



## Enrolment / Admissions Policy

### **Introduction:**

The Board of Management of Scoil Naomh Bríd hereby sets out its Enrolment and Admissions Policy in accordance with the provisions of the (i) Education Act, 1998, (ii) Education (Admissions to School) Act 2018 and trusts that this will assist parents/guardians in relation to enrolment matters. The Chairperson of the Board of Management or the Principal will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

### **Rationale:**

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

### **Aims:**

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures.
- To enable applications for admission to the school to be handled in an open, transparent manner.
- To put in place criteria under which applications shall be considered.
- To ensure that these criteria are informed by our Ethos, our Mission Statement and current legislation.
- To specify what information is required by the school at the time of application. Information asked for will be in line with our Data Protection Policy.

### **General Information**

Scoil Naomh Bríd is a Catholic Primary School under the Patronage of the Dublin Archdiocese. It is an all-girls school with the full range of classes from Junior Infants to Sixth Class.

It is managed by a Board of Management, elected according to the Procedures agreed by the partners in education. The school has a Catholic Ethos and this Ethos is a guiding principle in the formulation and implementation of this policy. This Ethos recognises the value and dignity of each pupil and all those working in the school community and aims at promoting the fully and harmonious development of all pupils. This Ethos also respects the cultural and religious values of all the pupils attending the school.

**Patron:** Archbishop Diarmuid Martin

**School Details:**

Scoil Naomh Bríd  
Main Street  
Celbridge  
Co. Kildare.

**Telephone Number:** (01) 6272922

**E-mail:** [oifig@scoilnaomhbrid.com](mailto:oifig@scoilnaomhbrid.com)

**Fax Number:** (01) 6012338

**Facebook:** Scoil Naomh Bríd, Celbridge.

**Staff:**

18 Mainstream Class Teachers.  
5 Learning Support Teachers  
1 English Language Teacher.  
1 Part-time Learning Support/ Resource Teacher.  
2 Special Needs Assistants.  
2 Full Time Secretaries.  
1 Caretaker.

Class starts at 9.10a.m. and finishes at 2.50p.m. Infant Classes finish at 1.50p.m.

The Department of Education and Skills provides the grants and teachers resources to the school and the school operates within the regulations laid down, from time to time, by the Department. School policy must, therefore, have regard to the funding and resources available. Scoil Naomh Bríd follows the curricular programmes prescribed by the Department of Education and Skills, and these programmes may be amended from time to time, in accordance with Sections 9 and 20 of the Education Act (1998).

The Education Act of 1998 sets out a framework in which the school operates. Within this context and the parameters of department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, Scoil Naomh Bríd supports the principles of:

**Inclusiveness:**

- Particularly with reference to the enrolment of children with a disability or other special educational needs.

**Equality:**

- In respect of maximum access and participation in the school. No child is refused admission for reasons of ethnicity, special needs, disability, language/accent, traveller status, asylum-seeker/refuge status, religious/political beliefs and values, family or social circumstances.

**Parental Choice:**

- The Board of Management of Scoil Naomh Bríd recognises the right of parents to enrol their child in the school of their choice and must also respect the rights of the existing school community and in particular, the children already enrolled. This will require balanced judgements which will be guided by the principles of natural justice and the best interest of all children. The Board of Management reserves the right to determine the maximum number of children in each classroom bearing in mind:

- (a) Size of available space in classrooms.
- (b) Educational needs of children of a particular age
- (c) Multi grade classes
- (d) Presence of children with special educational/behavioural needs.
- (e) Health and Safety concerns regarding staff and children.
- (f) Department of Education and Skills class average directives.  
(Currently minimum requirement of 26 children).
- (g) Appropriate Supports and Resources are available.

**Respect:**

- The school recognises the diversity of values, beliefs, traditions, languages and ways of life in society.

**Criteria for Enrolment:**

- (a). Children living in the parish and /or siblings of pupils in the school.
- (b). Children living outside the parish

If the applications within categories exceed the number of places available, older children will have precedence.

**Application Procedure:**

1. Parents/Guardians seeking to enrol their child(ren) in Scoil Naomh Bríd are required to provide the following:
  - a. Completed enrolment application form (Available in the school office)
  - b. Birth Certificate.
  - c. Recent utilities bill.
2. Enrolment for Junior Infants, normally takes place in February each year.
3. The Board of Management will communicate dates through the parish newsletter, school face book page ([Scoil Naomh Bríd, Celbridge](#)), school website ([www.scoilnaomhbrid.com](http://www.scoilnaomhbrid.com)) and notices sent out through the school.
4. The Board of Management of Scoil Naomh Bríd will admit pupils for Junior Infant enrolling for the first time, up to the last school day in September each year subject to places being available in Junior Infants classes.

