



## Admission Policy

This policy has been drafted using the Department of Education template.

School Address: Enniscorthy, Co. Wexford

Roll number: 63570W

School Patron: CEIST CLG

### 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 Coláiste Bríde 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 [date]. 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 Coláiste Bríde 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

Coláiste Bríde is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Coláiste Bríde 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.

“Catholic Ethos” in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) the full and harmonious development of all aspects of the person, 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

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.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

Coláiste Bríde draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder Catherine McAuley of the Sisters of Mercy who began this school is of very significant importance in the life of the school.

As a CEIST school, Coláiste Bríde values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools:

### Promoting Spiritual and Human Development

We believe a knowledge of and a personal relationship with Jesus Christ gives meaning and purpose to our lives.

### Achieving Quality in Teaching and Learning

We are committed to excellence and to continually improving the quality of teaching and learning.

### Showing Respect for Every Person

We respect the unique and intrinsic value of every person.

### Creating Community

Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.

### Being Just and Responsible

We seek to act justly and responsibly in all our relationships

Coláiste Bríde is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, Coláiste Bríde provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. Coláiste Bríde offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Coláiste Bríde the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

Catholic education values tolerance and inclusiveness and in an increasingly multicultural society, we welcome those of other faiths and none, while remaining true to our own ethos. Coláiste Bríde is open to students of all denominations and we believe their presence enriches the educational experience offered by the school.

### Mission Statement

We believe in the value of the Catholic School and in it seek to integrate growth in Christ with the cultural enrichment acquired through human knowledge and skills. Our response requires deep commitment and dedication to the implementation of our mission statement.

*"We are working to promote a secure and caring community environment, where respect, responsibility and Christian commitment grow; drawing forth the positive potential of each individual."*

## Aim of Our School

- To maintain a caring, stable environment where each student feels safe and secure.
- To foster in each child a sense of respect and tolerance for herself, for others and for the wider community.
- To encourage each student to take responsibility for herself, her learning and her property, and to instil in her an overall sense of honesty, loyalty and integrity.
- To develop in each pupil her diverse talents and potential: Spiritual, Academic, Social, Physical, Creative and Emotional.
- To recognise and reward effort and achievement, thus promoting a true sense of confidence and well-being.

## 3. Admission Statement

Coláiste Bríde 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.

Coláiste Bríde 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.

Coláiste Bríde 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.

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

Coláiste Bríde is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic religious denomination in preference to others.

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

Coláiste Bríde does not have an established class which provides an education exclusively for students with a category or categories of special educational needs as specified by the Minister for Education and Skills.

#### 4. Categories of Special Educational Needs catered for in Coláiste Bríde

Coláiste Bríde caters for students with Special Educational Needs and will not discriminate in its admission of a student to the school in respect of that student having special educational needs.

Coláiste Bríde does not have a class which provides an education exclusively for students with a category or categories of special educational needs.

#### 5. 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 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) Coláiste Bríde 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.
- d) Coláiste Bríde is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved 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, 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:

Category:	Description:
One	Sisters of students who are attending or who have previously attended Coláiste Bríde.
Two	Daughters of past students of Coláiste Bríde who are attending a primary school in the Coláiste Bríde catchment area as expressed in Appendix 1, to a maximum of 25% of the available spaces as set out in the school's annual Admission Notice.
Three	Daughters of all permanent and part-time staff who can reasonably be expected to still be in the employment of Coláiste Bríde at the date of the child commencing studies in the school.
Four	Students from the Coláiste Bríde catchment area as expressed in Appendix 1. Remaining applicants up to a combined total in the first four categories of 144 students. In the event of over-subscription, remaining places will be allocated by lottery.
Five	Students from outside the Coláiste Bríde catchment area as expressed in Appendix 1.

Places are allocated in the following order:

- 1<sup>st</sup> Category one

- 2<sup>nd</sup> Category two
- 3<sup>rd</sup> Category three
- 4<sup>th</sup> Category four
- 5<sup>th</sup> Category five

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:

- (a) In the event of over-subscription, the Board, having allocated places to those entitled to same in categories 1, 2 and 3, will then conduct a lottery draw up to the point where 144 places, being the combined total from the four categories outlined above, have been allocated. A further draw will then be carried out to determine the remaining applicants' places on the waiting list. Draws, if required, will be conducted in the presence of a representative of the Coláiste Bríde Board of Management.
- (b) If there are places available after categories 1, 2, 3 and 4 have been allocated, then the applications from category 5 will be allocated. A further draw may then be carried out to determine the remaining applicants' places up to where a total of 144 places have been allocated, and, if necessary, the subsequently remaining applicants' places on the waiting list.
- (c) In the event of applications from sisters (twins, triplets, etc.) being included in the lottery and one or more of the sisters being offered a place/s by lottery, the school will make a place/s available for the remaining sister/s.
- (d) Parents will have until the date stated on our Annual Admission's Notice in which to accept or reject in writing a place that may be offered. (Please see [Section 11](#) below)
- (e) Confirmation of a place is conditional on the receipt by the school of the signed acceptance by a parent of the school's Code of Behaviour, Internet Acceptable Use and Anti-Bullying policies that may be viewed on [www.colaistebride.ie](http://www.colaistebride.ie). It is at this stage that parents are requested to provide full information regarding any medical condition and/or special educational needs of a girl to whom a 1<sup>st</sup> year place has been offered.
- (f) To be eligible for admission to the school in September a girl must have reached 12 years of age by 1<sup>st</sup> January of First Year in Secondary School.
- (g) Should the demand for 1<sup>st</sup> year places exceed the available supply, the Secretary of the BOM will notify in writing the parents of girls to whom it is not possible to offer a place in accordance with the criteria above and inform them of their place on the waiting list as set out above.
- (h) Parents have the right to appeal this decision to the BOM. Such an appeal must be made in writing within 14 days of the date of the letter refusing enrolment and is only

admissible if it relates to the procedures involved in the implementation of the Admission Policy. Parents must state in their written appeal if they wish to have a personal hearing at any Board meeting called for the purpose of considering such appeals.

