



Admission Policy

St. Gerald's DLS College

**Newport Rd
Castlebar
Co. Mayo
F23WV66**

Roll number: 64580H

School Patron: Le Chéile Schools Trust CLG



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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 September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Gerald's DLS College's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

This Admission Policy should be read in conjunction with the enrolment form. See Appendix 1.

2. Characteristic Spirit and General Objectives of the School

St. Gerald's DLS College is a Catholic all boys voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our Le Chéile / De La Salle school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of the De La Salle Brothers who began this school.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. All students'

spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Gerald's DLS 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.

The general objectives of all Le Chéile schools include:

- **Welcome** recognises the unique dignity and worth of each person.
- **Wisdom** is the pursuit of a greater understanding and appreciation of the world.
- **Witness** comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

3. 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. 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. 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.

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. 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. 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. 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, following the acceptance of a place. 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

8. Operating Context

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

- i) the legislation and regulations of the Department of Education and Skills.
- ii) the rights of trustees as set out in the Education Act, 1998.
- iii) the religious and educational philosophy of the Le Chéile Trust.
- iv) the funding and resources available to the school at any given time.
- v) the Education (Admission to school) Act 2018.

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

- i) is inclusive in intake.
- ii) supports the principle of equality of access to and participation in education.
- iii) recognises and supports the rights of parents to choose with regard to enrolment in secondary school.
- iv) 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.

c) Curricular Context

St. Gerald's DLS College operates within the regulations of the Department of Education 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.

d) Extra-Curricular Activities

As part of the holistic philosophy of education of the De La Salle order and Le Chéile, St. Gerald's DLS College offers a wide and diverse range of extra-curricular activities in order to promote the full personal development of each student. Every student is encouraged to participate in extra – curricular activities.

e) Organisational Structure

St. Gerald's DLS College is an all-boys voluntary secondary school, under the trusteeship of Le Chéile, and grant aided by the DES. The details of the organisation are as follows:

- i) **Board of Management** - The school is managed by a Board of Management appointed by the Trustees. The Board, which operates under the *Articles of Management for Catholic Voluntary Secondary Schools*, comprises eight members - four trustee nominees, two parent nominees and two teacher nominees and the Principal, who acts as secretary to the Board
- ii) **Principal and Deputy Principal** - Subject to such direction as may be given from time to time by the Board, the internal organisation management and discipline of the school, including the assignment of duties to members of the teaching and non-teaching staff, shall be controlled by the Principal who shall be assisted in this task by the Deputy Principal in accordance with the terms of his / her job description.
- iii) **Middle Leadership & Management Team** - Assistant Principals I & Assistant Principals II
- iv) **Pastoral Care Structure** - Care Team which may comprise of the Principal, Deputy Principal, Guidance Counsellor, Year Heads, SENCO, SEN team & teachers
- v) **Parents' Association** supports the school in a meaningful way. All parents of students in St. Gerald's are automatically members of the Parents' Council
- vi) **Student Leadership** is fostered and encouraged through the Student Council and a number of other leadership initiatives promoting and fostering student voice and participation.

9. Admission Statement

a) St. Gerald's DLS 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
- 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.

b) Single gender schools

St. Gerald's DLS College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

c) Post-primary denominational schools

St. Gerald's DLS College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Catholicism in preference to others.

d) All denominational schools

St. Gerald's is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

10. Categories of Special Educational Needs Catered for in the School

This school welcomes applications from parent(s)/guardian(s) of students with special educational needs. At present, the school does not have a designated Special Class.

11. Admission of Students

This school shall admit each student seeking admission except where:

- a) the school is oversubscribed (please see section 12 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) St. Gerald's DLS College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- d) St. Gerald's DLS College is a Catholic School and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

12. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- a) Brothers of present and past students
- b) Sons of members of staff

- c) Sons, or grandsons, (to a maximum of 25% of the yearly intake) of past pupils provided they have made an application according to procedures
- d) Boys from traditional feeder schools.

