

# **Admissions Policy of Salesian Secondary College**

**including  
ASD Admissions Policy**



**School Address:  
Don Bosco Rd,  
Pallaskenry**

**Roll number: 641800**

**School Patron/s:  
Salesians of Don Bosco Ireland**

## **1. Introduction.**

This Admissions 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 College has consulted with College staff, the College patron and with parents of children attending the College.

The policy was approved by the College patron on 228<sup>th</sup> September 2021. It is published on the College's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Salesian Secondary College's admission process are set out in the College's annual admission notice, which is published annually on the College 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 College website and will be made available in hardcopy on request to any person who requests it.

## **2. Ethos / Characteristic Spirit and general objectives of the College.**

Salesian Secondary College is a co-educational, voluntary secondary school with a Catholic ethos under the trusteeship of the Salesians of Don Bosco Ireland.

"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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- a living relationship with God which impacts positively on relationships with other students, teachers and family
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- the formation of the pupils in the Catholic faith, which is both knowledge-based and experiential

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

We recognise that Catholic Education is a lifelong process of human growth and development which begins at home, continues in school and matures through involvement with the Christian Community in the parish. Aligning the three dimensions of home, school and parish working together provides a catholic education which endeavours to form mature human persons in the image and likeness of Christ.

Catholic education is grounded in the values of openness, working for the common good, and a priority approach to those members of society in need of economic, family, social, academic, spiritual and faith support.

Catholic schools are committed to the deepest respect for both faith and reason and as such they contribute in a significant way to the formation of rational and mature citizens for a democratic society.

Catholic Schools seek to continue the mission of Christ and to provide a religious education that includes faith formation, prayer, sacramental experiences and a growing awareness of being stewards of God's creation. Christians, who are part of the school community are invited to constantly rediscover what it is to be a follower of Christ.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Salesian Secondary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of our 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 our school.

We state our mission as follows:

“Salesian Secondary College is a voluntary, catholic, secondary school under the trusteeship of the Salesians of Don Bosco. Our school dedicates itself to educational excellence taking into account the uniqueness and complexity of each individual pupil. We strive to create an atmosphere where pupils are happy and thrive in an environment imbued with St. John Bosco's three educational principles of Reason, Religion and Loving Kindness.”

**The Curriculum:** We provide a broad range of subject areas, encouraging students to take increasing responsibility for their own learning and decision-making. Our school ethos is alive, not only in the provision of an experiential teaching and learning environment, but in the many extra and co-curricular areas of school life which enrich student learning. Our teaching and learning policies are contextualised within the Department of Education and Skills Looking at Our Schools Document.

**Pastoral Care:** We support and challenge our students to make the most of their time in school, providing programmes of language support, help with study, and personal counselling where necessary and developing links with family, working in partnership with parents and guardians.

**Faith Development:** We have a special commitment to development of the spiritual dimension of the lives of our members. 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 lapsed, developing or no faith.
- The College celebrates the major Christian feasts, Catholic Schools' Week and St John Bosco's feast day.

- Ritual, symbol, liturgy, iconography and Salesian “language” play an important part in the daily life of our school.
- The Christian story is to be told and celebrated, as is daily life. Gospel values, and their practice, pervade the whole school, its teaching-learning processes and its community of relationships.
- The Learning Environment.

The ethos of our school has its origins in the work and educative system of the founder of the Salesian Order, St. John Bosco. In the Salesian educative approach, known as the Preventive System, the educator has a special place and a particular responsibility for the educative relationship that is established with the young person and for the learning environment itself. Don Bosco believed “It is not enough to love young people; they must know that they are loved.” “Education, he said, is a matter of the heart..... and there can be no genuine education without trust.” Our teaching sets out to encourage student openness to differing experiences and the development of appropriate skills in critical thinking and values. In a Salesian heart there is always a place for joy and hope inspired by the Gospel image of the Good Shepherd who, for his sheep, is the leader, the one who guides and nurtures and seeks out the lost one.

Parents / guardians considering Salesian Secondary College for their child are advised to consider carefully our Statement on Vision, Ethos and Mission, ratified in 2020. This is available from the school office.

### **3. Admission Statement.**

Salesian Secondary College will not discriminate in its admission of a student to the College 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.

Salesian Secondary College 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 Christian denomination in preference to others.

Salesian Secondary College is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister. The College may refuse to admit to this class a student who does not have the category of needs specified. This class has been named “The Den” by students of the College and is referred to as such in College policy documentation.

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

Salesian Secondary College, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism Spectrum Disorders: “The Den.”

**Parents / guardians considering an application for The Den for their child are advised to consider carefully our ASD Enrolment Policy, ratified in 2019. This is attached as Appendix B.**

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

This College shall admit each student seeking admission except where –

1. The College is oversubscribed (please see [section 6](#) 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 College 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
3. Salesian Secondary College is a Catholic Voluntary co-educational College and may refuse to admit as a student a person, who is not of Christian denomination, where it is proved that the refusal is essential to maintain the ethos of the College.
4. The special class attached to Salesian Secondary College provides an education exclusively for students with Autism Spectrum Disorder and the College 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.

