



ADMISSIONS POLICY AND PROCEDURE

St Peter's College

1. Policy Statement

- 1.1 Admission to St Peter's College is open to all students whose educational needs can be met by the school, taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
- 1.2 St Peter's College acknowledges the rights of all children including children who have a disability or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
- 1.3 St Peter's College acknowledges its duty to promote equality of access to and participation in education, pursuant to the Education Act 1998, Section 6 (c) and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
- 1.4 With regard to admission of students, St. Peter's College affirms its statutory obligation under the Equal Status Act 2000 as it applies to educational establishment.

2. School Ethos:

St Peter's College vision statement is committed to providing an education for its students within the following ethical framework:

- To foster the confidence in our students and teachers to develop their talents and abilities.
- To pursue academic excellence.
- To respect the diversity of our student body.
- To encourage our students to be positive in their outlook on life and to make a positive contribution to school and society.
- To prepare students for further education and the world of work.
- To develop in students a respect and appreciation of Christian values and other world religions and cultures.
- To nurture the values of tolerance, inclusion and care within the school and wider community.

Note: 'Parent' will refer to the Parents/Guardians of a child.

Religious education is part of the school curriculum. Students at Junior Cycle are taught the

Junior Certificate Religion programme. Leaving Certificate Religious Education is provided as an optional subject to students where demand is sufficient to create a class group, however, all senior students participate in non-exam Religion. Arrangements may be made for students who, or whose parents do not wish them to participate in structured Religion classes in accordance with CL 73/74, 7/79.

2.1 School Details

St. Peter's College is a designated co-educational Community College under the patronage of LMETB and the Catholic Bishop of Meath. Current members of the Board of Management are:

- **Bishops Representatives** (3)
- **Minority Religion** (1)
- **Community Representative** (1)
- **LMETB Representatives** (3)
- **Parents' Representatives** (2)
- **Teachers' Representatives** (2)
- **Secretary to the Board** (1)

2.2 School Programmes

Programmes on offer include:

- Junior Certificate
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied (LCA)

Applications to Transition Year and Leaving Certificate Applied are assessed based on the following criteria:

- Junior Certificate report
- Teacher recommendations
- Interview (where appropriate)

3. Parental Responsibility

3.1 St Peter's College does not charge an admission fee. It operates a 'Student Services and Book Scheme'. Monies collected under this scheme will be restricted for textbooks, covers, workbooks, dictionaries, novels, technical/art/mathematics/ engineering/ construction equipment, Mock exams, Exam papers and all other items required for the teaching in the classroom and the support of the implementation of the book and locker schemes. The balance of monies collected will have unrestricted use for the advancement of education, mental health and wellbeing of all students in the school. This incurs a cost to parents. Parents may contact the Principal directly if they have difficulty in paying for the scheme.

3.2 Parents or students over 18 who have made an application for admission to St Peter's College may be required to provide information as prescribed by St Peter's College/LMETB. Enrolment form will include a consent line to be signed by parent allowing schools to access relevant information from primary schools and other key agencies.

3.3 Parents or students over 18 will be requested to confirm or otherwise their agreement to the use of photos for school purposes; this will be on the Enrolment form.

3.4 Parents or students over 18 will be requested to confirm or otherwise their agreement to the use by the child of the school counselling services where needed.

3.5 Prior to enrolment to St Peter's College the Parents and child or student over 18 shall be required to sign a written undertaking to comply with the school's Code of Behaviour.

Note: 'Parent' will refer to the Parents/Guardians of a child or student who has reached the age of 18 years.

4. Procedures for Enrolment into First Year:

- 4.1** An Open Night for Parents & students will be held in St Peter's College and the Community Centre. The date will be announced in October of the year prior to enrolment on the website and representatives from the school will visit local primary schools with the details. The Open Night will be held on **9th November 2017 at 6PM.**
- 4.2** Parents of students will be notified of the closing date for receipt of Enrolment forms at the Open Night and on the school website.
- 4.3** St Peter's College may seek the following information from the parents or from students who have reached the age of 18 years, prior to making a decision regarding their admission to the school:
- Name, date of birth of student
 - Copy of Birth certificate of student
 - Name and address of student and parent
 - PPS No of student
 - Contact No's including emergency contacts
 - Details of previous school(s)
 - Religion of student
 - Relevant medical details
 - Any relevant details regarding custody of the student or legal orders pertaining to the student
 - Any relevant information regarding the educational needs of the applicant/Educational/Psychological reports.
 - Form E1 11 from students living in Northern Ireland.
 - Students (under 18 year of age) who are enrolling in St Peter's College must be accompanied by at least one parent/guardian.
- 4.4** Parents of eligible students (those who fulfil the criteria in the order listed) may be offered a place in writing within 21 days. The Principal or nominee will issue a decision to parents of the applicant within 21 days of receipt of the relevant information requested, or within 21 days of the specified closing date for enrolment (Education Welfare Act, Section 19 (3)). This notification is subject to the school having received a signed agreement on the Enrolment form and the school's prescribed policies for Code of Behaviour, Anti Bullying Policy, Acceptable Use Policy and Substance Use Policy. If a school place is offered the parent or student over 18 must notify St. Peter's College in writing whether they are accepting or refusing the school's offer by Thursday, 16th November @ 4PM.
- 4.5** Parents of students who do not meet the criteria and are not being offered a place will be notified in writing within 21 days of close of enrolment.
- 4.6** Unsuccessful candidates may appeal in writing to the Board of Management of St Peter's College in accordance with Section 29, Education Act 1998. Appeals should be addressed to the Chairperson of the Board.
- 4.7** St Peter's College under the auspices of Louth and Meath ETB is registered as a Data Controller under the Data Protection Acts 1998 and 2003. The personal data supplied by parents is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details may also be used to notify parents and students of school events.

