# **Template admission policy**Le Cheile Symbol

**Admission Policy of St. Dominic’s College, Cabra**

**School Address: St. Dominic’s College, Cabra, Dublin 7**

**Roll number: 60731F**

**School Patron: Le Chéile Schools Trust clg**

## 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 30th August 2022. 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. Dominic’s College, Cabra 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.

## Characteristic spirit and general objectives of the school

St. Dominic’s College, Cabra is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

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

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of the *founder St. Dominic of the* Dominican Order who began this school.

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

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious’ formation. All students’ spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

*In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of* St. Dominic’s College, Cabra *shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school*

The general objectives of all Le Chéile schools include: -

**Welcome** recognises the unique dignity and worth of each person.

**Wisdom** is the pursuit of a greater understanding and appreciation of the world.

**Witness** comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

## At St. Dominic's College, we are committed to enabling each and every student develop her potential, both in the academic and non-academic fields. We encourage the development of a healthy self-image, whilst teaching the student to respect the backgrounds, traditions and beliefs of all those with whom she comes into contact. We provide an environment in which the student is encouraged to take responsibility for her own work, whilst participating in school activities as part of the community.

## Admission Statement

St. Dominic’s College, Cabra will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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. Dominic’s College 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.

St. Dominic’s College will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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| Schools must retain any of the following statements that apply to them and delete those that do not:  **Single gender schools**  St. Dominic’s College, Cabra is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.  **Post-primary denominational schools**  St. Dominic’s College, Cabra 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 Catholic belief in preference to others.  **All denominational schools**  St. Dominic’s College, Cabra is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school. |

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

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| **Not applicable**  We do not provide an established class to provide an education exclusively for students with special educational needs. However, the Board of Management of St. Dominic’s College welcome applications from Parent(s)/Guardian(s) of students with Special Educational Needs. |

## 5.Admission of Students

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_heading=h.30j0zll) below for further details)
2. 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

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| Include only the statements that apply to the school:  **A school that admits students of one gender only**  St. Dominic’s College, Cabra provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.  **All denominational schools**  St. Dominic’s College, Cabra is a Catholic School and may refuse to admit as a student a person who is not of Catholic Religion where it is proved that the refusal is essential to maintain the ethos of the school. |

## Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

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| If the school is over-subscribed the following categories of students will be given priority, in the following order. The school must be in receipt of an official Application Form, within the time frame as advertised by the school.   1. Sisters of students currently in St. Dominic’s College. 2. Pupils from St. Catherine’s, Mary Help of Christians, Christ the King schools. 3. Pupils from other feeder primary schools 4. Sisters of past pupils. 5. Daughters of current staff, ‘current’ is defined as staff working in the school for at least one full academic year on the year the place is being offered. 6. Daughters of past pupils to a maximum of 25% of intake. 7. Children who have reached the age of 12 years on the 1st January of the school year in which they will be due to enter the school and as a rule, the completion of a full course of primary education. |

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:

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| **Decisions may be made then on the basis of a lottery. The Board of Management will appoint an external observer in these instances.** |

## 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:

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| Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:   1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí, 2. the payment of fees or contributions (howsoever described) to the school;   (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)   1. 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  1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;   (other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)   1. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;   (other than, in the case of the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.  In relation to (2) parents and grandparents 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).   1. 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 31st January 2025 only). |

## Decisions on applications

All decisions on applications for admission to St. Dominic’s College, Cabra 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 1](#_heading=h.3znysh7)4 below in relation to applications received outside of the admissions period and [section 15](#_heading=h.2et92p0)  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.

## 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](#_heading=h.tyjcwt) below for further details).

## Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Dominic’s College, Cabra, 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.

