



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD



**COLÁISTE
BHRÍDE**

POLICY FOR ADMISSION TO

COLÁISTE BHRÍDE

CARNEW

A decision on an application for admission will be based on the implementation of this policy, the information set out in the annual Admission Notice of the school and the information provided by the applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The principal of Coláiste Bhríde is responsible for the implementation of this Admission Policy.

INTRODUCTION TO COLÁISTE BHRÍDE

SECTION 1 - TRADITION, MISSION and ETHOS

Coláiste Bhríde is a co-educational, multi-denominational post-primary school founded by Wicklow V.E.C. and the Department of Education and Skills in 1936. A Board of Management, under the trusteeship and guidance of Kildare and Wicklow Education and Training Board (KWETB), manages the school. Parents/guardians and teaching staff also have representation on the school Board of Management.

MISSION STATEMENT

Caring, Challenging and Achieving together...



Our philosophy is based on respect, tolerance and understanding while appreciating the diversity of our changing world.

ETHOS

The founding intention of the trustee challenges the school to be inclusive and cater for the educational needs of all students whose enrolment has been accepted by the school. The five core values of excellence in education, care, equality, respect and community are inherent in all that we do. The characteristic spirit of Coláiste Bhríde obliges the school to build on these values and principles. We endeavour to fulfill our mission in partnership with parents/guardians, staff, students, trustee and the local community.

OUR SCHOOL

The school supports the principles of:

- Inclusiveness
- Equality of access and participation in the school within the resources available
- Parental choice in relation to enrolments, subject to the schools' Admission Policy
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society

The school operates within the context and parameters of Department of Education and KWETB regulations, programmes, funding and staffing resources. The school acknowledges the rights of its trustee as set out in legislation.

RELATIONSHIPS to SCHOOL'S MISSION/VISION/AIMS

The community of the school works in a holistic manner to ensure that dependence is gradually replaced by responsibility for self, society and the world. The dignity of each student, staff member and parent is honoured and reflected in school policies and structures, including this policy. Academic and educational excellence is promoted within the school.

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PART A

General Information for All Applicants

1. *Glossary of terms*
2. *Admission Statement*
3. *Legal Framework*
4. *General Admission Provisions (for all Applicants)*

1 GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a student, or, in the case of a student who has reached the age of 18 years, the student, who has made an application for admission to Coláiste Bhríde.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘student’ does not mean that an application or acceptance of offer makes them a student of Coláiste Bhríde; a person is only regarded as a student of Coláiste Bhríde once they are enrolled on their first day of attendance.

It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

‘Enrolled’ means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

‘Gender’, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male and the other is female*”. [This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.]

‘Catchment Area’

The ‘Catchment Area’ refers to the designated residential area (determined by the Board of Management of Coláiste Bhríde) in respect of the person on whose behalf the application is being made (to all classes other than the Special Class). The catchment area for Coláiste Bhríde is defined as the original Bus Eireann route map (a copy is available from school office) for the purpose of transporting students to Coláiste Bhríde. It is the actual residence of the student and their parents which determines whether they are inside or outside a particular catchment area. All students attending Monaseed and Ballythomas National Schools are deemed to be in the Coláiste Bhríde catchment area for the purpose of enrolment.

‘Parent’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

‘Sibling’

For the purpose of the selection criterion relating to the student having a sibling previously or currently enrolled in the school, ‘Sibling’ refers to full siblings, half-siblings, foster-siblings and step-siblings who reside in the same household.

‘PPOD’ refers to the Post-Primary On-line Database IT system hosted by the Department of Education.

‘Special Class’ means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister of Education. Coláiste Bhríde has two Special Classes, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders.

‘Relevant Report’, as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report, based on an assessment by a relevant professional, which:

- (a) provides detailed evidence of the Student’s needs,
- (b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and
- (c) makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

‘First-Year’ means the intake group of students for the most junior class or year in a school.

