



## **ADMISSIONS POLICY**

**Salesian College, Celbridge, Co. Kildare.**

**School Roll No: 61661P**

**Patrons: Salesians of Don Bosco**

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

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

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## Key Dates for the Academic Year 2021-2022

- Open Day for 1<sup>st</sup> Year Applications for 2022 - **Saturday 2nd October 2021.**
- Deadline for completion of on-line / hard copy Application Form - **12.00 p.m. on Friday 22nd October 2021.**
- Letters of offer and Registration Form - Week beginning **Monday 15<sup>th</sup> November 2021.**
- Completed Registration Forms to be returned by **12.00 p.m. Friday 3rd December 2021.**

### 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 22<sup>nd</sup> June 2020 with amendments on 21<sup>st</sup> September 2020 due to the Covid-19 measures and protocols now in place.

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 Salesian College admission process are set out in the school's annual admission notice and, in this policy, which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission will be made available on the day of the Open Day and not before then.

Subsequently the application form, along with this policy, the Code of Behaviour, the Anti-Bullying Policy and School Information brochure, will be available on request from the school office.

### 2. Characteristic Spirit and general objectives of the School

Salesian College is an all-boys only voluntary secondary school with a Catholic ethos under the trusteeship of the Salesians of Don Bosco.

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

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

- the formation of the pupils in the Catholic faith, and which school provides religious education 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Salesian College 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.

## **Mission and Statement of Partnership**

Salesian College was established in 1981. The school is a single sex boy's only 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, with a limited number of available places), 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 ethos of the school has its origins in the work and educative system of the founder of the Salesians. In the Salesian educative approach, known as the Preventive System, the educator has a special place and a particular responsibility for the educative relationship that is established with the young person and for the learning environment itself. This relationship draws on the Salesian principles of Reasonableness, Religion and Loving-kindness.

By seeking to be reasonable in our dealings as educators with the young it is believed that the young will be encouraged to be reasonable in their dealings with each other and authority. Our teaching sets out to encourage student openness to differing experiences and the development of appropriate skills in critical thinking and values. In a Salesian heart there is always a place for joy and hope. The Christian story is to be told and celebrated, as is daily life. Gospel values, and their practice, pervade the whole school, its teaching-learning processes and its community of relationships. For inspiration on loving-kindness, we look to the image of Jesus the Good Shepherd, the one who knows his flock and leads them to fresh pastures, the one who goes in search of the lost sheep and the one who even in the moments of great darkness and pain can forgive and hope because of his own trust in a loving God. Such is the model of our relationships with our pupils.

This relational approach 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 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.

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.

### **SCHOOL MISSION STATEMENT**

*"We care, develop and believe - together we achieve"*

The staff of Salesian College is committed to creating a caring environment, to fostering respect for self, for others, for all creation and for truth, to help each member of the school community to develop fully, and to providing students with the skills that they need to meet life's challenges with confidence.

### **3. Admission Statement**

Salesian College 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.

Salesian College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school. Salesian College provides education exclusively for boys only and may refuse to admit as a student a person who is not of the gender provided for by this school.

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

Salesian College is a Roman Catholic School and may refuse to admit as a student a person who is not of Catholic/Christian where it is proved that the refusal is essential to maintain the ethos of the school.

### **4. Categories of Special Education Needs catered for in Salesian College**

Salesian College has two special classes for students on the Autistic Spectrum, whose cognitive functioning has been established to be in the moderate to average range. These classes, with the approval of the Minister for Education and Skills, provide an education exclusively for students within this category of special

educational needs and may refuse to admit to the class a student who does not have this specified special education need.

## **5. Admission of Students**

Salesian College 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, 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.
- c) the applicant must have reached 12 years of age by 1st January of their first academic year in Salesian College.
- d) 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.

### **Application Process for 1<sup>st</sup> Year students**

- Salesian College will launch an on-line Open Day school tour video on **Saturday 2nd October 2021 9.00am.**
- All applications are made on-line on our website **[www.salesianscelbridge.com](http://www.salesianscelbridge.com)**
- Request for hard copies of the application form must be made to the school office.
- An appointment must be made to collect this application form and other relevant school documents.
- Salesian College does not operate private or individual school tours for logistical and administrative reasons.
- 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 number of available places in first year will be determined by the Board of Management in advance of the Open Day.
- The Board of Management will decide on the maximum number of students it will register and record the number of places available in the Autistic Spectrum Disorder (ASD) class in advance of the Open Day.
- This maximum number of students for first year includes the places in the ASD class.
- This will be published in our Annual Admissions Notice.
  
