

# Admissions Policy



## St. Joseph's Secondary School Spanish Point

**62010C**

**Policy Ratified: August 2020**

**Review Date: August 2022**

Signed: *Conor Donoghue*

## **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 of children attending the school.

The policy was approved by the school patron on 19/08/2020. 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 St. Joseph's Secondary School Spanish Point's 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 enrolment 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 St. Joseph's Secondary School, Spanish Point**

St. Joseph's Secondary School, Spanish Point is a Catholic co-educational Voluntary Secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of St. Joseph's Secondary School Spanish Point, 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.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) the full and harmonious development of all aspects of the person, 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

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.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

St. Joseph's Secondary School, Spanish Point draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder Catherine McCauley, of The *Mercy order* who began this school is of very significant importance in the life of the school.

As a CEIST school, St. Joseph's Secondary School Spanish Point values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- ***Promoting Spiritual and Human Development***
- ***Achieving Quality in Teaching and Learning***
- ***Showing Respect for Every Person***
- ***Creating Community***
- ***Being Just and Responsible***

St. Joseph's Secondary School, Spanish Point is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, St. Joseph's Secondary School, Spanish Point, provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological; are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. St. Joseph's Secondary School, Spanish Point, offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In St. Joseph's Secondary School, Spanish Point, the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

### **Mission Statement**

St. Joseph's is a Catholic school, based on Gospel Values and in the Mercy tradition under the trusteeship of CEIST.

It is characterised by the following:

- \*Reverence and Respect,**
- \*Responsibility,**
- \*Justice,**
- \*Care and Compassion,**
- \*Tolerance and Inclusion,**
- \*Hospitality.**

Our mission is to:

- Develop and promote the personal, academic and spiritual potential of each student in a caring and disciplined environment.
- Foster a sense of self-esteem, honesty and respect among all members of the school community.
- Assist students in developing appropriate life skills and social awareness.
- Offer direction and leadership in the educational field in the local community.

### **3. Admission Statement**

St Joseph's Secondary School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

St Joseph's Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

St. Joseph's Secondary School Spanish Point 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.

#### **All denominational schools**

St Joseph's 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 Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

#### **Post-primary denominational schools**

St. Joseph's Secondary School, Spanish Point, 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 Catholic denomination in preference to others.

#### **Schools with special education class(es)**

St. Joseph's Secondary School, Spanish Point, is also school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified (see section 4 below which sets out the criteria).

#### **4. Categories of Special Educational Needs catered for in the school/special class**

St. Joseph's Secondary, School, Spanish Point, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of Autistic Spectrum Disorder (DSM-V/ICD 10) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

#### **St. Joseph's Secondary School ASD Class enrolment criteria( also NCSE criteria)**

The following documentation must be presented to be considered for a place in the ASD Special Class:

- A completed application enrolment form
- A relevant medical professionals report providing a diagnosis of Autistic Spectrum Disorder for the candidate (DSM-IV/V or ICD 10)
- A written psychological/cognitive/multi-disciplinary etc. assessment /report (dated within the six months prior to the Application being submitted) must be provided. The Assessment/report should recommend placement in an ASD special class in a

mainstream post-primary setting. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist

## 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 and/or the student applying, 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 the Code of Behaviour by the student

### All denominational schools

St Joseph's is a (specify denomination of school) and may refuse to admit as a student a person who is not of Catholic faith and where it is proved that the refusal is essential to maintain the ethos of the school.

### Schools with special education class(es)

St. Joseph's Secondary, School, Spanish Point, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of Autistic Spectrum Disorder (DSM-V/ICD 10) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 6. Oversubscription

In the event that the school is oversubscribed, the school 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:

In the event that the number of children that apply for a place is greater than the number of places, such places will be filled on review of Enrolment Applications received in the following order of priority:

- (a) Siblings of current pupils of the school
- (b) Children of staff at the time of enrolment working in the school
- (c) Children attending primary school in our Feeder schools (Appendix A)
- (d) Children attending primary school outside our Feeder schools

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:

- In the event of the number of children in any category which exceeds the number of places available, the filling of such places shall be determined by a random selection process which treats all remaining applicants as equals.

