



ST. BRIGID'S GNS KILLESTER



ST BRIGID'S ROAD NS KILLESTER

ADMISSIONS POLICY



Address:	St. Brigid's Road, Killester, Dublin 5 D05YV44
Roll No:	16792C
School Patron:	Archbishop Dermot Farrell, Dublin Diocese

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 the school staff, the school patron and the parents/guardians of children attending the school .

The policy was approved by the school patron on 12.12.2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The reconfiguration of the Catholic primary schools in the parish of Killester has emerged as a result of consultation with all stakeholders in the school communities.

St. Brigid's G.N.S. (hereafter known as **St. Brigid's Road N.S.**) is part of the St. Brigid's Common Enrolment System (**SBCES**) along with St. Brigid's B.N.S. (hereafter known as St. Brigid's N.S., Howth Road). Admission to Junior Infants for September 2026 will involve a centralised application system to both St. Brigid's Road N.S. and St. Brigid's N.S. Howth Road through an Aladdin (in school administration system) database. Children will be assigned to one of the two schools based on specific criteria.

This Admissions Policy will operate for the period of transition, covering the enrolment cycles of September 2026, September 2027 and September 2028.

September 2026 Admissions - St. Brigid's Road N.S. will accept applications for both **boys and girls** in Junior Infants for September 2026. The school will continue to provide education exclusively for girls from Senior Infants to 6th Class for 2026/2027 school year.

From September 2026, parents/guardians have the option of enrolling boys and girls in Junior Infants in St. Brigid's Road N.S. (subject to the availability of places), growing year on year to the school becoming a complete vertical co-educational school (Junior Infants to 6th Class) by 2034.

The relevant dates and timelines for St. Brigid's Road N.S. admission process are set out in the school's Annual Admission Notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the Annual Admission Notice for the school year concerned.

Applications for Junior Infants will be made using the **Common Enrolment Application Form** for admission which will be published on the school's website.

2. CHARACTERISTIC SPIRIT & GENERAL OBJECTIVE OF THE SCHOOL

St. Brigid's Road National School is a primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- the formation of the pupils in the Catholic faith, and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the *Education Act*, (1998) the Board of Management of St. Brigid's Road N.S. 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.

St Brigid's Road National School was originally founded by the Holy Faith Sisters in 1928. Our school is a Catholic primary school which aims to emulate Margaret Aylward's values of justice, compassion and care. Our school prides itself on being an inclusive, welcoming community dedicated to promoting the full and harmonious development of all aspects of our pupils: creative; social; intellectual; physical; cultural; moral and spiritual. We are committed to diversity and inclusion, while at the same time celebrating the characteristic Catholic ethos of our school.

MISSION STATEMENT	SCHOOL MOTTO
<i>"At St. Brigid's Road National School, we aim to provide an excellent rounded education for every child, developing confidence, natural talent and intellectual capacity within a caring Catholic environment"</i>	Mol an Óige

St. Brigid's Road National School supports the principles of inclusiveness, equality of access and participation in the school and respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Our Vision: *"Learning takes place through love, laughter and creativity"*

Our Values: *Kindness, Respect, Community, Integrity & Self-belief*

COMMON ADMISSIONS PROCEDURES (Junior Infants only for September 2026)

St. Brigid's Road NS and St. Brigid's N.S. Howth Road will operate common admissions procedures from September 2026 for admission to Junior Infants. While each school has its own Admissions Policy, these policies should be read and understood in conjunction with each other. These Common Admissions procedures aim to enable the school communities to ensure that admissions remain balanced between both schools.

The Admissions Committee comprises five members, two representatives from each school appointed annually by their respective boards of management and an independent member appointed annually by the Patron.

This Admissions Committee will assume an administrative role in overseeing the implementation of this policy and will publish the intake numbers on each school's respective Annual Admissions Notice annually. The intake numbers will be guided by the pupil-teacher ratio recommended by the Department of Education, where practicable.