‘PPS Number’

The Personal Public Service (PPS Number) is the individual’s unique reference number for dealing with the Public Service. Every parent in receipt of child benefit in respect of their child will have received a letter from the Department of Social and Family Affairs with the relevant PPS number quoted.

2 ADMISSION STATEMENT

ETB Characteristic Spirit Statement

ETB schools are state, co-educational, multi-denominational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.

As the state provider of education, the ETB sector defines a 'multi-denominational' school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, academic ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Coláiste Bhríde does not discriminate in its admission of a student based on the following grounds:

- 2.1. Gender of the student or applicant
- 2.2. Civil status of the student or applicant
- 2.3. Family status of the student or applicant
- 2.4. Sexual orientation of the student or applicant
- 2.5. Religion of the student or applicant
- 2.6. Disability of the student or applicant

- 2.7. Race of the student or applicant
- 2.8. The student's or applicant's membership of the traveller community
- 2.9. Special educational needs of the student or applicant (However, for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a student who does not have the specified special educational need(s) in the category required).

Coláiste 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.

Coláiste 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.

Admission to Coláiste Bhríde is open to all students who, in the professional judgment of the school authority, and based on appropriate documentation/reports, are suitable for the course applied for and whose educational needs can be met by the school taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998 and the Education Welfare Act 2000.

Coláiste Bhríde accepts all students that apply for enrolment to the school who qualify for admission under the terms of its admissions policy as agreed by the Board of Management and the school trustee. However, admission is subject to the resources available to the school including physical classroom accommodation, class size, teaching and financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission.

Coláiste Bhríde does not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a student.

3 LEGAL FRAMEWORK

Coláiste Bhríde was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Coláiste Bhríde is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admissions Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to admit a student. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

It is important to understand that our school does not provide 'religious instruction' and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. There is an important distinction between 'religious instruction' and 'religious education':

- Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.
- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally. As ETB schools are 'multi-denominational', Coláiste Bhríde supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

4 GENERAL ADMISSION PROVISIONS

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the applicant in the application for admission.

In processing an application for First Year Coláiste Bhríde **will not consider:**

- 4.1 The payment of fees or contributions to the school
- 4.2 A student's academic ability, skills or aptitude; unless:
 - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a special class.
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a student's parent(s)
- 4.4 A requirement that a student or his or her parent(s), attend an interview, open day or other meeting as a condition of admission
- 4.5 A student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the student concerned attending, or having attended, the school.
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Coláiste Bhríde will consider the offer of a place to every student seeking admission to the school, unless the following applies:

- 4.7 The parent fails to confirm in writing that they accept the Student Code of Behaviour and they shall make all reasonable efforts to ensure compliance with such code by the student. Where Coláiste Bhríde considers an application, each student shall receive a

place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

- 4.8 The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class.

Where Coláiste Bhríde considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this policy addresses the selection criteria and other matters related to the admission provisions for the first-year group.

Section 6 of this policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than first year.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Class(es).

PART B

Information for Specific Categories of Applicants

- 5. Application to the First-Year Group***
- 6. Application to All Year Groups Other Than First-Year***
- 7. Application to Specific School Programmes***
- 8. Application and Selection Criteria to Special Class***

SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year Group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals

5.2 Appeals

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Coláiste Bhríde is not oversubscribed, all students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for the First-Year Group but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the Student is also applying for a place in the mainstream First-Year Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

Incomplete applications received by the school will not be processed under this policy.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Bhríde is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a student does not receive a place in the school for a given academic year, but they wish to be considered for admission in the following academic year, a new application must be made on behalf of that student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not for both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a student is admitted to the school.

5.1.2 Selection criteria in order of priority

Coláiste Bhríde will apply the following criteria for admission to the First-Year Group:

➤ **Category 1:**

- i) students who are the first born in the family and who permanently reside in the catchment area. (proof of same may be required).

ii) students whose older siblings, if any, have completed or are completing their education in Coláiste Bhríde and who reside in the catchment area.

