



SALESIAN COLLEGE CELBRIDGE ADMISSIONS POLICY

“We care, we develop, we believe – together we achieve”

2018-2019

08-10-2018

- **Mission and Statement of Partnership.**
- **Application Process for 1st Year students.**
- **Transfer applications for registration in Salesian College for 2nd, 3rd, 5th & 6th year.**
- **Transition Year.**
- **Summary.**

In applying for a place in Salesian College, it is accepted that all applicants have read, understood and accept this Admissions Policy.

This policy and dates for applications was reviewed and ratified by the Board of Management on Monday 8th October 2018

Key Dates for 2018-2019

- Open Day for 1st Year Applications for 2018 is Saturday **13th October 2018**
- Deadline for returned 1st Year Application Forms is **3.00 p.m. on Monday 22nd October 2018.**
- Expected date to issue letters of offer, week beginning Monday **12th November 2018.**
- Acceptance letters and completed Registration Forms to be returned by **12pm Friday 24th November 2018.**

These dates may be amended at the discretion of the Board of Management.

Mission and Statement of Partnership

Salesian College was established in 1981. The school is a single sex boy's voluntary secondary school. The school community consists of the students, teachers, staff, parents, management, trustees and partners in the local community of Salesian College, Celbridge.

Salesian College follows the Department of Education and Skills (DES) national curricula and programmes including the Junior Certificate, DES Transition Year Programme (optional and on application only), Leaving Certificate Applied (at the discretion of the Board of Management), Leaving Certificate Vocational Programme (at the discretion of the Board of Management) and Leaving Certificate.

The ethos of the school was passed on by St. John Bosco, the founder of the Salesian congregation. In short, the essence of this Spirit is to create good Christians and honest citizens.

The aim of Salesian Education is to create an environment which is warm and hospitable within which young people can experience a fully human, spiritual and educational formation.

This environment requires all stake holders – parents/guardians, teachers, students, the Minister for Education and Skills and his/her agents, and trustees to respect each other, be responsible and cultivate a caring community.

The school endeavors to have at its core the key elements of the Salesian ethos. The school strives to ensure that these elements guide its work and helps to influence the education of its students.

The school motto is “We care, we develop, we believe – together we achieve”.

Application Process for 1st Year students

- There is an Open Day / Information Meeting normally scheduled for the first term each year.
- The School Open Day will take place on Saturday 13th October 2018 9.00am-1.00pm.
- The school operates a guided tour system on this Open Day to ensure all visitors are given a full visit of the school.
- The date of the Open Day will be published on the school web-site and advertised locally.
- The number of available places in first year will be determined by the Board of Management in advance of the Open Day/Information meeting.
- The Board of Management reserves the right to review the number of available places dependent on the number of applications received following the first year application deadline.
- The Board of Management reserves the right to decide on the maximum number of students it will register in each year group taking into consideration the resources made available to it by the Department of Education and Skills.
- The Board of Management will decide on the maximum number of students it will register and also record the number of places available in the ASD class in advance of the Open Day. This maximum number of students includes the places in the ASD class.
- Early in the first term Salesian College will contact the following schools:

Scoil Mochua, Scoil Na Mainistreach, St. Brigid's Primary School Straffan, Primrose Hill Primary School, North Kildare Educate Together School, Ardclough Primary school and St. Patrick's Celbridge

- to organise a visit to the schools, subject to invitation and agreement from the schools.
 - Members of Salesian College staff will visit the schools to present information to the 6th class students subject to the above.
- Application forms and relevant policy documentation will also be available at the Information Meeting on the school Open Day.
 - Information packs will be available for all applicants.
 - The pack will include among other items the following:
 - Admissions Policy
 - Information Booklet on school
 - Anti-Bullying policy
 - Code of Behaviour
 - Application form
 - Applications forms and information packs will be available for collection from the school office following this Open Day/ Information Meeting.
 - Applications by parents / guardians of sixth class boys who wish to apply for a place at Salesian College for their son for the following academic year must be returned to the school by the deadline date as stated on the application form, **Monday 22nd October 2018.**
 - Application forms will not be accepted on the day of the Open Day. This is to ensure parents / guardians are given the opportunity to read and review the school policies presented in the Information packs.
 - **Incomplete application forms will not be accepted and returned for completion.**
 - **The school is not responsible for any delays incurred as a result on an incomplete form being returned.** Completed applications not received by **3pm IN THE SCHOOL OFFICE** on this date, Monday 22nd will be deemed to be late.
 - All application forms must be signed.
 - As the school checks that all applications are correct and complete before it accepts the form, the school will not accept applications via email / on-line.
 - Applications for places in first year and in all other year groups will only be accepted on the formal application form.

