

Admission Policy of St Flannan's College

Clare Rd Ennis Co Clare

61920N

School Patron Most Rev Fintan Monahan

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 parent(s)/guardian(s) of children attending the school.

The policy was approved by the school patron on 23/10/24. 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 Flannan's College admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

2.1 St Flannan's College is a Catholic Voluntary Secondary School under the Patronage of the Catholic Bishop of the Diocese of Killaloe. The college has since its establishment, played a significant role in educating students and promotes the values of the catholic faith which are cherished and promoted throughout the school community.

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 Christ; and

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

And which the 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 St Flannan's college Ennis 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.

2.2 The Curriculum: We provide a broad range of subject areas, encouraging students to take increasing responsibility for their own learning and decision-making.

2.3 Junior Cycle Subjects:

Currently, students study ten subjects for examination purposes, nine of which are compulsory: Gaeilge, English, Mathematics, Science, History, Geography, Business Studies and Religious Education. Also included in the compulsory subjects is a language: French or German. They must select one practical subject from the following four subjects: Wood Technology, Technical Graphics, Classical Studies, Home Economics, Music and Visual Art.

2.4 Transition Year Programme:

This is a one-year, optional educational programme available (depending on internal demand), to St Flannan's College students who have completed their Junior Cycle Programme. This programme is designed to broaden the educational experience of the student and to further prepare him/her for the Leaving Certificate curriculum. It offers students a space in which to learn, mature and develop by studying and participating in a wide range of subjects and activities.

Because of the finite nature of resources, it may not be possible to accept all students that apply.

The Transition Year subjects include: Mathematics, Gaeilge, English, French, German, Japanese, Business, Chemistry, Biology, Computer Studies, Art & Media studies, Classical Studies, History, Geography, Home Economics, Religious Education, Construction Studies, Physical Education, Design and Communication Graphics, Music, Career Guidance, Work Experience, First Aid, and Tourism.

Internal Applicants: any student in St Flannan's College wishing to do Transition Year may apply. In each of the four Transition Year classes there are 24 students. Entrance to Transition Year may include an interview process. The questions at interview will be designed to determine the student's suitability for this programme.

External Applicants: applicants can apply under the general Transition Year application process. Consideration of the General Application for Transition Year will only occur when the internal process is complete and may also involve an interview process, should places still be available.

2.5 Leaving Certificate Subjects:

Gaeilge, English and Mathematics are studied by all students and the balance of their subjects, usually four, are chosen from the following: French, German, Japanese, History,

Geography, Accounting, Business, Economics, Physics, Chemistry, Biology, Construction Studies, Art, DCG, Music, Classical Studies, Home Economics and Physical Education.

2.6 Leaving Certificate Vocational Programme (LCVP) Link Modules:

St Flannan's College offers further education and an openness to learning new skills in communication, problem-solving, teamwork, flexibility and independent thinking through its LCVP course. This programme is open to all St Flannan's College senior cycle students, subject to internal demand and option choices set by the DES.

Students will receive the same Leaving Certificate as other Leaving Certificate students with an additional statement of the result of the link modules. A distinction, merit or pass will be awarded to the successful students. Students applying for a Degree, Diploma or Certificate course in the institutes of technology or universities may submit their link module grade in place of their sixth subject. Students who complete this course should be more employable, flexible and enterprising as they join the workforce.

2.7 Student Support/Special Needs Education:

We support and challenge our students to reach their full potential in school by providing language support, learning support, personal counselling where necessary, and developing links with family by working in partnership with parents and guardians.

St Flannan's College welcomes applications from parent(s)/guardian(s) of students with special educational needs. The school will use the resources, finance and personnel provided by the DES to make reasonable provision and accommodation for students with disabilities or special educational needs and will ensure that these students are encouraged to participate fully in the life of the school in so far as is reasonably practicable.

St Flannan's college offers support to students with special educational needs. This support is available to students who experience general learning difficulties and concentrates on the individual needs of the students. New entrants are tested by the Special Educational Teaching department to determine the specific help they need. All first year students complete a screening assessment for reading comprehension and numeracy.

