



Admission Policy of Scoil Bhríde, Straffan

**School Address: The Glebe, Straffan, Co. Kildare,
W23CD77**

Roll number: 18644U

School Patron/s: Archdiocese 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 the 18th 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 the school's admission process are set out in the school's annual admission notice which is published annually on the school's website/ school app 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, Straffan is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop 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 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 Bhríde, Straffan 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.

In Scoil Bhríde, our mission is to provide a well ordered, caring, happy and secure environment, where the intellectual, spiritual, physical, moral, cultural and social needs of each individual child are addressed. Scoil Bhríde promotes excellence in teaching and learning.

While Scoil Bhríde is a school with a Catholic Ethos, it recognises and respects other religions and beliefs.

3. Admission Statement

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

- (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 Straffan 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 Straffan will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Scoil Bhríde, Straffan 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.

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

Scoil Bhríde Straffan, with the approval of the Minister for Education and Skills, in September 2021 established a class to provide an education exclusively for students with Autism. Primary school aged children are eligible for enrolment in our special class for Autism when the following is provided in support of such an application:

1. 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

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

AND

3. 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

4. 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 *Autism*

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

School with special education class(es)

The special class attached to Scoil Bhríde provides an education exclusively for students with a diagnosis of Autism meeting the DSM IV/V or ICD diagnostic criteria. The class is for all pupils who meet these criteria irrespective of cognitive ability 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.

Scoil Bhríde, Straffan is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination 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:

Procedures – Application, Enrolment Criteria & Decision / Appeals

Admission to the school is subject to the resources available to the school including classroom accommodation, class size, and subject to the capacity of the school to provide for the needs of those who apply for admission. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development.

Junior Infant Enrolment Criteria

The number of places available in Junior Infants in any year will be determined by the Board of Management in accordance with the designated pupil / teacher ratio and published as part of our Annual Admission Notice.

Admission Criteria

In the event of applications being greater than places available, the following criteria will apply, in order (criteria are in priority order):

Diocesan Criteria:

1. Siblings and Step Siblings of children already enrolled in the school and children resident in the parish of Straffan as outlined in the Map attached. (The eldest will have priority in this ranking)
2. Children of staff (The eldest will have priority ranking)
3. Children of past pupils (to a maximum of 25% of the enrolment)
4. Children residing outside the parish (The eldest will have priority ranking)

Junior Infant Enrolment Procedure

1. Prior to the Admission Period, applicants may have their child's name on a registration list prior to this date. Parents seeking to register their interest to enrol should complete A Registration Form of Interest (Appendix 1), which is available from the school office and on the school website www.straffanns.ie.
2. Contact is made with parents who have completed a Registration Form of Enquiry to alert them to the Admission Notice and School Application Form.
3. An Enrolment Application Form is then sent to those still seeking to enrol pupils in Scoil Bhríde
4. Applications for admission to Junior Infant Class must be made during the 3 week period

in January as outlined in the Annual Admissions Notice prior to the year in which it is expected that the child will start school. The Board of Management strongly recommends that applicant children are at least four years of age **on or before April 30** of the school commencement year.

Parents of applicants are invited to submit an application form along with the following documents:

- The Junior Infant Application Form
- Data Protection/ GDPR Consent Form
- The School's Code of Behaviour Policy and Code of Behaviour Acceptance form.

The Application Process is initiated on receipt by the school of a completed Application form and associated documentation. This form must be signed and dated by one or both parents/ guardians, with birth cert and proof of address attached by providing a Utility Bill or a document from a State Body.

The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

Following an evaluation of all applications, the Principal will notify parents in writing of the outcome within 3 weeks of the closing date of accepting applications, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998. (See note 7 and 8 below)

Applicants will be informed within 21 days. Applications received after the designated date will be regarded as late applications. ***Early application confers no advantage in relation to enrolment.*** However, it is recommended that the names of applicants be included on the registration list as early as possible, in order to facilitate future planning.

Parents must confirm acceptance of the offered school place within 10 working days/ 2 weeks of receipt of the letter of offer.

A waiting list will be maintained in priority order and will remain valid for the school year. Places will be offered should a vacancy arise during the year in Junior Infants from this list.

The School Principal reserve the right to refuse any application if they feel it would endanger the Health & Safety of our own pupils or staff

Code Of Behaviour

Parents of all children enrolled are expected to accept the school's Code of Behaviour in writing before a place can be offered.

In the event that there are two or more students tied for a place or places in any of the admission criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply.

Where there is an oversubscription, priority will be given to the eldest (by date of birth). If two applicants share the same date of birth and are competing for one place, this place is decided by a draw by an independent person and not the Chairperson of the Board.

The Junior Infant Admission Criteria above in Note 6 are listed in order of priority, When spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on to Criterion 11. This prioritisation proceeds until all places have been allocated giving priority to the eldest child to the youngest child in accordance with the age criteria stated above.

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, 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 occupation, financial status, academic ability, skills or aptitude of a student's parents;

(c) 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 school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(d) 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, Straffan 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 15 below in relation to applications received outside of the admissions period and section 16 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, Straffan, 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 Bhríde 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.

The Principal reserves the right to refuse any application if they feel it would endanger the Health & Safety of our own pupils or staff.

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.

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, Straffan 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, Straffan 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.

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, after the commencement of the school year in which admission is sought, are as follows:

1. If a student is transferring from another school during the school year, they must complete the procedure as outlined above in ***Section 6 Junior Infant Enrolment Procedure*** and are subject to available place in the particular class.
2. All relevant forms and documentation must be submitted on application.
3. A waiting list will be maintained in priority order and will remain valid for the school year. Places will be offered should a vacancy arise during the year in school classes from this list.

Code Of Behaviour

Parents of all children enrolled are expected to accept the school's Code of Behaviour in writing before a place can be offered.

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

This rule applies to all schools.

The Board of Scoil Bhríde, Straffan 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents 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) 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 may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board of Management at Scoil Bhríde 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 within 3 weeks from the date of the letter of refusal being received.

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 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 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.

Patron Approval Date: 24th September, 2025

Signed



Chairperson BOM

Date: 1st October, 2025

Appendix 1:

Map of Catchment Area in blue