Late applicants will be considered after this date depending on availability of places.

5. The Board of Management is prohibited from allowing a child to attend or enrol in this school before the fourth anniversary of her birth - Rule 64 of the Rules for National School and DES Primary Circular 24/2002.

6. Enrolment for pupils other than Junior Infants can take place during the school year (if newly resident in the area). Pupils in schools elsewhere may transfer at any time subject to the Rules Governing National Schools, School Policy, available spaces, the approval of the Department of Education and Skills and the local arrangements.
7. The Board of Management will require certain information when children are being enrolled. This information is stored and used in line with our Data Protection Policy. The Data Protection Policy is available on the school website and on request at reception:
  - 7.1 Pupils name, age and address; (PPS Number only on admission).
  - 7.2 Names and addresses of Pupils Parents/Guardians;
  - 7.3 Contact telephone numbers.
  - 7.4 Contact telephone numbers in case of emergency;
  - 7.5 Details of any medical conditions which the school should be aware of;
  - 7.6 Religion
  - 7.7 Previous schools attended, if any, and reasons for the transfer, if applicable
  - 7.8 Previous school reports, if applicable.
  - 7.9 Any other relevant information (including any such other information as may be prescribed under the Education Welfare Act 2000).
  - 7.10 Where applicable, requests in respect of guardianship, custody and access arrangements on behalf of parents should be supported by a written letter from a solicitor.
8. New Junior Infants are invited to spend an informal period (afternoon 2.00p.m-2.50p.m). in school with their Parents/Guardians in June to familiarise themselves with their new environment.
9. Prospective Parents may visit the school by appointment.

## **Decision Process**

10. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy.
11. As a general principle and in so far as in practicable having regard to the schools enrolment policy, children will be enrolled on application provided there is spaces available. In the event that applications for enrolment in any category exceed the number of places available, priority will be given to children within the particular category in order of age starting with the oldest.
12. The Board of Management is bound by:
  - 12.1 Relevant Department of Education and Science guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

- 12.2 The Department of Education and Skills Rules for National schools, which provides that pupils must be enrolled by the age of six.

The Board of Management of Scoil Naomh Bríd endeavours at all times to facilitate the needs of the Parish in providing adequate places for children in school.

The Board of Management issues letters to parents informing them of the decision of the committee within 21 days following the enrolment dates each year. The letter informs parents that:

- (a). The application has been successful for the school.
- (b). The application has not been successful on the grounds of
  - (i). Being outside the parish.
  - (ii). Age – a cut back on the grounds of age was necessary due to the number of applications.
- (c). If the number of applications exceeds places available a waiting list will be formed based on the applications received on the specified enrolment dates.

### **Late Applications:**

- Applications received after the specified enrolment dates will be treated as late applications.
- In the event of places being available at the time of the late application, places will be allocated on an individual basis and will be filled until all places have been allocated.
- When all places have been allocated a waiting list will be formed and the guiding principle will be the date of receipt of the application, provided age appropriate criteria have been complied with.

All applicants will be notified in writing of the outcome and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

### **Enrolment of children with special needs**

Scoil Naomh Bríd welcomes children with Special Needs as the school supports the principle of inclusion.

- 13. In relation to the enrolment of children with Special Needs, the Board of Management will request a copy of the child's medical/psychological report or, if such, a report is not available, they may request such an assessment for the child.
- 14. The purpose of this report is to assist the school in establishing the educational needs of the child. Children with Special Needs will be catered for in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.
- 15. Parents of pupils who are dissatisfied with the level of Special Needs Educational Provision in our school, should consider a special school designed and resourced to specifically cater for the needs of children with special educational needs.

## **Refusal to enrol on grounds of 'Exceptional Circumstances'**

The Board of Management reserves the right to refuse enrolment in the following exceptional circumstances:

- (a). The pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide the pupil with an appropriate education.
- (b). In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school and/or school property.

## **Co-Operation and Compliance**

- 16. Children enrolled in Scoil Naomh Bríd are required to comply with the Schools Code of Behaviour and all other policies on curriculum, organisation and management. Copies of the school Code of Behaviour Policy are given to Parents on admission of their child to the school.
- 17. The Board of Management places the responsibility of Parents/Guardians for ensuring that their child(ren) co-operate with school policies in an age appropriate way.