While recognising and fully supporting the rights of parent(s) /guardian(s) to have a school of their choice for their children, the school's ability to provide for students with particular educational needs is dependent on resources suitable to those needs being supplied by the DES. Acceptance of students with special needs may depend on the DES providing the necessary extra resources/help needed to educate these students. In some cases, a provisional acceptance will issue and confirmation of the acceptance will depend on the response of the DES to requests from the school for suitable extra help, having assessed the particular needs of the prospective student.

St Flannan's College commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given all reasonable assistance, subject to available resources, to achieve their educational potential.

St Flannan's College Student Support Team works closely with Senior and Middle Management, with the Guidance Counsellors and all staff members who, together with the relevant agencies, strive to support and assist all students through any challenges which may arise in order to ensure that the full potential of every student is reached.

2.8 Faith development:

We have a special commitment to the development of the spiritual dimension of the lives of our students. Faith formation and the religious education programme play a key role. Students

follow the State programme in religious education which is suitable for students of all faiths, and those of no faith. St Flannan's College celebrates the major Christian feasts. We hope that the Gospel-based values inherent in the culture of the school will be internalised in the values, attitudes and behaviours of all members of the school community and will find expression in their respect and care for one another. The school is open to and welcomes all who share this vision, and who wish to benefit from it.

2.9 Class Size:

Classes will have a maximum of thirty students for general subjects, and twenty or twenty-four students for specialist subjects depending on the specialist subject. Once these limits are reached, the class(es) in question are deemed full.

3. Admission Statement

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

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

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

St. Flannan'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. Flannan's College 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/special class

St. Flannan's College with the approval of the Minister for Education, has established two special classes exclusively for students with Autism Spectrum Disorder (ASD), whose cognitive functioning range has been established to be in the moderate to average range. The school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Given the acute shortage of spaces in special classes for students with ASD in the Ennis area, priority will be given to students based on the following:

- a current diagnosis and recommendation for the ASD class
- that the school is able to meet the needs of the student
- that the student is subject to the school's Code of Behaviour
- the child is recommended for enrolment based on consultation of the National Council for Special Education (NCSE)
- applications are also considered against the published criteria in this Admissions Policy.

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.

6. Oversubscription

6.1 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:

It is the responsibility of the Board of Management to lay down such guidelines as it may deem necessary for the admission by the Principal of students to the school. In doing so the Board of Management must bear in mind:

- That the ethos of the school is one where the values of the Catholic faith are cherished and promoted;
- The role that the school has played as a minor seminary for the Diocese of Killaloe;
- The traditional policy of open admission subject to the educational criteria of the school.
- The Board of Management recognises that the guidelines drawn up are subject to the general supervision and approval of the Trustees.
- The Board of Management acknowledges the traditional policy of open admission and affirms that no differentiation is made with regard to the academic competence of applicants;
- The school welcomes all pupils irrespective of their physical, religious or social circumstances and that no differentiation shall be applied hereto in determining admission;

- in welcoming students of diverse faiths, the school asserts the right to display and promote the Catholic faith within the school in accordance with the ethos of the school and the wishes of the Trustees.

The Board of Management reserves the right to refuse to enrol any student in exceptional cases. Such exceptional cases could arise where either:

- a. 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 or
- b. in the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or to school property.

6.2 From September 2002, admission to first year has been open to both boys and girls. For the period from September 2002 until further notice, the ratio of girls admitted in any one year shall be approximately one third of the total first year intake in that year.

6.2.1 Admission of Students to First Year

In the consideration of the admission of students to first year, priority will be given to:

- a. Siblings of existing pupils of the junior or senior cycle.
- b. Children of established staff of St. Flannan's College. Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis, during normal school hours, for at least six months, and are reasonably expected to be still employed by the Board of Management at the time their son/daughter commences in St. Flannan's College.

Having considered the above factors, if there is an excess of applicants over the number of available places, the filling of such places shall be determined by a random selection process which treats all remaining applicants as equal. In the case of twins, the selection of one twin will normally include the other twin.

6.2.2 The Board of Management shall determine annually the number of student places available for admission for the following school year, including the number of places available in the ASD classes. The maximum number of students for first year includes the places in the ASD classes. The determining factors in this decision would include: (Reference current Admissions Notice).