#### **Students eligible for admission to First Year:**

To be eligible for admission to First Year, students must

- Have reached the age of 12 years by 1st of January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations)
- Have completed Sixth Class in Primary School or its equivalent
- Be willing, in conjunction with their parents/ guardians, to accept the characteristic spirit of the College [see section on Characteristic Spirit above]
- Be willing to sit an assessment test, the date for which will be communicated in writing to the parents / guardians of the students accepted for admission at the College. This assessment test is not an entrance examination as the student has already been allocated a place in the College.
- Be willing to complete the detailed student data form that will be issued following acceptance for admission.

### **Admission Procedures.**

Salesian Secondary College is one of 17 schools which process applications for 1<sup>st</sup> Year places through a Common Application System (CAS) for the Limerick area. Processing of applications is currently operated by the Limerick Education Centre. 1<sup>st</sup>, 2<sup>nd</sup> and subsequent round applicants are communicated to the College by the CAS and the College issues offers.

All students wishing to enrol must complete the CAS Application Form. Applicants will be offered a place subject to:

- Meeting eligibility requirements
- Compliance with the enrolment procedures
- The availability of places

Application forms are available from the Salesian Secondary College Office or from the student's Primary School.

Deadlines pertaining to receipt of completed forms are set annually by CAS and notified to parents / guardians by the College in a timely way.

The closing date for receipt of completed applications for First Year for the College year 2022/2023 is 12.30 pm, Monday, 10 January 2022.

- When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received.
- Incomplete application forms will not be processed, but will be returned to the parents / guardians for completion.
- Late applications will be considered only after all applications received on time have been fully processed.

#### *Applications for enrolment into 1st Year.*

After the College's Open Night, applications are accepted on the Common Application Form for the given year. This form, in hard copy format only, together with a stamped addressed envelope, must be forwarded to Salesian Secondary College, Pallaskenry, Co. Limerick, if our school is the applicant's first choice of school, by the deadline notified at Open Night.

#### *First round offers.*

The College will acknowledge receipt of this application by post. If an acknowledgement is not received by the applicant's family, this is an indication that the College HAS NOT RECEIVED the application form. The responsibility to request a receipt, if this does not arrive, lies entirely with the applicant's family. The CAS notifies the College of 1st preferences and these applicants are made an offer by the College. First round offers of places will be posted to the applicant's address (as per the application form). If the number of 1st preferences exceeds the stated capacity of the given year (which is determined by the Board of Management), the criteria below\* apply in the order stated. The stated capacity for the 2022 intake is 130. Acceptance of such offers must be returned by parents / guardians to the College on or before the date notified in the letter of offer.

#### *Second and subsequent round offers.*

If places remain after first preference applicants have received and accepted an offer, these places become available to second round applicants (unless there is a waiting list of 1st preference applicants remaining after the first round.) The CAS informs the College of the names of students awaiting an offer in the second and subsequent rounds and the College makes an offer, based on the criteria stated below.

This principle applies in each subsequent round after the first round.

**Important Note regarding Salesian Secondary College's Autistic Spectrum Disorder Unit ("The Den")**

A parent / guardian who wishes to apply for a place for an incoming 1<sup>st</sup> Year student in The Den must note that an offer of a place in Salesian Secondary College **IS NOT** an offer of a place in The Den.

To be considered for a place in The Den, the parent / guardian must apply in writing directly to The Principal, Salesian Secondary School, on or before October 31<sup>st</sup> of the year preceding the year for which the application is made, (ie typically when the student in question is in 6th Class) independently of the application made for a Salesian Secondary College place through the CAS by this parent / guardian. **For 1<sup>st</sup> Year applicants 2022, this is October 31<sup>st</sup> 2021.**

If a student meets the criteria for enrolment in The Den, this information will be communicated in a timely way to the parent / guardian. However, a formal offer of a place in The Den is made **ONLY IF** the student is subsequently offered a place in 1<sup>st</sup> Year through the CAS process. If a student does not receive an offer through the CAS, no offer of a place in The Den can be made.

Acceptance of a place in 1st Year does not mean that a place in The Den is secured. If the student **does not** satisfy the criteria for enrolment in The Den, this will be communicated in a timely way. In such cases, the parent / guardian may wish to seek enrolment in a suitable placement elsewhere, as acceptance of a place secured through the CAS process **WILL NOT** give the student access to The Den in Salesian Secondary College.

