St. Brigid's Boys' National School
Admissions Policy

Document Version History and Review Schedule:

Reviewed/Ratified Date	Signed by	Next Review Due
21.09.2026	Nick Baird (BOM Chairperson) Stephen Flood (Acting School Principal)	September 2027

Document Management:

Review Frequency	Annually
Viewable on School Website	Yes

Introduction:

The 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 / guardians of boys attending the school.

The policy was approved by the school patron and ratified by the Board of Management**.** It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for the school 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 online application form for admission is published on the school's website and will be made available in hard copy on request to any person who requests it.

Characteristic spirit and general objectives of the school:

St. Brigid's Boys' School, Mart Lane, Foxrock, Dublin 18. D18W406 is a Catholic all boys primary school with a Catholic ethos under the patronage of the Archbishop 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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects;
- a living relationship with God and with other people;
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- the formation of the pupils in the Catholic faith,
- Religious education is provided 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 St. Brigid's Boys' School 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.

There are currently 25 full time teachers, including the Principal, 17 Mainstream, 8 resource / learning support teachers and 10 Special Needs Assistants employed in the school. St. Brigid's Boys' School is a vertical school catering for the full range of classes from Junior Infants to Sixth class.

Boys enrolled in St. Brigid's Boys' School are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents / Guardians are responsible for ensuring that their son(s) co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour is available to all parents and each parent / guardian is expected to uphold the school's Code of Behaviour. St. Brigid's Boys' School operates under the Rules for National Schools and Departmental Circulars and is funded by grants from the Department of Education and teachers are resourced by the Department of Education. The school is subject to the Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. St. Brigid's Boys' School follows the curricular programme laid down by the Department of Education.

The school is managed by a Board of Management. The management is charged with the governance of the school and the appointment of staff. There are eight members on the Board consisting of:

- Two nominees of the Patron
- Two elected parents
- An elected and serving member of the teaching staff
- The school Principal or Acting Principal

- Two extra members of the local community as proposed by the above nominees

Admission Statement:

St. Brigid's Boys' School will not discriminate in its admission of a student to the school on any of the following grounds:

(a) the gender ground of the student or the applicant in respect of the student concerned, St. Brigid's Boys' School is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school
(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,
(i) the ground that the student or the applicant in respect of the student concerned has special education 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.

St Brigid's BNS, Foxrock will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. St. Brigid's BNS, Foxrock will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Admission of Students:

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 5 below for further details)

b) a parent / guardian 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

c) St. Brigid's Boys' School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

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:

Criterion1: Brothers of boys attending St. Brigid's Boys' School (including step-brothers and foster-brothers resident at the same address) or who will be attending the school during the proposed academic year of entry; and boys of families living in Cabinteely Parish and the traditional catchment area of Foxrock with preference given to older boys by date of birth.

Criterion 2: Boys of staff members in St. Brigid's Schools with preference given to older boys by date of birth

Criterion 3: Brothers of children attending St. Brigid's Girls' School with preference given to older boys by date of birth

Criterion 4: All other applicants not included in categories (1) to (3) with preference given to older boys by date of birth

In the event that there are two or more boys 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 all categories preference will be given to the oldest boy first by date of birth
- If two or more boys in the same category have the same date of birth the place will be allocated by the drawing of lots. This drawing of lots will be conducted by three board members – a Patron nominee, the Principal/Acting Principal or the elected staff member and an elected parent.

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;

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents /guardians;

(e) a requirement that a student, or his or her parents / guardians, 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 siblings of a student attending or having attended the school, as per enrolment criteria.

(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.

Parents/Guardians who provide false or misleading information (e.g. use an address which is not their principal private residence at the time of application) will render their applications null and void.

Decisions on applications:

All decisions on applications for admission to St. Brigid's Boys' School 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 13 below in relation to applications received outside of the admissions period and section 14 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.

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).

Acceptance of an offer of a place by an applicant:

In accepting an offer of admission from St. Brigid's Boys' School 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.

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 St. Brigid's Boys' School 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 / guardian 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

(iii) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

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).

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 St. Brigid's Boys' School 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 St. Brigid's Boys' School 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.

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 a 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 12.

Procedures for admission of students to other years and during the school year:

Boys may be enrolled in other classes in the school at the beginning or during the school year. Boys wishing to transfer from other schools are enrolled subject to the Rules for National Schools Education Welfare Act, the school's Enrolment Policy and the spaces available in existing classes.

While recognising the right of parents / guardians to enroll their son in the school of their choice, the Board of Management of St. Brigid's Boys' School has a responsibility to respect the rights of the existing school community and in particular the boys already enrolled. This requires balanced judgements guided by the principles of natural justice and acting in the best interest of all boys. Assisting the school in such circumstances, the Board of Management, having regard for the relevant Department of Education guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning educational needs, physical space & accommodation and the health and welfare of the boys, reserves the right to determine the maximum number of boys in each separate classroom.

In very specific circumstances, St. Brigid's BNS may advise or agree to a pupil already enrolled in our school attending a specialised, time-bound school placement in an alternative setting for intensive intervention in a particular area e.g. a reading class or a language class. In these circumstances St. Brigid's BNS reserves the right to retain that child's place in St. Brigid's for his return after his time - bound specialised placement. This would result in the place not being made available for enrolment by another pupil.

Any such arrangement will solely take into account the child's specific educational needs and agreement on such a placement must be made in conjunction with the Principal. This arrangement will not apply to other time-bound breaks in school attendance such as those resulting from family circumstances. Readmission in these circumstances will be treated as a new admission and governed by the procedures above.

Children with Special Needs:

St. Brigid's Boys' School, Foxrock promotes the integration of boys with special educational needs and supports the principles of inclusiveness of boys with a disability or other special educational needs.

Boys with special needs enrolling in St. Brigid's Boys' School will be resourced in accordance with the level of resources provided by the Department of Education to the Board of Management.

After enrolment has been completed the Board of Management may request a copy of the boy's medical report / psychological report / other relevant professional reports or may request that the boy be assessed immediately in order to assist the school in establishing the educational needs of the child and to identify the additional services needed to best support him. The Board of Management will endeavour, with the assistance of the Special Educational Needs Organiser {S.E.N.O} to have all resources and supports in place before the boy is admitted to the school. This may include visiting teacher service, resource hours, special needs assistants etc. specialised equipment or furniture, transport services etc.

The school may invite the parents / guardians of the special needs child to a meeting to discuss how best to support their son's needs. If helpful, a full case conference may be called including parents / guardians, class teacher, learning support teacher, resource teacher, S.E.N.O and psychologist or social workers as appropriate.

Declaration in relation to the non-charging of fees:

The board of St. Brigid's Boys' School 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.

Arrangements regarding students not attending religious instruction:

The following are the school's arrangements for students, where the parents / guardian 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) / guardian(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

Reviews/appeals:

Review of decisions by the board of Management

The parent / guardian 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 board of Management will accept requests for appeals in writing up to three weeks after the date on which applicants are notified of the decision.

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.

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 / guardian of 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.

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.

Policy Sign Off:

Signed by Chairperson of the Board of Management:	
Date:	21.09.2026
Signed by the (Acting) Principal:	
Date:	21.09.2026