

Admission Policy of Scoil Bhríde,Eglantine

School Address: Douglas Road

Roll number:18563U

School Patron: Catholic Bishop of Cork and Ross

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 in February 2023. 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 Eglantine 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

As a Roman Catholic School, we aim to promote the full and harmonious development of all aspects of the pupil, including her cognitive, intellectual, physical, cultural, moral and spiritual development. As a formal agent of education within the Catholic Community this school models and transmits a philosophy of life inspired by belief in God. The policies, practices and attitudes of the school are inspired by Gospel values.

3. Admission Statement

Scoil Bhríde, Eglantine 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 Traveler 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 'Traveler community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

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

Scoil Bhríde, Eglantine 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, with the approval of the Minister for Education and Skills, has established a special class which provides and education exclusively for students with Autism Spectrum Disorder (ASD) and may refuse to admit to the class a student who does not have the category of needs specified.

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 Needs Act 2004 relating to the provision of education to children with special needs, including in particular by the provision and operation of a special or classes when requested to do so by the Council.

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

4. Categories of Special Educational Needs Catered for in the School/Special Class

Scoil Bhríde, with the approval of the Minister for Education and Skills, has established a special class which provides and education exclusively for students with Autism Spectrum Disorder (ASD) within the mild range of learning disability. The maximum number of pupils in a special class is six. In determining the level of admissions to ASD classes, the Board of Management shall take account of Department of Education and Skills regulations and circulars in relation to class size, staffing and pupil teacher ratio health and safety requirements.

Enrolment of Children with Special Educational Needs:

Children with special educational needs are welcome to enroll in Scoil Bhríde Eglantine and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life.

Scoil Bhríde Eglantine has one ASD Special Class. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-IV/V or ICD-10/11) and supporting original documentation in order to be considered for enrolment in the ASD Special Class. Students with more than a moderate intellectual

disability will not be considered for enrollment in the ASD special class. A pupil's placement needs to be as accurate a reflection of her needs as possible so that the child can be given a reasonable opportunity to integrate into the mainstream setting.

In relation to applications for the enrolment of children with special educational needs the Board of Management will request a copy of the child's medical and/or psychological report and all relevant professional reports. These reports must be recent and should not be dated more than 18 months prior to the date of application. Where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his disability or special needs and to profile the support services required for both pupil and teacher.

An applicant must furnish the school with a recommendation to attend an ASD Class attached to a mainstream school. Such a recommendation must be furnished by a professionally recognized clinical psychologist.

Following receipt of the application, report and recommendation, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: S.E.T, SNA, visiting teacher service, assistive technology, specialised equipment or furniture, transport services or other.

The school will meet with the parents of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all relevant parties will be held, which may include the following relevant parties; parents, Principal, Deputy-Principal, class teacher, SEN teacher, Special Educational Needs Organiser or psychologist and other professionals as deemed appropriate.

The Board of Management may defer enrolment of a pupil with Special Needs until such time as all necessary resources are in place in the school.

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. Parents are asked to openly engage with the relevant professionals on a regular basis to ensure the child is in the appropriate setting.

Enrolment Procedure – ASD Special Class.

Our Aim

Our special ASD class aims to offer an autistic specific learning environment within a mainstream national school. The setting facilitates optimum inclusion, integration and reverse integration as part of the school community with access to mainstream classrooms and activities as appropriate.

Enrolment Procedure

1. Initial contact is made by parents/guardians/SENO in relation to the child by completing an application. The Application for Enrollment Form will be available from February 21st. Forms should be completed and returned no later than March 15th. This does not constitute confirmation of enrolment.
2. Applicants are required to provide every report from an educational or clinical Psychologist

or Psychiatrist and a multidisciplinary team or any variation thereof. These should clearly recommend that a placement in a special class in a mainstream school is suitable for the student. A recommendation for a placement in a special class only attached to a mainstream school is required.

3. The withholding of reports from the school may invalidate an Enrolment Application at any time.
4. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM IV/V or ICD-10/11) and supporting original documentation in order to be considered for enrolment in the ASD Special Class. The ASD special class will not enroll students who have more than a moderate intellectual disability. A pupil's placement needs to be as accurate a reflection of his needs as possible so that the child can be given a reasonable opportunity to integrate into the mainstream setting.
5. Parents/guardians will agree to share the content and copies of any further reports obtained at a later date with the school.
6. Applications will in the first instance be reviewed by the Principal and relevant staff member/s to determine the suitability of the ASD Class for placement of the child in the Special Class at Scoil Bhríde Eglantine. The school will be advised by the SENO. A recommendation will be made in relation to each application to the Board of Management of the school. The Board of Management will apply the directions of this policy and make the final decision on all applications.
7. Once this process has been completed parents/guardians will be notified in writing if and when their child has secured a place. The school enrollment form, incorporating family details is then completed for children who have secured a place.
8. If the number of applicants wishing to enroll in the special class exceeds the number of places available the following criteria will apply;
 - a) Priority will be given to children currently enrolled in the school with a diagnosis of ASD and who meet the terms of this policy. If the number of applicants from within the school exceeds the number of places available the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered; suitability for enrollment considering the needs and abilities of those currently enrolled or seeking enrolment.
 - b) In the event that the number of applications from children not currently enrolled in the school exceeds the number of places available then priority will be given to children as set out in section 6 below.

