



ADMISSION POLICY 2021/2022

St. Aloysius School

SEPTEMBER 1, 2020

This Policy was approved by the Trustees CEIST on 19th August 2020 and ratified at the St. Aloysius Board of Management Meeting on Monday 24th August 2020

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Draft Admission Policy



ADMISSION POLICY OF St. Aloysius School

SCHOOL ADDRESS: Sharman Crawford Street, Cork City.

ROLL NUMBER: 62630J

SCHOOL PATRON: CEIST CLG

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 19th August 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Aloysius School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

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

2. Characteristic spirit and general objectives of St. Aloysius School



St. Aloysius School is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust). St. Aloysius School draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of foundress Catherine McAuley of the Religious Order, Sisters of Mercy, who began this school in 1839 is of very significant importance in the life of the school.

As a CEIST school, St. Aloysius School values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter.

These values are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- Promoting Spiritual and Human Development
- Achieving Quality in Teaching and Learning
 - Showing Respect for Every Person
 - Creating Community
 - Being Just and Responsible

St. Aloysius School is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, St. Aloysius School provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in his/her relationships. St. Aloysius School offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In St. Aloysius School the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, teachers, non-teaching staff, parents and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

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

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) The full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects;
- (b) A living relationship with God and with other people;
- (c) A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- and
- (d) The formation of the pupils in the Catholic faith

in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

Mission Statement and general objectives of St. Aloysius School:

St. Aloysius School is a Catholic School founded by the Mercy Order in 1839. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet fully the needs of the student. The school wishes to cater for the academic, spiritual, moral, aesthetic, interpersonal and physical needs of the student. The characteristics of the school are the pursuit of tolerance, compassion and a sense of justice and equality for all.

We aim to develop in each student self-respect, respect for others and confidence.

The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.

3. Admission Statement

St. Aloysius School will not discriminate in its admission of a student to the school on any of the following grounds:

Gender, civil status, family status, sexual orientation, religion, disability, race, ethnicity, member of the Traveller community or on 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.

Single Gender Schools:

St. Aloysius School is an all-girls school and does not discriminate where it refuses to admit a boy from applying for admission to this school.

Post-Primary Denominational Schools:

St. Aloysius School is a school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it admits a student of Catholic denomination in preference to others.

All Denominational Schools:

St. Aloysius School is a school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with Special Educational Classes:

St. Aloysius School 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 and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the special class

St. Aloysius School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder (DSM-IV, DSM-V/ICD 10).

This Admission Policy must be read in conjunction with St. Aloysius School Admissions Policy for our Special Needs Class, this policy is available on our website www.stalscork.com. Also, please see Appendix 2 for information regarding the Admission of students into the Special Class.

5. Admission of Students

St. Aloysius School shall admit each student seeking admission except where –

- a) The school is oversubscribed (please see [section 6](#) below for further details)
- b) A parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) St. Aloysius School provides education exclusively for girls and may refuse to admit a person who is not of the gender provided by this school.
- d) St. Aloysius School is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.
- e) The special class attached to St. Aloysius School provides an education exclusively for students with Autistic Spectrum Disorder (DSM-IV, DSM-V/ICD 10) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice as follows:

1. Applicants with siblings already in the school.
2. Applicants attending the supply school listed below.
3. Siblings of past pupils of the school.
4. Daughters of present staff
5. Daughters or granddaughters of past pupils of the school.
(see note *)
6. All other students

* In relation to (5) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

Supply Primary Schools

1. St. Marie's of the Isle, Bishop Street, Cork.

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.

The lottery will be supervised by:

- A member of the Board of Management
 - The Principal
 - An independent monitor taken from the approved list of Independent Chairpersons or a member of an Garda Síochána
-
- All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled.
 - When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.
 - Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant's place on the waiting list.
 - If a vacancy arises, the place will be offered to the applicant highest on the waiting list. If for any reason a place is not accepted that place will then be offered to the next applicant on the waiting list.
 - The school will contact parents/guardians to inform them of any changes to the waiting list. Parents/Guardians may contact the school at any time to request an update on their child's position on the waiting list.

Applications which are received by the school after the original deadline (as set out in the schools admission notice) – the name of the applicant will be added to the end of this waiting list in order of application date for the year in which admission is sought.

7. What will not be considered or taken into account:

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to the admission 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.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, the selection criterion based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school. In relation to (2) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- (g) the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to St. Aloysius School will be based on the following:

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

(Please see [section 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 school.

9. Notifying applicants of decisions

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

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

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

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

In accepting an offer of admission from [school name], you must indicate—

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

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

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

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 St. Aloysius School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#) above.
- (v) The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

12. Sharing of Data with other schools

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

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

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 St. Aloysius School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Aloysius School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

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 school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list for the year in which admission is sought.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- The student will be invited to attend the school accompanied by their parents/guardian at which the education needs and appropriate year group for the student will be decided.
- Priority will always be given to siblings of an existing student.
- The student will be informed of the subject options available at time of admission to the school.
- The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.
An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

The procedures for transfer during the school year are as outlined above.