- **Category 2:** Younger siblings of students currently enrolled in the school.
- **Category 3:** The children of staff of the school.
- **Category 4:** Priority will be given on the list, compiled of students from outside the catchment, to students attending Craanford N.S., taking into account, the proximity of their permanent residence to Coláiste Bhríde.
- **Category 5:** If capacity permits remaining places will then be offered, using random selection, to other applicants, who have completed an Application for Admission Form within the appropriate timeframe. The random selection process will be independently monitored.

5.1.3 Selection process

Coláiste Bhríde will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining applicants are considered in light of the second criterion and those applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Bhríde will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

5.1.4 Late applications

An application received by Coláiste Bhríde after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the relevant year group is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they

were received by the school, subject to sections 4.7 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant year group is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

5.1.5 Second/third-round offers of a place

Where a student is in receipt of an offer of a place within Coláiste Bhríde but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

If the student in respect of whom the application is made is offered a place, the applicant will be issued with an Acceptance Form by the school.

The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer.

This includes indicating whether or not they have applied for and are awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

When inputting the Student's data on PPOD (Post-Primary Online Database hosted by the Department of Education) if it comes to Coláiste Bhríde's attention that the Student is enrolled in more than one school, it will be necessary for Coláiste Bhríde to contact the conflicting school to resolve the conflict. If it is confirmed that the Student will be attending the conflicting school, Coláiste Bhríde will need to delete the Student's record from its PPOD and withdraw the offer of admission. If the Student is to be attending Coláiste Bhríde, no further action is required by Coláiste Bhríde.

5.1.7 Refusal

Where a student in respect of whom an application is being sought has not been offered a school place, the applicant will be provided in writing with:

- 5.1.7.1. The reasons that the student was not offered a place in Coláiste Bhríde
- 5.1.7.2. Details of the student's ranking against the published selection criteria
- 5.1.7.3. Details of the student's place on the waiting list, if applicable
- 5.1.7.4. Details of the applicant's right to appeal the decision.
- 5.1.7.5. In addition to the conditions set out for consideration an offer of a place may not be made where the information contained in the application is false or misleading in a material respect.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An applicant has not indicated:
 - (i) whether or not they have applied for and are awaiting confirmation of an offer from another school(s) and if so, the details of the school(s)
and
 - (ii) whether or not they have accepted an offer of admission from another school(s) and if so, the details of the offer(s)
- 5.1.8.4. It is confirmed that the Student will be attending the conflicting school following it coming to Coláiste Bhríde's attention on PPOD that the Student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose their place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an applicant's right to appeal a decision of Coláiste Bhríde regarding admission to the first year Group, see section 5.3.

5.2. APPEALS

5.2.1 Appeal where refusal was due to oversubscription

An applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form (BOMR1 Form), available from the school office and at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-admit-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Coláiste Bhríde. Such an appeal must be brought within fourteen calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing cbcarnew@kwetb.ie.

If an applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

5.2.2 Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Coláiste Bhríde for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management> and on the school's website, for it to be reviewed by the board of management of Coláiste Bhríde. Such a review must be sought by the applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing cbcarnew@kwetb.ie. (An applicant may withdraw a request

for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect).

Alternatively, they may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website available at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3 Basis for appeal

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where Coláiste Bhríde is not oversubscribed, all students will be offered a school place, subject to sections 4.7 and 4.8. However, Coláiste Bhríde may not offer a place to students transferring into a state examinations year ie. 3rd and 6th year.

A student applying for admission to a year group other than first year but seeking admission to the Special Class should see section 7 of this Admission Policy. If the Student is also applying for a place in the mainstream year group other than First-Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

Incomplete applications received by the school will not be processed under this policy.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Bhríde is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a student does not receive a place in the school for a given academic year, but they wish to be considered for admission in the following academic year, a new application must be made on behalf of that student during the dates specified by the school as being the period when it will accept applications to all years other than the first year group.

