Info@stbrigidssgns.ie

Roll Number: 19929s



St. Brigid's Senior
Wellmount Avenue
Finglas West
Dublin 11
D11X262

Tel: 01 8641495

Admission Policy of St. Brigid's Senior

School Address: Wellmount Avenue, Finglas West, Dublin, D11 X262

Roll number: 19929s

School Patron: Catholic Archbishop of Dublin

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 24/09/2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Brigid's Senior'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.

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

St Brigid's Senior is a Catholic girls' 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:
(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,
and which school 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 St Brigid's Senior 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.

Mission Statement and Ethos

Our school mission statement is positive and inclusive one:
Every child in our school will be encouraged and facilitated to reach their full potential as individuals, educationally and emotionally, in all aspects of their life. We promote a multi-cultural ethos and respect for difference.
We have re-designed a new school crest, with input from children, teachers and parents. This also echoes our mission statement, recognising and reflecting the many aspects of education, learning to respect one another, to nurture all intelligences and aptitudes, with a strong sense of spirituality at its core.
Our School Motto is: Together let's live for today and learn for tomorrow!
Our school ethos continues to reflect the Christian values of the Holy Faith Sisters, who were founded in 1867. We are now managed under the patronage of Diarmuid Martin, Archbishop of the Dublin Diocese. As such, we adhere to the SCHEDULE OF A CATHOLIC SCHOOL, which aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.
In St. Brigid's S.G.N.S. we cater for pupils of all faiths and none.

3. Admission Statement

St. Brigid's Senior 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, as St. Brigid's Senior is a senior girls' school and does not discriminate where it refuses to admit a boy 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, 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.

Single gender schools
St. Brigid's Senior is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Schools with special education class(es)
St. Brigid's Senior caters for girls with additional needs who can be accommodated within a mainstream setting.
St. Brigid's Senior with the approval of the Minister for Education and skills has established two classes to provide for education exclusively for girls with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

St. Brigid's Senior Girls' 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.

4. Categories of Special Educational Needs catered for in the school/special class

St. Brigid's Senior with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with Autism.

St. Brigid's Senior caters for girls with additional needs who can be accommodated within a mainstream setting.
St. Brigid's Senior with the approval of the Minister for Education and skills has established two classes to provide for education exclusively for girls with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 6 below for further details)

b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

St. Brigid's Senior 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.

St. Brigid's Senior is a Catholic School and may refuse to admit as a student a person who is not of Catholic Religion where it is proved that the refusal is essential to maintain the ethos of the school.

St. Brigid's Senior is a senior national school and caters for girls from 2nd to 6th class.

The special classes attached to St. Brigid's Senior provides an education exclusively for girls with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Special Classes for Children with Autism
To be considered for enrolment in an ASD class, a child must fulfil all the following criteria, which incorporate the Dept of Education and Skills and HSE policies:

Girls are eligible for enrolment in special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11) (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate and best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism

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:

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:
Example
All applications for admission after the commencement of the school year as outlined in the annual admission notice/Sections 5 and 6 above, 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.

Criterion

1. Children enrolling from St. Brigid's Infant School.
2. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the Parish of The Annunciation Finglas West (the eldest child will have priority in this ranking).
3. Children of staff (the eldest child will have priority in this ranking).
4. Children residing outside the parish (the eldest child will also have priority).

In the event that there are two or more students being tied for a place, the following arrangements will apply, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

ASD Class
In the event that a special class is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Children will be offered places to fill available places in the autism classes, according to the then applicable Department guidelines on class size, strictly in accordance with the following order of priority:

(a) Newly diagnosed children who are already in St. Brigid's Senior School
(b) Siblings and step siblings of pupils in St. Brigid's Senior School
(c) Children who are pupils of St. Brigid's Infant School
(d) Children living in the Parish of the Annunciation, Finglas West
(e) Children residing outside the parish

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

(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: a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.

(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) (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.

8. Decisions on applications

All decisions on applications for admission to St. Brigid's Senior will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 14 below in relation to applications received outside of the admissions period and section 15 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 St. Brigid's Senior, 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.

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 St. Brigid's Senior where—

(i) it is established that information contained in the application is false or misleading.
(ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
(iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

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 St. Brigid's Senior 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 Senior 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

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.

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: Example
All applications for admission received for any class as outlined in the annual admission notice/Sections 5 and 6 above, 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.

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: Example All applications for admission after the commencement of the school year as outlined in the annual admission notice/Sections 5 and 6 above, 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.

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

The board of St. Brigid's Senior or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) 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 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.

Mairead Shiel, Chairperson

20/10/2026