The feeder schools for St. Gerald's DLS College are as follows:

- i) Ballintubber National School
- ii) Ballyvary Central National School
- iii) Belcarra National School
- iv) Carnacon National School
- v) Clogher National School
- vi) Crimlin National School
- vii) Curnanool (Islandeedy) National School
- viii) Fiondalbha (Manulla) National School
- ix) Mount Pleasant N.S. (Ballyglass) National School
- x) Parke National School
- xi) Scoil Raffteiri
- xii) S N Colm Naofa (Cogaula)
- xiii) St. Brid's (Errew) National School
- xiv) St. Josephs (Derrywash) National School
- xv) St. Josephs (Leitir) National School
- xvi) St. Johns (Breaffy) National School
- xvii) St. Marys (Ballyheane) National School
- xviii) St. Patrick's Boys National School
- xix) St. Peters (Snugboro) National School
- xx) St. Paul's (Islandeedy) National School
- xxi) St. Peters & Paul (Straide) National School

Please note: the names of these national schools are in alphabetical and not in order of preference

- e) All other applicants.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places) the following arrangements will apply:

- i) A random lottery will take place for the category in which the excess arises and in all other subsequent categories.
- ii) When the number of available places has been reached all remaining students will be placed on a waiting list based on the results of the lottery.
- iii) The lottery will be supervised by a member of the legal profession appointed by the Board of Management.

13. 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:

- i) a student's prior attendance at a pre-school or pre-school service.
- ii) the payment of fees or contributions (howsoever described) to the school.

- iii) a student's academic ability, skills or aptitude.
- iv) the occupation, financial status, academic ability, skills or aptitude of a student's parents.
- v) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- vi) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, in the case of the school being oversubscribed when the criteria outlined in section 12 will apply.
- vii) the date and time on which an application for admission was received by the school.

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

14. Decisions on Applications

All decisions on applications for admission to St. Gerald's DLS College will be based on the following:

- a) The school Admission Policy.
- b) The school's annual Admission Notice (where applicable).
- c) The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

Please see section 20 below in relation to applications received outside of the admissions period and section 21 below in relation to applications for places in years other than the intake group.

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

15. Notifying Applicants of Decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual Admissions Notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision. (See section 23 below for further details).

16. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from St. Gerald's DLS College you must indicate:

- a) 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

- b) 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.

17. 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 St. Gerald's DLS College where any of the following apply:

- a) It is established that information contained in the application is false or misleading.
- b) 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.
- c) 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.
- d) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 15 above.
- e) The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that Board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

18. Sharing of Data with Other Schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom either:

- a) an application for admission to the school has been received.
- b) an offer of admission to the school has been made.
- c) 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)

19. Waiting List in the Event of Oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Gerald's DLS 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 St. Gerald's DLS 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.

20. 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 Admission 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.

21. Procedures for Admission of Students to Other Years and During the School Year

Where parents wish to make an application for their son to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form. An offer

of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application. Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school the parents and their son/daughter may be invited to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their son. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason, parents and their son is strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of their son given the curricular provision, subject choices/levels available at the time.

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as outlined below.

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

a. The following procedure must be followed:

- i) Completion of application form.
- ii) Provision of Personal Public Service Number (PPS No.) and birth certificate.
- iii) 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.
- iv) Submission of a copy of the results of any State Examination which they have presented for.
- v) Provision of a written reference from the Principal / Deputy Principal of all previous second level schools attended.
- vi) Consent be given to permit the Principal of St. Gerald's DLS College to formally contact any/all previous schools.
- vii) If an applicant has a medical/psychological report and/or individual educational plan a copy of these must be provided.
- viii) 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.

b. When all of the above documentation is in place:

- i) Personal attendance of a parent/guardian and student at the office by appointment.

- ii) Accurate and full completion of the application form including signature of parent/guardian and student.
- iii) 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).
- iv) 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.
- v) All procedures must be followed and all documentation must be provided before an application for enrolment will move on to the decision-making process.

c. Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

The parents must confirm their acceptance in writing of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission from St. Gerald's DLS College, the parents must indicate:

- i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned
and
- ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents 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.

d. Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:

An offer of admission may not be made or may be withdrawn by St. Gerald's DLS College where:

- i) It is established that information contained in the application is false or misleading.
- ii) Failure to fully and accurately complete the application form.
- iii) Failure to disclose any information or documentation deemed relevant for and by the school.
- iv) Failure to supply any relevant documentation requested by the school.
- v) An applicant fails to confirm acceptance of an offer of admission within three weeks of the date of the offer of a place.
- vi) 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.
- vii) 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. 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.