Where an application is made on behalf of a student for both the special class and a mainstream year group, and their application for one but not both is successful, they will remain in the same

position on the waiting list for the group to which they were not successful, regardless of whether the applicant accepts the place in the group to which the student was successful.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

Where the Transition Year Programme and Leaving Certificate Applied Programme in Coláiste Bhríde are oversubscribed, a student applying for admission to such programmes in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for these programmes.

6.1.2 Selection criteria in order of priority

Coláiste Bhríde will apply the following criteria for admission to a year group other than first year:

- **Category 1:**
 - i) students who are the first born in the family and who permanently reside in the catchment area. (proof of same may be required).
 - ii) students whose older siblings, if any, have completed or are completing their education in Coláiste Bhríde and who reside in the catchment area.
- **Category 2:** Younger siblings of students currently enrolled in the school.
- **Category 3:** The children of staff of the school.
- **Category 4:** Priority will be given on the list, compiled of students from outside the catchment, to students attending Craanford N.S., taking into account the proximity of their permanent residence to Coláiste Bhríde.
- **Category 5:** If capacity permits remaining places will then be offered, using random selection, to other applicants, who have completed an Application for Admission Form within the appropriate timeframe. The random selection process will be independently monitored.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an applicant is admitted.

6.1.3 Selection process

Coláiste Bhríde will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and

those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Bhríde will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to student(s) from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced¹.

6.1.4 Late applications:

An application received by Coláiste Bhríde after the closing date published by Coláiste and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Bhríde is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7 and 4.8.

For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Coláiste Bhríde is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within Coláiste Bhríde, subject to sections 4.7 and 4.8 and the same process as applies to applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the applicant for completion and return to the school by the date stated for same in the letter offering the place.

6.1.5 Second/third-round offers of a place

¹ This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: “A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated.”

Where a student is in receipt of an offer of a place within Coláiste Bhríde but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

6.1.6 Acceptance of a place:

If the student in respect of whom the application is made is offered a place, the applicant will be issued with an Acceptance Form by the school.

The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not they have applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

When inputting the Student's data on PPOD (Post-Primary Online Database hosted by the Department of Education) if it comes to Coláiste Bhríde's attention that the Student is enrolled in more than one school, it will be necessary for Coláiste Bhríde to contact the conflicting school to resolve the conflict. If it is confirmed that the Student will be attending the conflicting school, Coláiste Bhríde will need to delete the Student's record from its PPOD and withdraw the offer of admission. If the Student is to be attending Coláiste Bhríde, no further action is required by Coláiste Bhríde.

6.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1. The reasons that the student was not offered a place in Coláiste Bhríde
- 6.1.7.2. Details of the student's ranking against the published selection criteria, if the year group to which the applicant is applying is oversubscribed,
- 6.1.7.3. Details of the student's place on the waiting list, if applicable, and
- 6.1.7.4. Details of the applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8 an offer of admission may not be made where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect.

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- (i) The information contained in the application is false or misleading in a material respect, or
- (ii) The 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 for the academic year for which they are applying, or in the case of a late application, or second/third-round offer by the date stated for same in the letter offering the place, or
- (iii) An applicant has not indicated:
 - (i) whether or not they have applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not or they have accepted an offer of admission from another school(s) and if so, the details of the offer(s).
 - (iii) It is confirmed that the Student will be attending the conflicting school following it coming to Coláiste Bhríde's attention on PPOD that the Student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose their place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

6.1.9 Appeals:

For information relating to an applicant's right to appeal a decision of Coláiste Bhríde regarding admission to a year group other than First-Year, see section 6.2.

6.2 APPEALS

6.2.1 Appeal where refusal was due to oversubscription:

An applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office, at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, and on the school's website, for it to be reviewed by the board of management of Coláiste Bhríde. Such a review must be sought by the applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing cbcarnew@kwetb.ie.

