



## St. Gerald's DLS College Policy on Admissions

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## **1.0: Type of School**

St. Gerald's DLS College is an **all-boys** Catholic voluntary secondary school under the patronage of the Le Chéile Schools Trust.

## **2.0: Characteristic Spirit**

The characteristic spirit of our school is based on the vision and values of the Le Chéile Charter. It is underpinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. The school sees the interaction of people from different backgrounds—spiritual, ethnic, language, special needs—as a gift that will enrich the community of the school and promote the growth and learning of all. Therefore, the school values each student and their family. It welcomes and is sensitive to each one, seeking to respond to their individual needs.

## **3.0: Introduction by the Board of Management**

This policy was devised in consultation with all the teaching staff in our school. It was submitted to the Board of Management, and Parents Association and the Student Council. It is being reviewed as part of the School Development Planning Process.

In devising this policy, we have given great consideration to the democratic and child-centred principles of this school. The establishment of a sound learning environment at school and classroom level is critical to effective learning and teaching.

This policy document sets out procedures to be applied for school enrolment and admissions.

## **4.0: School Specific Ethos**

**“St. Gerald's DLS College, is a Lasallian Centre and the mission of the school is to give a human and Christian Education to the young, with special concern for the disadvantaged”.**



St Gerald's DLS College is specifically a Catholic School deriving its educational philosophy from Saint John Baptist de la Salle. As a Lasallian school, we have a special mission to nurture and support our most vulnerable students. In keeping with this philosophy, we welcome boys of all abilities.

St. John Baptist de la Salle believed that, in the person of the Lasallian teacher and within the Lasallian community of the school, a remedy was to be found for many of the ills of society. The need for such a remedy is just as evident today. Too many young people find themselves tossed about in a society which presents moral ambiguity and confusion. Too many are consumed by their wants rather than needs. For some, great peer pressure, low self-esteem and poverty of love and affection are a daily reality. The demands of everyday life may force many parents to spend less time and energy on the Christian formation of their children. This is the context within which Lasallian schools were conceived and in which a De La Salle College continues to exist today and to find meaning.

We are reminded of our College ethos in a tangible sense in the many images of our founder and the patron saint of all teachers, St. Jean Baptiste de la Salle.

With one hand the teacher is pointing his finger to give instruction and guidance to the pupil while the other hand is around the shoulder of the pupil demonstrating love, care and support. The pupil is listening to the teacher and is open to learning demonstrated with an open book. Lasallian teachers see themselves in the place of Christ and in the place of a loving parent concerned with the physical, spiritual and educational welfare of all of our students.

The staff at St. Gerald's DLS College understands that they are working with young people who are still developing and growing. Our students still have a lot to learn and a lot to experience. We believe in these young people, and so we work collectively to create a place of opportunity where we encourage all of our young people to grow to excellence in everything they do.



### **5.0: The Curriculum:**

The school provides a comprehensive curriculum that has breadth, depth and academic rigour. It facilitates and supports the students' search for truth and meaning. It encourages them to strive for excellence in all areas of human growth. It provides a range of learning opportunities including curricular, co-curricular and extra-curricular activities that helps them to explore their talents and to achieve their potential. It prepares them for active participation in society and for living fully in all areas of life including the world of work. It encourages them to take increasing responsibility for their own learning and decision-making.

### **6.0: Pastoral Care**

The school seeks to support and challenge its students so that they can make the most of their time in school. Through its pastoral care system, it aims to help them become integrated self-reliant people who respect all that is good in themselves, in each person, and in life. It provides programmes of language support, help with study, and personal counselling where necessary. It develops links with family, seeking to work in partnership with parents and guardians.

### **7.0: Religious Education and Faith Formation**

The school has a special commitment to the development of the spiritual dimension of the lives of its members. To this end, faith formation and the Religious Education programme play a key role.

- Students follow the State programme in Religious Education which is suitable for students of all faiths and those of no faith.
- The National Council for Curriculum and Assessment (NCCA) approved Religious Education syllabus is a core subject on the school curriculum and an integral part of the ethos of the school. It is an expectation of the school that all pupils will participate in the NCCA Religious Education programme. However, this expectation does not affect the legal rights of parents as set out in the Constitution. If a parent has a conscientious objection to the Junior Certificate Religious Education Syllabus, you are invited to arrange an appointment with the Principal before you complete the enrolment process. This appointment will provide an opportunity for the both the



Principal and the parents, to be clear as to the expectations of the school from the outset.

- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged.
- It is hoped that the gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviours of all members of the school community, and will find expression in their respect and care for one another.
- The school is open to and welcomes all who share this vision and wish to benefit from it.

For further information on the Le Chéile Schools Trust and the Le Chéile Charter, see [www.lecheiletrust.ie](http://www.lecheiletrust.ie)

## **8.0: Operating Context**

St. Gerald's DLS College Castlebar operates within the context of:

- The legislation and regulations of the Department of Education and Skills.
- The rights of trustees as set out in the Education Act, 1998.
- The religious and educational philosophy of the Le Chéile Trust.
- The funding and resources available to the school at any given time.

St Gerald's DLS College Castlebar is a school that:

- Is inclusive in intake.
- Supports the principle of equality of access to and participation in education.
- Recognises and supports the rights of parents to choose with regard to enrolment in secondary school.
- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.



## 8.1: School Resources

The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the Department of Education and Skills, student services fund, and occasional fundraising. Implementation of the school plan and school policy must have due regard to the resources and funding available.

## 8.2: Curricular Context

St. Gerald's DLS College operates within the regulations of the Department of Education and Skills and follows the curricular programmes so prescribed, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act, 1998.

## 9.0: Enrolment Procedures and Admission Criteria

This section sets out the policy of the school with regard to enrolment procedures and admission criteria for entry into First Year 2018/19.

### 9.1: Application for First Year

Our admissions procedure complies with all current legislation such as the:

- Education Act 1998.
- Education Welfare Act 2000.
- Equal Status Act 2000.
- Education (Admission to School) Act 2018.

### 9.2: Admissions Procedure for Students who meet the criteria for enrolment.

Application for enrolment may be made using one of the following methods:

- Attendance at St. Gerald's DLS College on an annual specified enrolment date for students in 6th class in primary school.
- Attendance at St. Gerald's DLS College at any time preferably prior to the annual specified enrolment date by appointment.



The following procedure must be followed:

- Personal attendance of a parent/guardian/student at the school.
- Provision of Personal Public Service Number (PPS No.) and birth certificate.
- Accurate and full completion of the application form including signature of parent/guardian and student.
- A copy of the School Code of Behaviour, and Internet Safety Acceptable Use Policy will be available to all parents and students. (This policy is also available on our website <http://www.stgeraldscollege.com> and/or from the school office).
- Any late application, regardless of school attended, area of residence or sibling attending/attended the school will be considered after all applicants fulfilling the above criteria have been allocated places in the school and/or on the waiting list.
- Parents/Guardians may be required to complete a further information form regarding their child's educational progress at a later date and/or co-operate with the school's attempts to identify the educational or other relevant needs of the child. The school may wish to meet with the applicant and his/her parent(s)/guardian(s) to discuss the needs of the applicant or the parent(s)/guardian(s) may request a meeting. In either case the school will make all reasonable effort to accommodate such a meeting prior to making a decision on an application.

Any of the following may result in a child being refused admission to the school and/or the offer of a place being nullified:

- Failure to fully and accurately complete the application form.
- Failure to disclose any information or documentation deemed relevant for and by the school.
- Failure to supply any relevant documentation requested by the school which must include:
  - Enrolment Form.
  - Acceptance Form.
  - Data Protection Statement.
  - Student Enquiry Form for students applying to enrol from other schools.
- Failure to make a reasonable arrangement to meet with the school to discuss the



application.

The school may organise an "Open Night" so that parents may inform themselves about the school. The Open Night is open to all eligible students for enrolment and their parents/guardians who will then have to choose a school for their child. The parent(s)/guardian(s) are required to accompany the student to this evening. The school may organise an "Open Day" in which 6th class students of the local schools visit St. Gerald's DLS College as part of the transfer programme from primary to second level school.

### 9.3: Class Size

In deciding the number of students to be enrolled in any class or educational programme in any school year, the Board of Management has adopted a policy on the maximum number of students to be accommodated in any class group. In addition, the school must be conscious of the available classroom space, the level of equipment available for student use in that subject area, sound educational concerns, opportunity for student achievement, experience of best practice, special needs facilities, good order, grade and level of subject area, health, safety and welfare of students and staff, and a desire for an ongoing calm industrial relations climate in the school.

Places shall be allotted on the basis of available resources sanctioned by the Department of Education & Skills and is subject to a maximum total student cohort ceiling of 620 pupils. Any boys in excess of 620 will be placed on a waiting list.

