



ADMISSIONS POLICY

1. School Details:

St. Paul's Secondary School was established in 1964 with the objective of providing a comprehensive post-primary education to all children of the community. The Trustees of the school are CEIST. The School's Mission Statement clearly sets out the ethos of St. Paul's. We endeavour to fulfil our Mission in partnership with Parents/Guardians, staff, students, trustees, and local community.

St. Paul's Secondary School caters for boys and girls aged 12 to 18 years. It offers a six-year cycle. Transition Year is a compulsory programme for all students.

The School offers a wide range of subjects and courses for both junior and senior cycle students, a comprehensive "special needs" structure is also in place to cater for students with learning difficulties. Extra-curricular activities are also wide-ranging in St. Paul's.

2. Policy on Enrolment

- (i) Parents/Guardians are expected to support the philosophy of the School.
- (ii) The Parent/Guardian who enrolls the student must read our Code of Behaviour and give a written undertaking to uphold it.
- (iii) In the interest of the student's welfare, medical/psychological/behavioural conditions must be made known to the School.
- (iv) The School must be provided with the daytime contact details of the Parent/Guardian.
- (v) The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:
 1. The student has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the student with an appropriate education or
 2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

3. **Procedure for Admissions:**

- The School will hold an 'Information Evening' during November of the current Academic Year. All necessary Enrolment Forms will be given to Parents/Guardians at this meeting.
- During the 'Information Evening', Parents/Guardians will be advised of an enrolment date, by which time a completed Application Form, together with the written acceptance of our Code of Behaviour must be returned to the School Secretary.
- Applicants will be notified in writing of the status of their application within 21 days of the closing date for completed applications in any year.

4. **Order of Selection:**

(a) **..... for incoming First Year Students:-**

On receipt of an offer of a place parents/guardians must secure that place by completing and returning the Acceptance Slip which accompanies the offer. The acceptance slip must be received in the school office on or before the date indicated on the letter offering the place.

First Year Enrolment Criteria:

The Board of Management will set a figure for the number of students to be accepted into First Year. In the event that the number of applications exceed the number of places available, places will be allocated according to the following order of priority:-

Enrolment Categories:

Category 1:

Applicants who have/had a sibling in the school.

Category 2:

Applicants who live in the area and/or in the area supplied by our traditional feeder schools.

Category 3:

All other applicants.

In the event that the school is over-subscribed in any of the above categories, the determining factor in allocating places and establishing a waiting list will be random selection. This random selection process will be independently witnessed.

Note: If more than one sibling from a family applies for admission into 1st Year, then in the event, that one sibling is offered a place, the other sibling/siblings will automatically be offered the next place(s).

(b) **....Procedures relating to admission to a year other than First Year:**

Application forms are available from the School Office on request. Applicants should complete the application form, giving all of the details required. Incomplete forms will be returned to parents/guardians.

Applicants will be required to furnish details about their prior second-level education, including copies of their two most recent school reports that set out the 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 and copies of the results of any State examinations.

Where it is considered necessary by the school, an applicant may be required to complete a further information form regarding their child's educational progress and/or to provide a current education psychological assessment report. Failure to complete any of the necessary documentation listed above, or to supply any other relevant documentation requested by the school, or to make a reasonable arrangement to meet the Principal to discuss the application if requested, may result in inadequate provision being made for the applicant or may result in a previous decision to enrol the applicant being revoked.

Year other than 1st Year Enrolment Criteria:

1. Applicants must meet criteria laid down by the Department of Education & Skills.
2. All students entering the school must supply a Birth Certificate or other appropriate identification.
3. The school reserves the right to refuse to admit a student whose behaviour and/or attendance record in her/his previous school has been unsatisfactory.
4. In a year group other than First Year, where the number of applications exceeds the number of places available, places will be allocated according to the following order of priority:
 - a) Applicants who have a sibling in the school. These applicants will be ranked on the basis of date and time of receipt of completed application.
 - b) Remaining places will be allocated on the basis of date and time of receipt of completed application. For applications with the same date and time of receipt of completed application, the final determining factor in allocating places will be random selection. This random selection process will be independently witnessed.

Note: Waiting lists for places in a year other than First Year will expire on the 30th September of the school year for which the application was made.