- (i) A decision not to enrol a girl into the school may be appealed within 42 days of receipt of the BOM's decision to the DES under the terms of Section 29 of the Education Act, 1998 (Section 29 Appeals Administration Unit, Department of Education and Skills, Friars Mill Road, Mullingar, Co. Westmeath, N91 H30Y. Telephone: 0761-108588, web: [www.education.ie](http://www.education.ie))

## 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:

- (a) a student's prior attendance at a pre-school or pre-school service.
- (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.
- (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) 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 in relation to the selection criteria described in Section 5.
- (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. Coláiste Bríde does not maintain a historical waiting list for the purpose of allocating school places, only applications received during the period specified for in the annual Admission Notice will be accepted.

## 8. Decisions on applications

All decisions on applications for admission to Coláiste Bríde 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.

## 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 Coláiste Bríde, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

## 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 Coláiste Bríde 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 9 above.

The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

## 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 data 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 Coláiste Bríde 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 Coláiste Bríde 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 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 not 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.

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

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:

- (a) Any request to transfer a student from another 2<sup>nd</sup> level school into Coláiste Bríde, Enniscorthy must be made on a standard Application Form available from the School Secretary or Receptionist.
- (b) Apart from exceptional cases, transfers will only be considered for the commencement of the academic year. Exceptional cases might include, for example, girls affected by medical, psychological, social, family or financial circumstances. These transfer requests will only be considered in the course of the school year if a genuine vacancy exists.
- (c) The decision of the BOM on such an application will be based on the school's class size policy as set out below, available resources, DES regulations and any relevant Health and Safety concerns.

(d) The following class size limits are applied:

Home Economics	20 students maximum
Art, Science, Biology, Chemistry, Physics, Music	24 students maximum
All other subjects	30 students maximum

(e) Where the demand exceeds any available places in a particular year group, such places will be allocated as follows:

Category:	Description:
One	Sisters of students who are attending or who have previously attended Coláiste Bríde.
Two	Daughters of past students of Coláiste Bríde who are attending a primary school in the Coláiste Bríde catchment area as expressed in Appendix 1, to a maximum of 25% of the available places.
Three	Daughters of all permanent and part-time staff who can reasonably be expected to still be in the employment of Coláiste Bríde at the date of the child commencing studies in the school.
Four	Students from the Coláiste Bríde catchment area as expressed in Appendix 1. Remaining applicants up to a combined total of places available as decided by the Board of Management. In the event of over-subscription, remaining places will be allocated by lottery.
Five	Students from outside the Coláiste Bríde catchment area as expressed in Appendix 1.

(f) Places are allocated in the following order:

- 1<sup>st</sup> Category one
- 2<sup>nd</sup> Category two
- 3<sup>rd</sup> Category three

4<sup>th</sup> Category four

5<sup>th</sup> Category five

- (g) Confirmation of a place is conditional on the receipt by the school of the signed acceptance by a parent of the school's Code of Behaviour and Anti-Bullying Policy. It is at this stage that parents are requested to provide full information regarding any medical condition and/or special educational needs of a girl to whom a place has been offered. Additional information e.g. copies of school reports, may also be requested from parents by the Principal.
- (h) The full support services of the school will be made available as the student begins her course of study in Coláiste Bríde.
- (i) Parents have the right to appeal any refusal to enrol to the BOM. Such an appeal must be made in writing within 14 days of the date of the letter refusing enrolment and is only admissible if it relates to the procedures involved in the implementation of the Admission Policy. Parents must state in their written appeal if they wish to have a personal hearing at any Board meeting called for the purpose of considering such appeals.
- (j) A decision not to enrol a girl into the school may be appealed within 42 days of receipt of the BOM's decision to the DES under the terms of Section 29 of the Education Act, 1998 ((Section 29 Appeals Unit, Department of Education and Skills, Friars Mill Road, Mullingar, Co. Westmeath. N91 H30Y. Telephone: 0761-108588, web: [www.education.ie](http://www.education.ie))

The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

#### 16. Declaration in relation to the non-charging of fees

The board of Coláiste Bríde or any persons acting on its behalf shall not, except in accordance with section 64 of the Education Act 1998, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (i) an application for admission of a student to the school, or
- (ii) the admission or continued enrolment of a student in the school.

## 17. Arrangements regarding students not attending religious instruction

A parent of a student, or a student who has reached the age of 18, who wishes to attend Coláiste Bríde without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s) or the student, 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.

## Appendix 1

### Coláiste Bríde Catchment Area Primary Schools

- Ballagh N.S.
- Ballyhogue N.S.
- Ballymurn N.S.
- Boolavogue N.S.
- Bree N.S.
- Caim N.S.
- Clonroche N.S.
- Courtnacuddy N.S.
- Daidstown N.S.
- Ferns Central N.S.
- Gaelscoil Inis Córthaidh
- Galbally N.S.
- Glenbrien N.S.
- Marshalstown N.S.
- Monageer N.S.
- Oulart N.S.
- Oylegate N.S.
- Rathnure N.S.
- St Aidan's N.S.
- St Edan's N.S.
- St Mary's Parnell Ave
- St Senan's N.S.