

Rationale and operational details for the Newbridge Applications Committee for the Schools under the patronage of the Bishop of Kildare and Leighlin.

Set out in accordance with the provisions of The Education Act 1998; The Equal Status Act 2002 and The Education Welfare Act 2004

Newbridge has a total of 7 Schools under Catholic Patronage. All are Catholic schools with a Catholic ethos and accept children of all faiths and none.

Patrician Primary	2nd to 6th
St. Conleth's Infant School	Infants to 1st
St. Conleth and Mary's School	2nd to 6th
Scoil Bhríde Athgarvan	Infants to 6th
Scoil Mhuire Junior	Infants to 2nd
Scoil Mhuire Senior	3rd to 6th
Scoil na Naomh Uilig	Jnr. Inf to 6th.

Background

Between January and June of 2005 a series of meetings were convened under the patronage of The Bishop of Kildare and Leighlin. The Chairpersons and Principals of each of the Boards of Management attended the meetings.

After detailed consideration a Central Applications Committee for the Parish schools of Newbridge under the patronage of the Bishop of Kildare and Leighlin was established.

Central Applications Procedures Document

Operating Details

Enrolment is the jurisdiction of the schools' Boards of Management. The final decision on the offer of a place rests with the Board of Management. Applications are lodged in the Parish Office, Station Road, Newbridge, Co. Kildare. The Central Applications Committee (CAC) meets every three weeks and considers the list of applications that has been received by the Parish Office since the previous meeting. There will be a closing date for junior infant applications generally in December prior to the year of applications. The committee merely acts as a conduit to distribute the application forms thus saving parents/guardians the need to visit individual schools seeking a school placement.

Procedures at Meetings

- Meetings are held in one of the schools. The venue is rotated at intervals and the applications are recorded..
- Each principal will indicate at the beginning of each meeting, how many places are available and in which classes at that particular time in his/her school.

- If there is an appropriate class place in the applicant's first school choice, the application is given to the principal of that school to be processed by the Board of Management.
- If there is no appropriate class place available in the applicant's first choice school, the same process is followed regarding the second and subsequent choices indicated.
- If there is no appropriate class place available in the choice of schools indicated by the applicant, the principals of each of the schools indicated by the applicant will take copies of the application form to be processed by the Board of Management of each school.
- If the parent ticks the "do not mind" option on the application form, the committee will endeavour to find an appropriate class place in one of the seven parish schools.
- If there is no class place available in any of the seven Parish Schools, for an applicant who has not indicated any preferred choice or who has ticked the "do not mind" box, the parents are informed of this in writing by the Chairperson of the Applications committee.
- Ticking the "not interested in another school" box on the application form results in the Central Applications Committee processing the application only for your indicated choices.

Application forms

- CAC Application forms are available for collection from the Parish office.
- Only forms that are issued by the Parish Office and handed in to the Parish Office at least 48 hours prior to the Central Applications Committee meeting will be considered at that meeting.
- No amendments by applicants may be made to the CAC application form and it must be fully completed.