Salesian Secondary College operates three ASD special classes, namely Den 1, Den 2 and Den 3, which are currently running at capacity for the 2021-'22 academic year. The number of available places for the 2022-'23 school year, if any, will be communicated at the College Open Night, **which will be held virtually in 2021.**

**Please refer to Appendix B for the Enrolment Policy for our ASD Programme.**

**Registration.**

Parents / Guardians must confirm in writing acceptance or refusal of the school place offered to Salesian Secondary College on the date given in the letter of offer. A Registration and Information Night will be held at the College after this date, which parents / guardians must attend.

**Documentation.**

In accepting an offer of a place in Salesian Secondary College, parents / guardians agree to furnish documentation which is relevant to the ongoing education of the young person, namely

- Full enrolment form, with accurate contact details

And, where applicable and relevant:

- Certificate of Exemption from the Study of Irish.
- Note: ALL students are required to study Irish, unless they hold an official Irish exemption, which is obtained from the Primary School (for incoming 1st Years) or the previous school (in the case of transfer students). Salesian Secondary

College only issues Certificates of Exemption for newly exempt students.) Educational Psychological Report

- Occupational Therapy Report
- Speech and Language Report
- Relevant medical information, including written instructions to the College in the case of students requiring medication (See College website for Medications and Illness Policy.)
- Professional recommendation for the use of Assistive Technologies
- Professional recommendation for access to the support of a Special Needs Assistant (SNA)
- Professional recommendation for access to a special ASD class placement
- Primary School Passport (this is sent by the Primary School)

Parents / Guardians will also be required to provide other documentation e.g. a Full Length Birth Certificate, an agreement to abide by the College Code of Behaviour and other policies. Acceptance of a place in Salesian Secondary College implies acceptance of all college policy.

Late supply of these materials will mean that the College cannot make a complete application for resources to the DES and may mean that the student will not receive the supports he / she seeks.

## **6. Oversubscription.**

In the event that the College is oversubscribed, the CAS 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 College's annual admission notice:

### **\*Right of Entry.**

Students have right of entry to our College in the following order:

- (i) Students with siblings currently in the College
- (ii) Students with a parent / guardian working in the College
- (iii) Students from primary schools within the catchment area. (In the event that the number of applications exceed the number of places available, students will be selected according to the distance from the student's home address to the College, determined by the road distance recorded by "Google Maps".)

Students from the following Primary Schools are part of our feeder school network: Pallaskenry N.S., Kildimo N.S., Kilcornan N.S., Ballysteen N.S., Foynes N.S., Shanagolden N.S., Askeaton N.S., St. Joseph's N.S., Ballybrown and Shauntraud N.S.

- (iv) Students from other schools, whose address on 1st August of the year of entry lies within the catchment area. (In the event that the number of applications exceed the number of places available, students will be selected according to the distance from the student's home address to our College, according to the distance by road recorded on "Google Maps".)

### **Criteria after "right of entry."**

Thereafter, if places remain, the following criteria will be applied to applicants before an offer is made.

- (i) Students from Patrickswell and Crecora National Schools

- (iii) Students from any of the Adare National Schools
- (iv) St. Nessian's National School, Mungret
- (v) Students from St. Paul's National School, Dooradoyle
- (vi) Students from all other schools

The College reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

- The student has special needs such that, even with additional resources available from the Department of Education and Science, the College cannot meet such needs and / or provide the student with an appropriate education or
- In the opinion of the Board of Management, the student poses an unacceptable risk to himself / herself or to other students, to College staff or to College property.

All things being equal and where all criteria have been exhausted, in the case of there being a limited number of remaining places for which there are competing applicants, a lottery system will be used, appropriately overseen by a nominee of the Board of Management.

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

In accordance with section 62(7) (e) of the Education Act, the College 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 College:

1. The payment of fees or contributions (howsoever described) to the College
2. A student's academic ability, skills or aptitude (other than in relation to the Special Class, insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned)
3. The occupation, financial status, academic ability, skills or aptitude of a student's parents
4. A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; a student's connection to the College by virtue of a member of his or her family attending or having previously attended the College;
5. The date and time on which an application for admission was received by the College

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 College for the school year concerned.

This is also subject to the College making offers based on existing waiting lists (up until 31<sup>st</sup> January 2026 only).

## **8. Decisions on applications.**

All decisions on applications for admission to Salesian Secondary College will be based on the following:

- Our College's Admission Policy
- The College's annual admission notice (where applicable)
- The information provided by the applicant in the College's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our School Admission Policy will not be used to make a decision on an application for a place in our College.

### **9. Notifying applicants of decisions.**

Applicants will be informed in writing as to the decision of the College, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our College, 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 College year concerned.

Applicants will be informed of the right to seek a review / right of appeal of the College's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from Salesian Secondary College, you must indicate—

- (i) whether or not you have accepted an offer of admission for another College or Colleges. 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 are awaiting confirmation of an offer of admission from another College or Colleges, and if so, you must provide details of the other College or Colleges concerned.

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

An offer of admission may not be made or may be withdrawn by Salesian Secondary 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 College.
- (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 College is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such Code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

### **12. Sharing of Data with other Colleges.**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between Colleges in order to facilitate the efficient admission of students.

