



ST. BRIGID'S NATIONAL SCHOOL KILLYGARRY



ADMISSION POLICY

School Address: St. Brigid's National School, Killygarry

Roll number: 14399N

School Patron: Bishop of Kilmore

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 16th June 2020. 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 the St. Brigid's National School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned and is advertised in the Anglo Celt newspaper two weeks prior to the commencement process.

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 National School is a Catholic co-educational primary school with a Catholic ethos under the trusteeship of the Bishop of Kilmore.

"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 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 National 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

St Brigid's National School, Killygarry is a Catholic Primary School which welcomes children of all religions and nationalities.

We, the school community, believe in the education of the whole child.

Following a child-centred and holistic approach, we endeavour –

- 1. To recognise and acknowledge the talents and abilities of each child.
- 2. To nurture each child's talents and self-esteem in a caring and supportive environment.
- 3. To provide the learning opportunities which will foster and develop the life skills and resources necessary for his/her future role in society.
- 4. To uphold the catholic ethos of the school.

3. Admission Statement

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

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Brigid's National School 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St. Brigid's National School 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.

St. Brigid's National School 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.

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

St. Brigid's National School, Killygarry is a mainstream school and does not have a special class attached.

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 National School is a Catholic School and may refuse to admit as a student a person who is not of Roman Catholic Religion where it is proved that the refusal is essential to maintain the ethos of the school.

The application process is as follows:

- The enrolment process is by way of written application only. An application form can be requested by contacting the school between 9:00a.m. and 3:00p.m. during the dates set out in the Annual Admission Notice. Each application form must be accompanied by two original (not photocopied or amended) recent utility bills (dated within 3 months of Annual Admission Notice) and the child's birth certificate.
- An application form can also be downloaded from the school website on www.killygarryns.ie. Completed forms must be returned to the school within the timeframe specified on the Annual Admissions Notice.
- Details regarding enrolment will be found in the local paper, the Anglo Celt. A text will be sent to parents/guardians of pupils already enrolled in the school.
- The Board of Management is bound by the Department of Education and Skills Rules for National Schools and the Education (Welfare) Act 2000: Pupils may only be enrolled from the age of four years and upwards though compulsory attendance shall not apply until the age of six. All children must be four years of age on the 1st of September on the year of enrolment.

The following information must be supplied with the Application for Enrolment Form by the parents:-

- Pupil's name, date of birth and current address.
- Names and addresses of pupil's parents/guardians

- Contact telephone numbers
- Birth Certificate as proof of age
- Details of siblings currently enrolled in the school
- Two original (not photocopied) recent utility bills as proof of address (dated within 3 months of closing date above). The following will be accepted in their original form and must show the customer's name and address:-
 - (a) Current utility bill (Gas, electricity or telephone)
 - (b) Current car or home insurance policy
 - (c) A document issued by a government department that shows your name and address (Revenue Commissioners or the Department of Employment Affairs and Social Protection)
 - (d) A financial statement (bank, building society, credit union or credit card)

As a condition of registration, parents or legal guardians must confirm in writing that the code of behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such codes by the child.

Parents may complete an Expression of Interest to Enrol form in the time previous to the dates set out in the Annual Admissions Notice but this does not guarantee their child a place in the school and the onus is on the parent to ensure the procedure is followed as per the admissions policy and the school does not take responsibility if this is not done within the timeframe in the Annual Admission Notice. All Expression of Interest Forms will be kept in a secure folder in a locked room due to GDPR Regulations.

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:

1. Brothers and sisters of children (including step, half and foster siblings) currently enrolled in the school;
2. Children living in the catchment area of the school (two recent utility bills required in this category);

3. Children living within the parish boundary of Urney and Annagelliff (details of the Parish boundary can be found in the Presbytery, Cavan) (two recent utility bills required in this category);
4. Children living outside the parish boundary of Urney and Annagelliff.