When applying for a primary school place in the parish of Killester, an online [Common Enrolment Application Form](#) through Aladdin will be completed. Only applications received on the Common Enrolment Application Form will be accepted. All applications are then organised according to criteria and reviewed by the Admissions Committee. Please see *Enrolment Procedure for Junior Infants* and *Enrolment Procedure for Other Classes* for further information.

Families will – on the Common Enrolment Application Form for admission – have the opportunity to express their **preference** regarding placement in a specific school. Pupils will be allocated based on specific criteria as set out in section 6. **The decision of the Admissions Committee regarding the placement of Junior Infant pupils in either St. Brigid's Road NS or St. Brigid's NS Howth Road is final.**

Junior Infants Enrolment 2026/2027- In order to maintain the integrity of the common enrolment arrangement between St. Brigid's Road NS and St Brigid's NS, Howth Road for students enrolled in Junior Infants for September 2026, applications from parents/guardians of pupils allocated a place in the other participating school will not be accepted.

Please Note: The Common Admissions Procedures will continue between both schools on an annual basis for the duration of this policy as both schools move towards co-education. This means that from September 2026 the process will apply to Junior Infants only, from September 2027 it will include both Junior and Senior Infants and from September 2028 it will extend to include Junior Infants, Senior Infants and 1st Class. This phased approach will ensure a clear, consistent, and coordinated enrolment process for families each year.

3. ADMISSION STATEMENT

St Brigid's Road NS 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Brigid's Road NS will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 Road NS will comply with any direction served on the board or the patron under section 37A and section 67(4)(b) of the Education Act 1998.

While St. Brigid's Road NS transitions to a co-educational school, there will be some year groups that are single sex (all-girls). St. Brigid's Road NS does not discriminate where it refuses to admit a boy applying for admission to an existing single-sex year group.

St. Brigid's Road NS is a school whose objective is to provide education in an environment which promotes Catholic 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 Road National School is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASSES

St. Brigid's Road N.S. with the approval of the Minister for Education, has established one class to provide an education exclusively for students with Autism Spectrum Disorder (ASD) and is opening a second ASD class in September 2026.

As set out in DE Circular Letter 0039/2025, children and young people are eligible for enrolment in special classes for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report)
AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same
AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

5. ADMISSION OF STUDENTS

St Brigid's Road NS 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.
- c) Where a student is less than 4 years of age before the start of the relevant school year.
- d) Where a child is 13 years of age or older on the 1st September of the relevant school year.

St. Brigid's Road NS provides education exclusively for girls (senior infants to sixth classes) and may refuse to admit as a student a person who is not of the gender provided for these classes in 2026/27.

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

The special class attached to St. Brigid's Road N.S. provides an education exclusively for students with Autism (ASD) and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes.

Application Procedure for Junior Infants

The common admissions procedures outlined in this Admissions Policy will be operated to **ensure an overall balance of pupils** attending St. Brigid's Road NS & St. Brigid's NS, Howth Road.

Each year, allocation to either St. Brigid's Road NS & St. Brigid's NS, Howth Road will be determined in accordance with the intake numbers published on each school's Annual Admissions Notice, taking into consideration an overall balance/proportionality within the cohort and where possible parental preference.

One of the core philosophies underpinning these common admissions procedures is that families should be educated together, therefore the following fundamental principle will apply: Siblings and step siblings will be educated in the same school and joint siblings (i.e. siblings and step siblings currently enrolled in both school) will be prioritised for admission to the school of parental choice.

While families will – on the Common Enrolment Application Form for admission – have the opportunity to express their preference regarding placement in a specific school, the decision of the Admissions Committee regarding the placement of Junior Infant pupils in either St. Brigid’s Road or St. Brigid’s N.S. Howth Road is final.

Junior Infants – Selection Criteria

The Enrolment Committee will 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.

All applications received will be placed in each criterion in order of age on a database operated by Aladdin (in school administration system).