4.8 While the information provided will generally be treated as confidential to St Peter's College and LMETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, an Garda Síochána, the Health Service Executive, the Educational Welfare Services, TUSLA or with another school (where the student is transferring.)

4.9 We rely on parents to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should the parents or student wish to access or update personal data, they should do so in writing, to the Principal.

Failure to provide truthful and accurate information will render the application null and void and the student will be excluded from enrolment.

5. Criteria for Enrolment:

5.1 Eligibility for admission to St Peter's College includes the following Department of Education and Skills regulations:

- Having reached the age of 12 on 1st January in the calendar year following the applicant's entry into 1st Year.
- Students of Irish nationality should have attained a standard of education equivalent to 6th class in Primary School in the academic year prior to entry.
- Students from other countries to have reached a comparable standard of education.

5.2 The available number of 1st Year places will be determined prior to enrolment by the Board of Management. The numbers in 1st Year 2018/2019 are capped at 189. In accordance with the Department of Education and Skills guidelines, the number of places will not compromise the curriculum provided.

5.3 In the event of St Peter's College having more applications than places the following selection criteria will be prioritised:

1. Children who live in the catchment area i.e the parish of Dunboyne & Kilbride.
2. Children attending or who have attended a Primary school in the parish, (Dunboyne Senior Primary School, Scoil Bhride National School, Kilbride, St Peter's National School, Gaelscoil Thulach na nÓg) for a minimum of 3 years in total.
3. Children attending the following schools Kilcloon NS, Rathbeggan NS, Rathregan NS for a minimum of three years in total
4. Children of staff members of St. Peter's College
5. Siblings of those currently attending St Peter's College.

5.4 Procedures for allocation of places in 1st Year:

If the number of applicants eligible to attend 1st Year at St. Peter's College exceeds the number of places as decided by the Board, the Board may:

1. Review the overall number of students being accepted in consultation with the School Principal. If numbers of applicants in category 1-5 exceeds the number of places available, places will be allocated in order of priority criteria 1-5, a lottery will be used in the event that the number of places available is less than the number of applicants for that category.
2. Students applying, up to 1st day of the school term of the year in which they apply, who fall into category 1-5 will have priority.
3. Parents will be informed of the number they are placed on the waiting lists.
4. Parents will be informed of the date of the next Board of Management Meeting should they wish to appeal the decision.

Closing date for Enrolments/Admissions to first year for the academic year 2018/19 is 16th November 2017.

5.5 Repeat Year:

In the case of a student wishing to repeat a year, they will be subject to the following:

- (a) Meeting the requirements in accordance with Department of Education and Skills Circular M02/95.
- (b) Availability of places in their chosen subject class groupings
- (c) Subject options the school is offering in the year
- (d) Curricular restrictions of each subject area