- The school does not operate a waiting list for people who wish to apply in advance of this Open Day/ Information Meeting for a place in 1st year (or for any other year group).
- The school only accepts applications from 6th class students (or equivalent) applying for the following first year.

Applications to the school must fulfill the following criteria

- The applicant must have reached 12 years of age by 1st January of their first academic year in Salesian College.
- All students must have completed the required primary education in accordance with the regulations of the Department of Education and Skills or have followed an approved course elsewhere.

Offering of places procedure

- Once the above criteria have been satisfied applications will be considered for admission subject to the resources of the school as follows and in this order:

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| Criteria A | Boys who attend the primary schools of the parish of Celbridge and Straffan, Scoil Mochua, Scoil Na Mainistreach, St. Brigid's Primary School Straffan, Primrose Hill Primary School, North Kildare Educate Together School, Ardclough Primary School and St. Patrick's Celbridge. |
| Criteria B | Students who are resident in the parish but attend Primary schools elsewhere. |
| Criteria C | Sons of staff in Salesian College. |
| Criteria D | Brothers of present or past students at Salesian College. |
| Criteria E | Applications from students who do not fulfill criteria A-D |
| Criteria F | Late applications - any application received after the deadline. |

There is a section on the application form for applications to our ASD classes.

Process

- All application forms must be fully completed and received, checked and stamped by the office staff by the stated deadline, **3pm Monday 22nd October 2018.**
- **Incomplete application forms will not be accepted and returned for completion.**
- **The school is not responsible for any delays incurred as a result on an incomplete form being returned.**
- Submission of an application form to the school office does not equate to a place in the school being secured or registration with the school.
- Successful applicants will receive a formal letter of offer with a registration form.
- All applications received in the school office by the deadline will be sorted into the above categories.
- Applications will be processed in order from Criteria A to Criteria E.
- In the event of oversubscription for available places in any criteria category, a lottery will be conducted under the supervision on an Independent Assessor i.e. A Peace Commissioner to draw up a waiting list.
- As a place becomes available the school will offer this place to the student on the waiting list.
- The available places will be offered and allocated in the waiting list order starting with Criteria A, B, C, D, E and so on until all available places have been allocated.
- Late applications (F) from any criteria category will be processed at the end of this process.
- This waiting list will end on the first Monday after the new school year in 2019.

Offer of place and registration

- The school will endeavor to send letters of offer with the Salesian College registration form to the applicants starting with Criteria A within two working weeks after the deadline of the receipt of applications.
- The school reserves the right to allow for unforeseen circumstances i.e. staffing, ICT issues, unexpected number of applications which may influence the rescheduling of the date for the issuing of the letters of offer.
- The deadline for the return of completed Salesian College registration forms will be clearly stated on the letter of offer.
- If the registration form and acceptance form are not returned by this deadline this offer of registration in Salesian College will be deemed redundant. This place will be subsequently offered to another applicant.
- The school will also accept the school charge at this time with the Salesian College registration form.
- An explanation of the school charge will be published with the Salesian College registration form.
- A copy of the applicant's birth certificate must accompany all registration forms.
- A copy of the applicant's Irish Exemption form must accompany all registration forms where applicable.
- It is the responsibility of the parent/guardian to provide all the required and relevant information on registering with the school.
- No student will be deemed to have registered in the school until he and his parents/guardians have both signed a letter acknowledging that they have read and fully accepted the School's Code of Behavior and Anti-Bullying policy and sent back the Salesian College registration form fully completed by the deadline.