....Procedures relating to Admission to Specific Programmes, Subjects or Subject Level:

If the demand for a specific programme, subject or subject level exceeds the number of places available, then the school will make every effort, within the constraints of teaching resources, etc., to accommodate the student. Where it is not possible to accommodate all applicants, then priority will be given to

students from within the school and to those who have completed all application forms on time.

1. **Entry to specific programmes** will be determined following a review of the application forms and on interview process designed to ascertain the suitability of the applicant for the specific programme. The school may also take into account the availability of other suitable courses within the school to competing applicants
2. **Entry to specific subjects** will be determined by reference to the preferences indicated by students on their application form and by reference 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 student's 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 competing applicants.
3. **Entry to specific subject levels** will be determined by the student's previous performance at that subject relative to the other applicants; their results in State examinations where available will also be considered.
4. **Admission to repeat a year:** All such applications are subject to Department of Education & Skills Circular Letter M2/95. Applications will be considered in the light of places available on the relevant programme, subject to the class size and overall enrolment restrictions set out elsewhere in this policy. Applications must be in writing and must state the relevant Circular and the particular clause(s) being invoked in support of the application and must be accompanied by supporting documentation, as appropriate. The school must be satisfied that the applicant, in light of the special circumstances that gave rise to the application, applied him/herself to the best of their ability. Students taking a programme for the first time may be given priority in terms of subject choices within the programme. Priority will be given to St. Paul's students, who are permitted by the school in accordance with Department of Education & Skills regulations, to repeat a school year.
5. **Admission to repeat the Leaving Certificate Programme:** The school does not operate a Repeat Leaving Certificate Programme. It does not normally provide any additional teaching to cover material normally covered in year 1 of the Leaving Certificate Programme. Students who apply to repeat the Leaving Certificate will be considered in the context of places available in the relevant subjects, the overall programme and overall enrolment within the school and in the context of the student's previous academic record, application to studies, attendance, etc. Priority will be given to St. Paul's students.

....Decision-Making process regarding entry to First Year, other Year Groups and Specific Programmes and Subjects:

This is a matter for the Board of Management but is normally delegated to the Principal, who decides on such matters in accordance with the school's Admissions Policies. The Principal may refer any application to the Board for decision. In exceptional circumstances where the Board of Management is unable to meet at short notice and to ensure compliance with legally imposed deadlines, the Principal may consult with the Chairperson and together they may make a decision in regard to the enrolment of a student/prospective student. This decision must be reported to and ratified by the Board of Management at its first meeting held after such decision is made.

....Right of Refusal (Year other than 1st Year):

The school reserves the right to refuse enrolment to any student in exceptional cases.

Such an exceptional case could include but is not limited to the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
2. The student poses an unacceptable risk to other students, to school staff or to school property.
3. References from previous school(s) are unsatisfactory.

Ultimately, the right to refuse admission is a matter for the Board of Management, who must balance the rights of the individual alongside the rights of the school community in line with legislation.

Should any information supplied on an application form by invalid/become invalid, it is the responsibility of parents/guardians to contact the School Office immediately in writing and provide information needed to update the application. Failure to do so may render an application invalid, and may result in the applicant being refused admission to the school, or may result in an earlier decision to enrol the applicant being revoked.

....Right of Appeal:

Where a student is refused admission to the school, the parents/guardians of the student or the student, if she/he is 18 years of age or older, have/has the right to appeal this decision to the Board of Management and/or to the Secretary General of the Department of Education & Skills under Section 29 of the Education Act 1998. Relevant information and application forms are available from the school office.

.....School Policies and Procedures:

Policies and procedures relating to school life, including the agreed Code of Behaviour, are available in school.

....Photographs:

In accepting a place in the College, it is assumed, unless informed in writing to the contrary, that the parents/guardians permit individual or group photographs of the applicant to be taken for school, curricular or extra-curricular purposes.

....Review and Evaluation

The implementation, monitoring, review and evaluation of this policy is a matter for the Board of Management. This policy is reviewed annually by the Board. Amendments will be made in consultation with staff, parents through the Parents' Association and students through the Students' Council.

This policy was adopted by the Board of Management on the _____ in light of current legislation and having consulted with partners in the school community named above.

Adopted by the Board of Management of St. Paul's Secondary School.

Signed:- _____
Mrs. Margaret McLoughlin,
Chairperson B.O.M.

Dated: _____