The vicinity/catchment area of the school as agreed by the Board of Management on the 5th of December 2012 and which was forwarded onto the Patron thereafter is as listed below:

Aghalackan, Agharahan, Annagelliff, Creighan, Broughderg, Drumhillagh, Drumoghra, Drumryan, Edenticlare, Glasdrumman, Gortnakillen, Killygarry, Killynebber, Lateever, Lismullig, Pollamore Near, Pollamore Far, Poles, Pottle, Shankilly Lower, Shankill Upper, Stragelliff and Tirquin.

Places will be allocated thereafter according to the criteria above. Priority will be given to the eldest child within whichever criteria has been reached.

The Board will have regard to relevant Department of Education and Skills guidelines in relation to class size and staffing. The current pupil-teacher ratio is 26:1 according to the Staffing Schedule. Therefore the Board of Management has decided to have a maximum of 28 pupils in each mainstream classroom.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

- The criteria of the age of the child will be taken into account and priority given to older children.
- In the event of children sharing the same birthday, lots will be drawn by the Chairperson of the Board of Management in the school at a time and date made know to the families concerned.

The school reserves the right to refuse one sibling a place even if the school has a place to offer another sibling.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí;
- (b) the payment of fees or contributions (howsoever described) to the school;

- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school with exception of currently enrolled siblings;
- (g) the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

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

- Our school's Admission Policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications
(Please see section 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 National School you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St. Brigid's National School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent 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 data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;

- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Brigid's National School, Killygarra 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 National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- Pupils will be accepted into classes where there are less than 28 pupils currently enrolled, and with prior approval from the Board of Management.
- Confirmation in writing that the Code of Behaviour 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.

The procedure 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:

- Pupils will be accepted into classes throughout the school year where there are less than 28 pupils currently enrolled, and with prior approval from the Board of Management.
- Confirmation in writing that the Code of Behaviour 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.

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

The board of St. Brigid's National School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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 children where the parents have requested that the child attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such children.

Parents who wish to have their child exempt from religious instruction must put their request in writing to the Principal of the school who will then arrange a meeting with the parents to discuss how the school can accommodate their wishes.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (I)(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 (I)(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.

This policy was ratified by the Board of Management of St. Brigid's National School, Killygarry on 5th of June 2020 and amendments were made by the Board of Management in January 2023 in adherence with the Education Act.

Signed: Hubert Conaty

Date: 9th January 2023

Chairperson of the Board of Management

St. Brigid's National School, Killygarry, Co. Cavan.

ANNUAL ADMISSION NOTICE in respect of admissions to the 2025/26 school year.

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the St. Brigid's National School, Killygarry is available as follows: –

To download at: www.killygarryns.ie

On request: By emailing info@killygarryns.ie or writing to Serena Prior, Principal, Killygarry National School, Killygarry, Co. Cavan.

PART 1 - Admissions to the 2025/26 school year

Application and Decision Dates for admission to 2025/26 school year

The following are the dates applicable for admission to Junior Infants

1.	The school will commence accepting applications for admission on	Monday 6 th October 2025
2.	The school will cease accepting applications for admission on	Friday 24 th October 2025
3.	Applicants will be notified in writing of the decision on their application by	Friday 7 th November 2025
4.	Applicants must confirm acceptance of an offer of admission by	Friday 21st November 2025

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in 2025/26

The number of places being made available in junior infants is	28
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PART 2 - Admissions to the 2024/25 school year

(This section should only be completed if your school intake group/ special class was oversubscribed in the previous school year)

Information regarding the admission process for the Intake Group for Junior Infants for the 2024/25 school year

In respect of the 2024/25 school year, the total number of applications for admission received by the school was 27.

Breakdown of places allocated for the 2024/25 school year:	
Number of places available:	
Number of applications received:	
Number of Offers made and accepted under each criteria:	
Total number of offers made	
Number of names placed on waiting list for the school year concerned.	