

Admissions/Enrolment Policy

Scoil Brhíde founded in 1951 is a Roman Catholic co-educational primary school under the patronage of the Archbishop of Kildare and Leighlin.

The school caters for the full range of classes from Junior Infants to sixth class. It is an inclusive school and caters for children of all abilities. There are 24 full time teachers, including the principal and 5 resource / learning support teachers, employed in the school. Special Needs Assistants are assigned to the school by the Department of Education and Science to enable the inclusion of certain children with special education needs.

Scoil Bhríde Primary School operates under the Rules for National Schools and Departmental Circulars and is funded by grants. Staff are resourced by the Department of Education and Science. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) equality law and all other relevant legislation. Scoil Bhríde follows the curricular programmes laid down by the Department of Education and Science.

The Enrolment policy

The Enrolment Policy has been formulated in accordance with the provisions of the Education Act 1998 in order to assist Parents in relation to enrolment matters. The Chairperson of the Board of Management or the Principal will be happy to clarify any further matters arising from the policy. The Board of Management will communicate generally to the school community through appropriate channels e.g. newsletter, parish bulletin, parents' letters, texts etc. to outline the application for enrolment procedures.

Application Procedure

Application forms are available in the school office or on the website. Parents seeking to enroll children should return a completed application form with an original birth / adoption certificate and a utility bill e.g. ESB bill, Phone bill etc as proof of address to the school by the 31st of January of the year in which they wish their child to be enrolled.

Parents of children enrolled in Junior Infants will be invited to a meeting in the school in June each year.

No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of Scoil Bhríde is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of the children.

The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school.

Decision making

To assist the school in circumstances of over crowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

Size of and available space in classrooms.

Educational needs of children of a particular age.

Multi-grade classes.

Presence of children with special educational/behavioural needs.

The following categories of children are equally eligible for enrolment in Scoil Bhríde, Kill

- Brothers and sisters of children already enrolled (including stepsiblings, resident at same address)
- Children living within the parish of Kill.
- Children of current staff of Scoil Bhríde

In the event of the number of children in above categories seeking enrolment in any given class exceeding the number of places available, children will be allocated places on the basis of age with priority going to the oldest.

Junior Infants are enrolled in September provided the child has reached his/her 4th birthday by 31st August in the year in which he/she is to be enrolled. Normally, Junior Infants will not be enrolled during the year unless transferring from another school. This is for educational reasons as the curriculum is progressive and it is necessary for the child to complete a full year.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, Education Welfare Act and school's enrolment policy.

Children enrolled in Scoil Bhríde Primary School, are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies in an age-appropriate way. A copy of the relevant policies will be issued to all parents and each parent will be requested to sign an undertaking to uphold them.

Children with Special Needs

Children with special educational needs are welcome to enrol in the school and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life. The child enrolling in Scoil Bhríde will be resourced in accordance with the level of resources provided by the Department of Education and Science to The Board of Management.

The Board of Management may request copies of relevant reports or request that the child be assessed prior to enrolment in order to assist the school in establishing his/her educational needs and to profile the support

services required. The Board of Management will endeavor to have all resources and supports in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants specialized equipment or furniture, transport services etc.

The school will meet with the parent of the special needs child to discuss the school's suitability for the child. If considered necessary, a full case conference may be called which will include parents, class teacher, learning support teacher, resource teacher and psychologist or social workers as appropriate.

Appeals Procedure

In line with Section 28 of the Education Act,1988, parents who are dissatisfied with an enrolment decision, may appeal to the Board of Management. This appeal must be addressed, in writing to the Chairperson of the Board, stating the grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of this appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents/guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.