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

In accordance with section 62(7)(e) of the Education Act, 2018, 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; other than in relation to:
  - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;
- (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 other than, in the case of, by virtue of siblings of a student attending or having attended the school.
- (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.

#### **8. Decisions on applications**

All decisions by the Admissions Committee on applications for admission to St. Joseph's Secondary School, Spanish Point, 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 enrolment form 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 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 18 below for further details).

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

In accepting an offer of admission from [school name], 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 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.

## **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 to St. Joseph's Secondary School, Spanish Point 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 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—

- (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 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 ).

## **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 St. Joseph's Secondary School Spanish Point 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 of students' applications for enrolment on the Waiting List of St. Joseph's Secondary School, Spanish Point, will only happen after the school has applied the selection criteria and once applications are received on time and before late applications. Random selection will apply when drawing up the waiting list.

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 randomly 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 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.

## **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:

### **Application Process for Admission of Students through from Second to Sixth Years**

An application to admit a student to any of the years, second to sixth, must be made in writing on the official school application enrolment form, which is available from the school office.

The application will be considered by school management based on the criteria set out below:

- I. The parent and student's initial consultation with their own school
- II. Completion of a school Transfer form (To be completed and signed by the school in which the child is currently enrolled)
- III. The available class structure within the school and schools ability to match the students curriculum requirements from their previous school
- IV. 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.

### **Admission of Students to Transition Year**

The school provides an optional Transition Year course. When considering applications for a place in the course, first preference will be given to existing students of St. Joseph's Secondary School, Spanish Point.

In the consideration of applications from students to follow the Transition Year Programme the following factors will be taken into account:

(a) Their reasons for wishing to follow the programme

(c) Department of Education and Skills provision of physical space in relation to classroom accommodation and health and safety of students

(d) The available places and class structure within the Transition Year Programme

(e) 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.

### **Admission of Students to Repeat Leaving Certificate**

Existing students wishing to repeat their Leaving Certificate in St. Joseph's Secondary School, Spanish Point, must re-apply to the school.

Applications will only be considered from students who have attended St. Joseph's Secondary School, Spanish Point, in the preceding school year. Applications will be assessed based on the student's prior discipline record and an interview process.

### **Application Process for Admission of Students through from Second to Sixth Year after September**

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:

- an application to admit a student to any of the years, second to sixth, must be made in writing on the official school application enrolment form, which is available from the school office.
- the application will be considered by school management based on the criteria set out above (points a-e)

In the consideration of applications from students transferring from another school and applying for admission to second year through to sixth year the following factors will be taken into account:

- I. The parent and student's initial consultation with their own school
- II. Completion of a school Transfer form (To be completed and signed by the school in which the child is currently enrolled)
- III. The school's physical capacity to accommodate enrolled students with particular regard to health and safety
- IV. The available class structure within the school

- V. 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.

## **16. Declaration in relation to the non-charging of fees**

The Board of Management of St. Joseph's Secondary School, Spanish Point, 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.

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

A parent of a student, or a student who has reached the age of 18, who wishes to attend St. Joseph's Secondary School, Spanish Point, without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how that request may be accommodated by the school.

## **18. 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.

### **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.

The appeals to the Department of Education and Skills must be made within 42 calendar days from the date that the decision of the Board of Management was notified to the parents/guardians. The appeals application form can be downloaded from the website [www.education.ie](http://www.education.ie) or obtained from the school office.

## **Child Protection**

Please refer St. Joseph's Child Safeguarding Statement, which is available on request. It is on prominent display at both of the school's entrance foyers and is available on the school's website.

[www.stjosephsspanishpoint.com](http://www.stjosephsspanishpoint.com)

## **Appendix A -Feeder Schools**

St Joseph's Miltown Malbay NS  
Rockmount NS  
Rineen NS  
Annagh NS  
Coore NS  
Quilty NS  
Mullagh NS  
Cree NS  
Clohanbeg NS  
Clohanes NS  
Cloonanaha NS  
Moy NS