



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD



POLICY FOR ADMISSION TO

Brannoxtown Community National School

Brannockstown, Co. Kildare, W91 NY67

SCHOOL YEAR 2025/2026

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of Brannoxtown CNS is responsible for the implementation of this Admission Policy.

Brannoxtown Community National School
Email: brannoxtowncns@kwetb.ie
Web: www.brannoxtowncns.ie

INTRODUCTION TO BRANNOXTOWN CNS

Brannoxtown Community National School is a primary school under Patronage of the Kildare and Wicklow Education and Training Board (KWETB). Community National Schools (CNS) were established in 1998 as a new model of multi-denominational education under patronage of the Education and Training Board of Ireland (ETBI). Brannoxtown CNS was established in September 2018 as a co-educational, vertical primary school. Brannoxtown CNS operates within the regulations laid down by the Department of Education and Skills (DES) and follows the Primary School Curriculum (DES, 1999) which may be amended from time to time, in accordance with the Education Act (1998, Sections 9 and 30). The Board of Management, Principal and staff fully subscribe to the principles of partnership, accountability, inclusion, respect for diversity, parental choice and equality in developing and implementing all school policies.

History

Our school has a rich heritage; it dates back to 1885 when it was established as a Baptist School by John La Touche, Master of Harristown Estate. LaTouche gave permission for the use of stone and materials from Portlester Castle, on the original site, to construct the new school for the Baptist community. Few National Schools established before 1900 still survive today. The school closed in 1904 when it became a private residence. In 1929, the school reopened as Catholic and remained so until its closure in 2017. The school is now in its third phase of development – from a Baptist School, to a Catholic School, to a Community National School (CNS).

Location and buildings

Brannoxtown CNS is located in the beautiful village of Brannockstown, approximately 10km from Naas and 5km from Kilcullen. Our school includes the original 1885 schoolhouse and a 2013 building with four, large classrooms, equipped with a range of educational resources and technologies.

School and classroom organisation

Brannoxtown CNS is a small school with two school buildings. Upon appointment of the fourth mainstream class teacher, in January 2023, classes were re-organised to allocate two classes to each of four mainstream classrooms in the 2013 school building. Each classroom includes children at one of the four Stages outlined in the Primary Curriculum. The national Primary Curriculum presents children's learning across the eight years in four Stages with two school years in each stage:

- Primary Curriculum - Stage 1: Junior Infants & Senior Infants
- Primary Curriculum - Stage 2: 1st & 2nd Class
- Primary Curriculum - Stage 3: 3rd & 4th Class
- Primary Curriculum - Stage 4: 5th & 6th Class

In October, 2022, the Board of Management ratified a policy on Class Size and Class Progression for Brannoxtown CNS. This policy was developed:

- to ensure class size is in line with the school's ethos as a small, Community National School (CNS), the available space and the pupil/teacher ratio, which is currently

23:1.

- to inform decision making for staff and parents concerning a child's progression from one class year to the next. This is relevant at points of transfer to/from the school as well as transfer within the school.

Ultimately, the policy provides a framework for management and families to guide enrolment at Brannoxtown CNS and ultimately, to avoid any classroom becoming 'supersized' for the students and teacher, therein. In line with the pupil to teacher ratio, the optimal size of all classrooms at Stages 2, 3 and 4 is 23, while the optimal size for Stage 1 is 22. This gives Brannoxtown CNS an optimal, total enrolment of 91 students across the four classrooms.

- Ideally, the number of children at Stage 1 (Junior and Senior Infants) should be lower than the other Stages. Ideally, this classroom should not exceed 23.
- Ideally, the number of children at Stages 2, 3 and 4, should not exceed 25.

Ultimately, decisions on class size will take account of the collective needs of children in each classroom to ensure that the quality of care and education remains a priority for each child, in each classroom, at Brannoxtown CNS.