If an applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full>, and must be submitted by uploading the required documentation at <https://www.section29appeals.gov.ie/>, the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education available at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

6.2.2 Appeal where refusal was for a reason other than oversubscription:

An applicant who was refused admission to Coláiste Bhríde for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office, on the school's website and at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available>, for it to be reviewed by the board of management of Coláiste Bhríde. Such a review must be sought by the applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing cbcarnew@kwetb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, they may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph. The appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>.

6.2.3 Basis for a review by the board of management:

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

SECTION 7

APPLICATION TO SPECIFIC SCHOOL PROGRAMMES

ADMISSION to SPECIFIC SCHOOL PROGRAMMES OR SUBJECTS

(or level)

All such applications will be considered on an individual basis, subject to the availability of a place in a specific class or subject area at the time of application. From time to time, it may arise that the demand for a particular subject or at a specific level for any subject or for a particular programme may exceed the number of places normally available on that programme. The school will make every effort within the constraints of its accommodation, teaching resources and equipment to accommodate all such students. Where all students cannot be accommodated the following shall apply:

Priority will be given to students:

- From within the school
- Who return fully completed application forms by the dates specified by the school
- Who meet the school's specific entry criteria which is outlined in this policy
- Who furnish a full and honest reason for seeking such admission

Where it is not possible to accommodate all applicants,

- Entry to specific subject levels will be determined by the student's previous performance at that subject relative to the other applicants; their results in state examinations where available will also be considered.
- Entry to specific subjects will be determined by reference to the preferences indicated by students on their application form and by reference to the student's previous performance at that subject relative to the other applicants; their results in state examinations where available will also be considered. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teacher(s) about their suitability for the subject or alternative subjects and the school may also take into account the availability of other suitable subjects available to competing applicants.
- Entry to specific programmes will be determined following a review of the application forms and possibly an interview process designed to ascertain the relative suitability of

the applicants for the specific programme. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teachers about their suitability for the programme. The school may also take into account the availability of other suitable courses within the school to competing applicants.

- Where the above criteria have been exhausted then a final decision on this matter will be made by the school Principal under the direction of the Board of Management.

7.1.1 ADMISSION TO REPEAT A YEAR

All such applications are subject to the relevant Department of Education guidelines. The Department normally restricts students to a maximum of six years at second level and does not allow students to repeat a year unless there are exceptional circumstances:

- Applications to repeat a year will be considered in the light of Department of Education and Skills Circular Letters and official guidelines
- Furnish to the school a full and honest reason for seeking a repeat year placement
- Applications will also be considered in the light of places available on the relevant programme, subject to the class size and overall enrolment restrictions set out elsewhere in this policy
- Applications must be in writing
- Applications must be accompanied by supporting documentation as appropriate
- Applications will not be considered until the written application and supporting documentation have been submitted to the school
- Students taking a programme for the first time may be given priority in terms of subject choices within the programme

7.1.2 ADMISSION to REPEAT the LEAVING CERTIFICATE YEAR/PROGRAMME:

The school does not operate a specific Repeat Leaving Certificate Programme. It does not normally provide any additional teaching to cover material normally covered in the Senior Cycle Programme. Students who apply to repeat the Leaving Certificate at the school will be considered if they:

- Meet the school's entry criteria within the limitations imposed on school resources
- Provide the reason for seeking a placement to repeat programme
- In the light of actual places available in the relevant subjects, at the appropriate level, class size limitations, the overall programme and overall enrolment within the school
- In the light of the student's previous academic record, application to studies, attendance etc.

7.2 DEPARTMENT of EDUCATION and Youth (DEY) REGULATIONS

7.2.1 Eligibility for admission includes the following DoE regulations:

- (i) Having reached the required age: 12 on the 1st January in the calendar year following the child's entry into first year.
- (ii) Pupils of Irish nationality should have attained a standard of education equivalent to Sixth class in primary school in the academic year prior to entry.
- (iii) Students from other countries should have attained a comparable standard of education.

7.3 REFUSAL TO ADMIT A STUDENT

7.3.1 Coláiste Bhríde shall not refuse to admit a student to the school except in accordance with this policy and in line with KWETB guidance under Section 15(2)(d) of the Education Act 1998.

