

**Admission Policy of Newbridge College**

**School Address: Newbridge, Co. Kildare W12 C241**

**Roll number: 61680T**

**College Patron: The Provincial of the Irish Province of the Dominican Order**

## **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 is approved by the school patron. 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 Newbridge College 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.

## **Characteristic spirit and general objectives of the school**

**Mission Statement**

Newbridge College is an educational community which, under the trusteeship of the Dominican Order, is dedicated to promoting, in co-operation with parents and guardians, the religious, spiritual, moral, academic, aesthetic, cultural, physical, emotional and social development of all the students committed to its care. Its principal means of achieving this aim is through the collaborative participation of students and staff in the College's curricular and extra-curricular programmes/activities, having regard to each individual's unique set of needs and aspirations.

**Background and Ethos**

The Dominican Friars founded Newbridge College in 1852 as a boarding school for boys. Today, still under the care of the Dominican Friars, Newbridge College is a Christian school in the Roman Catholic tradition, which is conscious of its Irish tradition and heritage in an increasingly united Europe. It is a co-educational day school, with day-boarding facilities, and with a student population in the region of 890 students. Since 1984 a Board of Governors, comprising representatives of the Dominican Friars, parents, past pupils and teachers, has managed the College. The Principal's post has been held by a layperson since 1991. In 2019 the Board of Governors was changed to a Board of Management.

As a Dominican School, it seeks to pass on to its students, not only skills for earning a living, but values for living in a way that shows respect for all that is noble and true. It acknowledges that each of its students is uniquely gifted and it seeks to provide each one of them with curricular and extra-curricular opportunities that are suited to his/her aptitudes and aspirations.

Our students are taught and helped to assess things at their true worth, to cherish only what is good, and to approach society in a generous and critical manner. This is in line with the Dominican tradition, reaching back to the insights of St Dominic, who founded the Order of Preachers in 1216.

Furthermore, our students are challenged to acquire an appreciation of the finer things in life – a particular emphasis is placed on art and music. Overall, our hope is that our students may come to adopt as their own those values taught by Christ who is ‘The Way, the Truth and the Life.’

**Operating Context**

Underlying Principles

Newbridge College, within the context and parameters of Department of Education and Skills regulations and programmes, the rights of the Patron, as set out in the Education Act, and the funding and resources available, supports the principles of inclusiveness, equality of access and participation, parental choice, and respect for diversity.

While maintaining and consolidating its mission and ethos as a Roman Catholic school, Newbridge College also accepts applications from members of other Christian traditions and other faiths and none. In considering such applications the primary focus will be on maintaining the Roman Catholic ethos of the College.

It is a condition of the College considering an enrolment application that the applicant parents/guardians and the son/daughter for whom application is being made, declare their support for the College ethos as set out in the College Mission Statement and Background and Ethos Statement. Our Code of Behaviour may be downloaded [**here**](http://www.newbridge-college.ie/download/1/2016-2017/Revised%20Code%20of%20Conduct%202017.pdf).

Resources

The physical and teaching resources of Newbridge College are provided by a combination of fees, fundraising, DES grants and teacher allocations, funds provided by the Dominican Order and by the generosity of parents, past pupils and other friends of the College.

Of course, the implementation of all the College’s programmes must have appropriate regard to the funding and resources available.

**Admission Policy**

The College welcomes all eligible students who apply, including those with special educational needs. The College is aware, in regard to admissions, of the principles and requirements of a democratic society and will both respect and promote respect for social diversity as regards values, beliefs, traditions, languages and ways of life. The College is also required by law to have regard for the efficient use of resources and will have regard to all these considerations in managing the admission of students. The College is fully aware of its obligations to provide for maximum accessibility of students to the College and to promote the right of parents to send their child to the school of their choice. While bearing all these in mind, the College also has a legal duty to the patron and trustees to uphold the characteristic spirit of the school, which is stated at the beginning of this document.