School values

At Brannoxtown CNS, we believe that children's wellbeing is key to their learning. We value learning experiences which are engaging and joyful, through which children achieve planned learning outcomes. Each child at our school is both challenged and supported to become their *best self*, at all times. Children themselves created our school crest and have chosen our four school values: Respect, Effort, Teamwork and Ambition. These four values underpin our school ethos and all we do at Brannoxtown CNS. Our goal is always to support children to grow as competent, confident, caring individuals who develop strong relationships with their peers and teachers and who, ultimately, enjoy coming to school.

School ethos

The ethos of Brannoxtown CNS is to recognise and respect diversity in all aspects of human life. Children attending Brannoxtown CNS learn that diversity reflects the school and broader community and that difference, when respected and valued, strengthens the school community and the wider community in which we live. Brannoxtown CNS welcomes children from all faiths and beliefs. Children come to school with all their identities. Our Faith Calendar for each school year identifies the major religious feasts and festivals which we celebrate. Sacramental Preparation for children raised in the Catholic Faith is provided outside curriculum time.

Community is central to our model of patronage. The community was responsible for reopening the school and the goodwill and generosity of community members have contributed to our school's growth. Parents have been actively involved in developing the school through the school's *Parent Group/Parent Association*, advising on school/community events, contributing to new school policies and supporting learning.

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1. GLOSSARY OF TERMS

'Applicant' means the parent / guardian of a Child who has made an application for admission to Brannoxtown CNS.

'Child' means the person in respect of whom the application is being made.

'Student' means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

'Gender', in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

'Oversubscribed' means that the school has received more applications than there are places.

'Parent' has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'Junior Infants' means the intake group of Students for the most junior class in a school but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

2. ADMISSION STATEMENT

ETB schools are state, co-educational, multi-denominational schools underpinned by the five core values of:



- Excellence in Education
- Care
- Equality
- Community and
- Respect.

As the state provider of education, the ETB sector defines a 'multi-denominational' school in the following ways. In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life, all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs. Accordingly, Brannoxtown CNS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant.
- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Child or Applicant;
- 2.4. Sexual orientation of the Child or Applicant;
- 2.5. Religion of the Child or Applicant;
- 2.6. Disability of the Child or Applicant;
- 2.7. Race of the Child or Applicant;

PART A: GENERAL INFORMATION FOR ALL APPLICANTS

- 2.8. The Child's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Child or Applicant.

Brannoxtown CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

3. LEGAL FRAMEWORK

KWETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Brannoxtown CNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

However, if a parent wishes their child to 'opt out' of GMGY, the parent/guardian must make a written request to the Principal, in the first instance. The request should outline the reasons that s/he is seeking an 'opt out'. The Principal will then arrange to meet with the parent(s) to discuss the request. If after this meeting the parent still wishes to opt out of the subject, the school will facilitate this by planning appropriate learning experiences and opportunities for the Child that reflect his/her interests, planned curriculum outcomes and available resources.

4. GENERAL ADMISSION PROVISIONS

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Brannoxtown CNS had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application, Brannoxtown CNS **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Child's academic ability, skills or aptitude;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);
- 4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Child concerned attending, or having attended, the school, or a Parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.
- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Brannoxtown CNS will consider the offer of a place to every Child seeking admission to the school, **unless the following applies**:

- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child, if the Child becomes a Student in the school;

Where Brannoxtown CNS considers an application, each Child shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

PART A: GENERAL INFORMATION FOR ALL APPLICANTS

If a Child has attended school before, for example in a different educational setting or in another jurisdiction, the school will consider the Child's age, previous education and best interests when allocating the appropriate class level. The Primary School Curriculum is designed as an eight year course, including a two-year infant cycle (Stage 1) followed by six years from first to sixth class (Stages 2 to 4). Following the Department's policy, children transferring to our school should only repeat a year for educational reasons and in exceptional circumstances (DES, CL 32/03, 2.4).

In the case of a child who transfers to Brannoxtown CNS from another school and whose parents are uncertain of the appropriate class level, the Principal teacher, following consultation with the Special Education Teacher (SET), Class Teachers and parent(s) will determine the most appropriate class for the student.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions **for the Junior Infant Group**.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions **for all classes other than Junior Infants**.

