SCHOOL ADMISSION POLICY

FOR SCHOOL YEAR 2027/2028

DIOCESE OF KILDARE & LEIGHLIN

NAME OF SCHOOL: SCOIL BHRÍDE

ADDRESS: OLDTOWN,NAAS,CO. KILDARE

ROLL NUMBER: 20114D
CHARITY NUMBER: 20204576

Diocese of Kildare & Leighlin

Patron Approval

6th October 2026

PATRON: Most Reverend Denis Nulty, Bishop of Kildare & Leighlin

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, Bishop Denis Nulty, on 6th October 2026. 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'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.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

Scoil Bhríde is a Catholic co-educational primary school with a Catholic ethos. The Bishop of Kildare & Leighlin is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all'.

'The Catholic Preschool & Primary Religious Education Curriculum p15'

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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and 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 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.

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 will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Scoil Bhríde will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act."

All denominational schools

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

Schools with Special Educational Classes

Scoil Bhríde is a school which has established three classes, 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.

4. Categories of Special Educational Needs catered for in the Special Classes

Scoil Bhríde with the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with an autistic spectrum disorder. Students may also have a formal diagnosis completed by a professionally recognised educational psychologist of a general learning disability not outside the mild range.

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

All denominational schools

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

Schools with Special Educational Classes

The special classes attached to Scoil Bhríde provides an education exclusively for students with a formal diagnosis of autism.

Children are eligible for enrolment into Scoil Bhríde's special classes for 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

- An eligibility 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.

6. OVERSUBSCRIPTION

In the event that the school and the special classes for autism are 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. **Siblings of pupils currently enrolled in the school.**
2. **Children of permanent staff currently working in the school.**
3. **Children living within the Parish of Naas (boundaries defined on a map which is available to view at school office)**
4. **Age.**

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:

Applicants' ages will determine the outcome i.e. places will be offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from the oldest to youngest, until all available places have been filled

7. WHAT WILL NOT BE CONSIDERED OR TAKEN INTO ACCOUNT

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí.

(b) the payment of fees or contributions (howsoever described) to the school.

(c) a student's academic ability, skills or aptitude;
other than in relation to:
- the special classes 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 parents;
See Guidance Note Section 7 (c)

(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
(1) siblings of a student currently attending the school.

(g) the date and time on which an application for admission was received by the school,

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
- 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, 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.

12. SHARING OF DATA WITH OTHER SCHOOLS

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.
Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

(i) an application for admission to the school has been received,

(ii) an offer of admission to the school has been made, or

(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school;

(ii) the date on which an offer of admission was made by the school;

(iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. WAITING LIST IN THE EVENT OF OVERSUBSCRIPTION

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil 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.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. PROCEDURES FOR ADMISSION OF STUDENTS TO (1) OTHER YEARS AND (2)DURING THE SCHOOL YEAR

Criteria
(i) That a place exists in an age appropriate class. The maximum class size will not exceed **24 :1**

(1) The procedures of the school in relation to the admission of students to classes other than Junior Infants, for academic year 2027/2028 are as follows:

- The official application form must be fully completed. This is available for download from the school's website at **www.scoilbhridenaas.com** and/or in hard copy on request from the school and must be dated and signed by the Parents.
- All requested documentation must be furnished i.e. a copy of the applicant's birth certificate, relevant reports etc.
- Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be considered. A place will not be offered and/or the applicant will not be placed on a waiting list.
- A separate form must be completed for each child, if applicable.
- Where the number of applications outnumber the available places, a waiting list 2027/2028 will be formed. If a place becomes available the school will apply the selection criteria to the applications on this waiting list. This waiting list will remain valid for the school year in which admission is being sought.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab-initio* and where a place has been offered will result in the offer of the place being withdrawn, the place being reallocated and the applicant being placed last on the waiting list. In the case of placement on a waiting list, the applicant will be placed last on the list.
- Parents of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning to the school an enrolment acceptance form within seven working days. Failure to do so will result in the place being forfeited and reallocated.
- If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.
- Applicants in respect of whom a fully completed application form and in respect of whom all relevant documentation has been submitted, who are not successful in securing a place will be placed on a waiting list. **This waiting list remains valid for the school year in which admission is being sought.**

(2) 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 official application form must be fully completed. This is available for download from the school's website at **www.scoilbhridenaas.com** and/or in hard copy on request from the school and must be dated and signed by the Parents.

- All requested documentation must be furnished i.e. a copy of the applicant's birth certificate, relevant reports etc.
- Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be considered. A place will not be offered and/or the applicant will not be placed on a waiting list.
- A separate form must be completed for each child, if applicable.
- Where the number of applications outnumber the available places, any available age appropriate places arising will be allocated on a "first come first served basis,' based on the date the fully completed application form was received provided in the first instance that the applicant meets all of the enrolment requirements.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab-initio* and where a place has been offered will result in the offer of the place being withdrawn, the place being reallocated and the applicant being placed

last on the waiting list. In the case of placement on a waiting list, the applicant will be placed last on the list.

- Parents of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning to the school an enrolment acceptance form within seven working days. Failure to do so will result in the place being forfeited and reallocated.
- If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.

Applicants in respect of whom a fully completed application form and in respect of whom all relevant documentation has been submitted, who are not successful in securing a place will be placed on a waiting list. **This waiting list will remain valid for the duration of the school year in which admission is being sought.**

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The board of Scoil Bhríde 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

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, 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 and Skills.

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** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. This request must be lodged within three weeks of the notice of admission refusal by the Principal.

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. This request must be lodged within three weeks of the notice of admission refusal by the Principal.

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.

This Admission Policy was approved by the Patron; Bishop Denis Nulty on 6th October 2026.

This Admission Policy was ratified by the Board of Management of Scoil Bhríde on 1st October 2026.

Michael Ryan _____

Chairperson

Íde Young _____

Principal