### 9.4: Enrolment Criteria/Admission Criteria

Boys will be enrolled in St. Gerald's DLS College on application, subject to the terms of this admissions policy. Places will be allocated to first-year students according to the criteria as laid out below in the order of priority:

- Students who meet the admissions criteria and have fully completed the admissions procedure.
- At any stage when the enrolment reaches its maximum, as resources permit, a waiting list will ensue.
- Any late application regardless of school attended, area of residence or sibling



attending/attended the school, will be considered after all applicants fulfilling the above criteria have been allocated places in the school and/or on the waiting list.

- Secondary school students must be aged 12 on 1st January of the calendar year following the child's entry into 1st Year. A Birth Certificate must be produced on enrolment of any student.

#### **9.4.1: Criteria for Selection**

In the event of the number of boys wishing to enrol in the school outweighing the number of available places, the Board of Management will apply the following criteria:

1. Brothers of present and past students.
2. Sons of members of staff and past pupils provided they have made an application according to procedures.
3. Boys from traditional feeder schools in order of application. The feeder schools for St. Gerald's DLS College are as follows:
  - Ballintubber National School
  - Ballyvary Central National School
  - Belcarra National School
  - Carnacon National School
  - Crimlin National School
  - Curnanool (Islandeady) National School
  - Fiondalbha (Manualla) National School
  - Glenisland National School
  - Mountpleasant N.S. (Ballyglass) National School
  - Parke National School
  - Scoil Räfteiri
  - S N COLM NAOFA (Cogaula)
  - St. Brid's (Errew) National School
  - St. Josephs (Derrywash) National School
  - St. Josephs (Leitir) National School
  - St. Johns (Breaffy) National School
  - St. Marys (Ballyheane) National School
  - St. Patrick's Boys National School



- St. Peters (Snugboro) National School
  - St. Paul's (Islandeady) National School
  - St. Peters & Paul (Straide) National School
4. Remaining places will be allocated as per date on our database.

### **9.5: Students with Special Needs**

St. Gerald's DLS College strives to create an inclusive environment for students with special needs, unless such an environment would be inconsistent with the best needs of the student or those of the wider student body. The school's ability to provide for such students is restricted to the resources made available to do so from the Department of Education & Skills.

Applicants with special needs must meet the entry criteria set out for all students in this policy. The regular admissions procedure must be adhered to. The existence of special needs requirements does not give any individual applicant any prioritised entry entitlement.

The school's Special Needs Policy will set out how the school will:

- Take steps at an early stage to identify those children who enrolled at the school with special needs within the terms of the school admissions policy, and to become familiar with their particular educational needs.
- Request a copy of the child's medical/psychological report and/or individual educational plan.
- Request a new assessment if required, in order to assist the school in establishing educational and training needs of the child relevant to his/her ability or special needs and to profile the support services required.
- Request in a timely manner, from the Department of Education & Skills any additional resources deemed necessary e.g. Special Needs Assistant, specialised equipment or furniture, transport etc.
- Meet the parent(s)/guardian(s) to discuss and disclose the child's needs, the special staffing or equipment or resources received by the school from the Department & Skills to assist that child achieve their potential and the school's actual capacity to meet the child's needs.



- Through the Department of Education & Skills, do all it possibly can to identify, plan and provide for the needs of a student with special needs or a disabled child who is accepted as a student at the school under the terms of the admissions policy.

### **9.6: Assessment Test**

Assessment of all incoming 1st Year students takes place at a date which is notified to parent(s)/guardian(s) of children accepted for admission to St. Gerald's DLS College, but generally takes place in the first month of attendance.

The assessment test will be used to help the school to identify whether a student may have special educational needs and the result may be used as a basis for seeking additional teaching or other resources from the Department of Education & Skills, in line with the school's Special Educational Needs Policy. Parents/Guardians should note that the assignment of a student to a particular class group is a matter for the school Principal alone subject to the direction of the school's Board of Management.

The school commits itself to working with the Special Educational Needs Organiser (SENO) in ensuring students with special needs are given every assistance subject to available resources to achieve their educational potential.

### **9.7: Admissions procedure: Other Year Group (Including applications to transfer from another school)**

All such applications will be considered on an individual basis, subject to the availability of a place at the time of application.

The following procedure must be followed:

1. Provision of Personal Public Service Number (PPS No.) and birth certificate. Submission of copies of their last two school reports that set out the actual results of in-house examinations. Where an applicant has attended more than one second level school they may be required, at the discretion of the Board, to submit reports from each school.
2. Submission of a copy of the results of any State Examination which they have presented for.