5.1 ADMISSION PROVISIONS: JUNIOR INFANT GROUP

Where Brannoxtown CNS is not oversubscribed, all Children will be offered a school place, subject to section 4.8.

5.1.2.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid **only for the school year in respect of which the applications are made**. Where Brannoxtown CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, **a new application must be made** on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

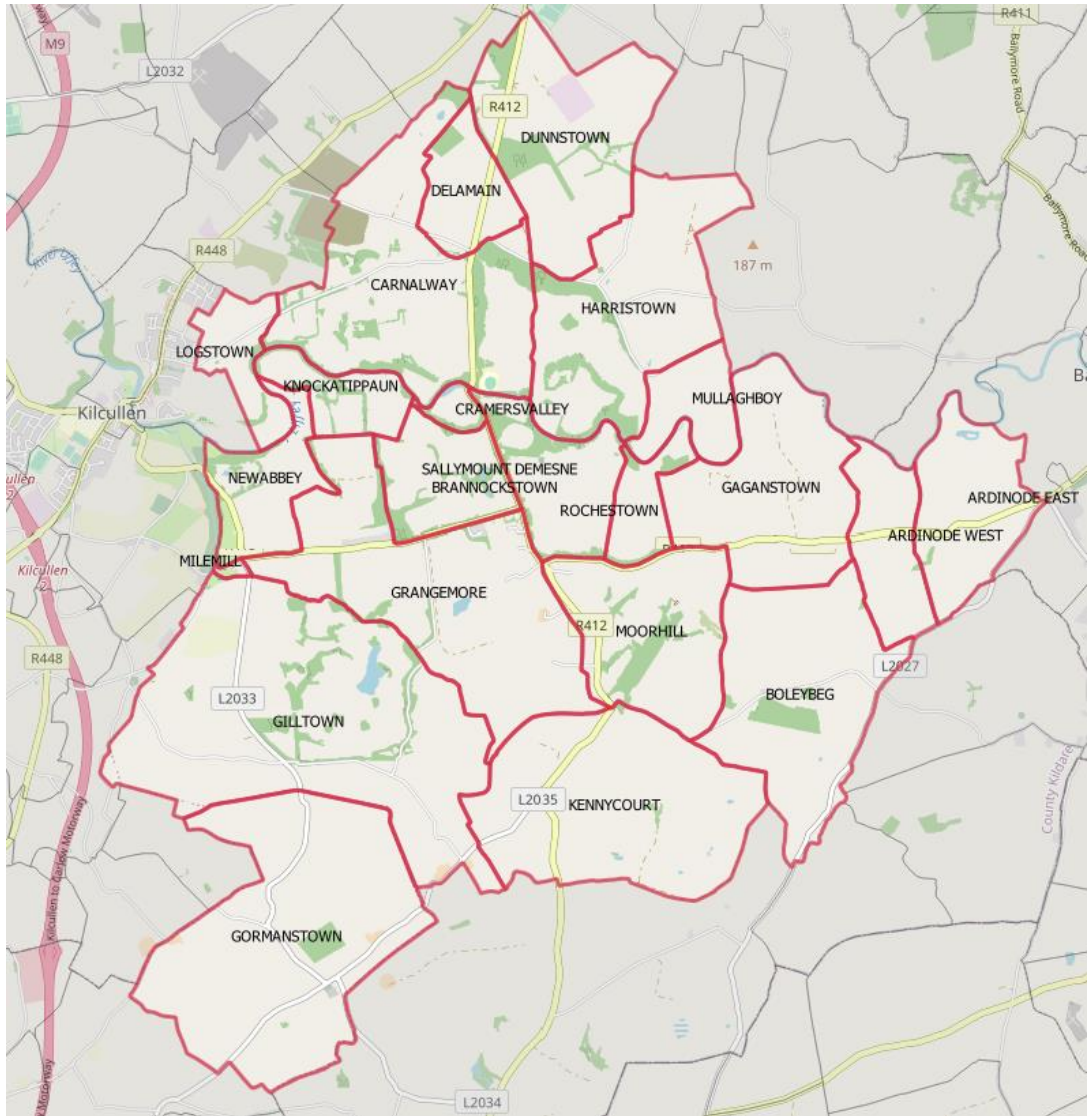
Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