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

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

College were unsuccessful due to the College 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 Salesian Secondary College is in the order of priority assigned to the students' applications after the College has applied the selection criteria in accordance with this Admission Policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### **14. Late Applications.**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our College's Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

#### **15. Procedures for admission of students to other years and during the College year and to repeat a year of study.**

The procedures of the College in relation to the admission of students who are not already admitted to the College, after the commencement of the College year in which admission is sought, are outlined here.

#### **Transfers into all year groups:**

These are considered only if:

1. There are places available in core and in banded / option subjects (and if there is nobody on a waiting list for admission to these classes), so that a student is enabled to complete a full complement of subjects with us (without the need to take a subject outside College.) Note that the school adheres to best practice in terms of class size. Students are required to prepare to present 7 subjects for Leaving Certificate (or 6, in the case of an Irish exempt student).
2. The student brings necessary coursework from his / her existing school, which has been marked as supervised by a teacher from that school. Salesian Secondary College cannot stand over or mark as "supervised" coursework which has been done outside our College.
3. References from the existing school are satisfactory.
4. International students who wish to study for a period of time in Salesian Secondary College have a separate application form, but must follow the procedures outlined in this policy.
5. Applications to 5<sup>th</sup> Year are **only** considered into the traditional Leaving Certificate Programme. Transfers into our Leaving Cert Vocational Programme or Leaving Cert Applied Programme will not be **not** considered.
6. The College is under no obligation to readmit a student who has been previously withdrawn.

The following information must be supplied in advance:

1. Application in writing to the College, stating the year the student wishes to join and the reason for the transfer.

2. The following documentation must be enclosed with the written application:
  - Two most recent School Reports
  - Written reference from the Principal outlining attendance, behaviour and application to studies. The College may also seek a verbal reference.
  - If applicable, most recent Psychological Report/s, but not more than two years old
  - Any other relevant information.

All information provided must be true and correct. Upon receipt of the above mentioned documentation, and once the College is satisfied with same, an appointment is made for parents / guardians and the student for interview.

### **Applications to repeat a school year:**

Decisions on repeating a school year will be made on a case by case basis. Subject to the limitations placed on the numbers of students allowed to repeat in a given year by the Department of Education and Science and following consultation by school management with parents / guardians and with existing teachers of the student, students will only be allowed to repeat a year if:

1. Motivation for the application is reasonable eg due to prolonged absence from school or illness
2. School management deems a repeat year to be in the student's best interests, in terms of his / her learning and wholistic development
3. The student has satisfactorily complied with the school Code of Behaviour
4. Space exists in core and option subjects.
5. A reduced subject load is considered on a case by case basis. The school's policy is to provide for assessment in 7 Leaving Certificate subjects.

**Note: Application to attend a specific teacher's class will not be considered at any time, either for an existing or prospective student.**

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

The Board of Management of Salesian Secondary College or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

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

The following are the College's arrangements for students, where the parents 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 College without attending Religious Education in the College. These arrangements will not result in a reduction in the College day of such students.

“Religious Education” (1st, 2nd, 3<sup>rd</sup>, 4th, 5th and 6th Year) is a compulsory subject in Salesian Secondary College. These are assessed through school based assessment. Students are not entered for State Certification in these subjects.

Religious Education promotes the wholistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school community. In addition, Religious Education supports the vision proposed by our Catholic and Salesian Ethos of a welcoming school community where students from all backgrounds can attend and fulfil their potential. As a subject, Religious education provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

Religious Education involves the exploration of the history, practices and influence of the major world religious traditions, spiritual identity, the search for meaning and value, morality and ethics and formation of the Catholic Faith among other areas.

Parents / Guardians may request to withdraw their children from the Faith Formation element of these subjects. Notification of a request to withdraw must be made to the Principal in writing. In the event that College resources do not allow for the supervision of a student during a period of withdrawal, parents / guardians will be responsible for the supervision of their son / daughter during this time.

Whole-college events (graduation and awards evenings, Don Bosco Day celebration, start and end of year rituals, etc) will include elements of liturgical celebration and often take place in the College Chapel. School Mass is held in the College Chapel frequently. All students are expected to attend Mass and whole-college events. Parents / Guardians may request to withdraw their children from the liturgical element of these events. Notification of a request to withdraw must be made to the Principal in writing at least 48 hours before the event. In the event that College resources do not allow for the supervision of a student during a period of withdrawal, parents / guardians will be responsible for the supervision of their son / daughter during this time.

## **18. Review / 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 College 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 College 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 College 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 College 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 College being oversubscribed.

Where an applicant has been refused admission due to the College 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 College 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.

## **19. Exceptional Circumstances.**

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Also, parents / guardians have the right to appeal a refusal by a College to enrol a student under Section 29 of the Education Act.

## **20. Review.**

This policy is reviewed annually.