- 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 6<sup>th</sup> class students subject to the above.

- The following documents will be available on our website as part of our enrollment process for 2021-2022:
  - Admissions Policy
  - Information on the on-line Application form on our website [www.salesianscelbridge.com](http://www.salesianscelbridge.com)
  - Information Booklet on school
  - Code of Behaviour
- Hard copies of these documents are also available for collection from the school office after Saturday 2<sup>nd</sup> October 2021.
- Request for hard copies of the application form must be made to the school office.
- An appointment must be made to collect this application form and other relevant school documents.
- It is a parent's / guardian's/ applicant's responsibility to request copies of any other school policies.
- A list of all available policies is on our school website and also on request from the school office.
- The **on-line application form** will be available **from 9.00am, Saturday 2nd October 2021**
- Applications by parents / guardians of 6<sup>th</sup> class boys who wish to apply for a place at Salesian College for their son for the following academic year must be made on-line by the deadline date **12.00pm Friday 22nd October 2021**.
- On-line or hard copy applications not completed on-line by **12.00pm Friday 22nd October 2021** will be deemed to be late.
- By making an on-line or hard copy application, it is accepted that applicants have read, understood and accept the school's Admissions Policy.
- Applications for all other year group applications will only be accepted on the formal school application form which is available on request in writing to the school.
- The school does not operate a waiting list for people who wish to apply in advance of this Open Day for a place in 1<sup>st</sup> year (or for any other year group).
- The school only accepts applications from 6<sup>th</sup> 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.

## **6. Offering of places procedure & Oversubscription**

- In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply this 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 and in this policy:

### **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 separate application form for applications to our Autistic Spectrum Disorder (ASD) classes. Information on the application criteria for our ASD class is detailed below. The same criteria as listed Criteria A- F applies to our ASD class.

## **Process**

- This process applies to all applications including applications for our ASD class and students with special education needs.
- The on-line or hard copy application form must be fully completed by **12.00pm, Friday 22<sup>nd</sup> October 2021 and with the school office by this time.**
- On-line or hard copy applications not completed on-line or with the school by **12.00pm, Friday 22<sup>nd</sup> October 2021** will be deemed to be late
- Completion of this application form on-line or hard copy does not equate to a place in the school being secured or registration with the school.
- All applications received in the school office by the deadline 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, a local Solicitor, Public Notary to draw up a waiting list. In attendance at this lottery will be the Principal or Deputy Principal(s), a member of the Board of Management and a representative from the Parents Association.
- When applicants are notified of their application being placed on a waiting list, they will be advised of their place 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.

- Successful applicants will receive a formal letter of offer with a registration form.
- Late applications (F) from any criteria category will be processed at the end of this process.

## **Designated Special Class for students on the Autistic Spectrum (ASD)**

- Salesian College has two special classes for students on the Autistic Spectrum, whose cognitive functioning has been established to be in the moderate to average range.
- Parents/Guardians are asked to indicate that they are applying for a place in the Special Class for students with Autistic Spectrum Disorder (ASD) on the application form along with the Criteria A – E (as detailed above) which applies.
- When making an application to the ASD class, it is understood and accepted that the parent/applicant understands that they are applying for a special designated class **only. This is not an application for a mainstream place.**
- An application to our ASD class is an application for this specific educational setting only.
- Whilst registered in the ASD class it is the school's educational approach to integrate students into mainstream classes where appropriate.
- Students in the ASD class will participate in all school activities.
- Salesian College ASD classes are not high dependency unit/ classes/ settings and students will not be in a restricted environment.
- Students who are registered in the ASD class will follow a five-year programme.
- Students will be registered with the relevant year group, 1<sup>st</sup> – 6<sup>th</sup> year.
- Students registered in the ASD class subject to fulfilling the application criteria may apply for the optional Transition Year Programme.
- This Transition Year Programme is within the mainstream school and not part of the ASD class programme.



