



## **Admission Policy of Coláiste Phádraig CBS**

**School Address: Roselawn, Lucan, Co. Dublin.**

**Roll number: 60264A**

**School Patron: The Edmund Rice Schools Trust.**

### **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 22<sup>nd</sup> September 2023. 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 Coláiste Phádraig'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.

## 2. Characteristic spirit and general objectives of the school

Coláiste Phádraig is a Catholic all-boys voluntary secondary school with a Catholic ethos under the trusteeship of the Edmund Rice Schools Trust

‘Catholic Ethos’ in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and

(b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Coláiste Phádraig 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.”

Our policy is informed by the ERST Charter, of which the guiding principles are:

- Nurturing faith, Christian spirituality and Gospel-based values which means that in Coláiste Phádraig we live our Catholic Faith, experience God, respect the beliefs and values of each member of the school community and work for social and ecological justice.
- Promoting partnership which means that in Coláiste Phádraig we make everyone feel welcome, build a Christian community with a shared vision and mission, recognise the voice of staff, students and parents and are involved in our parish.
- Excellence in teaching and learning which means that in Coláiste Phádraig we have high expectations of our teachers and students, nurture the development of all aspects of our lives, respond to a changing world, use technology responsibly and creatively to enhance our learning and promote learning as a life-long enterprise.
- Creating a caring school community which means that in Coláiste Phádraig we show care and compassion as exemplified in the life of Jesus, respect and celebrate the dignity of each person, seek to help those who are disadvantaged or in need in society and speak up for those whose voice is not heard.
- Inspiring transformational leadership which means that in Coláiste Phádraig we motivate people to work towards the vision of Blessed Edmund, inspire the minds and hearts of our students to have courage and confidence to stand up for what we believe in, lead by giving good example and take responsibility for our actions.

Engagement with others and inclusiveness are hallmarks of a partnership that respects and celebrates diversity of culture, race and creed. The Edmund Rice school reaches out to those who may feel excluded.

### **3. Admission Statement**

Coláiste Phádraig 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.

Coláiste Phádraig is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Coláiste Phádraig 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 the Catholic faith in preference to others.

Coláiste Phádraig 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Coláiste Phádraig will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

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

#### **4. Categories of Special Educational Needs catered for in the school/ASD class**

Coláiste Phádraig with the approval of the minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of ASD Moderate General Learning Disability. Please see Appendix 1.

#### **5. Admission of Students**

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.

Coláiste Phádraig 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.

Coláiste Phádraig 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.

#### **6. 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:

Where the number of qualified applicants is greater than the number of available places, the Board will apply the following selection criteria:

Places will be offered in the following order:

- A. Brothers of present students.
- B. Brothers of past students.
- C. Sons of past students up to a maximum of 25% of the total places available.
- D. Sons of eligible staff.
- E. Applicants from primary schools, in the order set out below:
  - 1. St. Mary's Boys' National School, Lucan.
  - 2. St. Lorcan's National School, Palmerstown..
  - 3. Divine Mercy National School, Balgaddy, Lucan.
  - 4. St. Patricks National School, Chapelizod.
  - 5. Other Schools with a Lucan address.
  - 6. Other Schools outside Lucan.

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:

- 1. Only students whose applications have been received on time will be offered places in accordance with the criteria above.
- 2. Places will only be offered to students in a given category after all students in each previous category have been offered a place.
- 3. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery.
- 4. The lottery will be conducted as follows:

- a) The lottery will be supervised by – An independent observer from the local community, the Principal, the Chairperson of the Parents Association (or a nominee of the Parents Association if the Chairperson is not available).
- b) Siblings (e.g. twins or triplets) will be treated as separate applicants and allocation of a place to one does not guarantee allocation of a place to another.
- c) Names will be drawn until all places are filled.
- d) When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
- e) If a vacancy arises it will be offered to the applicant highest on the waiting list.

**Note 1** A past student is defined as a student who has completed a minimum of one academic year in Coláiste Phádraig.

**Note 2** Eligible staff are defined as non casual employees, employed by Coláiste Phádraig for a minimum of six months and who are reasonably expected to be employed at the time their son commences his secondary education.

**Note 3** Qualified applicant means that the application form, from a qualifying boy, has arrived on or before the due date and is accompanied by the relevant details, i.e. Birth Certificate, PPS Number etc.

## **7. What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- b) the payment of fees or contributions (howsoever described) to the school;
- c) a student's academic ability, skills or aptitude;
- d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- e) a requirement that a student, or his 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; other than, (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school.

In relation to (2) parents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

- 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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Coláiste Phádraig will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- 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.

## **9. 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).

## **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Coláiste Phádraig, 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.

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Coláiste Phádraig 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.

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.

## **12. 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 certain information between schools in order to facilitate the efficient admission of students.

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Coláiste Phádraig



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 Coláiste Phádraig 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.