## 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. Dominic’s College, Cabra where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_heading=h.1fob9te) above.
5. The school is oversubscribed and the student cannot be offered a place in line with the categories in Section 6.
6. The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

## 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).

## Waiting list in the event of oversubscription

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

## 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.

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

Where parents wish to make an application for their son/daughter to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application. Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

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

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

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

In accepting an offer of admission from St. Dominic’s College, Cabra the parents must indicate—

(I) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

(ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

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

An offer of admission may not be made or may be withdrawn by St. Dominic’s College, Cabra where—

1. it is established that information contained in the application is false or misleading;
2. an applicant fails to confirm acceptance of an offer of admission within three weeks of the date of the offer of a place;
3. 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;
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out above;
5. the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education. The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility; or
6. the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

## Oversubscription to the year group other than First Year:

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

Placement on the waiting list will be in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy see Section 6 above. If there are two or more students in any of the selection criteria categories set out in Section 6 above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management.

Offers of any subsequent places in the year group other than First Year that become available during the school year will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## Sharing of Data with other schools:

Applicants should note that the provisions of Section 12 above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

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

(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).

## Declaration in relation to the non-charging of fees

The board of St. Dominic’s College, Cabra 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-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

## Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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| * At Junior Cycle Religious Education is an examinable subject for all students as laid out in the NCCA specification. * The following are the school’s arrangements for students, where the parent~~s~~ or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school at Senior Cycle. These arrangements will not result in a reduction in the school day of such students: * A parent of a student, or a student who has reached the age of 18, who wishes to attend St. Dominic’s College, Cabra without attending religious instruction at Senior Cycle should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school. |

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## 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.

**Appendix 2**

**ST. DOMINIC’S COLLEGE, CABRA**

**ANNUAL ADMISSION NOTICE FOR 2023/24**

Copies of the school’s **Admission Policy** and the **Application Form for Admission** for the 2023/24 school year are available as follows: –

To download at: <https://stdominics.ie/>

On request: By emailing **info@stdominics.ie** or writing to: **St. Dominic’s College, Cabra, Dublin 7.**

1. **Application and Decision Dates for admission to 1st Year for 2023/24**

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| 1. | The school will commence accepting applications for admission on | **30th September 2022** |
| 2. | The school will cease accepting applications for  admission on | **21st October 2022** |
| 3. | Applicants will be notified in writing of the decision on their application by | **11th November 2022** |
| 4. | Applicants must confirm acceptance of an offer of admission by | **25th November 2022** |

Failure by an applicant to accept an offer by the 25th November 2022 may result in the offer being withdrawn.

1. **Application and Decision Dates for admission to Autism Class for 2023/24**

(If the school has more than one class that caters for different categories of SEN, details of the numbers of places for each of the classes must be provided.)

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| --- | --- | --- |
| 1. | The school will commence accepting applications for admission to the special class on | **30th September 2022** |
| 2. | The school shall cease accepting applications for admission to the special class on | **21st October 2022** |
| 3. | Applicants will be notified of the decision on their application for admission to the special class by | **11th November 2022** |
| 4. | Applicants must confirm acceptance of an offer of admission by | **25th November 2022** |

Failure by an applicant to accept an offer by 25th November 2022 may result in the offer being withdrawn.

1. **Number of places being made available in the 2023/24 school year**

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| The number of places being made available in 1st year is | **165** |
| The number of places being made available in the special class catering for students with ASD is | **6** |

(If the school has more than one class that caters for different categories of SEN, details of the number of places for each of the classes must be provided.)

1. **Number of places in 1st year for the 2022/23 school year which were offered and accepted before 1 February 2022**

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| --- | --- |
| The number of places for 1st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2022 is | **175** |

1. **Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year)**

The total number of applications for admission received by the school for admission in 1st year in the 2022/23 school year was [insert number].

|  |  |
| --- | --- |
| **Breakdown of places allocated for 1st Year for the 2022/23 school year:** | |
| Number of places available |  |
| Number of applications received |  |
| Offers made and accepted under each criteria | Criteria 1:  Criteria 2:  Criteria 3: |
| Number of names placed on waiting list for the school year concerned |  |

The total number of applications for admission received by the school for admission in the special class catering for students with ASD in the 2022/23 school year was 3.

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| **Breakdown of places allocated for Special Class for the 2022/23 school year:** | |
| Number of places available | 6 |
| Number of applications received | 2 and later 3 |
| Number of Offers made and accepted under each criteria | Criteria 1:  Criteria 2:  Criteria 3: |
| Number of names placed on waiting list for the school year concerned | 0 |

The total number of applications for admission received by the school for admission to the residential element of the school for 1st year in the 2022/23 school year was [insert number].

