



Admission Policy of St Joseph's College

Borrisoleigh, Thurles, Co. Tipperary

Roll number: 65241N

School Patron: Seán O' Shea

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 1st May 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 Joseph's College 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.

2. Characteristic spirit and general objectives of the school

St Joseph's College is a co-educational voluntary secondary school with a Catholic ethos under the trusteeship of Seán O Shea.

'St Joseph's College is a catholic lay co-educational second level school. The school strives to attain the holistic development of each individual student, spiritually, emotionally, morally, academically, and physically. The school is propelled by a strong work and religious ethos amongst teachers and students'.

3. Admission Statement

St Joseph's College will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St Joseph's College is a Post-primary denominational school whose objective is to provide education in an environment which promotes catholic religious values and does not discriminate where it admits a student of any other religious denomination in preference to others.

A.S.D. Class

St Joseph's College is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

St. Joseph's College with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

5. Admission of Students to ASD Class

For enrolment and allocation of places to our ASD class, please refer to the ASD class Admissions Policy which is published on our website

- (i) St Joseph's College has in place a dedicated ASD Special Class. Applications for students and be accommodated in the Centre will only be accepted if the parents/guardians can provide a specialist report diagnosing the child with Autism and recommending that the child's needs can be met by attendance at an ASD Special Class attached to a second level school.
- (ii) The report should state that the child has complex or severe learning needs that require the support of the ASD special class setting and the reasons why this is the case.
- (iii) The ASD Class is able to accept students on the Autistic Spectrum who have mild general learning difficulties to moderate learning difficulties but is unable to accept students with profound learning difficulties.
- (iv) The maximum number of students that can be accommodated in the Autism Centre is six per class. St Joseph's College currently has one ASD Special Classes.

6. Admission of Students to Mainstream

This school 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

St Joseph's College is a mixed school and enrolls both boys and girls
 St Joseph's College is a Catholic School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to St Joseph's College provides an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

7. ENROLMENT OF STUDENTS WITH SPECIAL NEEDS

St Joseph's College welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs.

These students are free to participate in the life of the school in so far as is reasonable practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible. In making provision for special need students the following information is required. Has the student had access to any of the following resources?

1. Special needs assistant or classroom assistant.

2. Special class.
3. Help, for specific needs, from any resource teacher.
4. Assistance with behavioural modification.
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with their special needs.
7. Assistive Technology
8. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
9. Any resource in relation to travel or mobility. etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be fulfilled.

Final confirmation of a place, may, in exceptional cases be given when the Department of Education and Skills confirm that the necessary resources are in place.

N.B.: It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making an application.

8. 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:

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. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

Subject to the above, the selection criteria are as follows:

6.1 Eligibility of applicants and admission Procedures for Admission for First Year

To be eligible for admission to First Year a student must adhere to:

- a) Criteria laid by the Board of Management
- b) Department of Education & Skills rules: secondary students must be aged 12 on January 1st in the calendar year following the student's entry into First Year (as required by the Dept of Education & Skills)
- c) Have completed 6th class in Primary school

- d) St Joseph's College only accepts applications from 6th class students in Primary school
- e) Prior to registration and admission to the school, the parent(s) shall be asked to familiarise themselves with and commit to adhere to the following:

- i) The school's mission statement and that it is acceptable to them.
- ii) The school's code of behaviour and that they will make all reasonable effort to ensure that their child will comply with the code. Parents are asked to sign a statement affirming their support of this code on an annual basis. (See student diaries)

6.2. Criteria in order of priority for allocation of places. (These will apply if applications received prior to the closing date exceed the number of available places as determined by the Board of Management).

- Home address closest in proximity to St Joseph's College.
- Siblings of present/past students (provided application is in by due date).
- Children of eligible staff of the school (provided application is in by due date).

Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis, during normal school hours, for at least six months, and are reasonably expected to be still employed by the Board of Management at the time their child commences in St. Joseph's College, Borrisoleigh.

For allocation of places to our ASD class, please refer to the ASD class Admissions Policy.

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:

8.3. Procedure that will apply when the number of applicants from within the area exceeds the number of remaining available places.

In the event that the number of applications from students attending schools within the above-defined area exceeds the number of remaining available places, these places will be allocated on the basis of a lottery confined to applications from students attending feeder primary schools within the above-defined area.

This lottery will be supervised by two observers, external to the school. In this circumstance, students (from within the catchment area) who are not allocated a place at this stage, will be placed on a numbered waiting list in the order in which they were drawn in the lottery. Subsequent places on the waiting list will be filled in the order in which applicants are drawn in a lottery of all remaining valid applicants (i.e. students from outside the area.)

6.4. Procedure that will apply when the number of applicants from within the catchment area is less than the number of remaining available places. In the event that places remain having allocated places to students attending schools within the area, all other applications received prior to the closing date will be allocated places on the basis of a lottery, supervised by two observers, external to the school. Applicants who do not receive a place at this stage will be placed on a numbered waiting list in the order in which

they were drawn in the lottery. Parents shall be informed of their child's place on the waiting list.