- a. Department of Education and Skills provision of staff;
- b. Department of Education and Skills provision of resources to meet the needs of students with special needs.
- c. Department of Education and Skills provision of physical space in relation to classroom accommodation and health and safety of students.
- d. The class structure within the school

6.2.3 At the direction of the Trustees and recognising the traditional role of the school as the Diocesan College of Killaloe, up to a maximum of five places in any one year may be set aside for children from the Diocese who do not meet the normal entry criteria, or who may have a special affinity with the school. In the case of this clause being invoked, the Trustees shall inform the Board of Management of the name(s) of the student(s) in advance of first round offers.

6.2.4 Designated Special Classes for Students on the Autistic Spectrum (ASD)

- a. St. Flannan's College has two special classes for students on the Autistic Spectrum, whose cognitive functioning has been established to be in the moderate to average range.
- b. Parents/Guardians are asked to indicate that they are applying for a place in the Special Class for students with Autistic Spectrum Disorder (ASD) on the application form
- c. When making an application to the ASD class, it is understood and accepted that the parent/applicant understands that they are applying for a special designated class only. This is not an application for a mainstream place. An application to our ASD class is an application for this specific educational setting only.
- d. Whilst registered in the ASD class it is the school's educational approach to integrate students into mainstream classes where appropriate.
- e. Students in the ASD class will participate in all school activities.
- f. St. Flannan's College ASD class is not high dependency unit/ classes/ settings and students will not be in a restricted environment.
- g. Students who are registered in the ASD class will follow a five-year programme.
- h. Students will be registered with the relevant year group, 1st – 6th year.
- i. Students registered in the ASD class subject to fulfilling the application criteria may apply for the optional Transition Year Programme. This Transition Year Programme is within the mainstream school and not part of the ASD class programme.
- j. Each ASD class has a maximum of six students for all years. This is the total number of students in the class. The school will not exceed this number.
- k. Any form of communication i.e., phone call, conversation with members of the Additional Educational Needs Department, discussion or meeting with any members of staff, visit to the school, or recommendation from any external agency or person does not equate to "a reasonable expectation" that a place in our ASD class will be offered to an applicant. Such scenarios do not equate to an application to the school.

6.2.5 Required Criteria for Consideration for Application for our ASD Class

- a. The school has referred to the NCSE "Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools 2016. Page 3" when considering applications for the ASD class. Only those students with a diagnosis of Autism, whose cognitive functioning has been established to be in the moderate to average range
AND
who has a formal recommendation from an educational psychologist i.e National Educational Psychological services (NEPS) or relevant recognised psychological services for a post-primary special class.
will be considered.
- b. Applicants to the ASD class must have a definitive diagnosis of autism whose cognitive functioning has been established in the moderate to average range at the time of their application.
- c. Applicants to the ASD class must have a definitive formal recommendation for a post-primary special class setting at the time of their application. St. Flannan's College will not accept formal educational psychological assessments and reports which recommend multiple educational settings for a student with a diagnosis of ASD.
- d. The school will only consider applications for the ASD class that includes a clear and definitive statement advising / recommending / supporting a special class setting at

- post-primary level. The Board of Management reserves the right to refuse the consideration of an application for the ASD class without this formal report.
- e. St. Flannan's College requests that such reports with a definitive and formal recommendation for a specialized post-primary ASD class must have been conducted within the last two years.
 - f. The applicant will be contacted by the school following their application and will be requested to send in the required reports/assessments to support/verify the application.
 - g. This request is in keeping with the school's obligation to adhere to the NCSE guidelines on Special classes (Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools 2016).
 - h. By applying for a place in the ASD class parents & guardians authorise St. Flannan's College to contact the stated present primary school in advance of any consideration of the application to confirm and assess the information in the submitted educational/psychological reports from the parents/guardians presented to the school following their application. This is in keeping with the NCSE "Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post Primary Schools 2016. Page 4".
 - i. The school must verify for the NCSE for its Department of Education allocation and resources that students who may be considered for application in this class are eligible for registration in the class hence the request for this information on application.
 - j. Because of the particular requirements in the running of the ASD classes, and as a result of the lack of available places in the Ennis area, in the event of oversubscription for available places for our ASD classes, a waiting list will be drawn up.
 - k. As a place in our ASD class becomes available the school will offer this place to the student on the waiting list. This waiting list is for the ASD classes only.