3. Provision of a written reference from the Principal / Deputy Principal of all previous second level schools attended.
4. Consent be given to permit the Principal of St. Gerald's DLS College to formally contact any/all previous schools.
5. If an applicant has a medical/psychological report and/or individual educational plan a copy of these must be provided.
6. If an applicant has been excluded from a previous school, the school must be informed and all relevant information regarding this, must be forwarded to the school.

When all of the above documentation is in place:

1. Personal attendance of a parent/guardian and student at the office by appointment.
2. Accurate and full completion of the application form including signature of parent/guardian and student.
3. A copy of the School Code of Behaviour, Attendance Policy and Internet Safety Acceptable Use Policy signed by the parent/guardian and the student. (Please read, available on <http://www.stgeraldcollege.com> and/or from the school office).
4. The Principal may seek an appointment with parent(s)/guardian(s) and the student to discuss the enrolment application and/or conduct a formal interview.
5. All procedures must be followed and all documentation must be provided before an application for enrolment will move on to the decision making process.

Any of the following may result in a child being refused admission to the school and/or the offer of a place being nullified:

- Failure to fully and accurately complete the application form.
- Failure to disclose any information or documentation deemed relevant for and by the school.
- Failure to supply any relevant documentation requested by the school.
- Failure to make a reasonable arrangement to meet with the school to discuss the application.



## 9.8: Enrolment Criteria

Applicants must meet any criteria laid down by the Department of Education & Skills from time to time e.g. applicants must not have already spent six years at second level or apply for a course which would necessarily result in their spending longer than six years at second level.

The behaviour/disciplinary record of a student in their previous school(s) shall be an important factor. The school reserves the right to refuse to admit a student whose behaviour in their previous school has been deemed unsatisfactory, where the student may cause a threat to the health and safety of student(s) and/or staff, where there has not been a satisfactory level of co-operation between the previous school and the student's parent(s)/guardian(s). The attendance record of a student in their previous school shall also be an important factor.

The availability of suitable places in any given year group shall be of paramount importance and shall be one of the determining factors of admission.

Applicants who have been excluded from another post-primary school for disciplinary reasons, will not have their application for admission to St. Gerald's DLS College considered by the Board of Management, until after their parents have fully exhausted, the Section 29 appeals mechanism against their previous post-primary school.

## 9.9: Admissions to specific programmes or subjects (or level)

All such applications will be considered on an individual basis, subject to the availability of a place in a specific class or subject area at the date of application. From time to time it may arise that the demand for a particular subject or at a specific level for any subject or a particular programme may exceed the number of places normally available on that programme. The school will make every effort, within the constraints of the teaching resources, accommodation and equipment, to accommodate all such students. Where all students cannot be accommodated the following shall apply:

- Priority shall be given to students from the school.
- Priority shall be given to students who return application forms before or by the final



date specified by the school.

- Meet the school's specific entry criteria.
- Furnish full and honest reasons for seeking such admission.

### ***9.9.1: Entry to specific subject levels***

Entry to specific subject levels may be determined by the student's previous performance at that school relative to the other applicants; their results in state examinations where also available will be considered. This may only be required in the event of over-subscription in specific subjects.

### ***9.9.2: Entry to specific subjects***

Entry to specific subjects will be determined by reference to the preferences indicated by students on their application form and the subjects awarded will be decided by random selection using the VSware options programme.

In exceptional circumstances, the school may refer to the student's previous performance at that subject relative to the other applicants; their results in state examinations where available will also be considered. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teacher(s) about their suitability for the subject or alternative subjects and the school may also take into account the availability of other suitable subjects available to the competing applicants.

### ***9.9.3: Entry to specific programmes***

Entry to specific programmes will be determined following a review of the application forms and an interview process designed to ascertain the relative suitability of the applicants for the specific programme. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teachers about their suitability for the programme. The school may also take into account the availability of other suitable courses within the school to competing applicants.



