

Admissions Policy

Coláiste Bríde's Admission Policy welcomes all girls whose educational needs the Board of Management can endeavour to meet and aims to provide an integrated and an inclusive education for a wide range of student ability. However the Board of Management reserves the right to refuse admission in the interests of protecting the ethos of the school. For information about the ethos of our school please see our school Mission Statement on www.colaiستebride.com and the CEIST (our Trustees) Charter on www.ceist.ie

Each year the Board of Management will have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel and resources. This shall be communicated to parents on registration night.

Who is Eligible for Admission?

Any girl that

- ✓ Has reached the age of 12 on the 1st January in the calendar year following the child's entry into first year
- ✓ Has completed sixth class in Primary School
- ✓ Is willing to accept the school ethos
- ✓ Is willing, and whose parents / guardians are willing, to accept the school's Code of Discipline. Confirmation in writing, may be required, that parents / guardians and students accept the Code of Discipline
- ✓ Be willing to take an Assessment Test

In the event of the school having more applications than places available, the following criteria apply in the following order:

1. All paperwork completed
2. Sisters of present pupils
3. Sisters of past pupils
4. Pupils from the parish of Clondalkin
5. Daughters of past pupils
6. Random Selection

If there is a surplus of applications then a waiting list will be established and the above criteria will determine the order on the waiting list.

Expression of Interest Forms are available on our website www.colaiستebride.com or from the school office.

In general applications are accepted in the weeks prior to the registration night (date decided annually). Applications received after this date will be treated as late applications subject to availability. Late applications will be dealt with on a first come first served basis after those already on the waiting list as (if) a place becomes available.

Special Education Needs (SEN)

Coláiste Bríde, in compliance with its Mission Statement and keeping in mind the CEIST values, welcomes applications from students with special education needs. The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible. The school forwards relevant information, in conjunction with parents, to the NCSE who allocate resources based on Department of Education and Skills policy. In making provision for special need students the following information is required.

Has the student had access to any of the following resources?

- a) Inclusion Support Assistant (formerly SNA) or Classroom Assistant
- b) Special Class
- c) Help, for specific needs, from any resource teacher
- d) Assistance with behavioural modification
- e) Psychological assessment - report to be provided
- f) Any additional resources to help with their special needs
- g) Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance
- h) Any resource in relation to travel or mobility, etc

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, will assess how the special needs of the students can be met.

It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.

The school will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs.

A meeting of parents / guardians of all incoming students will be held annually and parents / guardians will be notified of this date. Attendance at this registration / information meeting, by all parents / guardians, is essential.

Transfer of a student from another school

The school will make every reasonable effort to facilitate any girl seeking a transfer to our school. The Board of Management will decide on applications for admission to any incoming year other than first year by applying the following criteria:

- If there is a place available in the requested year / programme
- That the transfer is in agreement with school Admissions Policy
- Is in the best interest of the student
- Is in the best interest of the school
- Is of educational benefit to the student
- That all-relevant information from former school is made available
- The Department of Education and Skills approves the transfer
- A consultation with the Educational Welfare Officer is necessary

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with her parents / guardians, her former school, the education welfare officer, whether such a place may be offered immediately or whether it would be better to wait until the beginning of the next academic year.

Enrolment Procedure

The parents / guardians have to return the application form for admission to first year on a given date decided annually. This is followed by a Registration and Information night for those who have completed applications. This is an integral part of the enrolment procedure. As soon as it is practicable after the registration / information night, but not later than 21 days, after a parent has provided all of the relevant information, the Board of Management shall make a decision in respect of

the application concerned and inform the parents in writing thereof (Education Welfare Act (Section 19, (3)).

In the case of students with special needs, the Board, having received all of the relevant information, will make a decision and inform the parents in writing of this decision.

There will be an assessment test on a given date decided annually, which all incoming First Year students must sit. Generally, this test is used to assess achievement levels in order to best facilitate students according to their needs.

An open day is held every second year for all incoming students and their parents / guardians where parents / guardians and students can view the school in operation.

Parents / Guardians are requested to pay a fee (reviewed annually) to cover the cost of insurance, use of equipment, use of computers, stationery, printing and postage etc.

Parents can access lots of information on our website – www.colaiстеbride.com - including:

- ✓ Admissions Policy
- ✓ Mission Statement
- ✓ Code of Behaviour (student)
- ✓ Policy documents of the school
- ✓ Programme information i.e. Transition Year, LCA, LCVP
- ✓ RSE

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances.

The Board of Management of a recognised school shall not refuse to admit a student in respect of whom an application to be admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15 (2) (d) of the Education Act 1998, Education (Welfare) Act 2000. (Section 19 (1)).

Appeal Procedures

The Department of Education & Skills (DES) provide an opportunity to appeal decisions regarding

1. Admission
2. Suspension
3. Permanent Exclusion

Should a student's application for admission to the school be refused the parents / guardians have the right to appeal to the Secretary General of the Department of Education and Skills, (Education Act 1998, Section 29 (d)).

Circular M48/01 outlines the appeal process as follows:

The parents / guardians are informed in writing of the Board's decision and the reasons why the student was not accepted should be clearly stated. The right to appeal should be restated and the application form provided. (Circular M48/01). The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents / guardians concerned. (Circular M48/01).

Section 29 of the Education Act 1998 provides for appeals against the Board of Management decision. Where a Board or a person acting on behalf of the Board permanently excludes a student from school, appeals must be made in writing on the Section 29 Appeals Application Form, which can be obtained from the Department of Education and Skills. An appeal must be made within 42 calendar days of the date of the decision of the Board of Management was notified to the parents / guardians or the student concerned.

Appeals Procedure under Section 29 of the Education Act 1998:

“Appeals may be made against a Board of Management decision where a Board or person acting on behalf of the Board (i) suspends a student for a period which would bring the cumulative period of suspension to 20 days in any one year (ii) refuses to enrol a student (iii) makes a decision which the Minister may determine may be appealed in accordance with this section”.

An appeal may be made to The Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1.

An appeal should be made in writing on Application Form supplied. The Appeals Application Form should be completed in full and should state:

- 1) The decision being appealed.
- 2) The grounds on which the decision is being appealed.
- 3) The date that the parents / guardians were informed of the decision.
- 4) All other relevant information, etc. (Circular M48/01).

The school must be informed in writing of the decision to appeal.

Having regard to the desirability of resolving grievances within the school where possible, the parties to an appeal under Section 29, i.e. the appellant and the school’s Board of Management, will be asked to consider the matter in the first instance at local level to see if an accommodation can be reached. As a general rule, appeals will only be considered by an appeals committee under Section 29 where the parties are unable to resolve the issue at local level. (Circular M48/01).