Late Applications

- A late application is an application which was not formally checked and stamped / dated by the office staff with the school with all sections completed by the stated deadline, **3pm Monday 22nd October 2018**.
- Late applications will be processed as follows:
 - **Late applications, irrespective of whether or not they are from one of the stated criteria A-E will be processed in chronological order of date of receipt of the completed application form.**
 - **Late applications will be placed at the end of the waiting list in chronological order.**

Applications from and Registration of children with special educational needs

Salesian College, the Board of Management, Staff, parents/guardians and students of Salesian college, Celbridge working in partnership are committed to the creation of an inclusive, supportive learning environment for all pupils where differences between individuals are accommodated and celebrated. Salesian College provides support for students with Special Education Needs in the school in an open and unrestrictive environment and setting. Students with Special Education Needs are subject to all school codes and policies and it accepted that acceptance of a place in Salesian College that parents /guardians acknowledge and accept these policies.

- Every reasonable effort will be made to accommodate students with special education needs.
- Salesian College reserves the right to request information in relation to Special Education Needs from parents /guardians on application to the school.
- Parents are invited to attend the Open day and on the application form indicate that they are seeking a place in the Special Class for students with autism.
- The school has 2 special classes for students on the Autistic Spectrum, Class Rua, whose cognitive functioning has been established to be in the moderate to average range.
- All students in the Special class must have a recommendation from a psychologist for a placement in a post primary class for students with autism.
- Each class has a maximum of **six students** for all years.
- This is the total number of students in the class.
- **The school will not exceed this number.**

The Board will refer to the following criteria when considering applications from students with Special Education Needs to the school.

The order of criteria listed herein is not to be taken as an order of importance or a requirement that all criteria is fulfilled by an application:

- Salesian College requests that **all** psychological and other relevant professional reports **must** be presented by the parent/guardian to the school i.e. Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker and a Physiotherapist.
- In relation to our ASD classes only those students with a diagnosis of Autism and a recommendation for a post primary special class will be considered.
- The school will consider students who have attended an ASD unit in primary school. However the school reserves the right to consider applications from students who may not have had the opportunity to access a specialized setting in primary school given the lack of provision of such settings at primary level.
- Students who are already attached to an organisation which provide approved full multi-disciplinary supports and who have a formal recommendation from an approved Educational Psychologist or psychological services for a placement in a special class in a post-primary setting. Salesian College notes that such recommendations and interpretations of supports may vary considerably in educational psychological reports. Salesian College reserves the right to retain unto itself as to how to interpret such recommendations, suggestions, opinions expressed in reports when considering an application.
- The student's speech and language must be at a level where he can meaningfully engage with the curriculum. The student must be verbal.
- The student cannot have challenging behaviours to the level that this would impact on the teaching and learning of other students.
- The student cannot be a flight risk as Salesian College special classes and all resource classes take place in an open building that does not have a secure classroom(s).
- The Board will consider the suitability of the student to attend the school taking "the least restricted environment" factor into consideration. Salesian College ASD classes are not high dependency unit/ classes/ settings.
- Students who are registered in our ASD class will follow a five year programme and students will be registered with the relevant year group.
- Students in the ASD class (Class Rua), subject to fulfilling the qualifying criteria may apply for the optional Transition Year Programme.
- Students in the ASD class are subject to all school codes and policies.
- Registration to this class shall be done in consultation with the School Management, Parents, Resource Department Personnel and, where appropriate, with other professionals.
- Because of the particular requirements in the running of the ASD class, in the event that the school is oversubscribed for places in the ASD class, the school will meet with all parents/guardians and students to assess applicants suitability for the class.
- All students who have applied for our ASD class are visited in their primary school by the Coordinator of the Resource Department or a member of the Resource Department. The merits or otherwise of this placement are discussed with the Principal and any other relevant teacher or member of staff. The student is observed in his classroom and a report of these meetings is formulated.
- A formal admissions meeting takes place in the school and the applications are ranked in order of merit. The Principal or in case of absence the Deputy Principal, the Coordinator of the Resource department and the class teachers of the two special classes are to attend this meeting. Salesian College may also consult with external support agencies/ personnel such as our SENO. However it is the school who retains the overall final decision in relation to registration in the school. It is essential to note that the members of staff within the Resource Department who are part of this application and assessment process are qualified and experienced teachers and educators in Special Education Needs. Salesian College reserves the ultimate right to any decision in relation to how we interpret and assess any application to the school given that we are the people responsible for the overall management and organization of the school. This right is not superseded by other external agencies or professionals.

