

**Admissions Policy
of
Salesian Secondary College
including Appendix A,
Special Class (ASD) Admissions Policy**



**School Address:
Don Bosco Rd,
Pallaskenry,
Co. Limerick.**

Roll number: 641800

Under the patronage of the 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 June 2023. 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.

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

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 3 special classes (ASD), 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. These classes have been named "The Den" by students of the College and are referred to as such in College policy documentation.

Salesian Secondary 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."

Salesian Secondary 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 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 a diagnosis of Autism Spectrum Disorders: "The Den."

A parent / guardian considering an application for The Den for their child is advised to consider carefully our ASD Enrolment Policy, ratified in 2019 and updated in June 2023. This is attached as Appendix A.

5. Admission of Students.

This College shall admit each student seeking admission except where –

- The Year group is oversubscribed (please see [section 6](#) below for further details)
- 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
- 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.
- The Special Class (ASD) attached to Salesian Secondary College provides an education exclusively for students with diagnosis of Autism Spectrum Disorder and the College may refuse admission to *this* class, according to the criteria outlined in the ratified Special Class (ASD) Enrolment Policy. .

Students eligible for admission to 1st Year:

To be eligible for admission to 1st Year, a student must

- Have reached the age of 12 years by 1st of January of the calendar year following entry into 1st Year (as required by Department of Education regulations)
- Have completed 6th Class in Primary School or its equivalent
- Be willing, along with a parent / guardian, to accept the Characteristic Spirit of the College [see section on Characteristic Spirit above]
- Be willing to sit for a written assessment, the date for which will be communicated in writing to the parent / guardian of the student proposed for admission at the College. This assessment is not an entrance examination and is not used for streaming purposes. .
- 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 a number of schools which process applications for 1st Year places through a Common Application System (CAS) for the Limerick area. Processing of applications is currently operated by the Limerick Education Centre. 1st, 2nd 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 AND
- Compliance with the enrolment procedures AND
- The availability of places in the required year group

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 a parent / guardian by the College in a timely way.

The closing date for receipt of completed applications for 1st Year for the College year 2024/2025 is 5.00pm on Monday, 15th January 2023.

- 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 a parent / guardian 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 1st choice of school, by the deadline notified at Open Night.

It is assumed that applications are made in good faith, with agreement of both guardians / parents. Where dispute arises, this is for resolution between the parties prior to application. In such cases, it is the policy of the school to accept the application that has been made and to proceed on the basis that this may be in the best interests of the child.

1st 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. 1st 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 2024-25 intake is 130.

Acceptance of such offers, received in good faith by the school, must be returned by a parent / guardian to the College on or before the date notified in the letter of offer.

2nd and subsequent round offers.

If places remain after 1st 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 1st round.) The CAS informs the College of the names of students awaiting an offer in the 2nd and subsequent rounds and the College makes an offer, based on the criteria stated below.

This principle applies in each subsequent round after the 1st round.

Important Note regarding Salesian Secondary College's Special Class (ASD) Unit ("The Den"): A dual admissions procedure exists for students seeking admission to the Special Class. A separate Admissions Policy for the Special Class is in Appendix A.

Registration.

A parent / guardian 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 a parent / guardian must attend.

Documentation.

In accepting an offer of a place in Salesian Secondary College, the parent / guardian agrees to furnish documentation which is relevant to the ongoing education of the young person, namely:

- Full enrolment form, with accurate contact details OF ANY INDIVIDUAL WHO HAS GUARDIANSHIP OF THE CHILD. Please note that the giving of inaccurate, incomplete or misleading information by any party may lead to the forfeiture of a place offered. Information is received by the College in good faith.

And, where applicable and relevant:

- Certificate of Irish Exemption
- 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 (should be dated within two years of the date of proposed admission to the school)
- Occupational Therapy Report (should be dated within two years of the date of proposed admission to the school)
- Speech and Language Report(should be dated within two years of the date of proposed admission to the school)
- 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)
- Primary School Passport (this is sent by the Primary School)

The parent / guardian will also be required to provide other documentation e.g. a Full Length Birth Certificate, accurate details as to guardianship, 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 documents 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.