#### 9.9.4: Entry to Leaving Cert Applied (L.C.A.)

1. Information evenings coinciding with the TY parent evening and the 5<sup>th</sup> year information evening, will give those interested an opportunity to learn about LCA and its qualities for those not interested in pursuing a mainstream Leaving Cert. Following the information presentation,
2. L.C.A. Application Forms are made available to students/parents/guardians from the L.C.A. Co-Ordinator.
3. Completed Application Forms (See Appendix in the LCA policy) must be returned to the L.C.A. Co-Ordinator by the Closing Date specified. (Late applications may not be considered.) Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the programme.
4. External Applicants may fill in the Enrolment Form for St. Gerald's DLS College and following an expression of interest in the L.C.A. Programme, may request and complete an L.C.A. Application Form and are then subject to the same admission procedures as internal applicants.
5. The L.C.A. Co-Ordinator will consult members of the Teaching Staff with respect to the L.C.A. Application List.
6. An L.C.A. Selection Committee will be established annually comprising L.C.A. Co-Ordinator, Programme Coordinator, SENCO, Guidance Counsellor, Deputy Principal, Principal.
7. Applicants will be interviewed by at least two members of the Selection Committee.
8. The following criteria will help ascertain suitability for the Programme:
  - a) Level of interest displayed by the student on the application form.
  - b) Level of interest indicated by the candidate at interview.
  - c) Willingness to participate fully in all elements of the L.C.A. Programme.
  - d) Student's satisfactory attendance record in school.
  - e) Student's record of adherence to the Code of Behaviour of St. Gerald's DLS College. or in the case of an external candidate, the student's previous school.
  - f) An assessment of the student's competence and value to be derived from participation in key elements of the L.C.A. programme.
  - g) Assessment of the contribution the applicant can make to the L.C.A. Programme.
  - h) The applicant's age and/or pastoral care needs as communicated by the Year



Head, , Guidance Counsellor and/or other professionals in the school.

The Interview will be conducted and marked according to the following Marking Scheme:

Criteria	Marks
Application Form	10
Interview	20
Behaviour Record*	40
Personal Achievements to Date	10
Overall Suitability	20
Total	100

9. An Applicant must achieve an overall Score of 40 or greater in order to be offered a Provisional Place on the Programme.
10. Following final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme and their Parents/Guardians will be informed by letter. This provisional place on the programme will be subject to their acceptance of the requirement to sign the L.C.A. Contract.(see Appendix)
11. Students who return a signed L.C.A. Contract are considered accepted to the L.C.A. Programme of St. Gerald's DLS College.
12. A review of students' suitability will be conducted in September. Should it be deemed that students are not suitable for the programme or the programme is not suitable for the students, they will be advised to transfer to 5th/TY.
13. **NOTE:** Parents/Guardians may appeal the decision of the Selection Committee to the Principal in the first instance followed by the Board of Management thereafter.

### 9.10: Admission to repeat a year

All such applications are subject to Department of Education & Skills guidelines. The Department normally restricts to a maximum of six years at second level and does not allow students to repeat a year unless there are exceptional circumstances.

- Applications to repeat a year will be considered in the light of DES Circulars and Guidelines.



- Furnish to the school a full and honest reason for seeking a repeat year placement.
- Applications will be considered in the light of actual places available on the relevant programme and subjects (including appropriate level), class size limitations and overall enrolment restrictions set out elsewhere in the policy.
- Applications must be in writing and must state the relevant circular and the particular clause(s) being invoked in support of the application.
- Applications must be accompanied by supporting documentation as appropriate.
- Applications will not be considered until the written application and supporting documentation has been submitted to the school.
- The school must be satisfied that the applicant, in light of special circumstances that gave rise to the application, applied himself to the best of their ability.
- Students taking a programme for the first time may be given priority in terms of subject choices within the programme.
- Student's previous academic record, application to study and attendance.

### **9.11: 4<sup>th</sup> Year – Transition Year**

Transition year is currently compulsory for all 3<sup>rd</sup> year students in St. Gerald's DLS College except for those who wish to enter the Leaving Certificate Applied programme.

### **9.12: Success Criteria**

The applications process is managed effectively each year. There is clarity and transparency about the process. Applicants are informed in good time about the status of their application and, where an application is refused in accordance with this policy, has reasonable opportunity to make alternative arrangements.

### **9.13: Decision Making**

In relation to all forms of application referred to above, the Principal in consultation with the Deputy Principal and relevant Class Head will make a decision on applications subject to the usual rights of parents/guardians to appeal to the Board of Management, in the first instance, and to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998. Decisions will be notified to parents, in general, within 21 days of



the completion of the application process and the receipt of all relevant information and documentation.

### **9.14: Right of Appeal**

Where an applicant is refused admission, Parents/Guardians have the right to appeal a refusal to enrol a student, at first instance to the Board of Management. Such an appeal should be made within 14 days of the date of written notification of the refusal. Thereafter Parents/Guardians have the right to appeal the decision of the Board under Section 29 of the Education Act.