The Enrolment Committee will apply the three selection criteria in the order of priority in which they are listed.

Criteria 1: Siblings and the Parish of Killester

(See Map of Killester Parish Boundary attached [here](#))

Applicants will be offered a place in order of age (oldest first): -

- Siblings and stepsiblings will be assigned to the school with the sibling from the same family.
- **(Joint siblings):** Siblings and stepsiblings who have siblings currently enrolled in both schools will be assigned to either school A or school B based on parental preference.
- Applicants from the parish will be offered a place in order of age (oldest first) and where possible in the school nearest their home.

The Admissions Committee will determine the respective school to which the child will be assigned, to be offered a place by the Board of Management of that school. Each school will be assigned the same number of students in Criteria 1. In the event of uneven numbers, school A will be allocated an extra student in year one and school B in year two.

Criteria 2: Applicants whose parent is a member of staff of either school

Applicants whose parent/guardian is a member of staff of either school.

Criteria 3: All other applications not included in Criteria 1 or Criteria 2

Applicants will be offered places in order of age, proximity to the school where possible and on a 50/50 basis to both St. Brigid’s Road N.S. and St. Brigid’s N.S. Howth Road.

The Admissions Committee will determine the respective school to which the child will be assigned, to be offered a place by the Board of Management of that school. Each school will be assigned the same number of students in Criteria 3. In the event of uneven numbers, school A will be allocated an extra student in year one and school B in year two.

Application and decision dates for admission to Junior Infants will be set out in the school’s Annual Admission Notice which is published annually at least one week before the commencement of the admission process for the school year concerned. Advance notification of enrolment dates will also be placed on the school website (www.stbrigidsgns.ie), Instagram and in the school newsletter for the 5th January 2026.

Parents/guardians who wish to make an application for admission of their child into Junior Infants must complete the [Common Enrolment Application Form](#) using the online portal. A link to the portal will be published on the school website <https://stbrigidsghns.ie/index.php/parents/enrolment> and it will be accessible to families from 5th January 2025.

It should be noted that the submission of an application form(s) does not confer a right to admission.

Submitting inaccurate information on an application form or in any accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn.

Application Procedures for Autism Class

Application and decision dates for admission to the Autism Class will be set out in the school's Annual Admission Notice which is published at least one week before the commencement of the admission process for the school year concerned. Advance notification of enrolment dates will also be published on the school website <https://stbrigidsghns.ie/index.php/parents/enrolment> and in the school newsletter.

The Board of Management of St. Brigid's Road National School will apply the four 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. **All applications must meet the criteria as set out in Section 4 of this policy.**

An ASD Class Application Form is available on the school website: <https://stbrigidsghns.ie/index.php/parents/enrolment> and may be requested from the school by email (info@stbrigidsghns.ie) and this should be fully completed by the parent/guardians on behalf of the child. Parents may contact the school prior to filling out this application form to enquire about the current enrolment status of the ASD classes in the school.

All supporting documents must be submitted by the deadline for the application to be considered.

Selection Criteria for enrolment to Autism Class

- Siblings, step siblings of pupils currently enrolled in St. Brigid's N.S. Howth Road and children from the parish of Killester. (See Map of Killester Parish Boundary attached [here](#))
- Children with a diagnosis of Autism who are attending St. Brigid's Road National School mainstream classes and whose needs are not being met in this mainstream environment
- Children of current members of staff.
- All other applications.

Completion of an Application Form for Admission to the Autism Class or the placement of a child's name on a waiting list does not confer a right to a place in the school.

6. OVERSUBSCRIPTION

JUNIOR INFANTS

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are

received within the **timeline for receipt of applications** as set out in the school's Annual Admission Notice.

The Enrolment Committee will apply the three selection criteria in the order of priority in which they are listed.