- In the event that, having reviewed applications for our special classes and that the school cannot determine who will be offered a place, the school will operate a lottery system which will be overseen by an Independent Adjudicator i.e. a Peace Commissioner or Solicitor.
- In relation to all applications from students with Special Education Needs contact may be made with the National Council for Special Educational Needs regarding special need resources to which the student may be entitled.
- The Principal may request a meeting with the parents/guardians of the student to discuss applications and the student's needs
- The parents/guardians of the student may request a meeting with the Principal to discuss the student's educational or other needs.
- The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met
- **All** available medical / psychological educational reports **must** accompany the registration form.
- In consultation with parents/guardians Salesian College may request the Department of Education and Skills to provide necessary resources e.g. special needs assistant, specialized equipment or furniture, transport etc.
- **N.B. It may take some time for the Department of Education and Skills to process such applications. Parents/guardians are strongly advised to inform the College as early as possible and discuss the particular situation well in advance of making an application to the school.**
- As soon as is practicable, (it is aimed that within 21 school days) after a parent/guardian has provided all relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing in writing thereof (Education Welfare Act, Section 9(3)).

Salesian College acknowledges the aims and objectives of Circular 14/2017.

In accordance with Circular 14/2017, the management and administration of the DES resources is at the discretion of the Board of Management. Circular 14/2017 does not supersede the Board's overall responsibility to manage the school.

The Board of Management reserves the right to retain unto itself the right to make the ultimate and final decision in relation to the suitability of any application to the school taking the overall approach, model and administration of resources into account.

Transition process from primary school for registered students

- The school will contact the primary schools to facilitate the appropriate allocation of resources and help with class organization on registration with the school.
- In relation to any application further to a formal offer and registration with the school, should reports from a primary School and/or the agents of the State i.e. An Garda Síochána, indicate that a student may be a danger to other pupils and teachers, the Board of Management reserves the right to withdraw the offer of a place and registration. .

Transfer applications for registration in Salesian College for 2nd, 3rd, 5th & 6th Year

- An application to transfer is defined as one from a student who has previously registered in another second level school or from a student who makes an application after the commencement of the academic year. It is not the policy of the Board of Management to accept transfer applications from students already registered in local post-primary schools, other than in exceptional circumstances.
- While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy transfers into the college are discouraged in the overall interests of the continuity of the student's education.
- Applications outside the normal school term time will be considered only in exceptional cases and will be considered on an individual basis by the Board of Management.
- Salesian College is closed for summer holidays (normally by the end of Leaving Certificate Examinations in June until the issuing of the Leaving Certificate results, normally the second week in August). Mid-term breaks, Christmas and Easter holidays. Applications made to the school when the school is closed for holidays will only be processed on the re-opening of the school and the availability of the Principal/Secretary to the Board of Management.
- All applications must be made in writing to the Board of Management and are subject to the school's Admission policy and available places. .
- Applications must be made on the official application form which is available from the school office.
- Applications from students wishing to transfer into the college should be accompanied by a letter setting out clearly the reasons(s) for the application and the following documentation should be supplied:
 - Completed application form and the required documentation as outlined below.
 - All available academic reports from the pupil's current/previous school.
 - A completed Transfer Report Form from the current/previous school, this is available from Salesian College.
 - The school also reserves the right to request a confidential reference from the authorities in current/previous school(s).
- Once all the required documentation is received by the school, the application will be deemed to have been made and this date will be recorded as the application. The application will be considered at the next scheduled Board of Management meeting.
- The Board of Management reserves the right to refuse registration to a student who has an established prior record of substance abuse, alcohol abuse, bullying or other serious discipline issues.
- Applications to transfer into the college will be considered having regard to the overall wellbeing of existing pupils and staff and the availability of physical space and resources. Following consideration by the Board of Management of individual applications to transfer into the college, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the college to refuse to register such applicants.
- Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education for Personal with Special Needs Act 2004 (when commenced).
- The Board of Management reserves the right to consider other information which the Board believes could have a detrimental effect on the education and progress of other students.
- The school reserves the right to refuse registration to any student in exceptional cases. Such an exceptional case could include the following:
 - The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education in the opinion of the school. This applies to all applications as well as transfer applications.
 - In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