- Each class has a maximum of **six students** for all years. This is the total number of students in the class.
- Two ASD classes = twelve students.
- **The school will not exceed this number.**
- Any form of communication i.e., phone call, conversation with members of the Resource Department, discussion with Special Education Needs Officer (SENO), meeting with any members of staff, visit to the school, or recommendation from any external agency or person does not equate to “a reasonable expectation” that a place in our ASD class will be offered to an applicant. Such scenarios do not equate to an application to the school.

### **Required Criteria for Consideration for Application for our ASD Class**

- The school has referred to the *NCSE “Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools 2016. Page 3”* when considering applications for the ASD class.
- **Only those students with a diagnosis of Autism, whose cognitive functioning has been established to be in the moderate to average range**

**AND**

**who has a formal recommendation from an educational psychologist i.e National Educational Psychological services (NEPS) or relevant recognised psychological services for a post-primary special class.**

**will be considered.**

- **Applicants to the ASD class must have a definitive diagnosis of autism whose cognitive functioning has been established in the moderate to average range at the time of their application.**
- **Applicants to the ASD class must have a definitive formal recommendation for a post-primary special class setting at the time of their application.**

- **Salesian College will not accept formal educational psychological assessments and reports which recommend multiple educational settings for a student with a diagnosis of ASD.**
- **The school will only consider applications for the ASD class that includes a clear and definitive statement advising / recommending / supporting a special class setting at post-primary level.**
- **The Board of Management reserves the right to refuse the consideration of an application for the ASD class without this formal report.**
- **Salesian College requests that such reports with a definitive and formal recommendation for a specialized post-primary ASD class must have been conducted within the last two years.**
- **The applicant will be contacted by the school following their application and will be requested to send in the required reports/assessments to support/verify the application.**
  - This request is in keeping with the school's obligation to adhere to the NCSE guidelines on Special classes (*Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools 2016*).
- By applying for a place in the ASD class parents & guardians authorise Salesian College to contact the stated present primary school in advance of any consideration of the application to confirm and assess the information in the submitted educational/psychological reports from the parents/guardians presented to the school following their application. This is in keeping with the NCSE "*Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools 2016. Page 4*".
- The school must verify for the NCSE for its Department of Education allocation and resources that students who may be considered for application in this class are eligible for registration in the class hence the request for this information on application.
- Salesian College cannot consider applications to the ASD class who do not have a formal and definitive recommendation for a post primary special class.
- This recommendation must have been made within the last two years.
- Failure to fulfill the requirements or present evidence of a formal recommendation for a post-primary special class and a formal diagnosis of autism will result in the refusal of an application.
- Refusal of an application means refusal to consider an application.

- Refusal to consider an application will result in a refusal to enrol.
- Because of the particular requirements in the running of the ASD class, and as a result of the lack of available places in the Celbridge, Ardclough & Straffan area, in the event of oversubscription for available places from any criteria category (A-E as listed above) for our ASD class, a lottery will be conducted under the supervision on an Independent Assessor i.e. A Peace Commissioner or a local Solicitor or a Public Notary to draw up a waiting list for our ASD class. In attendance at this lottery will be the Principal or Deputy Principal(s), a member of the Board of Management and a representative from the Parents Association.
- As a place in our ASD class becomes available the school will offer this place to the student on the waiting list.
- **This waiting list is for the ASD class only.**
- 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.

## **Contact with DES & NCSE**

- In relation to registration of 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 Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met.
- 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.
- It is noted that it may take some time for the Department of Education and Skills to process such applications. This may impact on the commencement of attendance of a student to the school.

## Circular 14/2017

- 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.
- Salesian College will not exceed the sanctioned number of places in the two ASD classes.
- It is the school's position that the application of Circular 14/2017 does not equate to using the DES SEN (General allocation model) annual allocation for the provision of the supports and resources equivalent to that of a specialized setting such as a designated ASD class or other DES recognized special classes.

## 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. A late application is an application which was not formally received to the school by **12.00pm, Friday 22nd October 2021**.
- 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.
  - 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.

## 7. What will not be considered or taken into Account

In accordance with section 62(7)(e) of the Education Act, 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 to the school,
  - c) a student's academic ability, skills, or aptitude, other than in relation to our ASD classes,
  - 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) 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 following the on-line Open Day on Saturday 3<sup>rd</sup> October 2020 and the deadline for receipt of applications, 12.00pm Friday 23<sup>rd</sup> October 2020, as specified in the annual admission notice of the school for the school year 2020-2021.

