

## **Admission Procedures**

- > The Sacred Heart School is an all girls' school. Procedures for admission are set out having regard to the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disability Bill.
- > Due to class size regulations and on grounds of Health and Safety our capacity for incoming 1st Years for 2017-2018 will be determined by the Board of Management and published on the enrolment form at the time of enrolment.

Enrolment will be held on the first Saturday after the Halloween mid-term break and the following week during school hours.

**Enrolment may/will take place on the evening of Dec 12 from 7-9pm, Sat Dec 17<sup>th</sup>, from 10-12am and Mon -Wed of the following week.**

- > If the number of applications received during the enrolment period exceeds the number of places, the ranked criteria set out below will apply. This ranked criteria numbered 1-4 sets out the order of priority given to different categories of applicants.
- > If at any stage of this process, the number of applicants in the category to whom priority is being given exceeds the number of places remaining, places shall be distributed on a lottery basis to the applicants in this category.
- > When all places have been filled, then a waiting list shall be created under the remaining ranked criteria, using a supervised lottery to decide on the order of applicants within each category.

### **6.2 Selection criteria applied and the lottery process**

The priority criteria that applies, are as follows:

1. Sisters of present or past pupils of the school.
2. Daughters of current staff members with a minimum of twelve months service.
3. Applicants resident in the catchment area as defined by the School Transport system.
4. Applicants resident outside the catchment area as defined by the School Transport System.
  - If the number of applicants who applied within the specified time exceeds the number of places in any of the above, the balance of applicants will be ranked by lottery and placed on a waiting list.

Sisters are defined as twins, triplets or sisters within a family group, thus when a twin sister is drawn in a lottery then the other twin shall automatically be offered the next available place up to and including the second last place.

- 6.2.1 Parents shall sign a statement confirming that all information supplied is true and accurate. Failure to do so may result in the offer of a place being rescinded. The Board of Management reserves the right to verify the information supplied.
- 6.2.2 Applicants shall be notified in advance as to the category of their application before any lottery takes place.
- 6.2.3 Only applicants' parents/guardians shall attend the lottery.
- 6.2.4 The lottery shall be conducted by means of a draw of numbers rather than names and these names and numbers will be drawn from a drum.
- 6.2.5 Confirmation of enrolment or otherwise follows this procedure within 21 days.
- 6.3 **Late Applications** – For students who apply after the closing date their name will be placed on a "Late Applications" waiting list. The names will be listed according to date of application. The Board of Management may consider late applications from the Late Application waiting list based on the following:-
- Availability
  - Ability to meet the criteria as set out on the previous page.

Where there are a greater number of applicants than places within a category the places will be based on a lottery.

#### 6.4 **Exceptional cases**

A number of places shall be reserved for exceptional cases as determined by the Board of Management in consultation with the trustees and in keeping with the ethos and mission statement of the school. These places may revert back to the normal enrolment procedure at such times as directed by the Trustees or in any event no later than the end of May of the school year.

Parents, at this stage, shall have signed a statement confirming that all information supplied is true and accurate. Failure to do so may result in the offer of a place being rescinded. The Board of Management reserves the right to verify the information supplied.

Confirmation of enrolment or otherwise follows this procedure within 21 calendar days.

#### 6.5 **Admissions Procedure**

During the first term, contact is made with the Primary Schools in the catchment area to check number of students intending to transfer to the Sacred Heart School.

An Information Night for parents and prospective students will be held.

Notification of enrolment dates is circulated to schools in the catchment area. This is also advertised in the local papers and on local radio and in the Tullamore Church Bulletin.

Enrolment by completion of application form takes place on Saturday, first Saturday after Halloween mid term break (10.30am -1.30pm) and all of the following week during school hours. At this stage all applicants are provided with our policy booklet which includes our code of conduct and admissions policy.

Additional information such as exemptions from Irish, foreign national language requirements or other relevant information should be provided. Any requirement for resource or learning support should be notified at this stage so that the process of seeking Department resources in preparation for September may begin.

The assessment date is notified at the time of enrolment. The purpose of the test is to form mixed ability classes. Queries regarding enrolment can be made to the school at 057 - 9321747

Decision on enrolment is made by the Principal in order to conform to our admissions policy as determined by the Board of Management. This is subject to review by the Board of Management at the Parent's request.

Admission Appeals Procedure on enrolment is set out on page 32.

## **6.6 Special Educational Needs**

The Sacred Heart School welcomes students with Special Needs and will use the resources, both financial and personal, provided by the Department of Education and Science to make reasonable accommodation for students with disabilities or special needs so that these students are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting parents rights to have a school of their choice for their children the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student being supplied by the Department of Education and Science.

The school welcomes applications for students with special educational needs unless the nature and degree of those needs is such that to enroll the student concerned would be inconsistent with both the best interest of the student concerned and that effective provision of education for the other students with whom the student concerned is to be educated.

The Board of Management must be made aware of any special needs as early as possible, so that these needs can be assessed and addressed where possible. Parents are requested to outline the details of a child's special educational needs on the application form. The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met.

Contact will be made with the National Council for Special Education regarding special needs resources to which the student may be entitled.

The Principal may request a meeting with the parents of the student to discuss the application and the students needs. Parents of the student may

request a meeting with the Principle to discuss the students educational or other needs.

As it may take some time to process such applications by the NCSE, parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making an application.

As soon as practicable, but not later than 21 days, after a parent/guardian has provided all the relevant information, the Board of Management shall make a decision in respect of the application and inform the parent/guardians in writing thereof.

In general the school will cater for students with special needs given the appropriate resources from the Department of Education and Science.

The school will endeavour to liaise with Primary Schools to identify children with special needs / disability who may be applying to the school.

The school will request a copy of special needs pupils medical, psychological and educational reports.

The designated special needs organiser in school will liaise with special needs pupils and parents.

#### **6.7 Admission Appeal Procedure**

The right to appeal a refusal to enrol, a suspension of more than 20 days, the exclusion of a student is conferred under Section 29 of the Education Act 1998 and relates to permanent exclusion of a student from school. Enrolment appeals can also be made to the Department of Education

A parent is expected but not obliged by the Board of Management to process his/her grievance through the Board of Management before considering an appeal to the Department of Education and Science under Section 29.

Appeals must be in writing setting out the grounds for appeal and be received by the Chairperson of the Board within 20 days of the parent receiving the decision of the Principal.

The Board of Management will consider the report of the Principal, the Committee and the oral submission of the parent if requested before reaching its decision. The Principal as Secretary to the Board will be in attendance at any oral hearing for parent and may be asked by the Chairperson of the Board of Management at that meeting to respond to matters / issues raised by the parent.

The Board will communicate its decision on the appeal to the parent immediately.