**Not applicable**

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| --- | --- |
| **Breakdown of residential places allocated for 1st year for the 2022/23 school year:** | |
| Number of places available |  |
| Number of applications received |  |
| Number of Offers made and accepted under each criteria | Criteria 1:  Criteria 2:  Criteria 3: |
| Number of names placed on waiting list for the school year concerned |  |

The total number of applications for admission received by the school for admission as a day pupil of the school for 1st year in the 2022/23 school year was [insert number].

**Not applicable**

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| --- | --- |
| **Breakdown of day pupil places allocated for 1st year for the 2022/23 school year:** | |
| Number of places available |  |
| Number of applications received |  |
| Number of Offers made and accepted under each criteria | Criteria 1:  Criteria 2:  Criteria 3: |
| Number of names placed on waiting list for the school year concerned |  |

**Admission policies for Entry into the Following Programmes**

**LCVP, LCA and TY**

**LCVP: Admissions policy**

LCVP is a programme within the traditional Leaving Cert structure. Students do the normal Leaving Certificate and study LCVP as they would other subjects. The aim of the programme is to equip students for the world of work with practical skills taught, such as career investigations, teamwork projects, mock interviews, and work experience.

**Procedure for Application:**

* Students are informed by the LCVP coordinator and teachers about the programme, its content and requirements. This is done through information on the website; talks given to classes distribution of leaflets with information about the programme. They are also encouraged to speak to the LCVP teachers to discuss the programme.
* Students mark in the subject form that they wish to take LCVP
* An application form is also to be completed. This is made available by the programme coordinator

**Programme Requirements:**

* Students should have completed the Junior Cycle programme
* Students must be undertaking the traditional Leaving Cert Programme (There is no specific requirement regarding subjects)

**Criteria For Acceptance:**

* Students must have the necessary programme requirements (as above)
* Attendance record in Junior Cycle
* IT skills and ability to upskill in this area
* Record of adherence to the code of behaviour and also a good discipline record at

Junior Cycle; Note will be taken of the behaviour record of students coming from

other schools.

* Work ethic at Junior Cycle level and an ability to work independently and as part of a

team.

* An assessment of the student’s competence and value to be derived from participation

in key elements of the LCVP programme.

* Assessment of the contribution the applicant can make to the LCV Programme.
* The applicant’s pastoral care needs as communicated by the Year Head, Guidance

Counsellor and/or other professionals in the school.

The coordinator will assess the applications and, in consultation with LCVP and other

teachers, decide as to their overall suitability for the programme.

All decisions for entry into the programme will be subject to the final approval of the Board of Management.

NOTE: Parents/Guardians may appeal the decision to the Board of Management.

This policy is also on our school website.

**Extract from our Leaving Cert Applied Admissions policy**

Leaving Certificate Applied is a course that is specifically designed for students for whom the

traditional Leaving Certificate Established nor the Leaving Certificate Vocational Programme are suitable. The aims of this programme differ radically from those of the Leaving Certificate Established and Leaving Certificate Vocational Programmes, and indeed this is reflected in the delivery and assessment of the Leaving Certificate Applied Programme.

In an attempt to ensure the suitability of the course for students and the suitability of students for the course, a selection process has been established. Our selection procedure includes an

application form, credit awarded for good discipline/attitude, and an interview for each potential student. Marks will be awarded on the following basis:

Application form- /10

Discipline- /30

Attendance - /30

Interview - /30

Total- /100

Every effort will be made to offer a place on the Leaving Certificate Applied course to students who achieve 60% overall in the selection procedure. Those students who are not successful will be offered a place on the Leaving Certificate Established course.

This Leaving Certificate Applied Admissions Policy forms part of the school’s overall

Admissions policy.

