SALESIAN COLLEGE CELBRIDGE

ADMISSIONS POLICY 24-09-2026

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 applications for the Academic Year 2027-2028

- Open Day for 1st Year Applications for **2027-2028**- **Saturday 26th September 2026.**
- Applications will be accepted through the Department of Education Common Application System portal for the three post-primary schools in Celbridge.
- An application for a place in Salesian College must be made through this on-line portal only.
- Information on how to access this portal will be posted on the school website.
- The Department of Education has stipulated the following dates for this application process.
    - Department of Education On-line portal open for applications - Thursday 01-10-2026.
    - Deadline for completion of Department of Education on-line application Thursday 22-10-2026.
- Salesian College will not contact parents / applicants if there are errors on the application form or if not all the requested information is completed.
- Such an application will be deemed incomplete and will not be processed and will result in a refusal to enrol.
- As the application portal is under the control of the Department of Education and <u>not</u> Salesian College, the Board of Management reserves the right to deviate from these dates if there are technical issues beyond the control of Salesian College with this on-line application process.
- The Board of Management takes no responsibility for errors or omissions from this Department of Education on-line application system.
- Only applications made through this system will be processed and considered by the school.
- Queries or complaints about this process must be addressed to the Department of Education – information will be provided on the helpline / help desk for queries with the documentation the Department will include on the on-line portal.
- Completion of an application form on-line or hard copy does not equate to a place in the school being secured or registration with the school.

Offer of a Place & Registration

- Parents will be notified on 12-11-2026 of the status of their application through this Common Application System.
- Salesian College will issue on 12-11-2026 an email to applicants in receipt of an offer with a link to the Salesian College MS Registration Form.

- It is a requirement of a place being secured / full enrolment in Salesian College that this registration form is completed and returned including required documentation deadline by 12.00 p.m. noon Friday 20-11-2026.

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 24-09-2026

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 Department of Education Common Application System portal will go live from 01-10-2026 - No applications can be made directly to the school.

The Admissions policy, Code of Behaviour, the Bí Cineálta Anti-Bullying Policy and School Information brochure, will be available on the school website and 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. Salesian College does not discriminate where it refuses to admit a girl applying for admission to this 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 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 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 educational 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 ones 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 help 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 grounds 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.

Salesian College 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.

Salesian College will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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 1st Year students 2027-2028

- Salesian College will hold an Open Day on Saturday 26th September 2026.
- 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's 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 6th Class Students subject to the above.
- The following documents will be available on our website as part of our application process for 2027-2028:

    - Admissions Policy
    - Information on the Department of Education Common Application System on-line application portal on our website www.salesianscelbridge.com
    - Code of Behaviour

    - Bí Cineálta - Anti-Bullying policy
- Hard copies of these documents are also available for collection from the school office after Saturday 26th September 2026.
- An appointment must be made to collect these 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 on request from the school office.
- The Department of Education Application portal will go live on Thursday 01-10-2026.
- Applications by parents/ guardians of 6th class boys who wish to apply for a place at Salesian College for their son for the following academic year must be made online by the deadline through the Common Application System portal by Thursday 22-10-2026.
- By making an application for a place in the school it is accepted that applicants have read, understood, and accepted the school's Admissions Policy.
- The Department of Education Common Application System only applies to first year applications.
- The school does not operate a waiting list for people who wish to apply in advance of this Open Day 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 for all other year's group can be made directly to the school.
- Applications will only be accepted on the formal school application form which is available on request in writing to the school.

Applications to the school must fulfill the following Criteria

- The applicants 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 Youth 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, Scoil Bhríde Celbridge 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.

On the Department of Education Common Application System portal there will be a separate application section 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

- Application opening date Thursday 01-10-2026.
- Deadline for completion of on-line application Thursday 22-10-2026.
- Notification of application status will be made on the Common Application System Portal on 12-11-2026
- Salesian College will email the Registration Form directly to parents/guardians on 12-11-2026.
- Parents/Guardians are advised that the completion of this registration form is a formal requirement to secure the place in Salesian College.
- Completed Registration Forms deadline – forms must be returned by 12.00 p.m. noon Friday 20-11-2026
- In the event of oversubscription for available places in any criteria category, a lottery will be conducted under the supervision of an Independent Assessor i.e. A Peace Commissioner, a Local Solicitor, Public Notary. 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.
- The Board of Management will determine the number of places available in advance of the Open Day and this number of available places will be posted on the Annual Admissions notice.
- The lottery will be conducted as follows:
    - The applications will be sorted in the criteria A-E
    - The names of applications in Criteria A will be placed into a draw.
    - The Independent Assessor will draw out individual names until the number of available places are filled.
- The remaining names will then be drawn out and the order in which they are drawn will equate to their waiting list number:
  Sample

Criteria A

150 Criteria A applications
100 places in available
150 individual names will be placed in the draw.
The first 100 names drawn will be assigned to the 100 available places.

- Waiting list – 50 Criteria A applications remaining:

  50 individual names will be drawn one after each other.
  A record will be kept of their number
  1st name drawn -= No. 1 on the waiting list
  2nd name drawn = No. 2 on the waiting list and so on.

- **Criteria B** - E Applications

- A follow-on draw for applications in Criteria B-E will be held to continue the waiting list.

Applications from Twins & Triplets or Other Multiple Births

- An application form for each person must be completed.
  - Twins = 2 application forms to be completed
  - Triplets = 3 application forms to be completed

- Parents/Guardians of twins/triplets/multiple births will be asked to indicate this on the application form i.e. tick the box if the applicant is a twin / triplet etc.