7.3.2 The Board of Management of Coláiste Bhríde reserves the right to refuse an application for admission to the school:

- Where it is deemed that the enrolment would interfere negatively on the delivery of the existing education provision within the school
- Where such an applicant's conduct would interfere negatively with the education of the existing whole school cohort.

7.3.3 Coláiste Bhríde also reserves the right to refuse to enrol a student, either where said student has a disability/special educational need which the school cannot meet, even with additional resources provided by the Department of Education and Skills.

7.3.4 The applicant and their parents/guardians may be required to accept the conditions of student entry to Coláiste Bhríde which may be set out by the Board of Management and which will have been communicated to them in writing.

7.3.5 Parents/guardians of students enrolled at Coláiste Bhríde are requested to work in partnership with the school and support, when and where possible, school activities.

SECTION 8

APPLICATION TO THE SPECIAL CLASS

8. APPLICATION TO THE SPECIAL CLASS

8.3 Admission Provisions for the Special Class

- 8.1.1 Oversubscription
- 8.1.2 Selection criteria in order of priority
- 8.1.3 Selection process
- 8.1.4 Late Applications
- 8.1.5 Second/third-round offers of a place
- 8.1.6 Acceptance of a place
- 8.1.7 Refusal
- 8.1.8 Withdrawal of an offer

8.2 Appeals

- 8.2.1 Appeal where refusal was due to oversubscription
- 8.2.2 Appeal where refusal was for a reason other than oversubscription
- 8.2.3 Basis for appeal

8.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS

Coláiste Bhríde has two Special Classes, established to provide education to students with severe/complex educational needs arising from Autism/Autistic Spectrum Disorders.

Only applications in respect of students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section, which has been prepared within the 24 months immediately preceding the Student's application to the Special Class, unless the application is for First Year and the Student is already enrolled in a Special Class in primary school at the time of application, in which case the Relevant Report does not need to be dated within 24 months of the application. The school also requires documentation from the NCSE (National Council for Special Education) confirming that the Student is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a Relevant Report.

Where the Special Class in Coláiste Bhríde is not oversubscribed, all students whose needs fall within the category of special educational needs provided for by the Special Class and who submit the requisite Relevant Report together with the documentation from the NCSE, will be offered a place in the Special Class, subject to sections 4.7 and 4.8.

Incomplete applications received by the school will not be processed under this policy.

8.1.1. Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 8.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Bhríde is in a position to offer further places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list subject to there being a place in the relevant mainstream year group. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, *i.e.* if another place subsequently became available in the Special Class during that school year, the initial student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, if a place becomes available in a given mainstream class group, before that place is offered to a Student on the waiting list for that mainstream year group, the waiting list for the Special Class shall be reviewed and if there is a place available in the Special Class and there is a Student on the waiting list who would be able to take-up the place due to the available place in the given mainstream year group, that Student will be offered the place in the Special Class (thereby removing the place in the mainstream year group). This is in the interest of ensuring that the scarce resources of the Special Class are never under-utilised.

Where an application is made on behalf of a student for both the Special Class and a mainstream year group, and their application for one but not both is successful, they will remain in the same position on the waiting list for the group to which they were not successful, regardless of whether the applicant accepts the place in the group to which the student was successful.

For the avoidance of doubt, if a student does not receive a place in the Special Class for a given academic year, but they wish to be considered for admission to Special Class in the following academic year, a new application must be made on behalf of that student during the dates specified by the school as being the period when it will accept applications for the Special Class.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

8.1.2. Selection criteria in order of priority:

Applications to the Special Class will only be considered if the student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

- **Category 1:** The greatest level of need, as determined by the Principal in consultation with the SEN team in the school, having considered the Relevant Report in respect of the Child and the Student will have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in the Special Class and qualifies within **Category 2** below and other subsequent categories should the applicants tie on the first two categories.
- **Category 2:**
 - i) students who are the first born in the family and who permanently reside in the catchment area. (proof of same may be required).
 - ii) students whose older siblings, if any, have completed or are completing their education in Coláiste Bhríde and who reside in the catchment area.
- **Category 3:** Younger siblings of students currently enrolled in the school.
- **Category 4:** The children of staff of the school.