6.2.6 Contact with DE & NCSE

- a. In relation to the registration of students with Special Education Needs contact may be made with the National Council for Special Educational Needs regarding special need resources to which the student may be entitled.
- b. The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met.
- c. In consultation with parents/guardians St. Flannan's College may request the Department of Education to provide necessary resources e.g. special needs assistant, specialized equipment or furniture, transport etc.
- d. It is noted that it may take some time for the Department of Education to process such applications. This may impact on the commencement of attendance of a student to the school.
- e. Circular 14/2017 • St. Flannan's College acknowledges the aims and objectives of Circular 14/2017.
- f. In accordance with Circular 14/2017, the management and administration of the DE resources is at the discretion of the Board of Management. Circular 14/2017 does not supersede the Board's overall responsibility to manage the school.
- g. St. Flannan's College will not exceed the sanctioned number of places in the ASD class.
- h. It is the school's position that the application of Circular 14/2017 does not equate to using the DE SEN (General allocation model) annual allocation for the provision of the supports and resources equivalent to that of a specialized setting such as a designated ASD class or other DES recognized special classes.

6.3 Admission of Students to Second through to Sixth Years.

In the consideration of applications from students transferring from another school and applying for admission to second year through to sixth year the following factors will be taken into account:

- a. Department of Education and Skills provision of staff;
- b. Department of Education and Skills provision of resources to meet the needs of students with special needs.
- c. The school's physical capacity to accommodate enrolled students with particular regard to health and safety for all in the school.
- d. The available class structure within the school.

6.3.1 The admission of a student to first year does not imply or include any obligation on the school to accept older siblings into these year groups. The acceptance of a student into one of the year groups second to sixth year in a given year does not imply or put the school under any obligation to accept a sibling in that same year to first year and or another year group other than in accordance with the normal admissions criteria.

For avoidance of doubt, a student accepted for admission into one of the year groups second to sixth year in a given year, will not constitute an "existing pupil" for the purpose of the section 2 priority criteria regarding an application to first year from a sibling of the aforementioned student in the same year.

6.3.2 The school also reserves the right to consult with the applicant's previous school and to request previous school reports and other reports, if any, and to give due consideration to same before reaching a decision. The reason(s) for wanting to transfer schools should be clearly stated. Informed consent of the student and parent(s)/ guardian(s) will be obtained before requesting such reports from previous school.

6.4 Admission of Students to Repeat Leaving Certificate.

Students wishing to repeat their Leaving Certificate in St. Flannan's College must re-apply to the school. Applications will usually only be considered from students who have attended St. Flannan's College in the preceding school year. Applications will be assessed based on the student's prior discipline record and an interview process.

6.3 Admission of Students to Transition Year

The school provides an optional transition year course. Applications for places in the course are not solely confined to students of St. Flannan's College, however students of St Flannan's College are given preference and where the TY programme is over-subscribed they are considered first.

In the consideration of applications from students to follow the transition year programme the following factors will be taken into account:

- Their reasons for wishing to follow the programme.
- Department of Education and Skills provision of staff;
- Department of Education and Skills provision of resources to meet the needs of students with special needs.
- Department of Education and Skills provision of physical space in relation to classroom accommodation and health and safety of students.
- The available places and class structure within the programme

6.5.1 All applicants for places in transition year may also be subject to an interview process. Application forms for transition year will be available at the Transition Year Information Evening (see current admissions notice). Completed applications are to be returned by (see current admissions statement).

6.5.2 In the case of applicants who are not already students of the school, the school also reserves the right to consult with the applicant's previous school and to request previous school reports and other reports, if any, and to give due consideration to same before reaching a decision. Informed consent of the student and parent(s)/ guardian(s) will be obtained before requesting such reports from the previous school.

6.6 Application Process for Admission of Students to First Year:

The four post-primary schools in Ennis have agreed, with the approval of their respective patrons, to co-operate with a Unified Admissions Process (UAP) for the admission of students into First Year in September 2022 and for subsequent years. Each application form will be considered by the Board of Management of the first preference school. This process is in accordance with the Education (Admission to Schools) Act 2018.

All First Year applications to St. Flannan's College, as directed by our Patron, Most Rev. Fintan Monaghan D.D., are processed through the Unified Admissions Process for Ennis.

