
DUBLIN DIOCESE ADMISSIONS POLICY



Admission Policy

Admission Policy of Belgrove Senior Girls' National School (Scoil Eoin Baiste Cailíní Sinsearach)

School Address: Seafield Road West, Clontarf, Dublin 3. D03 T803

Roll Number: 17148D

School Patron: Archbishop of Dublin

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/guardians of children attending the School.

The Policy was approved by the School Patron on **02-05-2025**. It is published on the School's website and will be made available in hardcopy on request to any person who requests it.

The relevant dates and timelines for Belgrove Senior Girls' 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.

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

Belgrove Senior Girls' School is a Catholic all girls primary school with a Catholic ethos under the patronage of the Bishop 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:

- (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 the 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 Section 15 (2)(b) of the Education Act, 1998 the Board of Management of Belgrove Senior Girls' 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 and General Objectives of the School

Belgrove Senior Girls' School is funded by and depends on grants and teacher resources provided by the Department of Education & Skills and operates within the regulations laid down by the Department. The Board of Management is accountable for, and must take due regard of the resources and funding made available. The School follows the curricular programmes prescribed by the Department of Education & Skills. The School is subject to relevant legislation in particular the Education Act (1998), the Education Welfare Act (2000), the Education for Persons with Special Education Needs Act (2004), health and safety law, and equality law.

Within the context and parameters of Department regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding and resources available, the School supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
- Equality of access and participation in the school;
- Parental choice in relation to enrolment, and
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

Belgrove Senior Girls' School aims to help each child to achieve her full potential. Together with her educational development, each child's personal, emotional and social development is our priority.

The building of each child's self-esteem is of prime importance. We inculcate in our pupils good behaviour patterns based on consideration, respect and tolerance for others. We place a strong focus on fair and balanced communication as part of this behavioural model. We, as a school community, reject harmful unbalanced interactions and we insist on respect for all. This model encourages the development of empathy and assertiveness between all members of our school community. This includes not only student to student, but staff to student, student to staff, staff to staff, parent to staff and staff to parent.

The School aims to maintain a safe and happy environment for our pupils, with a positive atmosphere of encouragement and praise. "*Mol an óige agus tiocfaidh sí!*"

The Board of Management advises parents/guardians that, as and from the end of the school year 2020/2021, all 2nd classes will be reconstituted (regrouped) as they progress into 3rd class. This will apply to children entering Belgrove Senior Girls' School from September 2020 onwards.

3. Admission Statement

Belgrove Senior Girls' School 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.

"Belgrove Senior Girls' 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.

Belgrove Senior Girls' 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."

Single gender schools

Belgrove Senior Girls' School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this School.

All denominational schools

Belgrove Senior Girls' 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the School.

4. Special Educational Needs

Belgrove Senior Girls' School does not currently have a special class, however, our School is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs.

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.

A school that admits students of one gender only

Belgrove Senior Girls' School provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this School.

All denominational schools

Belgrove Senior Girls' School is a Catholic School and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the School.

Applications for admission will be considered based on the criteria for enrolment set out below:

- the maximum number of pupils, as recommended by the Department of Education and Skills for enrolment in the School
- the number of pupils enrolled in the School at the time an application is to be determined or projected enrolment at the date on which it is intended the applicant commence school, whichever is the more relevant.

The Board of Management will adhere to Department guidelines regarding pupil/teacher ratio and naturally reduce the class to **26:1 (as applicable) and solely subject to the need for Belgrove Infant Girls' School to be accommodated as per section 6.1 below.**

The Board of Management decides on the number of places, taking into account the number of pupils in the School and any requests to return arising from pupils who are seeking to be re-admitted to the School after transferring temporarily to a designated Reading School or reading unit in another school.

While recognising the rights of parents to enrol their child in the School of their choice, the Board of Management must also respect the rights of the existing school community and in particular, the children already enrolled.

6. Oversubscription for admission to 2nd Class

In the event that the School is oversubscribed, the School will, when deciding on applications for admission to 2nd Class, 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. Priority will be given to the girls in First Class Belgrove Infant Girls' School.
2. Sisters of children already enrolled in the School, and/or Girls permanently residing at the time of the application in the catchment area, i.e. the Roman Catholic parishes of St. John the Baptist, St. Gabriel and St. Anthony*
3. Daughters of the current permanent staff of the School*
4. Sisters of children already enrolled in Belgrove Infant Girls' School, Belgrove Junior Boys' School or Belgrove Senior Boys' School*
5. Girls outside of the above 1-4 criteria*

*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 eldest student will be given priority.
- If two applicants have the same date of birth, then a lottery will apply with an independent party present.