Signed: \_\_\_\_\_

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Collette McGrath, Chairperson

Dated: September 2021

Signed: \_\_\_\_\_

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Caitriona Morgan-O'Brien, Principal

Dated: September 2021

Appendix A.

**Enrolment Policy, Salesian Secondary College**  
**(for Autistic Spectrum Disorder Special Class.)**

**Mission Statement**

Salesian Secondary College is a voluntary, catholic, secondary school under the trusteeship of the Salesians of Don Bosco. Our school dedicates itself to educational excellence taking into account the uniqueness and complexity of each individual pupil. We strive to create an atmosphere where pupils are happy and thrive in an environment imbued with St. John Bosco's three educational principles of Reason, Religion and Loving Kindness.

**Rationale.**

The Department of Education and Skills recognises the challenges posed by students diagnosed with Autistic Spectrum Disorder. Thus, Salesian Secondary College has two special support classes within its school to cater for students on the Autistic Spectrum who can participate with support in a mainstream school. For the purpose of clarity, the term Autism Class will be used in this document. However, in practice, these classes are called Den1, Den2 and Den 3 in our school, according to the wishes of the students.

Each class will have the capacity to cater for a maximum of six students who:

- Are secondary aged pupils (as per Department of Education and Science Guidelines) & have completed primary school education or equivalent
- Have a diagnosis of Autistic Spectrum Disorder (DSM-V/ICD10) and supporting original documentation in order to be considered for enrolment in our ASD Den classes. This documentation being in-date (in the previous 3 years) can be a determining factor in the allocation of places
- Students must have a reasonable expectation of being able to follow school rules to be considered for enrolment in the ASD Programme.
- Salesian Secondary College provides a support class that is an open, inclusive and unrestricted environment and setting. This class is not a high dependent unit.
- Students who apply must have the potential to access the mainstream curriculum or part of the mainstream curriculum with the aid of the support class.
- Students who are enrolled in this class will follow a Junior and Senior Programme (6 years). In addition, students with ASD can access high-quality support for learning and Junior Certificate Level 2 Learning Programmes, if appropriate. Students will be registered with their relevant year/class group.
- As per DES Guidelines, the school will not exceed the maximum number of six students per Autism Class. At present, the school has two classes. To ensure that we

provide a mainstream education to all students, there is a maximum of two students with an ASD diagnosis per class group.

- Priority will be given to those students who are, in the judgement of the Board of Management, most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the ASD programme.
- All applications, offers of enrolment and continuing enrolment are subject to signing of, adherence to and ability to adhere to the school's Code of Behaviour.
- The Board of Management respect the rights of the existing school community and students already enrolled. This will be taken into account when assessing entry into the ASD programme.

### **Aims of the Special Class.**

- To meet the educational needs of the students.
- To provide academic support in the areas of literacy and numeracy skills.
- To support the participation of students in mainstream activities, as appropriate.
- To enhance the social and communication skills of the students in Salesian Secondary College.
- To develop organisational skills and strategies to enable the students to cope with everyday life.

The Autism Class will facilitate a transfer programme for new students. The model of inclusion will underpin the work of the Autism class.

### **Enrolment**

Integration of students into mainstream education is the aim of Den. Although students have their own base room they will, when appropriate to the student's learning, attend mainstream classes both with and without SNA support. In order to enrol in the classes, students must be capable of integrating into mainstream education. Evidence must be provided that the student is capable of integration and a multidisciplinary team must support this evidence. Each applicant should be supported by a report from the primary school outlining the student's academic, social, emotional and behavioural needs and outlining the current extent of social inclusion.

This social inclusion operates on the understanding that the intellectual ability of students enrolled in either of our Autism classes would be similar to the profile of the population of students attending the mainstream section of the school and the student would have the ability to integrate into mainstream classes according to individual need.

Enrolment is a dual enrolment process and is reserved for students who have successfully enrolled in Salesian Secondary College through the Common Application System (CAS) in the first instance. Once enrolled through the CAS the Special class Admissions Team will review enrolment to the Autism class.

The Board of Management has delegated the principal to decide on applications for enrolment to the Autism class. Applicants then have the right to appeal that decision in writing to the Board of Management.

## **2. Admissions Team**

A specially appointed admissions team will review applications and apply the admissions criteria. The admissions team will consist of the Principal of Salesian Secondary College, the Co-ordinator of the ASD class and Deputy Principal. The role of the admissions team is:

- To consider each individual application in the context of the entry criteria, as outlined in this policy.
- To determine if the individual application meets the entry criteria.
- To ensure a fair and consistent procedure is used when deciding on individual applications to the special class at Salesian Secondary College. The following criteria will apply: places will be allocated to (a) siblings of existing students, (b) students with a parent working in the school (c) Students from Primary schools in our catchment area, (d) Students who live within the catchment area, (e) Students from feeder schools outside our catchment area, (f) Students from St. Nessian's N.S. Mungret, (g) Students from St. Pauls N.S. Dooradoyle. Students not in the above categories will be considered in order of receipt of an initial letter of application, as per mailing list.
- To assess the applicant's needs and the capacity of the support class to meet these needs.