**Participation Policy**

It is the aim of the College to enable each student to participate as fully as possible in all school programmes, both curricular and extra-curricular. To enable this to happen, the Board has put in place procedures to keep students and parents informed of all school activities and opportunities. These procedures are also aimed at facilitating the involvement of students in the operation of the school, having regard to their age and experience.

**Current Fee**

Newbridge College is a fee-charging Catholic Secondary School. The fee per student for the 2020/2021 academic year is €4,500.

School fees are normally paid through a direct debit system and parents/guardians are asked to sign a direct debit form on accepting the offer of a place in the College.

## **Admission Statement**

Newbridge College will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

Newbridge College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

Newbridge College 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 5](#_Oversubscription_(this_section) below for further details)
2. 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.

Newbridge College 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.

## **Oversubscription**

In the event that the College is oversubscribed, the College 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 current students.
2. Brothers and sisters of former students.
3. Sons and daughters of College staff members who have been employed by the College for more than 12 months.
4. Nephews and nieces of Dominican Friars or Dominican Sisters and Nuns.
5. Sons and daughters of past pupils up to a maximum of 25% of the total number of places set out in the College’s annual admission notice.
6. All other applicants.
7. The implementation of this order of priority in enrolment shall take account of the need to maintain an equal number of male and female students.
8. Applicants whose names were placed on a list maintained by the College prior to 1st of February 2020 for the purposes of allocating places in the school year concerned in order of their priority on that list.

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 place or places will be determined by lottery.

## **What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, the College 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:

1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí;
2. a student’s academic ability, skills or aptitude;
3. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
4. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
5. 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).

## **Decisions on applications**

All decisions on applications for admission to Newbridge College 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 13](#_Late_Applications) below in relation to applications received outside of the admissions period and [section 1](#_Procedures_for_admission)4 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.

## **Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the College, within the timeline outlined in the annual admission 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 1[6](#_Reviews/appeals) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Newbridge College, you must indicate:

1. 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
2. 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.

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.

## **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 Newbridge College where:

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section](#_Acceptance_of_an) 9 above.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

## **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:

1. an application for admission to the school has been received.
2. an offer of admission to the school has been made, or
3. an offer of admission to the school has been accepted.

The list may include any or all of the following:

1. the date on which an application for admission was received by the school.
2. the date on which an offer of admission was made by the school.
3. the date on which an offer of admission was accepted by an applicant.
4. 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).

## **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 Newbridge College 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 Newbridge College 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.

## **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 admission policy, the Education (Admission to Schools) 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 available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

## **Procedures for admission of students to other years and during the school year**

## The College accepts enrolment applications on behalf of students wishing to transfer from other second-level schools and since such applications can only be considered in the event of a vacancy occurring, a waiting list operates in respect of all these applications.

## All such applications for enrolment must be made on the prescribed Enrolment Application Form – copies of which are available from the College Enquiries Office or from the College website.

## These applications for enrolment will be acknowledged by the College, either by mail or email - where an email address is provided on the completed application form.

## Where a student in another second-level school, or his/her parents/guardians, submit an enrolment application to the College, the person making the application will be requested to provide a copy of the student’s two most recent school reports and a completed subject choice form.

## Offers of places in other than first year are contingent on places being available not only in the year that the student is seeking to enter but in the subjects and subject levels that the applicant wishes to study and that the College deems s/he is eligible to study on the basis of his/her prior academic study and achievements. In this regard, the College reserves the right to determine how many students may be allocated to a particular subject group or class.

## The subject choices of students already enrolled in the College determine what places may be available in individual class groups in other than first year.  Therefore, it will not usually be possible to offer places in other than first year until the late spring or early summer immediately prior to the September when the applicant is seeking to commence his/her studies at the College.

The admission of students to other years and during the school year is subject to suitable places being available.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

## **Arrangements regarding students not attending religious instruction**

The following are the school’s arrangements for students, where the parent~~s~~ or in the case of a student who has reached the age of 18 years, the student, who has 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 parent of a student, or a student who has reached the age of 18, who wishes to attend Newbridge College without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## **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.

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.

**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 (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.