#### **14. 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.

#### **15. 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.

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 procedures for admission of students to other years and during the school year are as follows:

Decisions in relation to transfer from other second level schools are made by the Principal. Applicants may appeal the Principal's decision in writing to the Board of Management as specified in Section 18. Students will be admitted at the beginning of the school year and in exceptional circumstances, during the school year.

- All applications must be submitted on the official school application form only. Application forms are available on request from the school office.
- When an application form, properly completed and signed is received, it will be stamped with the date it was received.

- Properly completed application forms will be acknowledged.
- Incomplete application forms will not be processed.

Students may transfer to Coláiste Phádraig subject to the following:

- The provisions of the School Admission Policy.
- Places being available in the year and class/subject group.
- The applicant's current subjects meet with the current curricular provision within the school.
- The applicant has received a satisfactory report from his present school with regard to behaviour, attitude and suitability. (Copies of the two most recent examination reports and a character reference).
- Consultation with the Education Welfare Officer if appropriate.
- Signed acceptance by the applicant and his parents/guardians of the school's Code of Behaviour.
- The move, in the opinion of the Principal, being in the best interests of the student.
- The move, in the opinion of the Principal, being in the best interests of the school, taking into consideration the best interests and rights of students already enrolled in Coláiste Phádraig.
- Enrolment will not be considered where a history of violence, drug involvement or possession or sexual assault have been recorded.
- A place will only be offered to an applicant if the number of students in the year group for which the applicant is applying is less than 120 or the number specified in the annual admission notice for that year group.

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:

Decisions in relation to transfer from other second level schools are made by the Principal. Applicants may appeal the Principal's decision in writing to the Board of Management as specified in Section 18. Students will be admitted at the beginning of the school year and in exceptional circumstances, during the school year.

- All applications must be submitted on the official school application form only. Application forms are available on request from the school office.
- When an application form, properly completed and signed is received, it will be stamped with the date it was received.
- Properly completed application forms will be acknowledged.
- Incomplete application forms will not be processed.

Students may transfer to Coláiste Phádraig subject to the following:

- The provisions of the School Admission Policy.
- Places being available in the year and class/subject group.
- The applicant's current subjects meet with the current curricular provision within the school.
- The applicant has received a satisfactory report from his present school with regard to behaviour, attitude and suitability. (Copies of the two most recent examination reports and a character reference).
- Consultation with the Education Welfare Officer if appropriate.
- Signed acceptance by the applicant and his parents/guardians of the school's Code of Behaviour.
- The move, in the opinion of the Principal, being in the best interests of the student.
- The move, in the opinion of the Principal, being in the best interests of the school, taking into consideration the best interests and rights of students already enrolled in Coláiste Phádraig.
- Enrolment will not be considered where a history of violence, drug involvement or possession or sexual assault have been recorded.
- A place will only be offered to an applicant if the number of students in the year group for which the applicant is applying is less than 120 or the number specified in the annual admission notice for that year group.

## **16. Declaration in relation to the non-charging of fees**

The board of Coláiste Phádraig or any persons acting on its behalf will not 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.

## **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for parents of students and students (over 18) who have requested that the student attend the school without attending religious instruction in the school:

These arrangements will not result in a reduction in the school day of such students.

Parents of students and students (over 18) who wish to opt out of RE class 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 their options. Throughout this process the constitutional right of the parent/ student (over 18 years) will be respected 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 Coláiste Phádraig, the allocated

time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, Coláiste Phádraig places great importance on the religious or spiritual formation of all its students. Each student has his own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

## **18. 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 and must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

## **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). This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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). This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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.

## Appendix 1



### **Admission Policy – Autism Spectrum Disorder (ASD) Class Coláiste Phádraig CBS**

**School Address: Roselawn, Lucan, Co. Dublin.**

**Roll number: 60264A**

**School Patron: The Edmund Rice Schools Trust.**

#### **1. Procedures for Admission**

Every student must apply for admission to the school in the normal manner as outlined in the school's admission policy. The student will be subject to the terms and conditions of the school's Admission Policy. They will also have to complete a separate pre-enrolment form for admission to the ASD class. This form is available from [admin@colaistephadraig.com](mailto:admin@colaistephadraig.com).

#### **2. Criteria for Admission to the Facility**

***Applications will only be considered in the year of entry of the candidate to Coláiste Phádraig.***

All applications must be accompanied by an assessment carried out by an Educational /Clinical Psychologist or Psychiatrist approved by the Department of Education and Skills, recommending the candidate as suitable for consideration for entry to an Autism Spectrum Class.

The ASD class will only cater for children who are 12 years of age or more and less than 18 years of age on the 1<sup>st</sup> of September of the school year in question, unless there is specific approval from the Department of Education and Skills for a particular student who is outside this upper age limit.