- In relation to the school having to hold a lottery due to oversubscription the following will apply to twin/triplet/multiple births applications:

  - In the event of one name been drawn for the admissions list, the other sibling will also be assigned a place as well.
  - In the case of this application being the last available place, the second sibling / third sibling name will be placed on the waiting list number 1 and two and so on.

- This applies only to applications for enrolment in the mainstream.

- **It does not apply to applications for our ASD class.**

- This will only apply if the multiple birth applicants qualify for the same criteria.

- ***Sample:***

  Twins = Criteria A
  For the purpose of the admissions lottery if one name is drawn out both applicants will be assigned a place.

Twin/Triplet applications but qualifying for different criteria

- In the event of applications from twins / triplets who qualify from different criteria:
  Sample:

  Twins
  - Criteria A = 1 sibling
  - Criteria B = 1 sibling

- In this scenario, both applications will be treated as **separate applications** and will be assigned their admission or waiting list number in their separate criteria categories.

- If Criteria A sibling's name is drawn in the lottery for admission, the Criteria B sibling will not be assigned a place automatically.

- The available places will be filled first of all from Criteria A applicants.

Applications to the ASD Class from Twins/Triplets

- There is a separate application process for our ASD classes.

- As there is different eligibility criteria for the ASD class, applications from twins / triplets will be treated as individual applications.

- The automatic assignment of a place in the event of a lottery being held does not apply to the ASD class, Sample:

  In the event of oversubscription for the allocated number of available places in the ASD class a lottery will be held.
  - Twins = Criteria A
  - Sibling 1 = Mainstream application
  - Sibling 2 = ASD class application
  - Complete and separate processes / complete and separate applications.

- 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 with a diagnosis of Autism: DSM-IV/V or ICD 10/11.

- Salesian College does not have a special class for students with Mild General Learning Difficulties or Moderate General Learning Difficulty.

- **Applications for the ASD class must also be made through the Department of Education Common Application System on-line portal.**

- Parents/Guardians must click the specific ASD class application section on the Department of Education portal for their application for a place in the ASD class to be valid.

- In the event of oversubscription the school will apply the same criteria A-E as outlined above in the processing of applications.

- 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 will be registered with the relevant year group, 1st – 6th year.

- 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 Additional Education Needs 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

- In accordance with Circular 39/2025 all applicants to the ASD class must include the following documents with their application – and at the time of application:

- Evidence of diagnosis of Autism and 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.

- NCSE Letter of Eligibility for Special Class – must be included and must be for academic year 2027-2028.

- Educational Assessment reports must also be included.

- An Application made without the NCSE eligibility letter will be considered ineligible and will not be processed.

- Such applications will be deemed ineligible and will be refused.

- Applicants to the ASD class must include these documents at the time of their application on the Department of Education Common Application System portal.

- Salesian College is a mainstream post-primary voluntary secondary school with two designated ASD classes.

- Salesian College is not a special school.

- Integration of students registered in the ASD class into the mainstream is the educational and social priority of Salesian College.

- Although students formally registered in the ASD class will have their own specific base classroom, it is the school's policy, when appropriate to the students' learning, for students to attend mainstream classes both with and without SNA support.

- 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.

- Refusal of an application means refusal to consider an application.

- Refusal to consider an application will result in a refusal to enroll.

- 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 the 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.

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 made through the Department of Education online portal by 22-10-2026**.**

- 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 meetings 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 Open Day on Saturday 26th September 2026 and the deadline for receipt of applications, 22-10-2026, as specified in the annual admission notice of the school for the school year 2027-2028.

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 on the Department of Education Common Application System on-line application portal by the deadline of 22-10-2026**.**

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

- Parents will be notified on 12-11-2026 of the status of their application through this Common Application System.

- Salesian College will issue on 12-11-2026 an email to applicants in receipt of an offer with the Salesian College Registration Form.

- It is a requirement of a place being secured / full enrolment in Salesian College that this registration form is completed and returned including required documentation deadline - 12.00 p.m. noon Friday 20-11-2026.

As previously stated, as the application process is under the control of the Department of Education and not Salesian College, the Board of Management reserves the right to deviate from these dates if there are technical issues beyond the control of Salesian College with this on-line process.

- If the registration form is not completed in full and with the requested documents returned by the stated deadline 12.00pm noon Friday 20-11-2026 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 on the Common Application System along with information on how to appeal this decision.

- If a student is refused enrolment due to oversubscription the waiting list number will be notified on the Common Application System portal.

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.
- All school payments are now processed through our on-line payment facility "Payzone"

10. Acceptance of an offer of a place by an applicant on the Formal School Registration Form

- A copy of the applicant's Irish Exemption form must accompany all registration forms where applicable before the deadline of 12.00pm noon Friday 20-11-2026.

- 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 before the deadline of 12.00pm noon Friday 20-11-2026.

- No student will be deemed to have registered in the school until he and his parents/guardians have confirmed on the registration form acknowledging they have read and fully accepted the School's Code of Behavior and Bí Cineálta - Anti-Bullying policy, and all school policies.

- 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:

(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 Salesian College 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 above.

(v) the school is oversubscribed.

(vi) 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
(ii) an offer of admission to the school has been accepted.

The list may include any or all 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 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 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 has 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 3rd Year Junior Cert students registered in Salesian College.
- A formal presentation will be delivered to parents/guardians of 3rd 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.
  - Students' 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 person 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, Bi Cineálta - 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, 24-09-2026

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.