**Procedure for Application**

* The LCA Coordinator will give information on the Leaving Cert Applied programme to parents/guardians at Information Evening.
* The LCA Coordinator visits all Transition Year and 3rd-year groups to give an information presentation on the LCA programme. Students are given information leaflets on the programme and application forms.
* Completed Application Forms (See Appendix) must be returned to the LCA. Co-Ordinator by the Closing Date specified. (Late applications may not be considered.) Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the programme.
* External Applicants may fill in the Enrolment Form for St. Dominic’s College and following an expression of interest in the LCA. Programme, they may request and complete an LCA Application Form and are then subject to the same admission procedures as internal applicants.
* The LCA Co-Ordinator will consult members of the Teaching Staff with respect to the LCA Application List.
* An LCA. Selection Committee will be established annually comprising L.C.A. Co-Ordinator, Year Head (3rdYr and or TY), Guidance Counsellor, Deputy Principal, and Principal.
* Applicants will be interviewed.

*The following criteria will help ascertain suitability for the Programme:*

* Level of interest displayed by the student on the application form
* Level of interest indicated by the candidate at the interview.
* Willingness to participate fully in all elements of the L.C.A. Programme.
* Student’s satisfactory attendance record in school.
* Student’s record of adherence to the Code of Behaviour of St. Dominic’s College or in the case of an external candidate, the student’s previous school.
* An assessment of the student’s competence and value to be derived from participation in key elements of the L.C.A. programme.
* Assessment of the contribution the applicant can make to the L.C.A. Programme.
* The applicant’s age and/or pastoral care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.

Following the final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme, and their Parents/Guardians will be informed by letter.

A review of students’ suitability will be reviewed on a monthly basis over the two years. Should it be deemed that students are not suitable for the programme or the programme is not suitable for the students, they will be advised to transfer to 5th/TY.

NOTE: Parents/Guardians may appeal the decision of the Selection Committee to the Board of Management.

All decisions for entry into the programme will be subject to the final approval of the Board of Management.

For the full Admissions Policy for Leaving Cert Applied, please see our school website.

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**Extract from our Transition Year Admissions Policy**

Transition Year is a one-year programme taken after the Junior Certificate and before the Leaving Certificate. The purpose of Transition Year is to promote maturity. Maturity in studies by making students more self-directed learners, maturity in relation to work by developing work-related skills, personal maturity by providing opportunities to develop communication skills, self-confidence and a sense of responsibility and social maturity by developing greater ‘peoples’ skills and becoming more aware of the world outside school.

In an attempt to ensure the suitability of the Transition Year Programme for students and the suitability of students for this programme, a selection process has been established. Our selection procedure includes:

* Information about the Transition Year Programme and how to apply for Transition Year is presented to all Third Year students.
* An Information Presentation for all Third Year Parents.
* A Transition Year Application Form is given to all Third Year students.
* A short Interview.
* Students present their journals during the interview.
* Feedback from all teaching staff regarding student suitability for the programme.
* Consultation with Year Head and Tutors.
* Consultation with the Principal, TY Co-ordinator and Year Head (Third Year and TY).

Marks will be awarded on the following basis:

Application Form- /30

Discipline & Attendance /40

Interview /30

Total /100

The Transition Year Admissions Policy forms part of the school’s overall Admissions policy.

Procedure for Application

* Transition Year Co-ordinator meets with all Third Year classes in January and presents information about Transition Year in St. Dominic’s College.
* The Transition Year Co-ordinator gives information on the Transition Year programme to parents/guardians at an Information Evening, usually in January and in an online presentation. Here the aims, objectives and ethos of Transition Year in St. Dominic’s College are explained.
* An Application Form is given to all Third Year students. The completed form must be returned by the date specified. This form asks the student to give reasons why they want to do TY and encourages them to think clearly and seriously about how the TY programme would suit them.
* An interview takes place with all the students who have applied for Transition Year. The students present their journals during this interview. Here, their pattern of recording homework, incomplete homework, behaviour, conduct submitted, attendance, punctuality and attitude are evident.
* External Applicants may fill in the Enrolment Form for St. Dominic’s College and, following an expression of interest in the TY Programme, may request and complete a TY Application Form and are then subject to the same admission procedures as internal applicants.
* The TY Co-ordinator will consult members of the Teaching Staff with respect to the TY Application List.
* A TY Selection Committee will be established annually comprising the TY. Co-ordinator, Year Head (3rd Yr and TY), Guidance Counsellor, Deputy Principal, Principal.
* The final review of offers is made by the TY coordinator and management team, and all the factors above and in the criteria below are considered when deciding whether a student would benefit from Transition Year.
* Following the final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme. Their Parents/Guardians will be informed by letter. They must confirm acceptance of the place by returning the slip provided.