5.1.2 Selection criteria in order of priority

- 5.1.2.1 **Categories for admission** are identified in order of priority in Table 1 (below). Each category includes one criterion or two criteria.
- 5.1.2.2 All categories include an **age requirement**. The child for whom an application is made, **must have reached four years of age by January 31st of the year of application**, to be eligible for consideration for a place at Brannoxtown CNS.
- 5.1.2.3 **Catchment Area refers to the designated residential area** for application to Brannoxtown CNS in respect of the person on whose behalf the application is being made. A list of the 22 townlands in the catchment area is provided below. A map shows the location of the 22 townlands within the catchment area for Brannoxtown CNS.

Ardinode East	Grangemore
Ardinode West	Harristown
Boleybeg	Kennycourt
Brannockstown	Knockatippaun
Carnalway	Logstown
Cramersvalley	Milemill
Delamain	Moorhill
Dunnstown	Mullaghboy
Gaganstown	Newabbey
Gilltown	Rochestown
Gormanstown	Sallymount Demesne

PART B: INFORMATION FOR SPECIFIC CATEGORIES OF APPLICANTS



5.1.2.4 For oversubscription within a category, places will be allocated to the oldest children first based on their date of birth.

PART B: INFORMATION FOR SPECIFIC CATEGORIES OF APPLICANTS

Brannoxtown CNS will apply the following categories for admission to the Junior Infant Group, in order of priority:

Table 1. Selection Categories

Selection Categories	
1.	A Child: <ul style="list-style-type: none"> • who has/had a <u>sibling resident at the same address</u>, attending the school under the previous or current patron and • who is <u>resident in the Catchment Area</u>.
2.	A Child: <ul style="list-style-type: none"> • who has/had a <u>sibling resident at a different address</u>, attending the school under the previous or current patron and • who is <u>resident in the Catchment Area</u>.
3.	A Child: <ul style="list-style-type: none"> • who has a <u>parent who is a staff member of the school</u>.
4.	A Child: <ul style="list-style-type: none"> • who has/had a <u>sibling resident at the same or at a different address</u>, attending the school under the previous or current patron and • who is <u>not resident in the Catchment Area</u>.
5.	A Child: <ul style="list-style-type: none"> • who is <u>resident in the Catchment Area</u>.
6.	A Child: <ul style="list-style-type: none"> • who has/had <u>another family member resident at the same address</u>, attending the school under the previous or current patron.
7.	A Child: <ul style="list-style-type: none"> • who has/had <u>another family member resident at a different address</u>, attending the school under the previous or current patron.
8.	A Child: <ul style="list-style-type: none"> • who is <u>not resident in the Catchment Area</u>.

5.1.3 Selection process

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the criteria in the first category. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second category and those Applicants who meet these criteria will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Brannoxtown CNS will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Brannoxtown CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

PART B: INFORMATION FOR SPECIFIC CATEGORIES OF APPLICANTS

Where Brannoxtown CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Brannoxtown CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Brannoxtown CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

5.1.7 Refusal

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Child was not offered a place in Brannoxtown CNS;
- 5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Child's place on the waiting list, if applicable; and

5.1.7.4. Details of the Applicant's right to appeal the decision.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. The parent fails to accept in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child, if the Child becomes a Student in the school, or
- 5.1.8.4. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 5.1.4 above.