## **3. Criteria**

A child may be eligible for admission into Autism class when all of the following entry criteria have been met:

1. The applicant has been registered in 1st Year through the Common Application System.
2. There is a place available in the one of our ASD classes. Each year the school in consultation with the SENO (Special Educational Needs Organiser) will determine the number of spaces available in Den1 / Den2 / Den 3. Under Department of Education and Skills guidelines the maximum number of students enrolled in an ASD Class is 6 students.

3. Students must have a diagnosis of Autistic Spectrum Disorder (DSM IV/ ICD10) and supporting documentation.
4. In order to be considered for enrolment to the Autism class applicants must have a diagnosis from a professionally recognised clinical and psychological assessment procedure within the previous three years and this report must recommend placement in an ASD special class in a main stream post primary setting.
5. The applicant must also be currently engaged with the appropriate external agencies who offer the appropriate professional support to the applicant and the school.
6. Students who apply must, in the judgement of the Special Class Admissions Team, have an ability to meaningfully participate in mainstream classes and abide by the school's Code of Behaviour in order to be considered.
7. Where the number of students applying and meeting entry criteria, exceeds the number of places available, two lists will be created.

List A – those students who meet the Autism class enrolment criteria as well as all of the mainstream enrolment criteria

- (i) Sibling of existing student
- (ii) Student from feeder school

List B - All other applications will be placed on list "B". Students placed on list "B" will only be considered for enrolment and visited by the Special Class Admissions Team if the available places are not taken up by those students on list "A".

Parents will be informed in as soon as is practicable which list their son is on.

Parents/Guardians are required to meet with a member of the Special Class Admission Team to discuss their son/daughter application for enrolment into the ASD programme.

In making a decision, the Principal will have regard for relevant Department of Education and Skills guidelines in relation to special class size and staffing provisions and/or any other relevant requirements concerning the provision of necessary documentation and the provision of accommodation, including physical space and the health and welfare of existing and prospective students.

Parents/guardians of applicant students will be informed of the decision relating to their own child's admission to The Autism class as soon as is practicable. Parents/guardians of students offered a place will inform Salesian Secondary College of their decision to accept or turn down a place in the programme within ten working days of the offer letter being posted.

Once a student has been offered a place they will be invited to participate in a transition programme. Salesian Secondary College regard students' participation in the transition programme to be essential in ensuring their smooth transition to their new environment, as well as in facilitating the SEN Team in making any necessary academic/other reasonable accommodations for the student in a pre-emptive and responsible manner.

It is a policy of the school not to accept transfers into a Special class after the commencement of the school year.

### **Documentation Pertaining to Enrolment in The Den**

Salesian Secondary College requires that all applications are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with an Autistic Spectrum Disorder by an approved specialist/team of specialists in the fields of educational psychology / clinical, psychology / child, psychiatry / paediatrics. We require that parents/guardians of the applicant student provide the school with a full, written original diagnostic history. Psychological reports/Occupational Therapy reports/Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis.

In order to best support students and without affecting their eligibility for a place in the Autism class and as a student in Salesian Secondary College we require that we are made aware of:

Any medications that the applicant student may be in receipt of either at home or in the course of the school day. (This applies to all students attending Salesian Secondary College, regardless of their association with The Den)

Any additional medical conditions and/or dietary restrictions/requirements that the individual may have. (This applies to all students attending Salesian Secondary College, regardless of their association with The Den)

In order to determine our suitability for a student we strongly recommend that applicant students have School Transition Reports completed by a psychologist in conjunction with the feeder school and parents/guardians.

The School Transition Report and most recent psychological/cognitive/multi-disciplinary etc. assessment must recommend placement in an ASD special class in a mainstream post-primary setting. The applications of students without such a recommendation or with a joint recommendation may be affected by their absence.

Where a School Transition Report is not available applications should have a "Statement of Need" from the relevant HSE service. In this instance the student's current school will also be asked to complete a School Transition Report. Applications without a "Statement of Need" or school completed School Transition Report where needed may be affected by their absence.

As soon as is practicable the SEN Team will contact both the parents/guardians of the applicant student and subsequently their school to arrange a school visit. Parents/guardians will be made fully aware of the date, time and nature of this visit.

### **Referrals to Board of Management regarding the Autism class enrolment**

Applications to the Autism class will be referred to the Board of Management for decision in the following instances:

- Appeal against the Principal's decision not to offer a place in the Autism class.

