(s)/guardian(s) of a child with special needs, the school Principal and/or Deputy Principal and/or other relevant person will meet with the parent(s)/guardian(s) of the child, professionals involved in the care of the child and any other appropriate person, deemed necessary by the Board, to discuss the child’s needs and determine how the school can best serve to meet those needs. At this point, all medical or psychological reports relating to the child now enrolled must be furnished to the school. Where such a report is not available, the Board may request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the needs of the child, determine how best the school can support the child’s needs and to profile the support services required. Where the Board deems that further resources are required, it will request that the National Council for Special Education 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, Resource Teacher for Special Needs, Special Needs Assistant, specialised equipment or furniture, transport services or other.

4. Categories of Special Educational Needs catered for in the School's Special Class

Scoil Bhríde Buachaillí, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of Autistic Spectrum Disorder.

5. Admission of Students

Applications for admission must be made in person, presenting a fully completed and signed Application Form for Admission, accompanied by:

- An original birth certificate
- **Two** current, original utility bills, e.g. ESB, Gas, broadband, telephone, etc. (dated within two months of registration)
- the child's PPS Number
- The Eircode corresponding to the address of the child.

This school shall admit each student seeking admission except where:

- a) the school is oversubscribed (please see section 7 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.

The Board of Management is bound by the DES Rules for National Schools which provide that students may only be enrolled from the age of 4 years and upwards, i.e. the candidate for enrolment must be at least four years of age before September 1st of the school year in which they apply to enrol, though compulsory attendance does not apply until the age of 6 years.

Scoil Bhríde Buachaillí 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.

Scoil Bhríde Buachaillí 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.

The special class attached to Scoil Bhríde Buachaillí provides an education exclusively for students with Autistic Spectrum Disorder 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:

1. The brothers of children who are currently attending Scoil Bhríde Buachaillí or Scoil Bhríde Cailíní or are past pupils of Scoil Bhríde Buachaillí and all other boys who live within the catchment area of the school, i.e. within the parish boundaries.
2. Sons of staff members of Scoil Bhríde Buachaillí or Scoil Bhríde Cailíní are entitled to a place if there are vacancies after applicants in group 1 have been allocated places.
3. All boys who apply to the school and are not resident within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the groups from (1) to (3) have been allocated places.

Note: 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), places will be offered on the basis of age: oldest to youngest. If the same date of birth is shared by two or more applicants and both or all such applicants cannot be offered places due to oversubscription, a draw will be held in the presence of the school Principal and/or Deputy Principal by an independent party to determine the order used to offer places.

Regarding admission to the school's special class, the following criteria will be used to determine the order of applicants to receive offers and/or be placed on a Waiting List:

1. The child has a recent professional report confirming a diagnosis of Autistic Spectrum Disorder in accordance with DSM V/ICD – 10 criteria.
2. There is a recommendation from a relevant professional for placement in a special class, made on the basis of clearly identified complex needs arising from the diagnosis/es.
3. The placement is gender and age appropriate, i.e. the child is male and aged between 4 (before 1st September of the academic year for which enrolment is sought) and 12 (during the academic year).
4. The child is currently enrolled in one of the school's mainstream classes.
5. The child has a brother already enrolled in the school (in mainstream or special class setting).
6. The child lives within the school's catchment area.
7. The child does not live within the school's catchment area but is resident in the Dublin 15 area.
8. The child is resident outside the Dublin 15 area.

Note: 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), places will be offered on the basis of the profile of the children currently attending the special class.

7. Matters which will not be taken into account in Consideration of Applications

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, other than in relation to a student's prior attendance at an early intervention class or an early start pre-school, specified in a list published by the Minister from time to time
- b) the payment of fees or contributions (howsoever described) to the school
- c) a student's academic ability, skills or aptitude, other than in relation to admission to the school's special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- d) the occupation, financial status, academic ability, skills or aptitude of a student's parent(s)/guardian(s)
- 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 the selection criterion based on brothers 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. 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 Buachaillí will be based on the following:

- Our school's Admission & Participation 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. Notification to 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).

10. Acceptance of an offer of a place by an Applicant

In accepting an offer of admission from Scoil Bhríde Buachaillí, 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 are 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 Buachaillí 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 & General Data Protection Rules

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. Furthermore, parent(s)/guardian(s) should be advised that on occasion, in order for the school to function properly, relevant information for which there is a rationale and a legal basis for retaining will be shared with appropriate persons, bodies/groups, e.g. Aladdin. *Aladdin is a company that provides schools with an electronic system of taking attendance and sharing details and information about the school's pupils with members of staff who have a need to know same. It is not accessible by persons and/or bodies that operate outside the school.*

13. Waiting List

In the event of there being more applications to the school year concerned than places available, or in the event of a place becoming available in any class due to another student leaving that class, a Waiting List of students whose applications for admission to Scoil Bhríde Buachaillí 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 Buachaillí will be 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 Admission & Participation Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

15. Procedures for Admission of Students to Senior Infants – 6th Class

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 application form should be sought from the school secretary or via the school website. The application form must be completed in full and submitted with all relevant information. Parents will be notified in writing of a decision within 21 days of receipt of applications.

16. Procedures for Admission of Students during the School Year

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: The application form should be sought from the school secretary or via the school website. The application must be completed in full and submitted with all relevant information as outlined above for Junior Infant applications. Parents will be notified in writing of a decision within 21 days of receipt of applications.

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

The Board of Management of Scoil Bhríde Buachaillí 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.

18. Arrangements regarding Students not attending Religious Instruction

The following are the school's arrangements for students, where the parent(s)/guardian(s) has/have 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 between the Principal and/or other parties representing the school and the parent(s)/guardian(s) to discuss how this request may be accommodated by the school.

19. Reviews & Appeals

Review of Decisions by the Board of Management

The parent(s)/guardian(s) of the student may request the Board of Management 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 of Management 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(s)/guardian(s) 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.

Information regarding the appeal process can be obtained from:

Section 29 Appeals Administration Unit
c/o Department of Education and Skills,
Cornamaddy,
Athlone,
County Westmeath.
Tel: (0906) 483600

20. Reorganisation of Classes

The Board of Management of the school reserves the right to reorganise or reconstitute classes, on the advice of the Principal, in response to changing circumstances within the school, class level and/or particular class. As a matter of policy, where there are more than one 2nd Class in any given school year, both/all 2nd Classes will be reconstituted annually at the end of the school year.

21. Ratification and Review

This policy was ratified by the Board of Management on the date below and communicated to parents thereafter. It is applicable from the date below and subject to regular review by the Board of Management in consultation with the Patron of the school, the Parent Association and teaching staff. Revised copies/updates of the policy are available on the school website and issued in hard copy to parent(s)/guardian(s) upon request.



Signed: Declan Murray (Chairperson, Board of Management)

Date: 9th July 2020



Signed: Séamus Sullivan (Principal & Secretary, Board of Management)

Date: 9th July 2020