Special Note about Special Class (ASD): A parent / guardian applying for a place in the Special Class "Den", must include a copy of a written diagnosis of ASD AND a clear statement by an Educational Psychologist for the necessity such a placement, as part of their direct correspondence with the school (dual application process.)

6. Oversubscription.

In the event that the College is oversubscribed, the following selection criteria apply, 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 listed below: (in no particular order)
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.

In the event that the number of applications exceeds the number of places available, students will be selected according to the distance from the student's home address, as at 1st January of the calendar year during which the student makes their application to the College. This is determined by the road distance recorded by "Google Maps."

Where competition for "Right of Entry" places remain after all terms are considered above, and places remain available ie if groups of students are at equal distance from the school, these students are considered under the next section "Criteria after right of entry", before applicants who do not have right of entry,

Criteria after "right of entry."

If places remain after all the above criteria are considered, the following criteria will be applied to applicants before an offer is made.

- i. Students from Patrickswell and Crecora National Schools
- ii. Students from any of the Adare National Schools
- iii. St. Nessan's National School, Mungret
- iv. Students from St. Paul's National School, Dooradoyle
- v. Students from all other schools, whose address on 1st January of the year of entry lies within 25 kms of the school. (In the event that the number of applications exceeds the number of places available, students will be selected according to the closest distance from the student's home address, on 1st January of the year of entry, to our College, according to the distance by road recorded on "Google Maps".)

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, 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:

- i. The payment of fees or contributions (howsoever described) to the College

- ii. 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)
- iii. The occupation, financial status, academic ability, skills or aptitude of a student's parent / guardian
- iv. A requirement that a student, or his or her parent / guardian, attend an interview, open day or other meeting as a condition of admission
- v. A student's connection to the College by virtue of a member of his or her family attending or having previously attended the College
- vi. 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 waiting lists, if these are in place, (up until 31st 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.

Offers are made in good faith, on the understanding that individuals sharing guardianship of a student are agreed as to the application to enrol.

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 or enrolment form 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 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, 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:

A "transfer" is a request to move from any other educational establishment into Salesian Secondary College eg secondary school / home school / supported educational placement.

Transfer applications are not accepted for LCA or the Den.

Midyear transfers are considered only in extraordinary circumstances eg during the Ukrainian crisis. In all cases, students will be encouraged to complete the current school year in their existing school and apply for transfer at the end of the school year.

The College is under no obligation to readmit a student who has been previously withdrawn. Applications for re-admission by former students are considered as outside applications.

In general, transfers into Salesian Secondary College are only considered IF:

- i. 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 the college (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).
- ii. 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.
- iii. References from the existing school are satisfactory.
- iv. The Principal and Deputy Principals reserve the right to determine the suitability of a student's request for a particular year group or class.
- v. 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.

The following information must be supplied as part of the formal application process:

- i. Application in writing to the College, stating the year the student wishes to join and the reason for the transfer.
- ii. 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 a parent / guardian 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 following consultation by school management with a parent / guardian and the existing teachers of the student, students will only be allowed to repeat a year if:

- i. Motivation for the application is reasonable eg due to prolonged absence from school or illness
- ii. School management deems a repeat year to be in the student's best interests, in terms of his / her learning and wholistic development
- iii. The student has satisfactorily complied with the school Code of Behaviour
- iv. Space exists in core and option subjects.
- v. 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: Requests to attend / avoid a specific teacher's class will not be considered at any time, either for an existing or prospective student. The Principal's decision around class allocations is final.

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-

- an application for admission of a student to the College, or
- 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, 3rd, 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.

A parent / guardian 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, a parent / guardian 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. A parent / guardian 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, a parent / guardian will be responsible for the supervision of their son / daughter during this time.

18. Review / appeals.

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 to Salesian Secondary College.

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.

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.

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.


A decision not to admit a student to a particular programme within the school eg the Den, LCA or TY , into a particular subject or to a class of a particular teacher are NOT subject to appeal.

19. Exceptional Circumstances.

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Also, a parent / guardian has 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: 
Collette McGrath, Chairperson

11-9-23
Dated: September 2023

Signed: 
Mike Lavan, Acting Principal

11-9-23
Dated: September 2023



Appendix A.