- **Category 5:** Priority will be given on the list, compiled of students from outside the catchment, to students attending Craanford N.S., taking into account the proximity of their permanent residence to Coláiste Bhríde.
- **Category 6:** If capacity permits remaining places will then be offered, using random selection, to other applicants, who have completed an Application for Admission Form within the appropriate timeframe. The random selection process will be independently monitored.

8.1.3. Selection process:

Coláiste Bhríde will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining applicants are considered against the second criterion and those applicants who meet this criterion will be offered a place within the Special Class. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Bhríde will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.²

8.1.4. Late applications:

An application received by Coláiste Bhríde after the closing date published by Coláiste Bhríde, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

² This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: *“A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated.”*

Where the Special Class in Coláiste Bhríde is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7 and 4.8.

For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Coláiste Bhríde is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within Coláiste Bhríde, subject to sections 4.7 and 4.8. and the same process as applies to applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the applicant for completion and return to the school by the date stated for same in the letter offering the place.

8.1.5. Second/third-round offers of a place

Where a student is in receipt of an offer of a place within Coláiste Bhríde but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the Special Class have been filled.

8.1.6. Acceptance of a place:

If the student in respect of whom the application is made is offered a place, the applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer. This includes indicating whether or not they have applied for and are awaiting confirmation of an offer of admission from another school.

When inputting the Student's data on PPOD (Post-Primary Online Database hosted by the Department of Education) if it comes to Coláiste Bhríde's attention that the Student is enrolled in more than one school, it will be necessary for Coláiste Bhríde to contact the conflicting school to resolve the conflict. If it is confirmed that the Student will be attending the conflicting school, Coláiste Bhríde will need to delete the Student's record from its PPOD and withdraw the offer of admission. If the Student is to be attending Coláiste Bhríde, no further action is required by Coláiste Bhríde.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

8.1.7. Refusal:

Where a student in respect of whom an application is being sought has not been offered a school place, the applicant will be provided in writing with:

- 8.1.7.1 The reasons that the student was not offered a place in Coláiste Bhríde
- 8.1.7.2 Details of the student's ranking against the published selection criteria, if the year group to which the applicant is applying is oversubscribed
- 8.1.7.3 Details of the student's place on the waiting list, if applicable
- 8.1.7.4 Details of the applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8 an offer of admission may not be made where the information contained in the application is false or misleading in a material respect.

8.1.8. Withdrawal of an offer

An offer of admission may be withdrawn where:

- 8.1.8.1 The information contained in the application is false or misleading in a material respect, or
- 8.1.8.2 The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, by the date stated for same in the letter offering the place, or
- 8.1.8.3 An applicant has not indicated:
 - (i) whether or not they have applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not they have accepted an offer of admission from another school(s) and if so, the details of the offer(s).
 - (iii) It is confirmed that the Student will be attending the conflicting school following it coming to Coláiste Bhríde's attention on PPOD that the Student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose their place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that student shall be treated as a late application in line with section 8.1.4 above.

8.2. APPEALS

8.2.1. Appeal where refusal was due to oversubscription:

An applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office, on the school's website and at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Coláiste Bhríde. Such a review must be sought by the applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing cbcarnew@kwetb.ie.