Criteria 1: Siblings and the Parish of Killester
(See Map of Killester Parish Boundary attached [here](#))

Applicants will be offered a place in order of age (oldest first): -

- Siblings and stepsiblings will be assigned to the school with the sibling from the same family.
- **(Joint siblings):** Siblings and stepsiblings who have siblings currently enrolled in both schools will be assigned to either school A or school B based on parental preference.
- Applicants from the parish will be offered a place in order of age (oldest first) and where possible in the school nearest their home.

The Admissions Committee will determine the respective school to which the child will be assigned, to be offered a place by the Board of Management of that school. Each school will be assigned the same number of students in Criteria 1. In the event of uneven numbers, school A will be allocated an extra student in year one and school B in year two.

Criteria 2: Applicants whose parent is a member of staff of either school

Applicants whose parent/guardian is a member of staff of either school.

Criteria 3: All other applications not included in Criteria 1 or Criteria 2

Applicants will be offered places in order of age, proximity to the school where possible and on a 50/50 basis to both St Brigid's Road NS and St Brigid's NS Howth Road.

The Admissions Committee will determine the respective school to which the child will be assigned, to be offered a place by the Board of Management of that school. Each school will be assigned the same number of students in Criteria 3. In the event of uneven numbers, school A will be allocated an extra student in year one and school B in year two.

In the event that there are two or more applicants 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:

- In the event of a tie for the final place, the Admissions Committee will determine the access to the final place by choosing the **eldest** of the tied applicants.
- In the event of more than one tied applicant having the same date of birth, the Admissions Committee will draw lots between these tied applicants for the last place.

Any remaining applicant will be retained on a **Common Waiting List** for the school year in which admission is being sought.

OVERSUBSCRIPTION TO AUTISM CLASS

The maximum number of students in the Autism class is six.

The Board of Management will apply the four selection criteria below in the order of priority in which they are listed:

1. Siblings, step siblings of pupils currently enrolled in St. Brigid's Road National School and children from the parish of Killester. **(See Map of Killester Parish Boundary attached [here](#))**
2. Children with a diagnosis of Autism who are attending St. Brigid's Road's mainstream classes and whose needs are not being met in this mainstream environment
3. Children of current members of staff.
4. All other applications.

In the event of a tie for the final place, the board will then determine access to the final place by choosing the tied applicant deemed most age-appropriate for placement in the special class.

Any remaining applicant will be kept on a waiting list for the school year in which admission is being sought.

The Board of Management will assess all applications for a special class place, in accordance with the eligibility criteria as set out in Section 4 and selection criteria for the special class.

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 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 family attending or having previously attended the school other than in the case of siblings, stepsiblings attending the school;
- (g) the date and time on which an application for admission was received by the school/SBCES.

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual Admission Notice of the school for the school year concerned.

8. DECISIONS ON APPLICATIONS

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

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The Common Admission Procedures – operated with St. Brigid's Road N.S. – as outlined in this policy
- The information provided by the applicant in the school's official Common Enrolment Application Form (Junior Infants) or Application Form (Senior Infants – 6th Class) received during the period specified in our Annual Admission Notice for receiving applications

(Please see section [15\(a\) below](#) in relation to applications for places in years other than the intake group and section [15\(b\) below](#) in relation to applications received outside of the admissions period.)

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 by email 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 either school (Junior Infants), or in St Brigid's Road NS (Senior Infants - 6th class) the reasons why they were not offered a place will be communicated in writing by email 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/SBCES Admissions Committee decision (see [section 18](#) below for further details).

All pupils who are accepted for enrolment will be registered as per the name on their birth certificate.

10. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from St. Brigid's Road NS you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

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

11. CIRCUMSTANCES IN WHICH OFFERS MAY NOT BE MADE OR MAY BE WITHDRAWN

An offer of admission may not be made or may be withdrawn by St. Brigid's Road NS—

- i it is established that information contained in the application is false or misleading.
- ii (ii) an applicant fails to confirm acceptance of an offer of admission by the date set out in the annual admission notice of the school.
- iii (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 & the Bí Cineálta Policy** 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 (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. SHARING OF DATA WITH OTHER SCHOOLS

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

- i. SBCES (junior infants) **or**
- ii. St Brigid's Road NS (Senior Infants -6th)

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 SBCES 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 and the Common Admissions Procedures.