6.5. In all cases, when a lottery is being conducted, applications received on behalf of twins, triplets from the same family unit will be treated as one applicant. This will neither increase nor reduce the chances of any applicant being offered a place.

6.6. Any application deemed to be in accordance with this policy, but received subsequent to the closing date and before the commencement of the academic year, will be allocated a place or will be added to the waiting list on a first-come, first-served basis.

6.7. The Board of Management is aware, based on previous years' offers and acceptances that not all offers of a place will be accepted. Consequently, and with a view to minimising the period that applicants will be on a waiting list, offers in excess of the number of available may be issued until such time as the number of available places is filled.

9. 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 or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
 - admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
 - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (g) 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.

10. Decisions on applications

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

- Our school's admission policy
- The school's annual admission notice.
- 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 14](#) below in relation to applications received outside of the admissions period and [section 15](#) 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.

11. 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 18](#) below for further details).

12. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Joseph's 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.

13. 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. Joseph's 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 in [section 10](#) above.
- (v) 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. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

14. 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—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

15. Waiting list in the event of oversubscription

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

16. 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.

17. Procedures for admission of students to other years and during the school year

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 follows:

15.1. The following information is required from parents prior to enrolment:

- Student's name, age, date of birth, P.P.S.N. (Personal Public Service Number), address and birth certificate.
- Parents' or guardians' names, addresses, telephone numbers (home, mobile and emergency).
- Details of relevant medical conditions.
- Details of disabilities or any special educational needs of student.
- Religious denomination.
- Previous schools attended by the student.
- Reasons for transfer of student together with information and records from previous/present school e.g. reports, references, curricular needs, subject choice.
- Relevant information, if applicable, regarding student custody, access arrangements and court orders pertaining to the student.
- Other information that may be required by the school or the Department of Education and Science and as specified in the application form for the given year.

15.2. In the event that the Board of Management is satisfied, based on the reports received, that there is a reasonable expectation that that applicant will comply with the schools' code of behaviour and the school's policy in relation to curriculum, the following criteria will also apply:

1. Space in a particular year. (In the case of a student wishing to enrol in the school at the start of an academic year, the Board of Management will have to establish the number of places in the given year having ensured that all existing students of the school can be catered for within each year group.)
2. The ability of the school to meet the needs of the student.

3. Waiting lists of successful applicants will be formed on a first come, first-served basis (based on the date of receipt of a valid application).

15.3. Parents will be informed of the school's expectations regarding attendance and registration. Parents will also be informed of the date by which the student is expected to attend school to secure their place. Should the student not attend school by this time, and an acceptable reason has not been provided by her/his parents, the school will no longer hold the place which may then be allocated to another applicant.



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:

15.4. The following information is required from parents prior to application:

- Student's name, age, date of birth, P.P.S.N. (Personal Public Service Number), address and birth certificate.
- Parents' or guardians' names, addresses, telephone numbers (home, mobile and emergency).
- Details of relevant medical conditions.
- Details of disabilities or any special educational needs of student.
- Religious denomination.
- Previous schools attended by the student.
- Reasons for transfer of student together with information and records from previous/present school e.g. reports, references, curricular needs, subject choice.
- Relevant information, if applicable, regarding student custody, access arrangements and court orders pertaining to the student.
- Other information that may be required by the school or the Department of Education and Science and as specified in the application form for the given year.

15.5. In the event that the Board of Management is satisfied, based on the reports received, that there is a reasonable expectation that that applicant will comply with the schools' code of behaviour and the school's policy in relation to curriculum, the following criteria will also apply:

1. Space in a particular year. (In the case of a student wishing to enrol in the school at the start of an academic year, the Board of Management will have to establish the number of places in the given year having ensured that all existing students of the school can be catered for within each year group.)
2. The ability of the school to meet the needs of the student.
3. Waiting lists of successful applicants will be formed on a first come, first-served basis (based on the date of receipt of a valid application).
4. The student being given relevant and adequate resources to meet the student's needs.
5. The principal on behalf of the Board of Management believing that the move will be in the best interest of the student and will not have an adverse impact on the learning environment of other students and staff in the school.

6. The school is satisfied that there is no history of the student's involvement in violent behaviour likely to pose a danger to other students or staff as per the Health & Safety legislation

15.6. Parents will be informed of the school's expectations regarding attendance and registration. Parents will also be informed of the date by which the student is expected to attend school to secure their place. Should the student not attend school by this time, and an acceptable reason has not been provided by her/his parents, the school will no longer hold the place which may then be allocated to another applicant.

18. Declaration in relation to the non-charging of fees

The board of St Joseph's 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.

19. 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 Joseph's College without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At C.B.S. Thurles the allocated time on the timetable for Religious Education responds to this.

Students of no religious faith, who opt out of RE class, are required to study at this time and take the opportunity to reflect on their own personal journey which will be encouraged and respected.

20. 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 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.

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.

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.

21. Final Decision

The final decision with regard to the enrolment of a student in St. Joseph's College, Borrisoleigh and with regard to all matters covered in this Admissions Policy, lies with the Board of Management.

The Board of Management will review this policy periodically.

Date ratified: 1st May 2020

Signed: _____

Chairperson, Board of Management

Signed: _____

Principal