### **Exceptional Cases in relation to Enrolment to the Autism Class**

Having due regard and respect for the statutory and constitutional rights of parents and their children, the Board of Management reserve the right to refuse any application for enrolment in particular circumstances, which might include, but are not confined to, the following:

1. An established prior record of poor behaviour, in particular, any propensity towards violence and/or aggressive, threatening or disrespectful behaviour towards other students, members of staff and/or school property. This may extend to such behaviours outside of school, as well as in relation to school.
2. An established prior record of bullying, cyber-bullying and/or sexual harassment of other students and/or members of staff. This may extend to such behaviours outside of school, as well as in relation to school.
3. An established prior record of use, possession or distribution of weapons, illegal substances and/or mood altering substances (including, but not confined to, alcohol & other substances classed as 'legal highs'). This may extend to such behaviours outside of school, as well as in relation to school.

4. Insufficient educational attainment/coverage of course content to effectively participate in a particular course/subject. ie. Insufficient subject course content covered in previous school(s) to make sufficient progress viable.
5. Lack of adequate resources to ensure school can cater for particular needs.

**Communication with the Education Partners.**

This policy was written with the collaboration of students, staff, parents / guardians, the Board of Management.

A copy of this Policy is sent to all staff and parents / guardians and is available from the school on request and through our official social media.

**Review of this Statement.**

This Policy will be developed, monitored and reviewed on an ongoing basis and ratified by the Board of Management.

School Management will accept feedback from staff, students and Parents / Guardians made through the proper use of the appropriate channels i.e. staff meetings, student committees and PSAC. This feedback will inform periodic evaluation of the policy by Management.

This policy will be reviewed again in 5 years. This policy was reviewed in September 2021.

This policy is incorporated into the body of School Policy from the date of review.

Ratified by the Board of Management on: \_\_\_\_\_

Signature –Chairperson, Board of Management: \_\_\_\_\_

Signature – Secretary, Board of Management: \_\_\_\_\_



## Salesian Secondary Collge, Pallaskenry

### Application Form for Admission: Visiting Student.

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_ Known as: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_ Religion: \_\_\_\_\_

1. **CORRESPONDENCE.** Please indicate how any written correspondence should be addressed. If Exchange Company and Host Family are to be contacted separately, please give all details.

Name: (include titles)	Address and Email Address

2. **EXCHANGE COMPANY.** Tick here  if correspondence should be with the Exchange Company in the first instance.

Company Name	Contact Name	Company Address and Email	Contact Number

3. **HOST FAMILY.** Tick here  if correspondence should be with Host Family in the first instance.

Name of child currently in Salesian Secondary College: \_\_\_\_\_ Year: \_\_\_\_\_

Family Contact Name	Address and Email	Contact Number

4. **EMERGENCY CONTACT.** Please include the name of any additional adult who should be contacted in an emergency. The student will not be permitted to leave the school with any other adult.

Name	Relationship to student	Contact Number (s)	Address
<b>Mandatory:</b> <b>DR.</b>	<b>DESIGNATED GP</b>		

**NB. Please note that changes to any contact details must be notified in writing to the school.**

5. **Hobbies and interests / Ambitions.**

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6. **HEALTH RECORD.** Please give dates and details of any significant illness now or when younger.

Sight:	Hearing:	Speech:
Heart:	Motor Skills:	Diabetes:

Epilepsy:

Asthma:

Allergies:

Migraine:

Trauma:

Other: \_\_\_\_\_

**Medicines used: (Please see Medications Policy):**

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**7. LANGUAGE NEEDS.** Please give full details the student's language needs.

Number of years studying English:

Proficiency:

Oral Expression:

Written Expression:

Aural Comprehension:

Native language:

Other languages used by student:

**8. ASSESSMENT DETAILS.** Please indicate the examinations which this student will sit while in Salesian Secondary College. Note that fees may apply.

School Christmas (November / December)

School Summer (May)

Mock Junior Certificate (Spring Term)

Mock Leaving Certificate (Spring Term)

Junior Certificate (June)

Leaving Certificate (June)

**9. ENTRY DETAILS.**

Year Applied for:

Duration of stay: From

To

**10. OTHER INFORMATION.** Please outline any additional information you feel necessary.

**CHECKLIST. Indicate N/A if not applicable.**

- |                           |                          |   |                          |
|---------------------------|--------------------------|---|--------------------------|
| Fee                       | <input type="checkbox"/> | Two passport photos                                 | <input type="checkbox"/> |
| Birth Cert                | <input type="checkbox"/> | Letter of application (with dates of intended stay) | <input type="checkbox"/> |
| Contact details, incl. GP | <input type="checkbox"/> |   |                          |

*I have read the School Code of Behaviour and agree to support measures taken by the school to uphold this code.*

**Signature:** \_\_\_\_\_

**Representative of Exchange Company**

**Representative of Host Family**

**Date:**

**Date:**



## Salesian Secondary Collge, Pallaskenry

### Application Form for Admission:

#### Students Transferring from Another School/Educational Setting

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_ Known as: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_ Religion: \_\_\_\_\_

**11. CORRESPONDENCE.** Please indicate how any written correspondence should be addressed.

Name: (include titles)	Address

Mothers Name	Mobile Number	Work/Home Number	NB: Email Address
Fathers Name	Mobile Number	Work/Home Number	NB: Email Address

**12. EMERGENCY CONTACT.** Please include the name of any additional adult who should be contacted in an emergency. The student will not be permitted to leave the school with any other adult.