Enrolment Policy, Salesian Secondary College, for Special Class (ASD.)

1. 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.

2. Rationale.

Salesian Secondary College has three special support classes within its school to cater for students on the Autistic Spectrum whose preference is to attend a mainstream school.

This enables us to work towards the fulfilment of our Mission Statement and to recognise the unique gifts which all students bring to the school community.

3. Language.

For the purpose of clarity, the term "Special Class" will be used in this document. However, in practice, these classes are called Den1, Den2 and Den3 in our school, according to the wishes of our students.

We have observed the changing language that pertains to Special Education and state that the language used in this document seeks to include all and exclude none.

4. The Den Class Profile.

Salesian Secondary College promotes the principle of inclusive education, recognising that

- i. a certain level of differentiated teaching and learning can and should occur in a mainstream setting
- AND
- ii. some learners need more regular withdrawal from a mainstream setting, as part of their unique learning profile, in order to thrive.

Each Den class will have the capacity to cater for a maximum of six students, subject to DE approval, who:

- Are secondary school aged pupils (as per Department of Education Guidelines) and have completed primary school education or equivalent
- Have a diagnosis of Autistic Spectrum Disorder (DSM-V/ICD10) and supporting original documentation, dated (or updated) within two years of the date of proposed admission.

- Have a reasonable expectation of being able to respect and follow the College Code of Behaviour for Students
- Can follow a planned Junior and Senior Programme (6 or 5 years), the nature of which will be determined on a case by case basis

5. Aims of the Special Class.

- To meet the educational needs of its students; to enable students to thrive
- To work towards the independent and autonomous participation of students in mainstream school life and society over time
- To enhance the social and communication and other life skills of the students
- To provide support in the areas of literacy and numeracy
- To develop organisational skills and strategies to enable the students to cope with everyday life

6. Relationship with the Mainstream School.

The Den is an important component of Salesian Secondary College. It exists to provide opportunities for growth and learning for students of particular need, according to our Mission Statement.

Differentiated teaching and learning is possible in the Den, but this is a specialist, not segregated, learning space. Teachers and students move between the Den and the other parts of the school. The experience of learning is diverse.

Over the period of their school life, students will have greater or lesser need of the Den and understanding this fluctuating need is part of the management of the Den.

Integration of students into a more general mainstream experience of school life and society, over a period of time, is the main aim of Den. Students will work towards developing increasing independence from Den supports, in the mainstream school and in society.

Where competition for places arise, evidence may be requested to indicate that the student may become capable of greater integration into a mainstream experience of school life in time (e.g. participation in the mainstream classroom / contribution to and participation in extra-curricular school life / development of relationships sustainable outside the Den / the development of independence and autonomy. The support of the student's multidisciplinary team may be requested.

7. Application to the Den.

Salesian Secondary College operates three ASD special classes, namely Den 1, Den 2 and Den 3, which are currently running at capacity for the 2024/2025 academic year. As of June 2023, the Den is at full capacity and no place is being offered in our three class SENU to the 2024/2025 intake. The number of available places for the 2024/2025 school year, if any materialise, will be communicated at the annual College Open Night.

A parent / guardian who wishes to enrol a child in the Den must complete both parts of a dual application process:

1. Apply through CAS for a mainstream 1st Year place. An offer of a mainstream 1st year place is not an offer of a Den place.

AND

2. Apply in writing directly to The Principal or a Deputy Principal, Salesian Secondary School, on or before October 31st of the year preceding the year for which the application is made, (ie typically when the student in question is in 6th Class). A copy of a written recommendation for a Special Class Place from an Educational Psychologist must accompany this correspondence (see section 4 above.)

If a student meets the criteria for enrolment in The Den, according to the criteria outlined here, 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 1st Year through the CAS process and following the completion of the admissions processes described below. If a student does not receive an offer through the CAS, no offer of a place in The Den can be made.

Similarly, 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.

Existing students, who are on a waiting list for a Den place, or who have commenced a process which may lead to diagnosis, have priority over incoming students, where Special Class places are limited.