5.2 APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Brannoxtown CNS at: Brannockstown, Naas, Co. Kildare, W91 NY67 and brannoxtowncns@kwetb.ie/. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Brannoxtown CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Brannoxtown CNS. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

6.1 ADMISSION PROVISIONS: OTHER THAN JUNIOR INFANTS

Where Brannoxtown CNS is not oversubscribed, all Children will be offered a school place, subject to section 4.8.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain **valid only for the school year in respect of which the applications are made**. Where Brannoxtown CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, **a new application must be made** on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

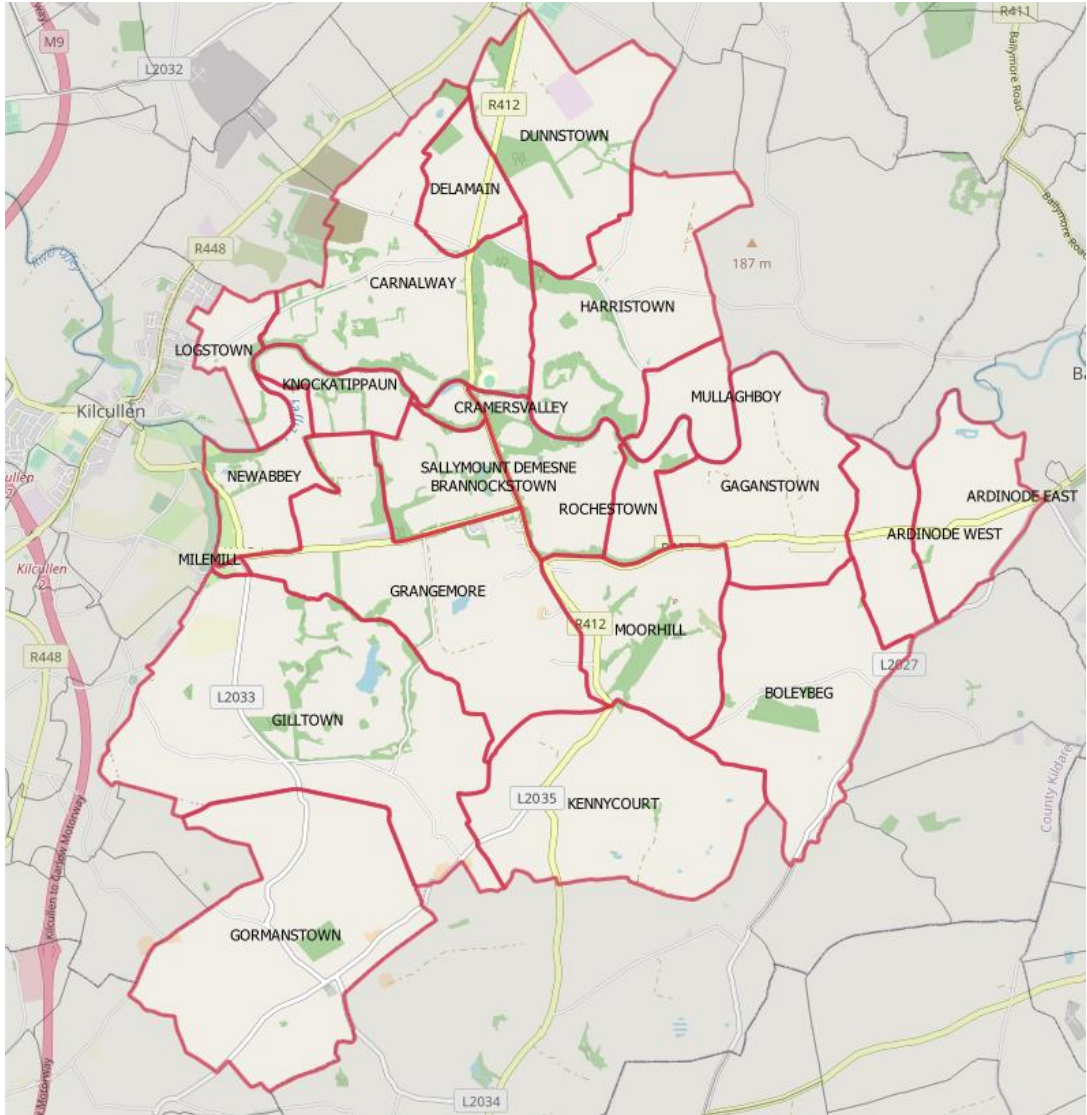
6.1.2 Selection criteria in order of priority