Name	Relationship to student	Contact Number (s)	Address
<b>Mandatory:</b> <b>DR.</b>	<b>DESIGNATED GP</b>		

**NB. Please note that changes to any contact details must be notified in writing to the school.**

**13. Previous School Details:**

School Name	Principal	School Contact Number	Years Attended From and To and Years Covered i.e. 1 <sup>st</sup> , 2 <sup>nd</sup> etc.

**14. Hobbies and interests / Ambitions.**

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**15. HEALTH RECORD.** Please give dates and details of any significant illness now or when younger.

Sight:	Hearing:	Speech:
Heart:	Motor Skills:	Diabetes:

Epilepsy:	Asthma:	Allergies:
Migraine:	Trauma:	Other (Incl. ASD)
_____		

**Medicines used: (Please see Medications Policy):**

\_\_\_\_\_

**16. SPECIAL EDUCATIONAL NEEDS.** Please give full details the student's special educational needs if applicable. Please include all professional reports.


**17. ENTRY DETAILS.**

Year Applied for:

Please outline why you wish to apply for a place in Salesian Secondary College at this time.

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**18. OTHER INFORMATION.** Please outline any additional information you feel necessary.

**IMPORTANT NOTE REGARDING SALESIAN SECONDARY COLLEGE'S AUTISTIC SPECTRUM DISORDER UNIT.**

In relation to applications for inclusion in our ASD Special Class for the school year 2021/22, please note the following extract from our Admissions Policy.

***Important Note regarding Salesian Secondary College's Autistic Spectrum Disorder Unit ("The Den")***

*A parent / guardian who wishes to apply for a place in The Den must note that an offer of a place in Salesian Secondary College **IS NOT** an offer of a place in The Den.*

*To be considered for a place in The Den, the parent / guardian must apply in writing directly to The Principal, Salesian Secondary School.*

*A parent / guardian of a student transferring from another school / educational setting must apply in writing to the Principal for a Den place as part of this application process*

*If a student meets the criteria for enrolment in The Den, this information will be communicated in a timely way to the parent / guardian.*

*However, a formal offer of a place in The Den is made **ONLY IF** the student is subsequently offered a place in 1<sup>st</sup> Year through the CAS process. If a student does not receive an offer through the CAS, no offer of a place in The Den can be made.*

*Acceptance of a place in 1st Year does not mean that a place in The Den is secured. If the student **does not** satisfy the criteria for enrolment in The Den, this will be communicated in a timely way. In such cases, the parent / guardian may wish to seek enrolment in a suitable placement elsewhere, as acceptance of a place secured through the CAS process **WILL NOT** give the student access to The Den in Salesian Secondary College.*

**EXCERPT FROM OUR ADMISSIONS POLICY**

**Transfers into all year groups:**

These are considered only if:

1. There are places available in core and in banded / option subjects (and if there is nobody on a waiting list for admission to these classes), so that a student is enabled to complete a full

complement of subjects with us (without the need to take a subject outside College.) Note that the school adheres to best practice in terms of class size. Students are required to prepare to present 7 subjects for Leaving Certificate (or 6, in the case of an Irish exempt student).

2. The student brings necessary coursework from his / her existing school, which has been marked as supervised by a teacher from that school. Salesian Secondary College cannot stand over or mark as “supervised” coursework which has been done outside our College.
3. References from the existing school are satisfactory.
4. International students who wish to study for a period of time in Salesian Secondary College have a separate application form, but must follow the procedures outlined in this policy.
5. Applications to 5<sup>th</sup> Year are **only** considered into the traditional Leaving Certificate Programme. Transfers into our Leaving Cert Vocational Programme or Leaving Cert Applied Programme will not be **not** considered.
6. The College is under no obligation to readmit a student who has been previously withdrawn.

The following information must be supplied in advance:

1. Application in writing to the College, stating the year the student wishes to join and the reason for the transfer.
2. The following documentation **must** be enclosed with the written application:
  - Two most recent School Reports
  - Written reference from the Principal outlining attendance, behaviour and application to studies.

The College may also seek a verbal reference.

- If applicable, most recent Psychological Report/s, but not more than two years old
- Any other relevant information.

All information provided must be true and correct. Upon receipt of the above mentioned documentation, and once the College is satisfied with same, an appointment is made for parents / guardians and the student for interview.

*I have read the School Code of Behaviour and agree to support measures taken by the school to uphold this code.*

**Signature:** \_\_\_\_\_

**Date:**

Parent / Guardian

**Date:**

Applicant Student