Following receipt of a completed application, supported with **all** documentation, applications will be considered by the Admissions Panel in conjunction with the Special Educational Needs Organiser for the area. ***Applications that are only partially completed or are not accompanied by the required documentation will not be considered as valid applications and will not be considered. They will be returned to the applicant.***

***The following documentation is required:***

- A. A completed application form which is available from the school.
- B. An Educational /Clinical Psychologist or Psychiatrists Report that clearly specifies a diagnosis of A.S.D. (without significant intellectual disability). Diagnosis must be determined by the DSM 1V or DSM V, ICD 10 criteria, or other recognised diagnostic tool acceptable to the admissions panel, recommending the candidate is suitable for placement in an Autism Spectrum Disorder Unit. The ASD class in Coláiste Phádraig will cater for boys with no intellectual disability or mild general learning disabilities.
- C. Reports from **all** previous school attended.
- D. Completed Transition Reports from both school and parents /guardians. (blank copies available with the application form) Where a child has been home schooled, the appointed teacher should complete the Transition Report.
- E. Signed consent from parents /guardians granting the school permission to access any relevant reports from previous schools attended, and any support agencies involved in the welfare and /or support of the child.

Parents/guardians will agree to share the contents of any further reports with the school, e.g. Psychological, Occupational Therapy or Speech and Language reports.

**3. Enrolment Procedure**

- (i) The process of enrolment begins with
  - A. A referral from an external agency or a telephone call or visit in person from the parents.
  - B. Both School and ASD class application forms are completed and submitted with all documentation outlined above.
  - C. Fully completed applications are then recorded in the applications file. The deadline for applications is indicated on the Annual Admissions Notice found on the school website.
  - D. Entry into this file secures a place on the list of applicants. Only applications that meet the criteria for enrolment will be considered.
- (ii) The following criteria will apply in allocating places in the ASD class:
  - A. That there is available space. The ASD class will provide a maximum of 6 placements at any one time.
  - B. The needs of the student, as identified, can be met within the class.
  - C. The recommendation of the Special Education Needs Organiser for the area based on the needs of the applicants.
  - D. All recommendations will then be considered by the Board of Management of the school who will make the final decision on all applications.
- (iii) In the event of the number of suitable applicants exceeding the number of available places preference will be given as follows:
  - A. Applicants already in an ASD Class in Primary School
  - B. Brothers of present students.
  - C. Brothers of past students.

- D. Sons of past students up to a maximum of 25% of the total places available.
- E. Sons of eligible staff.
- F. Applicants from primary schools, in the order set out below:

- 1. St. Mary's Boys' National School, Lucan.
- 2. St. Lorcan's National School, Palmerstown..
- 3. Divine Mercy National School, Balgaddy, Lucan.
- 4. St. Patricks National School, Chapelizod.
- 5. Other Schools with a Lucan address.
- 6. Other Schools outside Lucan.

(iv) The placement of each child will be subject to regular, at least annual, review by school staff and, where relevant, professionals external to the school. At this point a decision will be made as to whether the pupil will:

- A. Continue in the ASD class.
- B. Integrate fully into the mainstream school.
- C. Seek an alternative placement.

#### **4. Admissions Panel**

All applications to the ASD class will be reviewed by an Admissions Panel which may consist of the following members:

School Principal and Deputy Principal

Special Needs Co-ordinator (and any relevant Special Education personnel deemed appropriate by the above.)

**The function of the Admissions Panel will be as follows:**

- A. To review all applications and all documentation relevant to a student applying for a place in the ASD class.
- B. To verify the ASD class's suitability in meeting the needs of the applicant.
- C. To make recommendations based on these findings to the school Board of Management.

#### **5. Role of the Board of Management**

The Board of Management reserves the right to appoint other members to the Admissions Panel as necessary and to seek the advice of external experts if required. The Board of Management reserve the right to seek an assessment from an appropriate independent professional in relation to any application.

The final decision on any individual enrolment matters will be made by the Board.

**The Board of Management reserves the right to refuse an application for enrolment.**

#### **6. Refusal to Admit**

The Board may refuse the admission of a pupil if:

- A. The class is oversubscribed.
- B. The parents have refused to accept and support school policy.
- C. The pupil does not have a diagnosis of autism by a clinical psychologist or psychiatrist with a recommendation of enrolment in a unit for children with autism.



- D. Admission of the candidate would make impossible, or have detrimental effect on, the provision by an educational establishment of its services to others.
- E. The student has special needs that, even with additional resources available from DES, the school cannot meet such needs and /or provide the student with an appropriate education.
- F. The Board of Management forms the opinion that the child is a danger to himself and others.
- G. The Board of Management reserves the right to take other factors into account which they deem to be relevant.

## 7. Cooperation with School Policy

Students enrolled in the ASD class are required to cooperate with and support the School's Code of Conduct as well as the School's Anti- Bullying Policy, as well as all other policies on curriculum, organisation and management. The Board of Management places responsibility on parents /guardians for ensuring that their child /children cooperate with all school policies.

In accordance with the DES Rules for Voluntary Secondary Schools and the Coláiste Phádraig Code of Behaviour, a child may be suspended /expelled.

## 8. 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). This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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). This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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.