If an applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education at <https://www.section29appeals.gov.ie/>. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

8.2.2. Appeal where refusal was for a reason other than oversubscription:

An applicant who was refused admission to Coláiste Bhríde for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office, on the school's website and at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-see-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Coláiste Bhríde. Such a review must be sought by the applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing cbcarnew@kwetb.ie (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, they may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education, by uploading the required documentation at <https://www.section29appeals.gov.ie/>. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

8.2.3. Basis for a review by the board of management:

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

9. GENERAL

- 9.1** The Board of Management of Coláiste Bhríde, as a sub-committee of KWETB, shall ensure that a review of the effectiveness of the procedure, strategy and policy regarding admissions is carried out annually.
- 9.2** The random selection process (lottery) will be overseen by an independent person (e.g. Member of the Gardai/Solicitor/Religious Priest/Minister), a member of the Board of Management and a member of the Parents' Council.

APPENDICES

- Appendix 1 Application for Admission to Coláiste Bhríde
- Appendix 2 Procedures for Admission to Transition Year Programme
- Appendix 3 Procedures for Admission to Leaving Certificate Applied Programme
- Appendix 4 Notification of Intention to Apply to Coláiste Bhríde, Carnew



Appendix 1

Application for Admission to Coláiste Bhríde

This will be:

- uploaded on the website for a specified time for incoming 1st year enrolment for a specified period of time
- available at the School Open Evening in October
- available on request from the school office



Appendix 2

Applying for Transition Year Programme

Step 1:

- (a) In December all 3rd year students enrolled at Coláiste Bhríde attend a presentation given by Transition Year students and the Transition Year Co-ordinator. They also receive a leaflet outlining the programme content on offer in the next school academic year.
- (b) All 3rd Year students and their parents are invited to a Transition Year Information Evening in January. Application forms for Transition Year are made available after this meeting.
- (c) Application forms must be completed and returned by a set date that is communicated to the parents and may also be obtained on the school website.

Step 2:

Discussions may take place with a student and their parents regarding the suitability of an applicant for the T.Y. Programme

Step3:

Students and their Parents are informed in writing regarding an offer of a place on the T.Y. Programme.

Students accept their place in writing, together with a non-refundable deposit, by a set date.

APPENDIX 3

Applying for Leaving Certificate Applied Programme

Step 1:

Information on the Leaving Certificate Applied Programme is presented to 3rd Year students and their parents, in January usually.

Students are encouraged to discuss their academic and career options with the Career Guidance teacher, the L.C.A. Co-ordinator and with their parents.

Step 2:

Application forms are distributed to interested students and must be returned, completed by a communicated given date or as stated on the school website.

Step 3:

Applications are screened (*by Management, Co-ordinating Team, Pastoral Care Team & Subject Teachers*)

according to:

- availability of places
- personal school academic record of the applicant in the school
- needs of the student in relation to future education/career aspirations
- interview process

Step 4:

Students are informed of the outcome in writing.

Students accept their place in writing by a given date.



**COLÁISTE
BHRÍDE**

Appendix 4

Notification of Intention to Apply

This is not an enrolment form and does not form part of the admission process. The school will make a record of parents wishing to enrol their child/ren for no other purpose than being in a position to forward details of enrolment at the appropriate time.

Information received on this form will be treated confidentially.

The school will acknowledge receipt of this form.

Name of Child: _____

Date of Birth: _____

Parent's Name(s): _____

Address: _____

Telephone No. _____

E-Mail Address: _____

Proposed Year of Entry: _____

I/We wish to give notice our intention to apply for enrolment in respect of _____
to *Coláiste Bhríde, Carnew* for the year _____ in accordance with the foregoing
information and request that enrolment details be sent to me/us at the appropriate time.

I/We understand that this notification places the applicant pupil on a list of those requiring an
Application for Admission for the stated year. I/We understand that this notification does not
offer any preferment to the applicant pupil and does not guarantee any place for him/her either
for the year requested or for any other year.

I/We understand that it is our responsibility to communicate to the school any change in our
correspondence address.

Parents'/Guardians' Signature(s):

Date:

POLICY DEVELOPMENT PROCEDURE:

Version number	11
Policy drafted	As per the Education (Admission to Schools) Act 2018 and CL 00039/2025
Approved by Board of Management	7/9/2026
Sent to KWETB for verification	
Next review date	May 2027



Chairperson Board of Management