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

The board of St. Aloysius School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

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

The following are the school'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 school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

Students are encouraged to participate in their Religion Education class in St. Aloysius School. We encourage participation of students of all faiths and of none.

The parents of the student, or the student who has reached the age of 18, who wishes to attend St. Aloysius School without attending religious instruction must make a written request to the Principal. A meeting will then be arranged with the parent(s) or

the student, as the case may be, to discuss how the request will be accommodated by the school.

18. Reviews/appeals

[Review of decisions by the board of Management](#)

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

[Right of appeal](#)

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills. The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Appendix 1:

St. Aloysius School ANNUAL ADMISSION NOTICE

In respect of admissions to the 2021/2022 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for St. Aloysius School is available as follows: –

To download at: www.stalscork.com

On request: By emailing office@stalscork.com or writing to St. Aloysius School, Sharman Crawford Street, Cork.

PART 1 - Admissions to the 2021/22 school year

Application and Decision Dates for admission to 2020/21:

The following are the dates applicable for admission to 1st year students.

The school will commence accepting applications for admission on	October 2nd 2020
The school shall cease accepting applications for admission on	November 2nd, 2020
The latest date by which applicants will be notified of the decision on their application	November 23rd, 2020
The period within which applicants must confirm acceptance of an offer of admission	January 8th 2021

Failure by the applicant to accept an offer by the 8th January 2021 may result in the offer being withdrawn.

Special Class Application and Decision Dates for admission to St. Aloysius School 2020/21:

The following are the dates applicable for admission to the school's Special Class which caters for children with [insert details of category/categories of SEN catered for in the class] -

The school will commence accepting applications for admission to the special class	October 2nd2020
The school shall cease accepting applications for admission to the special class	November 2nd 2020

The date by which applicants will be notified of the decision on their application for admission to the special class	November 23rd 2020
The period within which applicants must confirm acceptance of an offer of admission	No later than January 8th 2021

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Number of places being made available in 2021/2022

The number of places being made available in 1 st year students	78
The number of places being made available in the special class catering for children with ASD	6 in total, currently full with existing students

PART 2 - Admissions to 2020/21 school year

Information regarding the admission process for the Intake Group for 1st year/Special Class for the 2020 school year

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

The total number of applications for admission received by the school for admission in 1st year in the 2020/21 school year was [insert number].

Breakdown of places allocated for 1st Year for the 2020/21 school year:	
Number of places available	
Number of applications received	
Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission in the special class catering for students with [insert category or categories of SEN catered for in the special class] in the 2020/21 school year was [insert number].

Breakdown of places allocated for Special Class for the 2020/21 school year:	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

Appendix 2:

- a. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-IV, DSM-V/ICD 10) and supporting original documentation in order to be considered for enrolment in the St Aloysius School ASD Programme. This documentation being in-date (in the previous 3 years) can be a determining factor in the allocation of places. Students must also have a written recommendation for placement in an ASD special class in a mainstream secondary school setting.
- b. Students who apply must have learning needs of not less than mild general learning disability in order to be considered for enrolment in the St Aloysius School ASD Programme and will be enrolled subject to the suitability of the St Aloysius School ASD Programme to meet their needs.
- c. Students who apply must in the judgement of the St Aloysius School Steering Committee have an ability to meaningfully participate in mainstream classes in order to be considered for enrolment in the St Aloysius School ASD Programme.
- d. Students must have a reasonable expectation of being able to follow school rules to be considered for enrolment in the St Aloysius School ASD Programme.
- e. Priority will be given to those students who are in the judgement of the St Aloysius School ASD Programme Steering Committee most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the St Aloysius School ASD Programme.
- f. Where the number of students meeting the above criteria to an equal degree exceeds the number of places available priority will be given in accordance with the criteria of mainstream enrolment policy:
 - i. Applicants who are present students in the school.
 - ii. Applicants with siblings already in the school.
 - iii. Applicants attending the feeder schools listed below.
- g. The Principal of St Aloysius School and the ASD Programme teaching staff will carry out the enrolment procedures as set out in the criteria for mainstream selection.

- h. Following the finalisation of these procedures the applicants(s) will be brought to the steering committee for the selection of those students who will be offered places in the St Aloysius School ASD Programme.
- i. In making its decision, the steering committee 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 accommodation, including physical space and the health and welfare of existing and prospective students.
- j. 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.
- k. The steering committee and Board of Management of St Aloysius School respect the rights of the existing school community and students already enrolled. This will be taken into account when assessing entry into the St Aloysius School ASD Programme.
- l. If the number of the children on the list of applicants exceeds the number of places available in the special class the following ranked criteria will apply:
 - 1. Applicants who are presently enrolled in the school i.e. students of the school.
 - 2. Applications with siblings already in the school.
 - 3. Applicants attending the feeder schools listed below.

Feeder Primary Schools

- 1. St. Marie's of the Isle, Bishop Street, Cork.

In the event of a place being available after consideration to applications from the above feeder schools, the Board of Management may consider applications from other primary schools.