## 8. Decisions on applications

All decisions on applications for admission to Salesian College will be based on the following:

- The school's Admission policy
- The school's Annual admission notice
- The information provided by the applicant in the school's official application form received following the Open Day on Saturday 2nd October 2021 and the deadline for receipt of applications, 12.00pm Friday 22nd October 2021, as specified in the annual admission notice of the school for the school year 2021-2022.

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. Offer of Place and Registration

- The school will send letters of offer with the Salesian College registration form to the applicants starting with Criteria A within three working weeks after the deadline of the receipt of applications.
- The deadline for the return of completed Salesian College registration forms will be clearly stated on the letter of offer.
- If the registration form is not returned by the stated deadline 12.00pm 3rd December 2021 this offer of registration in Salesian College will be deemed redundant. This place will be subsequently offered to another applicant.
- 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.

## School Charge

- Salesian College has a **mandatory school charge of €130** for resources that are extra school costs to the school. This school charge is payable every year.
- A clear explanation of the school charge is published with the Salesian College registration form.
- Acceptance of a place in the school is acceptance of this school charge.
- All school payments are now processed through our on-line payment facility "Easy Payments Plus"

## 10. Acceptance of an offer of a place by an applicant on the Formal School 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.
- All available medical/psychological educational reports must accompany the registration form.
- No student will be deemed to have registered in the school until he and his parents/guardians have both signed the section in the registration form 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.
- It is accepted that once this registration process is finished the school has parents/guardian's consent and permission to contact the relevant primary school and request information from the school in relation to the student and to visit and meet with the appropriate personnel in the primary school. The purpose of this is to facilitate the appropriate allocation of resources and help with class organisation when the student attends Salesian College.

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

- 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
- 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 Salesian College where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.
- the school is oversubscribed.
- 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.

## **12. Sharing of Data with other Schools**

Applicants to Salesian College 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 Salesian College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Salesian College is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **13. 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.

#### **14. Procedures for Admission of Students to other years and during the School Year - Applications for Registration in Salesian College for 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 6<sup>th</sup> 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 student'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.
- 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.
- Salesian College has a Transition Year Programme Information document which is presented to all prospective candidates.

### ***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.

#### **Aims of the Transition Year Programme**

- To provide opportunities for personal and social development.
- To help discover latent skills and talents in students.
- To improve students self-esteem and self-motivation.
- To assist students to take responsibility for their learning and decision making.
- To provide opportunities for students to improve their academic progress.
- To provide students with an experience of the world of work and the work environment.
- To enable students to make an informed choice of subjects for the Leaving Certificate.

## **Application Procedure**

- Information on the Transition Year programme is made available to all 3<sup>rd</sup> Year Junior Cert students registered in Salesian College.
- A formal presentation will be delivered to parents/guardians of 3<sup>rd</sup> year students in advance of the Information meeting for all parents.
- There is a Transition Year Information meeting held early in term 2 each year for parents.
- 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 and 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.

## **Repeating a Year**

- A request to repeat a year, Salesian College will adhere to the Department of Education and Skills guidelines as detailed in Circular M02/95.
- All such requests must be made in writing to the Secretary of the Board of Management.

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

Salesian College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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.

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

Salesian College offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and

Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the vision our school proposed by the Catholic and Salesian Ethos of a welcoming school community where students from all backgrounds can attend and fulfil their potential. As a subject, religious education provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'religious education' and 'religious instruction':

- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- Religious instruction is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

## Summary

- 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 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, and 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.

## 17. 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 of Management of Salesian College 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 of Management of Salesian College 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 of Salesian College 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 of Salesian College 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 Board of Management of Salesian College 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.
- This policy was formulated in full and open consultation with the partners in education, the students, staff, parents, trustees, Board of Management.

## 18.Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the Board of Management.

**Date: This policy was formally ratified by the Board of Management, Salesian College Celbridge, 13-09-2021.**

***Salesian College has a published Data Protection Policy which was ratified by the Board of Management 20-05-2020. Copies of all school policies are available on request from the school office.***