The need for an exception to these criteria may arise, due to unforeseen circumstances. The Board of Management will determine these on a case by case basis.

In the event that the School is oversubscribed, the School will, when deciding on applications for admission to Classes other than 2nd Class, apply the following selection criteria in the order listed in section 16 below to those applications that are received within the timeline for receipt of applications.

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 her family attending or having previously attended the school; other than siblings of a student attending or having attended the school as per the selection criteria at sections 6 and 16.
- (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 application for admission to Belgrove Senior Girls' School will be based on the following:

- Our School's Admission Policy
- The School's Annual Admission Notice
- The information provided by the applicant in the School's official Application Form for Admission 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's 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 19 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Belgrove Senior Girls' 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 are 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 Belgrove Senior Girls' 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 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 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 Belgrove Senior Girls' School 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 Belgrove Senior Girls' 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.

Applicants whose applications are received after the closing date outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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 no 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 available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in section 13.

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:

For applicants seeking to transfer into classes other than 2nd Class, Application Forms for Admission will be accepted at any time during the school year.

Application Forms for Admission may be obtained from the School Secretary's Office or downloaded from the School's website. A copy of the School's Admission Policy is also available to download from the School's website and may also be obtained from the School Secretary's Office.

All applications must be submitted to the School Office. All parents submitting an application are acknowledging they have read or had the opportunity to read the Admission Policy and understand the same. Fully completed applications will be date stamped.

Parents will be informed of the decision regarding their application. The completion of an Application Form for Admission does not confer any right to a place in the School.

Applications which contain false or misleading information may be rejected by the Board at its discretion. If the Board exercises this discretion, a girl shall not be entitled to a place in the School, and the Board may cancel an offer already accepted, even if she would qualify on the basis of the criteria for enrolment.

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:

Application forms for admission may be obtained from the School Secretary's Office or downloaded from the School's website. A copy of the School's Admission Policy is available to download from the School's website and may also be obtained from the School Secretary's Office.

All applications must be submitted to the School. All parents submitting an application are acknowledging they have read or had the opportunity to read the Admission Policy and understand the same. Fully completed applications will be date stamped.

Parents will be informed of the decision regarding their application. The completion of an Application Form for Admission does not confer any right to a place in the School.

Applications which contain false or misleading information may be rejected by the Board at its discretion. If the Board exercises this discretion, a girl shall not be entitled to a place in the School, and the Board may cancel an offer already accepted, even if she would qualify on the basis of the criteria for enrolment.

16. Oversubscription for admission to Classes other than 2nd Class

In the event that the School is oversubscribed, the School will, when deciding on applications for admission to classes other than 2nd Class, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications.

1. Priority will be given to a pupil previously enrolled in Belgrove Senior Girls' School
2. Sisters of children already enrolled in the School, and/or Girls permanently residing in the catchment area at the time of application, i.e. the Roman Catholic parishes of St. John the Baptist, St. Gabriel and St. Anthony*
3. Daughters of the current permanent staff of the School*

4. Sisters of children already enrolled in Belgrove Infant Girls' School, Belgrove Junior Boys' School or Belgrove Senior Boys' School*

5. Girls outside of the above 1-4 criteria*

*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 eldest student will be given priority

-If two applicants have the same date of birth, then a lottery will apply with an independent party present.

The need for an exception to these criteria may arise, due to unforeseen circumstances. The Board of Management will determine these on a case by case basis.

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

.

The Board of Belgrove Senior Girls' 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.

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

A written request should be made to the Principal of the School. A meeting will then be arranged with the parent(s) and the student, as the case may be, to discuss how the request may be accommodated by the School.

19. Reviews/appeals

Oversubscription

Where an applicant has been refused admission due to oversubscription, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is 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-seek-a-review-by-the-board-of-management>.

You can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded 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>.

Alternatively, you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Reasons other than oversubscription:

Where the applicant has been refused admission for a reason other than the school being oversubscribed, you may appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended. You may choose to request a review by the board of management of the decision to refuse admission. You are not obliged to, but if you choose to request a review you must request it within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is 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-seek-a-review-by-the-board-of-management>.

If you do request a review by the board of management, you can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest).

A section 29 appeal form can be downloaded 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>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>.

A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Signed:  _____
Dr. PJ Sexton

Date: 28-04-2025

Chairperson Board of Management
Begrove Senior Girls'