- The Board of Management reserves the right to refuse an application in certain circumstances where a student, who in normal circumstances would satisfy the admissions Policy of the school, but chose to attend another school and, subsequently seeks to be admitted to the school, the Board will have to be satisfied with respect to the student's good behavior and bona fides of his intentions.
- In general, it is the policy of the Board of Management not to accept transfers during the school year. However in the case of a student whose family have moved into the catchment area, and who are not registered in another post primary school, applications will be considered. Students wishing to register in an examination year will not be accommodated in the current examination class unless the student already has subjects compatible with the curriculum in Salesian College and can be accommodated within the class size.

Transition Year

- The Transition Year Programme is a one year optional programme, offered in Salesian College, open to application from all students who have completed the Junior Certificate Examination in Salesian College.
- The number of students that can be accommodated in Transition year is set by the Board of Management.
- The Board of Management retains the right to limit the intake of students in Transition Year dependent on resources, facilities and staffing.

The Aims of the Transition Year Programme are:

- To provide students with opportunities to mature within a framework of general education, to grow in self-confidence and acquire social competence through structured learning experiences.
- To provide opportunities to help young people prepare for adult life, especially through contact with workplaces and career interests.
- To promote self-directed learning habits and study skills in order to provide a bridge between Junior Cert and Leaving Cert courses, helping students to take responsibility for their own learning and decision making.
- To provide students with the opportunity to enhance their skills, focusing on their aptitudes and strengths.

Application Procedure

- Information on Transition Year programme is made available to all 3rd Year Junior Cert students.
- A formal presentation will be delivered to parents/guardians of 3rd year students.
- There is a Transition Year Information meeting held each year.
- Application forms are submitted by all students interested in obtaining a place in Transition Year.
- On receipt of applications, interviews are held of all prospective candidates.

Selection criteria

The following selection criteria applies in determining admission to Transition Year:

- Students will demonstrate in the Junior Cycle a willingness to co-operate and accept instruction.
- They will possess a known record of good behavior as well as the potential for self-discipline.
- Students should exhibit a genuine level of motivation and enthusiasm for the programme.
- Application form and interview.
- Student's suitability to the TY programme.
- Student's academic and behavioral record.
- Reports/recommendations from subject teachers, form teachers, year head.
- Places will be offered in writing to successful applicants. Unsuccessful applicants will be informed in writing at the same time and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal.

- Should places be available, applications from external candidates will be considered only after the process for internal candidates has been completed. The school retains the right to deem whether or not an external candidate is suitable for this programme.

Summary

- Admission and registration in the school is conditional on acceptance by parents/guardians and students of **all** school policies, especially and including the school Code of Behavior, Anti-Bullying Policy, Special Education Needs Policy.
- Registration is limited by the school's capacity and by the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by Department of Education and Skills regulations and standards.
- Section 29 (1) of the Education Act (1998) provides for the right of appeal within a specified time, by the parents/guardians of any student whose registration is refused. All applicants will be sent the required DES Circular letter M48/01.
- This policy was formulated in full and open consultation with the partners in education, the students, staff, parents, trustees, Board of Management.
- A copy of this Admissions Policy has been sent to TUSLA.

Date: This policy was formally ratified by the Board of Management, Salesian College Celbridge, 8th October 2018.

Salesian College has a published Data Protection Policy which was ratified by the Board of Management 16th April 2018. Copies of all school policies are available on request from the school office.