

## **Admission Policy of Scoil Bhríde**

**School Address: Bóthar Feadha Cuileann, Raghmallach, BÁC 6.**

**Roll number: 18817c**

**School Patron: Archdiocese of Dublin**

**18 September, 2026**

### **18. 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 27/09/2024. 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.

### **19. Characteristic spirit and general objectives of the school**

Scoil Bhríde, scoil lán-Ghaelach, is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of the Archdiocese 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,

Scoil Bhríde 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.

## **Mission Statement**

In Scoil Bhríde all aspects of school life are implemented through the medium of the Irish language on a daily basis. The school will strive to provide a broad educational experience for all its pupils to develop to their full potential academically, creatively, emotionally and spiritually through the Catholic ethos of the school. This will include:

1. A love for and pride in the Irish Language
2. A knowledge and the experience of all forms of Irish culture
3. An inclusive atmosphere which allows for individuality and diversity
4. A cooperative and generous spirit and the knowledge that each child is cherished unconditionally
5. A respect for the individual characteristics of all members of our school community at all times.

## **20. 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.

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

### **Schools with Special Education Classes**

Scoil Bhríde is a Gaelscoil which welcomes children of all abilities. The school is committed to inclusion and to supporting pupils with special educational needs within the mainstream school setting, where appropriate.

In September 2026, Scoil Bhríde opened a Special Class for pupils with Autism, with the approval of the Department of Education and in accordance with the designation of the class by the National Council for Special Education (NCSE).

The Special Class provides education for pupils who meet the eligibility criteria for placement in a Special Class for Autism, as specified by the Department of Education and/or the NCSE.

In accordance with the Education (Admission to Schools) Act 2018 and the school's Admission Policy, Scoil Bhríde may refuse admission to the Special Class where a pupil does not meet the eligibility criteria applicable to the category of special educational need for which the class is established.

Admission to the Special Class is subject to the eligibility requirements for the class, the availability of places and, where the number of eligible applicants exceeds the number of available places, the application of the Special Class oversubscription criteria set out in this Admission Policy.

### **Admission to the Special Class**

Applications for admission to the Special Class for the following school year will open during the annual admissions period, as set out in the school's Annual Admission Notice. Parents/guardians wishing to apply for a place in the Special Class must submit a completed application within the dates specified in the Annual Admission Notice.

All applicants must provide the relevant reports and documentation required to establish that the child meets the eligibility criteria for placement in a Special Class for Autism.

Applications may also be made outside the annual admissions period, including applications on behalf of pupils currently enrolled in Scoil Bhríde who subsequently become eligible for a Special Class placement.

### **Oversubscription Criteria – Special Class**

Where the number of eligible applicants exceeds the number of places available in the Special Class, the following oversubscription criteria will be applied in the order set out below:

**1. Pupils currently enrolled in Scoil Bhríde.**

Priority will be given to eligible pupils who are currently enrolled in Scoil Bhríde and who meet the eligibility criteria for admission to the Special Class.

2. a) Siblings and stepsiblings of children already enrolled.
- b) Children whose first language of communication at home is Gaeilge.
- c) Children residing in the traditional parish catchment areas of The Church of the Holy Name Beechwood Ave, Ranelagh, Rathmines, Rathgar and Donnybrook (the eldest child will have priority in ranking of those raised through Gaeilge and those from the parish catchment areas)

\*Priority will be given according to the order of categories (a–c), and within each category, priority will be given to the oldest child.

3. Children of staff (the eldest will have priority in this ranking)
4. Children residing outside the traditional parish catchment areas named above (the eldest child will have priority).

### **Special Class Waiting List**

Where the Special Class is oversubscribed, eligible applicants who are not offered a place will be placed on a waiting list in accordance with the above oversubscription criteria.

Where a new eligible application is received after the waiting list has been established, including an application from a pupil currently enrolled in Scoil Bhríde who subsequently becomes eligible for a Special Class placement, the waiting list will be reviewed and the published oversubscription criteria applied.

Where a place subsequently becomes available in the Special Class, it will be offered in accordance with the order of priority determined by the above oversubscription criteria.

The Special Class waiting list will remain valid for the school year in respect of which admission is being sought and will cease to operate at the end of that school year.

## **21. Admission of Students**

This school shall admit each student seeking admission except where;

- 1) the school is oversubscribed.
- 2) 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.
- 3) Scoil Bhride is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

## **22. 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.
  - a) Siblings and stepsiblings of children already enrolled.
  - b) Children whose first language of communication at home is Gaeilge.
  - c) Children residing in the traditional parish catchment areas of The Church of the Holy Name Beechwood Ave, Ranelagh, Rathmines, Rathgar and Donnybrook (the eldest child will have priority in ranking of those raised through Gaeilge and those from the parish catchment areas)

\*Priority will be given according to the order of categories (a-c), and within each category, priority will be given to the oldest child.

2. Children of staff (the eldest will have priority in this ranking)
3. Children residing outside the traditional parish catchment areas named above (the eldest child will have priority).

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:

- If there are not enough places for the number of applicants in category (1), places will be allocated according to date of birth and priority will be given to the eldest child.
- If there are enough places to cater for everyone in category (1), every applicant will be accepted and category (2) will be considered.
- If there are enough places for everyone in category (2), every applicant will be accepted and category (3) will be considered.
- That process will be followed for each category.
- If there are more applicants than places in any of the categories above, priority will be given to children in the category being considered according to age, starting with the eldest.
- In the event that two applicants place the same in accordance with the above criteria, the place will be decided by lottery.

### **23. 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); admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- 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) student's connection to the school by virtue of a member of his or her family attending or having previously attended the school, with the exception of siblings.

- g) 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 31<sup>st</sup> January 2025 only).

## **24. 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 (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 31 below in relation to applications received outside of the admissions period and section 32 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.

## **25. 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 36 below for further details).

## **26. 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.

## **27. 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—

- (v) it is established that information contained in the application is false or misleading.
- (vi) 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.
- (vii) 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
- (viii) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

## **28. 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).

## **29. 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.

The waiting list is operated for the full school year as students move due to a change in circumstances such as redundancy or homelessness in the family. The junior infant classes are included on this waiting list.

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. The waiting list will be reviewed and updated throughout the school year in accordance with the school's published oversubscription criteria, including where a sibling of a child on the waiting list subsequently becomes enrolled in Scoil Bhríde.

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.

All waiting lists that were in place before February 2020 still apply up to 2025 but only if the relevant paperwork is applicable and available. A verbal offer of a place will not be sufficient.

### **30. 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.

### **31. Procedures for admission of students to other years and during the school year**

- a) 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:

Applicants are accepted from other schools provided there is a place available in the school and in accordance with the school's selection criteria, as outlined above in section 6.

- b) 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:

As above. Applicants are accepted from other schools provided there is a place available in the school and in accordance with the school's selection criteria, as outlined above in section 6.

### **32. 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.

### **33. 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) to discuss how the request may be accommodated by the school.

### **34. 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 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.

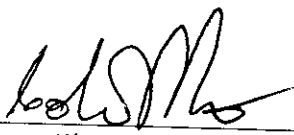
An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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.

  
Chairpersons Signature

18/09/2026  
Date

Gerald Mae Jublie  
Principals Signature

18/09/2026.  
Date

Archbishops House

September 2026