- viii) The application is made for a place in Transition Year or Fifth Year in the forthcoming academic year before the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.
- ix) Failure to make a reasonable arrangement to meet with the school to discuss the application.

e. Enrolment criteria

- i) Applicants must meet any criteria laid down by the Department of Education 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.
- ii) 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).
- iii) The attendance record of a student in their previous school shall also be an important factor.
- iv) 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.
- v) 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.

f. Oversubscription to the year group other than First Year

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy, see Section 12 above. If there are two or more students in any of the selection criteria categories set out in Section 12 above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management.

Offers of any subsequent places in the year group other than First Year that become available during the school year 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.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

g. 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:

- i) Priority shall be given to students from the school.
- ii) Priority shall be given to students who return application forms before or by the final date specified by the school.
- iii) Priority shall be given to students who meet the school's specific entry criteria.
- iv) Priority shall be given to students who furnish full and honest reasons for seeking such admission.

h. 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.

i. 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 school subject options management 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.

j. 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.

k. Entry to Leaving Cert Applied (LCA)

- i) Information evenings coinciding with the TY parent evening and the 5th 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.
- ii) LCA application forms are made available to students/parents/guardians from the LCA Coordinator.
- iii) Completed application forms (See Appendix in the LCA policy) must be returned to the LCA Coordinator 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.
- iv) External applicants may fill in the enrolment form for St. Gerald's DLS College and following an expression of interest in the LCA Programme, may request and complete an LCA application form and are then subject to the same admission procedures as internal applicants.
- v) The LCA Coordinator will consult members of the teaching staff with respect to the LCA application list.
- vi) An LCA Selection Committee will be established annually comprising LCA Coordinator, Programme Coordinator, SENCO, Guidance Counsellor, Deputy Principal, Principal.
- vii) Applicants will be interviewed by at least two members of the Selection Committee.
- viii) The following criteria will help ascertain suitability for the LCA programme:
 1. Level of interest displayed by the student on the application form.
 2. Level of interest indicated by the candidate at interview.
 3. Willingness to participate fully in all elements of the LCA programme.
 4. Student's satisfactory attendance record in school.
 5. 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.
 6. An assessment of the student's competence and value to be derived from participation in key elements of the LCA programme.
 7. Assessment of the contribution the applicant can make to the LCA programme.
 8. The applicant's age and/or pastoral care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.
 9. 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

- ix) An Applicant must achieve an overall Score of 40 or greater in order to be offered a provisional place on the programme.
- x) 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 LCA Contract.
- xi) Students who return a signed LCA contract are considered accepted to the LCA programme of St. Gerald's DLS College.
- xii) 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 year or TY.
- xiii) 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.

I. Admission to repeat a year

All such applications are subject to Department of Education 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.

- i) Applications to repeat a year will be considered in the light of DE Circulars and Guidelines.
- ii) Furnish to the school a full and honest reason for seeking a repeat year placement.
- iii) 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.
- iv) Applications must be in writing and must state the relevant circular and the particular clause(s) being invoked in support of the application.
- v) Applications must be accompanied by supporting documentation as appropriate.
- vi) Applications will not be considered until the written application and supporting documentation has been submitted to the school.
- vii) 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.
- viii) Students taking a programme for the first time may be given priority in terms of subject choices within the programme.
- ix) Student's previous academic record, application to study and attendance.

m. Admission to 4th Year – Transition Year

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

The Board of Management will decide, based on available resources, the number of places being allocated to each class in Transition Year in any given academic year.

Students will be allocated a class in Transition Year by the Principal, please do not ask to move class as refusal may cause offence.

n. Sharing of Data with other schools

Applicants should note that the provisions of Section 18 above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom either:

1. an application for admission to the school has been received.
2. an offer of admission to the school has been made.
3. 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)

22. Declaration in Relation to the Non-Charging of Fees

The board of St. Gerald's DLS 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.

23. Arrangements Regarding Students Not Attending Religious Instruction

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

24. Reviews/Appeals

a. Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

NOTE

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

b. Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

NOTE

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (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.

25. Approval of the Admission Policy by the Board of Management

This policy was approved by the Board of Management of St. Gerald's DLS College. The implementation of this policy will be consistent with the whole school planning process.

Signed: 

Brendan Forde

Chairperson of BOM

Signed: 

Shaun Burke

Secretary of BOM

Date: 25th August 2020