The following criteria will help ascertain suitability for the Programme:

* Level of interest displayed by the student on the application form.
* Level of interest indicated by the student at the interview.
* The student’s willingness to participate fully in all elements of the TY. Programme.
* The student’s satisfactory attendance record in school.
* The student’s record of adherence to the Code of Behaviour of St. Dominic’s College or, in the case of an external candidate, the student’s previous school.
* Assessment of the contribution the student can make to the TY Programme.
* The student’s age and/or pastoral care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.

NOTE: Parents/Guardians may appeal the decision of the Selection Committee to the Board of Management.

All decisions for entry into the programme will be subject to the final approval of the Board of Management.

For the full Admissions policy on Transition year- please see our school website.

**Extract from our Admission policy for Tighín Ódhran- ASD Special Class.**

All applicants must have an assessed primary diagnosis of Autism/Autistic Spectrum Disorder. The assessment must be in line with the established DES criteria of DSM-V and ICD 10. All applications must be accompanied by an assessment carried out by an Educational/Clinical Psychologist approved by the DES, recommending the applicant as suitable.

A prospective student for the ASD Special Class must have a professional recommendation, from a NEPS Psychologist, Clinical Psychologist, Educational Psychologist, Psychiatrist, or from a multidisciplinary team (Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker, and/or Physiotherapist), for placement in an autism specific class, (formally known as an ASD Unit). All applications in operation on a child should be provided to the school for assessment by the Admissions Team/Board of Management. The withholding of such reports from the Board of Management may invalidate an enrolment application at any time.

An Enrolment Application Form, a copy of which is available from the school, should be fully completed and submitted by the parent on behalf of the applicant. The closing date for receipt of such completed applications by the school is published in the Annual Admission Notice for the relevant year.

This Enrolment Application Form should be accompanied by an Original Birth Certificate of the applicant and accompanied by all the up to date and pertinent educational psychological assessments(s) and diagnostic report(s). The Enrolment Application form must also be accompanied by School Reports and relative documented information from all previous schools that the applicant attended. Proof of address is necessary.

Only applications that meet the criteria for enrolment, subject to available space and maximum student numbers, will be considered. A meeting with parents/guardians and the student applying will take place.

Parents should note that under the official DES guidelines, the number of student places available in Tighín Ódhran is six students. It should be noted that fulfilling the enrolment criteria does not necessarily guarantee the student a place in the ASD Special Class.

The Board of Management requires that Parents must accept that the enrolment process only proceeds where the educational and physical needs of the applicants, as identified can be met within the ASD Unit.

The Parents of the applicant must accept and agree to the St. Dominic’s College Code of Positive behaviour and the terms of this policy.

The ASD Special Class at St. Dominic’s College will only cater for children that are 12 years or more, and less than 18 years of age, on the 1st of September of the school year in question.

The advice, support and recommendation of the Special Educational Needs Organiser (SENO) for the area/region, based on the needs of the applicants, will be considered in the decision making process associated with enrolment of applicants in Tighín Ódhran.

It is important that Parents/Guardians note that St. Dominics College may in certain clarified circumstances and following an assessment and investigation, be unable to meet the special educational or physical needs of the applicant on the grounds that

(I) the applicant is deemed a risk, on health, safety, welfare or security grounds to themselves and/or other, or

(II) admission of the applicant will make impossible, or have a serious detrimental effect on, the education provision by St. Dominic’s College as an educational establishment of its services to others.

The Board of Management will make the final decision on all applications to enrol.

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 tomaking 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.

For the full Admissions policy on Tighín Ódhran –Special Autism Class please see our school website.