

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 September 2025. 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, and under the guidance of our school patron, 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 an 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 board, 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 two special classes which provide an education exclusively for students with Autism Spectrum Disorder (ASD). The maximum number of pupils in a special class is six. In determining admissions to ASD classes, the Board of Management shall take account of Department of Education and Skills regulations and circulars (39/2025).

Children and young people are eligible for enrolment in a Special Class for Autism when the following is provided in support of such an application;

- Diagnosis of special educational needs (Autism: DSM IV/V or ICD 10/11 – as per 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.

Enrolment Procedure – Autism Class.

Enrolment Procedure

1. Parent(s) to make initial contact with SENO, through the NCSE portal, requesting the required recommendation letter.
2. Applicants are required to provide the school with all documents as outlined in section 4 above.
3. Parents/guardians will be notified in writing if and when their child has secured a place.
4. Parents/guardians are required to complete an Acceptance Form in order to formally accept the offer of a place. Acceptance Form must be completed as per date on Annual Admissions Notice which is posted on school website and in school reception.
5. 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 Autism 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.
 - 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.

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.

6. Oversubscription.

In the event that the school is oversubscribed, the school will, when deciding on applications for admission to the mainstream classes, 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 Autism 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 Autism and who meet the terms of this policy.
2. See 1 to 8 above.

In the event of there being more applicants than spaces available in any of the above categories, the Board reserves the right to determine the applicants to be enrolled using the following methods;

- a) Special Class Admissions; Where children are already enrolled in the school, the child enrolled for the longest period will be offered a place.
- b) Special Class and Mainstream Admissions; In the event of the number of applications exceeding the number of places available, and observing selection criteria above, priority will be given to the child(ren) living nearest to the school. Distance from the family home to the school will be measured on Google Maps by inputting the Eircodes of the family home and that of Scoil Bhríde (T12AK09)

If the number of applicants exceeds the number of places available 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 Autism Class if/when a place becomes available. If/when a place is offered, parents must accept the offer of a place in writing (Acceptance Form) and no later than the date stipulated in the letter of offer (two calendar weeks). 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. Verbal acceptance of a place is insufficient.

All Acceptance Forms must include signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000.

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.

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 and again on September 30th 2025

Sheelagh O'Leary

Date: 30/09/2025

Chairperson, Board of Management

Geraldine O'Brien

Date: 30/09/2025

Principal