- i. An application to admit a student to first year must be made in writing on the official Common Application Form for the year of entry.
- ii. Applications by email or other electronic form are not accepted.
- iii. The inclusion of false information in the application will lead to the withdrawal of an offer at any time.
- iv. A Common Application Form (agreed by all four post primary schools) will be available from the school office and on the official St. Flannan's College website (www.stflannanscollege.ie) from (see current admissions notice). If you are unable to download the application form, please contact the school office.
- v. The school does not operate a pre-booking-place arrangement and applications for each school year will only be considered during the application process in the previous school year.
- vi. Parent(s)/Guardian(s) and students will be invited to an Open Night each October. Details of when the Open Night will take place will be published on the school website.
- vii. The completed application form must be received in the school office by the closing date (as agreed by the four post primary schools in Ennis) for receipt of applications on (see current admissions statement). Otherwise, the application will be deemed to be a late application and will not receive any consideration until all other applications have been finalised.
- viii. An application which is incomplete will not be accepted and will be returned to the applicant. The application will only be considered if a completed application has been resubmitted to the school by the indicated closing date.
- ix. An Admissions Committee, comprising of Board members, School Management and Staff, will be established each year by The Board to consider all applications, based on the criteria set out above.
- x. The school will issue a written response to all applications on (see current admissions statement). It is the responsibility of the parent(s)/ guardian(s) to contact the school office if they change address or if they have not received a letter from the school by (see current admissions notice).
- xi. The number of places available for first years:(see current admissions notice).

- xii. Where the number of applicants exceeds the number of places available a waiting list will be established, and should places become available, these places will be allocated by a random selection process conducted by the Admissions Committee.
- xiii. The applicant is required to respond, in writing, to any offer of a place for a student in the school within the time frame set out in the offer; otherwise, the offer may be withdrawn and the place forfeited. Applicants on a waiting list will then be offered the place.
- xiv. Unsuccessful applicants have a right of appeal as set out in the procedures of the Department of Education and Skills.

6.7 Application Process for Admission of Students through to Second to Sixth Years:

- i. Applicants seeking admission to any of the years, second to sixth may wish to first contact the school to establish the availability of places and the suitability of the school to meet their needs.
- ii. An application to admit a student to any of the years, second to sixth must be made in writing on the official school application form, which is available from the school office or to download from the school website.
- iii. Applications by email or other electronic form are not accepted.
- iv. The application will be considered by school management based on the criteria set out under section two above.
- v. The school will normally only consider completed application forms that have been submitted to the school office by the end of June of the year in which the student is applying.

6.8 Application Process for Admission of Students to Transition Year

In any school year all third-year students will be advised, in the Spring, of the transition year programme available for the following school year and given details of the application process.

Students who wish to follow the transition year programme should return a completed application form by (see current admissions notice).

School Management will consider all applications in the context of the following criteria:

- i. The available places and class structure within the programme.
- ii. The applicant's stated reasons for wishing to follow the programme.
- iii. The applicant's age.
- iv. The applicants record in the school to date.
- v. The applicant's performance at interview.
- vi. Maintaining a reasonable gender balance in the group.
- vii. The school's assessment of the likely benefit to the applicant of the programme.

6.9 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:

6.9.1 Having considered the above criteria for First Year applicants, if there is an excess of applicants over the number of available places, the filling of such places shall be determined by a random selection process which treats all remaining applicants as equal.

6.9.2 Having considered the above criteria for the admission of students from Second through to Sixth Years, if there is an excess of applicants over the number of available places, the filling of such places shall be determined by considering:

- i. Can the school meet the academic and social needs of the student?
- ii. Does the subject choice that the student is bringing from their previous school match the subjects available in St Flannan's College?

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. St. Flannan's College does not have any designated feeder school.
- (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 parent(s)/guardian(s);
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; (subject to 6.2.1.(a) above)
- (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.

8. 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.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

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

In accepting an offer of admission from St Flannan's College, you must indicate:

- i. whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- ii. whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

10. 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 Flannan's College where:

- i. it is established that information contained in the application is false or misleading.
- ii. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- iii. the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- iv. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

11. 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).