6. Application of a student to transfer to St Peter's College:

- 6.1 As a matter of general policy, transfers into St Peter's College are discouraged in the overall interests of the continuity of the student's education. In the case, however, of students whose families have moved into the school's catchment area, and who are not enrolled in another post primary school, applications will be considered.
- 6.2 An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area, or from a student who makes application after the 30th September of the academic year in which they wish to enroll.
- 6.3 The Parent or student over 18 must complete an Enrolment form. This form should be accompanied by a letter outlining clearly the reasons for the application to transfer.
- 6.4 St Peter's College reserves the right to request a confidential reference from the authorities in previous schools.
- 6.5 It is not the policy of LMETB or St Peter's College to accept transfers from students already enrolled in other local post primary schools, except in exceptional circumstances. Applications will **not** be accepted from students who are the subject of ongoing disciplinary proceedings in another school which include any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000. Where the Principal is satisfied that exceptional circumstances do exist, the following conditions and procedures will apply:
 - Applications will only be processed on receipt of completed transfer form and must be accompanied by the following documentation:
 - Two most recent reports from the student's previous school
 - Two written references, dated within one month of the date of application, from a local Youth or Sports Club or similar and/or a member of the Garda Síochána or upstanding member of the community
 - Any psychological/educational reports
 - Transfer request form stamped by the school they are leaving
 - Consent form to allow St Peter's College access to information from previous schools or other agencies.
- 6.6 When the requirements of the above are complied with, the Principal or their nominee will review the documentation and determine whether to enroll the students or not. This determination will be made in line with the criteria for enrolment and based on all requested information. A parent may appeal the decision to the Board of

Management.

- 6.7** The following factors will be considered in respect of applications:
- The rights and welfare of existing students/staff within the school
 - The previous record of attendance and behaviour of the
 - Class size
 - Availability of staff
 - Availability of appropriate accommodation
 - The educational attainment of the applicant in regard to the programme they wish to enroll in
 - The rights of the applicants
- 6.8** St Peter's College reserves the right to request other details relevant to the enrolment process as outlined in 6.5. Decisions will be notified within 21 days on receipt of completed application and all relevant data as per Section 19 Education Welfare Act 2000.
- 6.9** Prior to admission to St Peter's College students will be required to sign a form indicating their acceptance of the school's Code of Behaviour.
- 6.10** St Peter'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 accommodations for students with disabilities or special educational needs up to a nominal cost so that these students are free to participate in the life of the school in so far as is reasonably practicable.
- 6.11** 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
- 6.12** Where a student, who has left St Peter's College voluntarily to take up employment or to attend another educational establishment, subsequently makes a formal application for re-admission to the school, the Principal of St Peter's College shall, upon review, take a decision as to whether or not to re-admit a student to the school. Such a review would incorporate the student's previous record in the school in relation to application to work, participation in school activities, attendance, behaviour, records from previous school(s).

7. Appeals to the Board of Management

- a) The Board of Management of St Peter's College reserves the right to refuse any application in particular circumstances which may include but are not exclusively confined to the following:
 - An established prior record of poor behaviour
 - Lack of adequate resources to cater for particular needs
 - Insufficient educational attainment to participate in a particular course
- b) If the Board of Management of St Peter's College is satisfied that the applicant has provided full and accurate information and, mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant, whilst not infringing the rights of the students already attending the school, then a place may be offered to the applicant. The Board of Management of St Peter's College reserves the right to refuse to admit a student where full disclosure of information has not been provided or where inaccurate, false or misleading information has been provided.
- c) Applications to transfer into St Peter's College will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space and resources. Following consideration by the Board of Management of individual appeals to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enroll such applicants.
- d) In a case where a student has been permanently excluded from a school, the application may not proceed before the parents have been advised of their right to appeal the decision of the previous school with regard to the student.
- e) If a student has been expelled from St Peter's College application to re-enroll will not be permitted.

The Board of Management of St Peter's College having considered all relevant information provided to them and professional documentation including student's records from previous school(s), will assess how the needs of these students can be met.

Contact will be made with the National Council for Special Education (NCSE) regarding special needs resources to which the student may be entitled. If further resources are required, the Special Educational Needs Organiser (SENO) will request NCSE to approve the necessary assistance – forms will be completed in consultation with parents.

The Principal or their nominee may request a meeting with the Parent of the student to discuss the application and the student's needs.

The parent of the student may request a meeting with the Principal or nominee to discuss the student's education and/or other needs.

NB 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 application.

8. Refusal to Admit a Student

8.1 St Peter's College shall not refuse to admit a student except where it is in accordance with the policy of LMETB under Section 15(2) (d) of the Education Act 1998.

8.2 In addition to Section 7 the Board of Management of St Peter's College also reserves the right to refuse to admit a student in exceptional circumstances. Such circumstances may include where the enrolment of the student may pose an unacceptable risk to the health, welfare and safety of other students or staff, or a risk to school property.

9. Appeals to LMETB

9.1 Where an application for admission to St Peter's College is refused, parents will be informed of the appeals procedure in accordance with the Education Act 1998 and the Education (Welfare) Act 2000.

10. Implementation and Review

10.1 LMETB, the Board of Management and the Principal of St Peter's College are responsible for implementing this policy.

10.2 This policy will be reviewed periodically by St Peter's College Board of Management in light of any legislative or other relevant indications.

This Admissions Policy was ratified by the St Peter's College Board of Management on 6th November 2017.

Chairperson: Maeve Gallagher

Secretary to the Board: Maureen Murray

