

**St. Brigid's Infant National School**

**Admission Policy**

**September 2025**



**Wellmount Avenue, Finglas West, Dublin 11, D11 F992**

**Roll number: 20029M**

**School Patron: Catholic Archbishop of Dublin**

## **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 24<sup>th</sup> September 2025. It is published on the school's website and will be made available in hardcopy, upon request, to any person who requests it.

The relevant dates and timelines for St Brigid's Infant National School 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**

St Brigid's Infant National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"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 child, 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 children in the Catholic faith, and which school provides religious education for the children 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 St Brigid's Infant National School 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.

As outlined in our Mission Statement “The Child is the focus of our energy. In partnership with parents, the wider community and the Department of Education & Skills our school team strives to deliver a holistic education to each child. We aim to offer a positive, meaningful educational experience which allows the child to develop to his/her full learning potential in a safe, happy, stimulating and structured learning environment”.

Our school’s vision is that all children and all staff realise their full potential in a safe, happy, stimulating and Christian environment.

### **3. Admission Statement**

St Brigid’s Infant National School 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. However, because St Brigid’s Infant National School is a school which has established two classes, with the approval of the Minister for Education, which provide(s) an education exclusively for students with a category/categories of additional (“special”) educational needs specified by the

Minister, St Brigid's Infant National School may refuse to admit a student to these classes where the student concerned does not meet the criteria for admission to such a class, see section 4 below.

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.

St Brigid's Infant National School is a Catholic school whose objective is to provide education in an environment which promotes certain religious 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.

St Brigid's Infant National School will cooperate with the National Council for Special Education (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 additional ("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.

St Brigid's Infant National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b) of the Education (Admissions to Schools) Act 2018.

#### **4. Categories of Additional ("Special") Educational Needs catered for in Autism Classes at St Brigid's Infant National School**

St Brigid's INS, with the approval of the Minister for Education, has established two classes to provide an education exclusively for autistic students / students with autism.

Children and young people are eligible for enrolment in a special class for autistic students / students with autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

· Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

· A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autistic students / students with autism.

### **5. Admission of Students**

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 them and that they shall make all reasonable efforts to ensure compliance with such code by the student
- c) The autism classes in St Brigid's INS provide an education exclusively for autistic students and the school may refuse admission to this class where the student concerned does not meet the criteria for admission to such a class as set out in section 4 above.

### **6. 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 child's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at —

*(I) an early intervention class, or*

*(II) 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 a class for autistic students / students with autism insofar as it is necessary in order to ascertain whether or not the student meets the eligibility criteria for such a class.

(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 by virtue of a member of his or her family attending or having previously attended the school other than siblings of students who are enrolled in the school at the same time, or St Brigid's Senior Girls or St Fergal's Boys 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.

## **7. Oversubscription**

The number of places available will be decided in line with current guidelines for class sizes in a DEIS Band 1 school.

### **a) Junior Infants**

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 for Junior Infants.

***Priority Category 1:*** Children from our Early Start Preschool

***Priority Category 2:*** Applicant students who are siblings/stepsiblings and foster siblings of children currently enrolled in the school or St Brigid's Senior Girls or St Fergal's Boys School, and who have reached four before 1 April of the year prior to the school year concerned.

***Priority Category 3:*** Children resident in the parish of Annunciation, Finglas West (the eldest will have priority). See Appendix A for map of parish boundaries.

***Priority Category 4:*** Children of staff (the eldest child will have priority)

***Priority Category 5:*** Applicants who have reached four before 1 April of the year prior to the school year concerned.

***Priority Category 6:*** All other applicants who have reached four years of age by 1st September of the school year concerned.

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 or added to a waiting list by the earlier date of birth of the student.

#### **b) Early Start Classes**

If the school's Early Start classes are oversubscribed, the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for Early Start classes at St Brigid's INS.

##### *Priority Category 1:*

Children most at risk of not reaching their potential in the education system due to the effects of social/economic disadvantage (DE Guidelines)

##### *Priority Category 2:*

Siblings, stepsiblings and foster siblings of children already enrolled in the school and/or children residing in the parish of Annunciation (the eldest child will have priority).

##### *Priority Category 3:*

Children of Staff (the eldest child will have priority).

##### *Priority Category 4:*

Children residing outside the parish of Annunciation, Finglas West (the eldest child will have priority).

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 or added to a waiting list by the earlier date of birth of the student.

#### **c) Autism Classes**

If the school's autism classes are oversubscribed, the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for autism classes at St Brigid's INS. Applications under any of the priority categories listed below must meet the eligibility criteria for these classes, as outlined in **section 4** and listed below:

Children and young people are eligible for enrolment in a special class for autistic students / students with autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autistic students / students with autism.

***Priority Category 1:***

Applicant students who are currently enrolled in the school who have reached 4 years of age on or 4 before 1 April of the year the school year concerned.

***Priority Category 2:***

Applicant students who are siblings of children and enrolled in the school at the same time who have reached four before 1 April of the year prior to the school year concerned.

***Priority Category 3:***

All other applicants

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 or added to a waiting list by the earlier date of birth of the student.



*\*It will be deemed compulsory that the year the child turns eight (i.e. integrating with 1<sup>st</sup> class in the mainstream part of the school) will be their last year in St Brigid's Infant National School. For the avoidance of doubt, the child must be no older than seven on 1<sup>st</sup> September of their last year in the school.*

#### **d) Other year groups – Senior Infants to 1<sup>st</sup> class**

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

*Priority Category 1:* Applicant students who are siblings of children and currently enrolled in the school.

*Priority Category 2:* All other applicants

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 or added to a waiting list by the earlier date of birth of the student.

### **8. Decisions on applications**

All decisions on applications for admission to St Brigid's INS 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.

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 relevant annual admissions notice, but no later than three weeks after the annual admissions process or, for late applications, three weeks after the school receives an application.

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 or class 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 St Brigid's INS, 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 St Brigid's INS 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 them and that they 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**

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 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 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 their name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education's statutory function to plan and co-ordinate the provision of education in schools.

### **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 St Brigid's Infant National School 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 St Brigid's Infant National School 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.

Waiting lists will expire at the end of each school year.

#### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, autism classes or to other year groups will be considered and decided upon in date order of when they were received 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 not 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 the name of the applicant will be added to the waiting list in the order in which applications were received.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list in *order of date of birth, eldest to youngest*.

#### **15. Admissions of students after the commencement of 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:

Should there be space in the required class, the pupil shall be enrolled once the enrolment form has been completed and necessary paperwork provided.

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:

Should there be space in the required class, the pupil shall be enrolled once the enrolment form has been completed and necessary paperwork provided

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

The board of St Brigid's INS 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**

The following are the school's arrangements for students, where the parents/guardians 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 with the parent(s)/guardian to discuss how the request may be accommodated by the school.

## **18. Reviews/Appeals**

### **Review of decisions by the board of management**

The parent of the student, or in the case of a student who has reached the age of 18 years, 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.

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 within 21 calendar days of the date** 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 within 21 calendar days of the date** 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 of the student, or in the case of a student who has reached the age of 18 years, 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 to 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.

## **19. Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

This Admissions policy was approved by the Board of Management.

Signed: <u>Frank Reilly</u>	Date: <u>29/09/2025.</u>
(Chairperson Board of Management)	
Signed: <u>Siobhán Ryan</u>	Date: <u>29/09/2025.</u>
(Principal)	