- 6.1.2.1 **Categories for admission** are identified in order of priority in Table 1 (below). Each category includes one criterion or two criteria.
- 6.1.2.2 All categories include an **age requirement**. The child for whom an application is made, **must have reached four years of age by January 31st of the year he/she began Junior Infants**, to be eligible for consideration for a place in the appropriate class, at Brannoxtown CNS.
- 6.1.2.3 **Catchment Area refers to the designated residential area** for application to Brannoxtown CNS in respect of the person on whose behalf the application is being made. A list of the 22 townlands in the catchment area is provided below. A map shows the location of the 22 townlands within the catchment area for Brannoxtown CNS.

Ardinode East	Grangemore
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Boleybeg	Kennycourt
Brannockstown	Knockatippaun
Carnalway	Logstown
Cramersvalley	Milemill
Delamain	Moorhill
Dunnstown	Mullaghboy
Gaganstown	Newabbey

PART B: INFORMATION FOR SPECIFIC CATEGORIES OF APPLICANTS

Gilltown
Gormanstown
Rochestown
Sallymount
Demesne



5.1.2.4 For oversubscription within a category, places will be allocated to the oldest children first based on their date of birth.

PART B: INFORMATION FOR SPECIFIC CATEGORIES OF APPLICANTS

Brannoxtown CNS will apply the following categories for admission to the Junior Infant Group, in order of priority:

Table 1. Selection Categories

Selection Categories	
1.	A Child: <ul style="list-style-type: none"> • who has/had a <u>sibling resident at the same address</u>, attending the school under the previous or current patron and • who is <u>resident in the Catchment Area</u>.
2.	A Child: <ul style="list-style-type: none"> • who has/had a <u>sibling resident at a different address</u>, attending the school under the previous or current patron and • who is <u>resident in the Catchment Area</u>.
3.	A Child: <ul style="list-style-type: none"> • who has a <u>parent who is a staff member of the school</u>.
4.	A Child: <ul style="list-style-type: none"> • who has/had a <u>sibling resident at the same or at a different address</u>, attending the school under the previous or current patron and • who is <u>not resident in the Catchment Area</u>.
5.	A Child: <ul style="list-style-type: none"> • who is <u>resident in the Catchment Area</u>.
6.	A Child: <ul style="list-style-type: none"> • who has/had <u>another family member resident at the same address</u>, attending the school under the previous or current patron.
7.	A Child: <ul style="list-style-type: none"> • who has/had <u>another family member resident at a different address</u>, attending the school under the previous or current patron.
8.	A Child: <ul style="list-style-type: none"> • who is <u>not resident in the Catchment Area</u>.

6.1.2 Selection process

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the criteria in the first category. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second category and those Applicants who meet these criteria will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Brannoxtown CNS will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.1.4 Late applications:

An application received by Brannoxtown CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

PART B: INFORMATION FOR SPECIFIC CATEGORIES OF APPLICANTS

Where Brannoxtown CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Brannoxtown CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

6.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Brannoxtown CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

6.1.6 Acceptance of a place:

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

6.1.7 Refusal:

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1. The reasons that the Child was not offered a place in Brannoxtown CNS;
- 6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 6.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 6.1.7.6. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.7.7. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 6.1.4 above.

6.2 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Brannoxtown CNS at: Brannockstown, Naas, Co. Kildare, W91 NY67 and brannoxtowncns@kwetb.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Admission Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Brannoxtown CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Brannoxtown CNS. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

6.2.4. Ratification:

This Policy for Admission to Brannoxtown Community National School was reviewed and ratified by the Board of Management of Brannoxtown CNS at their meeting on 22nd October, 2024.

Signed: *Susan Fitzgerald*

Date: 22nd of October, 2024

Susan Fitzgerald
Chairperson(acting)

Signed: *Deirdre Murphy*

Date: 22nd of October, 2024

Deirdre Murphy
Principal