Places are allocated in the ASD Class on the condition that the appropriate resources are provided and continue to be provided, by the NCSE and the DES.

Return of Forms of Acceptance

Letters of offer for places in the ASD class will be issued and must be returned within two calendar weeks of the letter of offer being issued by the school. All acceptance forms must be accompanied by a signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000. If the school does not receive the acceptance form within the two week period, the place will be offered to the next child on the waiting list for that school year. Verbal acceptance of a place is insufficient.

Post Acceptance

1. Upon acceptance of an offer the parents will be invited to visit the school to meet with the Principal and relevant staff member/s. Any information requested by the parents will be provided at this meeting.
2. The parents/guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.

Alternative Placement

An alternative placement may be recommended at any time if the Board of Management, after consultation with the Principal, relevant staff member/s, parents/guardians, SENO and outside professionals agree that the placement is not appropriate.

Where the education placement has broken down, the school, in consultation and cooperation with the parents and relevant professional agencies will support the child in exiting the school and assist where necessary/possible in sourcing an alternative placement.

Any student enrolled in Scoil Bhríde Eglantine Special Class can with parental approval relinquish their place in the ASD Special Class and remain as a student in Scoil Bhríde Eglantine, following consultation with Principal, relevant staff member/s, parents outside professionals and SENO.

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

Scoil Bhríde provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

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

The special class attached to Scoil Bhríde provides an education exclusively for students with ASD 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. Sisters of currently enrolled pupils.
2. Sisters of past pupils of Scoil Bhríde, Eglantine living within the parish of Ballinlough.
3. Daughters of past pupils of Scoil Bhríde, Eglantine living within the Parish(Maximum of 25% of available places)
4. Children living within the parish of Ballinlough.
5. Daughters of current Scoil Bhríde, Eglantine staff members.
6. Siblings of past pupils of Scoil Bhríde, Eglantine not living within the Parish.
7. Children of past pupils of Scoil Bhríde, Eglantine not living within the Parish.
8. Children not living within the Parish.

In the event that the ASD Special Class is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Children currently enrolled at Scoil Bhríde with a diagnosis of ASD and who meet the terms of this policy.
2. Sisters of children enrolled at Scoil Bhríde.
3. Children living within the parish of Ballinlough.
4. 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), the following arrangements will apply:

In the event of there being more applications than spaces available in any of the above categories, priority will be given to applicants within the particular category in order of age, starting with the oldest. By way of example, if there are still places available in the school after accepting applications in categories 1, 2 and 3, those available places will be filled from category 4 according to the age of the child (with the older applicant given priority). No application from category 5 will be considered until such time as all category 4 applications have been exhausted.

It should be noted that siblings include step siblings and foster siblings.

Names of unsuccessful applicants will be placed on a waiting list, in accordance with the ranking determined by the above criteria and such applicants may be offered a place in Junior Infants or in the ASD Special Class if/when a place becomes available. If/when a place in the Junior Infants is offered, the Parents must accept the place in writing no later than the date stipulated in the letter of offer. A copy of a utility bill and Birth Certificate will also be required. The waitlist will be retained for one school year.

Parents of successful applicants will be required to complete additional Consent/Agreement and Information Forms. If the school does not receive the written acceptance by the stipulated date, it will be taken that the place is not being accepted and it will be reallocated.

7. What Will Not be Considered or Taken Into Account

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

1. A student's prior attendance at a pre-school or pre-school service, including naíonraí.
2. The payment of fees or contributions (howsoever described) to the school.
3. A student's academic ability, skills or aptitude.
4. The occupation, financial status, academic ability, skills or aptitude of a student's parents.
5. A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. a student's connection to the school by virtue of a member of his or her family attending or

having previously attended the school;
Except as outlined in section 6 above

7. The date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on Applications

All decisions on applications for admission to Scoil Bhríde Eglantine will be based on the following:

- Our School 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, Eglantine 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 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 Eglantine 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 Eglantine 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 Eglantine 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 Admissions Notice will be considered and decided upon in accordance with our School 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.

Applicants for admission to years other than Junior infants will be considered only if there is a place available in the relevant class group. Applicants will be considered in accordance with the criteria as outlined in 6 above.

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:

- On completion of application, where a space is available a place it will be offered to the student.

16. Declaration in Relation to the Non-Charging of Fees

This rule applies to all schools.

The board of Scoil Bhríde, Eglantine 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 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), as the case may be, 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

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.

Review Procedure

This policy was drafted in consultation with the parents, staff and patron body in September 2020. The policy was ratified by the Board of Management on 17/9/2020. This policy was reviewed and ratified by the Board on 7th February 2023.



Chairperson, Board of Management

7th Feb 2023

Geraldine O'Brien

7th Feb 23

Principal