8. Criteria

Priority is given to existing students (with or awaiting diagnosis), who are on a waiting list for a place.

Thereafter, available places may be offered to newly arriving 1st Year students, who have accepted an offer of a mainstream place through the CAS.

A child may be eligible for admission into Special Class when all of the following entry criteria have been met.

- i. Students must have a written diagnosis of Autistic Spectrum Disorder (DSM IV/ ICD10) and a written statement of need for a special class place from an Educational Psychologist, dated within 2 years of the proposed date of admission to the Den. 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, although these may be requested as part of the work of the admissions team later in the process.
- ii. Students who apply must, in the judgement of the Special Class Admissions Team, have an ability to meaningfully engage with the College Code of Behaviour.
- iii. Students who apply must, in the judgement of the Special Class Admissions Team, have an ability to meaningfully work towards increased participation in the mainstream school over a period of time.
- iv. Evidence of the applicant's current engagement with the appropriate external agencies who offer the appropriate professional support to the applicant and his / her family will be considered.
- v. Evidence of the child's educational experience to date.. At all times, priority of need is determined by the likelihood of the child's inability to thrive without the support of the Den.

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

In making a decision, the Principal will have regard for relevant Department of Education 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.

A parent / guardian of applicant students will be informed of the decision relating to their own child's admission to The Special Class as soon as is practicable. A parent / guardian of a student 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 regards students' participation in the transition programme to be essential in ensuring their smooth transition to their new environment, as well as in facilitating the AEN Team in making any necessary academic / other reasonable accommodations for the student in a pre-emptive and responsible manner.

It is the policy of the school not to accept transfers into a Special Class, unless the student is already a student of the College.

9. Admissions Team

The Board of Management has delegated to the Principal the decision on applications for enrolment to the Special Class. The Principal's decision is final. Refusal of a place in the Den is not a refusal of a mainstream school place.

A specially appointed admissions team will review applications with the Principal, and apply the admissions criteria when places exist. The admissions team will consist of the Principal of Salesian Secondary College, a member of the coordinating team of the ASD class, a teacher with special responsibility for AEN and a Deputy Principal.

The role of the admissions team is:

- i. To determine if the individual application meets the entry criteria
- ii. To consider each individual application in the context of the entry criteria, as outlined in this policy
- iii. To assess the priority of needs as it presents in competing applicants. In making such an assessment, the admissions team will review and assess:
 - Any and all support documentation requested of and supplied in a timely way by the parent / guardian
 - Exit / transition interviews with the primary school
 - Reports from the primary school outlining the student's academic, social, emotional and behavioural development to date
 - Planning meetings with the parent / guardian and, where appropriate, the student
 - Liaison with the SENO
 - Observation on enrolment and commencement of term

- Annually, to determine how priority of need has altered in the Den and if the needs of a student on the waiting list outweighs need of existing Den students (according to these criteria.) A student does not “own” a Special Class place for the duration of their school life.

As soon as is practicable, the AEN Team will contact the parent / guardian of the applicant student and subsequently their school to arrange a school visit for the purposes of gathering information. A parent / guardian will be made fully aware of the date, time and nature of this visit.

10. 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 Admissions Team reserves the right to decline any application for a Den place in particular circumstances, which might include, but are not confined to, the following:

- i. 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.
- ii. An established prior record of bullying, , as outlined by the school’s Anti Bullying Policy. This may extend to such behaviours outside of school, as well as in relation to school.
- iii. An established prior record of use, possession or distribution of items, as outlined in the school’s Substance Misuse and Code of Behaviour policies. This may extend to such behaviours outside of school, as well as in relation to school.
- iv. Insufficient educational attainment, despite similar supports being in place in a prior educational setting. .
- v. Lack of adequate resources to ensure school can cater for particular needs.

11. Communication with the Education Partners.

This policy was written with the collaboration of students, staff, a parent / guardian, the Board of Management.

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

12. 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 a parent / guardian 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 annually. This policy was reviewed in September 2023.

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

Ratified by the Board of Management on:

June 2023

Signature –Chairperson, Board of Management:

pp. M. Lavan

Signature – Secretary, Board of Management:

Leiticea Morgan-O'Brien