12. 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 Flannan's College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

There is no order of priority to how students are placed on a waiting list should St Flannan's be oversubscribed after the school has applied the selection criteria in accordance with this Admissions 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, by process of random selection

13. 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.

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

14.1 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:

A General Application Form can be completed by any of the following applicants who wish to apply to St Flannan's College:

- those late for the First Year process
- those transferring from other schools
- those students wishing to repeat any year in St Flannan's College
- any new entrant to the Irish Education System
- those transferring to the school during the school year

14.2 It is open to Parent(s)/Guardian(s) to make a general application to the college at any time for a place for their son/ daughter (Education Act 1998). The General Application Forms are available from the school office or can be downloaded from www.stflannanscollege.ie.

14.3 General Applications are subject to the St Flannan's College Admissions Policy.

14.4 When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received. Applications will not be treated as being complete until such time as all requested information has been received.

14.5 In a general application, acceptance is dependent on a place being available in any particular year group.

14.6 Transition Year classes have a maximum of 24 students per class. The Transition Year is an optional programme and subject to internal demand. External applications for Transition Year places must also be in the form of a General Application Form. External applications will not be considered until the internal application process has been completed.

14.7 Where a student of St Flannan's College has left the school, and subsequently seeks to re-enrol the application will be treated as a transfer from another school in accordance with this policy.

14.8 The maximum number of students in each year group is (see current admissions notice) On Acceptance – applicants must be willing, in conjunction with their parent(s)/ guardian(s):

- To duly recognise the school's characteristic spirit
- To accept the school's Code of Behaviour
- To provide an appropriate psychological assessment to the school, in the event of a student having a special educational need.

14.9 The procedures of St Flannan's College 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:

14.10 In relation to the admission of students who are transferring from other schools:

Students wishing to transfer to this school will be accepted on the basis of the points listed above, and:

- i. that the applicant is between the ages of twelve years to eighteen years, and age appropriate for the year group.
- ii. that the Board of Management has parental consent to contact the school from which the student wants to transfer for release of relevant information.
- iii. that the Board of Management is satisfied with their previous school record (academic and behavioural)
- iv. that there is available space in the year group being applied for and that the school has the capacity to educate these students
- v. that the school can offer the subject choices being studied by the transferring student
- vi. that there are spaces in the core subject classes at the levels chosen by the transferring student
- vii. that the school must be satisfied with the reasons for the transfer. To this end, information will be required from the student's former/ present school regarding attendance, behaviour record, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer, etc.
- viii. the Board of Management, believing that the move will be in the best interests of the student and will not have an adverse impact on the learning environment of other students and staff in the school
- ix. a copy of the two most recent examination results, a reference and a copy of the disciplinary record from the previous school are essential for all such applicants.

14.11 The procedure of the school in relation Repeat Students, in any year group, is as follows:

Students between the ages of twelve to eighteen years, and age appropriate for the year group, wishing to repeat a school year at St Flannan's College will be accepted on the basis of the points listed above, and the following: (subject to DES Circular M05/95).

- i. the Board of Management must be satisfied that such a repeat year will be educationally beneficial to the student
- ii. there must be space in the year group and the option classes that the student would be entering
- iii. the Board of Management must be satisfied that such a repeat year student will not detract from the new year group
- iv. that the school can offer the subject choices being studied by the repeating student
- v. that there are spaces in the core subject classes at the levels chosen by the repeating student

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

The Board of Management of St. Flannan's College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of:

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

16. Arrangements regarding students not attending religious instruction

A parent/guardian of a student, or a student who has reached the age of 18, who wishes to attend St Flannan's College without attending religious instruction should make a written

request to the Principal. A meeting will be then be arranged with the parent(s)/ guardian(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

17. Reviews/appeals

17.1 Review of decisions by the board of Management

The parent(s)/guardian(s) 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.

17.2 Right of appeal

Under Section 29 of the Education Act 1998, the parent(s)/ guardian(s) 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.

Approval of the policy

This policy was approved by the Board of Management of St. Flannan's College on October 23rd, 2024.

This policy will be reviewed in 2028

Signed: *Mr Leonard Cleary*

Chairperson, Board of Management

Date: *October 23rd, 2024.*

Signed: *Fr. Ignatius McCormack*

Principal

Date: *October 23rd, 2024.*