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 schools' Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act and the Common Admissions Procedures.

Late Applications for Junior Infants Admission will only be accepted using the online portal.

Late applicants will be notified of the decision in respect of their application no later than 3 weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added

to the waiting list (Senior Infants – 6th Class) or Common Waiting List (Junior Infants) as set out in [Section 13](#).

15. PROCEDURES FOR ADMISSION OF STUDENTS TO OTHER YEARS AND DURING THE SCHOOL YEAR

St. Brigid's Road NS is co-educational at Junior Infants and single gender (**girls only**) from senior infants to sixth class in the 2026/27 school year.

15(a)

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:

As a general principle and in so far as practicable having regard to the school's Admission Policy, children will be admitted on application provided that there is a space available.

Parents/guardians complete an application form available on the school website (www.stbrigidsgns.ie). The form must be dated and signed by the parents/guardians. All requested documentation must be furnished, i.e. a copy of the applicant's birth certificate, etc.

Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be considered. A place will not be offered and/or the applicant will not be placed on a waiting list. The parents/guardians will be notified of this.

SENIOR INFANTS – 6th CLASS

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:

Selection criteria for Mainstream Classes:

- **Criteria 1: Siblings (female) and Girls residing in the Parish of Killester**
Siblings (female)- sisters of pupils already enrolled in the school.
The definition of a sibling in this policy also includes stepsiblings and foster siblings.
(See Map of Killester Parish Boundary attached [here](#))
- **Criteria 2: Daughters of current staff members**
Female applicants whose parent/guardian is a current member of staff of St. Brigid's Road NS.
- **Criteria 3: All other female applications**

If 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 criteria will apply:

Criteria

1. That a place exists in an age-appropriate class.

2. The availability of a place, in a class will be determined in the overall context taking all relevant circumstances into account, including, but not limited to the following:
 - overall number of pupils which the school can accommodate at the time the application is made subject to relevant DE circulars
 - current optimum arrangements for teaching and learning purposes are maintained for all pupils

15(b)

The procedures of the school in relation to the admission of students who are not already admitted to the school, **after the commencement** of the school year in which admission is sought are as follows:

Parents/guardians complete an online application form. The form must be dated and declaration accepted by the parents/guardians. All requested documentation must be furnished i.e. a copy of the applicant's birth certificate, etc.

Applications which are incomplete, not dated and/or do not include the required documentation will not be considered. A place will not be offered and/or the applicant will not be placed on a waiting list. The parents/guardians will be notified of this.

Where the number of applications outnumbers the available places, any available places arising will be allocated on a 'first come first served basis,' based on the date the fully completed application form was received provided in the first instance that the applicant meets all the enrolment requirements. See Waiting List. [Section 13](#).

Submitting inaccurate information on an application form or in any accompanying documentation will render the application void ab-initio and where a place has been offered will result in the offer of the place being withdrawn, the place being reallocated and the applicant being placed last on the waiting list. In the case of placement on a waiting list, the applicant will be placed last on the list.

Junior Infants Enrolment 2026/2027- In order to maintain the integrity of the common enrolment arrangement between St. Brigid's Road National School and St. Brigid's N.S. Howth Road for students enrolled in Junior Infants for September 2026, applications from parents/guardians of pupils allocated a place in the other participating school will not be accepted.

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

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

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

17. ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school:

- A written request should be made to the Principal of the school by the parent/guardian.
- Students will be accommodated in their own classroom and they will be given alternative work to complete by their class teacher during religious instruction.

These arrangements will not result in a reduction in the school day of such students.

18. REVIEWS/APPEALS

Review of decisions by the Board of Management

The parent of the student may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

The Board of Management 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 may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of Decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of Decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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

Signed: *Joana Nunes*

Chairperson, Board of Management