In such circumstances parents/guardians will be advised in writing of this right and the application form and supporting documents made available as per Circular M48/01. Appeals to the Department of Education and Skills must be made within 42 calendar days from the date that the decision of the Board of Management was notified to the parents/Guardians. The appeals application can be downloaded from [www.education.ie](http://www.education.ie)

### **9.15: Data Protection**

The school is a Data Controller under the Data Protection Acts 1998, 2003 and 2018. Personal data supplied on the enrolment form will be used for the purposes of student enrolment, registration, administration, parent texting service, child welfare and to fulfill any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for the school to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, Department of Social Protection, An Garda Síochána, the Health Service Executive or the National Education Welfare Board. Contact details will also be used to notify you of school events and activities.

The school relies on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. You should write to the Principal should you wish to update or access your child's personal data.



Please see our school website at <http://www.stgeraldscollege.com> for a copy of a notice to parents, guardians and students over 18 from the Department of Education and Skills outlining how personal data of students in this school is returned to the Department of Education and Skills, and how this data is fairly processed and in compliance with the Data Protection Acts 1988 and 2003.

### **9.16: Parents/Guardians**

The school relies on parents/guardians to provide it with accurate and complete information and to update us in writing with any changes in the information already provided. Unless and until we are otherwise informed in writing, all correspondence in relation to your child will be sent to the address indicated on the enrolment form. In the case of parents who have separated, and where the school has been notified of same, the school will arrange for both parties to receive correspondence in relation to the child, if requested to do so in writing. The Principal will also try to facilitate involvement by both parties in parent-teacher meetings. Should a parent or student wish to update or access their personal data, they should write to the Principal.

### **9.17: CCTV System**

CCTV cameras are in operation on the premises of College. The objectives of the system are:

- To protect the school buildings and their assets.
- To increase personal safety of staff, pupils and visitors and reduce the fear and incidence of crime.
- To support the Gardaí in a bid to deter and detect crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To protect members of the public and private property.
- To assist in managing the school.
- To assist in the promotion of and compliance with Health and Safety standards.
- The assist in the implementation of the Code of Behaviour and the School Rules and the taking of appropriate disciplinary measures, where so required.



## 9.18: Co-operation with other Boards of Management

The Minister<sup>1</sup> may, from time to time, subject to subsection (2), and following consultation with the patron or patrons and the boards of the schools concerned, direct two or more boards to co-operate with each other in relation to the admission processes of the schools concerned.

The Minister may make a direction under this section where:

1. a school is due to close, and the Minister considers that it is in the best interests of the students attending the school, or
2. the Minister considers, having regard to the effective and efficient use of resources, that it is in the best interests of the students in an area that the boards in respect of which the direction is to apply shall co-operate with each other in relation to the admission processes of the schools concerned.
3. A direction under this section:
  - a. shall be in writing,
  - b. shall be for such period as the Minister, following consultation with the patron or patrons and the boards of the schools concerned, determines, and
  - c. may set out procedures in relation to co-operation by the boards in respect of the admission processes of the schools concerned.
4. The Minister, where he or she considers it appropriate to do so, following consultation with the patron or patrons and the boards of the schools concerned, may:
  - a. amend a direction under this section,
  - b. extend the period of a direction under this section, or
  - c. cancel a direction under this section.
5. A board shall comply with a direction under this section.
6. A board may,
  - a. in order to facilitate the efficient admission of students, provide a patron or another board with a list of the students in relation to whom:
    - i. an application for admission to the school concerned has been received,
    - ii. an offer of admission to the school concerned has been made, or
    - iii. an offer of admission to the school concerned has been accepted.

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<sup>1</sup> Minister for Education and Skills





- b. A list provided by the board under paragraph (a) may include all or any of the following details:
- 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 ).

### 10.0: Review

This policy is operative for the student intake in the school year 2019/2020. It will be reviewed by the Board of Management for subsequent years.

### 11.0: Ratification

The Board of Management ratified this policy on the 15<sup>th</sup> January 2019.

Signed: 

*Brendan Forde*

**Chairperson of BoM**

Signed: 

*Daniel Hyland*

**Secretary of BoM**

**Date of next review: January 2020**

### 12.0: Administrative Appendices:

#### **12.1: Admissions Notice**



Admissions Notice  
2019-2020.pdf

#### **12.2: Enrolment Form**



St Gerald's DLS  
College Enrolment F





### 12.3: Acceptance Form



Acceptance Form  
2019-2020.pdf

### 12.4: Data Protection Statement



Data Protection  
Statement-SGC.pdf

### 12.5: Student Enquiry Form



Student Enquiry  
Form.pdf