**De La Salle College Admission policy**

 **Admission Policy of De La Salle College**

**Macroom, Co. Cork**

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 16/08/2020 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

DeLaSalle College  admission process are set out in the school’s annual admission notice which is published annually on the school’s website at least one week before the commencement of the admission process for the school

year concerned.

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

year concerned.

The application form for admission is published on the school’s website and will be made

available in hardcopy on request to any person who requests it.

1. **Characteristic spirit and general objectives of the school**

De La Salle College is a Catholic all boys voluntary secondary school with a Catholic ethos under the trusteeship of Bishop Crean.

“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:

1. the full and harmonious development of all aspects of the person of the pupil,

 including the intellectual, physical, cultural, moral and spiritual aspects; and

1. a living relationship with God and with other people; and
2. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
3. the formation of the pupils in the Catholic faith,

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

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of

De La Salle College 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

charactestic of the objectives and conduct of the school.

Our ***Mission statement*** is as follows:

 ‘Our community aims to assist our pupils to develop their full potential in a Christian environment. In our school this will be achieved by mutual respect and co-operation amongst all partners in an open, safe and caring environment.’

1. **Admission Statement**

De La Salle College will not discriminate in its admission of a student to the school on any of the

following:

1. the civil status ground of the student or the applicant in respect of the student concerned,
2. the family status ground of the student or the applicant in respect of the student concerned,
3. the sexual orientation ground of the student or the applicant in respect of the student

concerned,

1. the religion ground of the student or the applicant in respect of the student

concerned,

1. the disability ground of the student or the applicant in respect of the student concerned,
2. the ground of race of the student or the applicant in respect of the student concerned,
3. the Traveller community ground of the student or the applicant in respect of the

student concerned, or

1. 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**

De La Salle College is an all-boys school and does not

discriminate where it refuses to admit a boy applying for admission to this school.

**Post-primary denominational schools**

De La Salle 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 Catholic Faith in preference to others.

“De La Salle 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.”*

*“De La Salle College will comply with any direction served on the board or the patron under section 37A and 67(4)(b) of the Education Act 1998.”*

1. **Categories of Special Educational Needs catered for in the**

**school/special class**

De La Salle College with the approval of the Minister for Education and Skills, has established  classes to provide an education exclusively for students with Autistic Spectrum Disorder (DSM-V/ICD 10) see Appendix 1. .

1. **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see section 6 below for further details)

1. 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 .

**A school that admits students of one gender only**

De La Salle College provides education exclusively for boys (in main stream) and may refuse to admit as a student a person who is not of the gender provided for by this school.

**Schools with special education classes**

The special classes attached to De La Salle College provides an education exclusively for

 students with with Autistic Spectrum Disorder (DSM-V/ICD 10) see Appendix 1 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:

  In the event of De La Salle College having more applications than places available, the following criteria will apply, in order of 1 through 7.

***Category 1***: Brother of present students and past pupils (who finished their education in De La Salle College Macroom).

***Category 2***: Sons of current Staff Members

***Category 3***:  Students from St.Colman's Boys NS Macroom (De La Salle Associate school).

***Category 4***: Student from the following Major feeder schools:

Clondrohid, Kilmurry, Muinefliuch, Terelton, Ballinagree, Rusheen, Dromleigh, Kilbarry, Carriganima, Canovee, Ballyvourney, Inchigeela.

 ***Category 5***: Students whose fathers/guardians are past pupils (This criterion is subject to a maximum of 25% of the available spaces).

***Category 6***: Students from the following Minor feeder schools:

Cill na Martra, Coppeen, Cloughduv, Derrinacahara, Reinaree.

***Category 7***: Applicants from non-feeder schools ( other than those who qualify under Criteria 1-6 above) will be offered places only once places have been offered to applicants from the feeder primary schools identified above.

 Random selection for the remaining places will apply. Note: If the maximum number of enrolments is reached at any one of the stated ordered criteria above, then the places available will be offered in that category on a random basis. Students will be selected for admission if they satisfy the highest ranking criterion and there are places available. If places remain available after all prospective students within that criterion category have been allocated a place, selection will move to the next highest ranking criterion (i.e. criterion one candidates are accepted first, then criterion two if places remain available and so on).

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), then selection from the remaining application will be decided by random selection (independently verified).

1. **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:

1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,

1. the payment of fees or contributions (howsoever described) to the school
2. a student’s academic ability, skills or aptitude;

1. the occupation, financial status, academic ability, skills or aptitude of a

 student’s parents/guardians;

1. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

1. a student’s connection to the school by virtue of a member of his or her family

 attending or having previously attended the school;

1. 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).

1. **Decisions on applications**

All decisions on applications for admission to De La Salle College 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.

1. **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).

1. **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from De La Salle College, you must indicate—

1. 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
2. offer or offers concerned and

1. whether or not you have applied for and awaiting confirmation of an offer of admission from another school or
2. 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.

1. **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 De La Salle College where—

1. it is established that information contained in the application is false or misleading.
2. 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.

1. the parent /guardian 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

1. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 10 above.

1. **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—

1. an application for admission to the school has been received,
2. an offer of admission to the school has been made, or

1. an offer of admission to the school has been accepted. The list may include any or all of the following:
2. the date on which an application for admission was received by the school;

1. the date on which an offer of admission was made by the school;

1. the date on which an offer of admission was accepted by an applicant;

1. 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 De La Salle College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being

sought.

Placement on the waiting list of De La Salle College 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.

1. **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.

Late applications will be considered only after all applications submitted within time have been considered and adjudicated upon.

1. **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:

 De La Salle college may enrol students during the school year subject to the following conditions: See Appendix 2

* The criteria for admission as stated in this policy apply
* Satisfactory completion of the application form The parents/guardians will be requested to provide the birth certificate of the student and a letter outlining a satisfactory reason for seeking to change schools.
* The parents/guardians and student will be requested to provide a written reference from the Principal or Principals of schools the student has already attended along with copies of recent school reports.
* The prospective student will be interviewed by the Principal and/or the Deputy Principal. Parents/guardians must accompany the student to interview.

Admission is at the discretion of the Principal and Board of Management, which will, among other things, take into account:

* The behaviour of the student in his/her current/past school
* The educational interests of the student
* The educational interests of other students
* The maintenance of a school environment supportive of learning
* The continuity of instruction in the classroom
* The health, safety and welfare of teachers, students and staff
* The availability of suitable subjects
* The impact on existing class sizes
* The capacity of the school to meet the student’s needs

Once all the relevant information, i.e. application form, birth certificate, student reference form, has been provided by the applicant and previous school authorities have been contacted, a response will be offered within 21 working days if the school is satisfied that it has sufficient resources in place to meet the incoming student’s needs

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: See Appendix 2

De La Salle college may enrol students during the school year subject to the following conditions:

* The criteria for admission as stated in this policy apply
* Satisfactory completion of the application form The parents/guardians will be requested to provide the birth certificate of the student and a letter outlining a satisfactory reason for seeking to change schools.
* The parents/guardians and student will be requested to provide a written reference from the Principal or Principals of schools the student has already attended along with copies of recent school reports.
* The prospective student will be interviewed by the Principal and/or the Deputy Principal. Parents/guardians must accompany the student to interview.

Admission is at the discretion of the Principal and Board of Management, which will, among other things, take into account:

* The behaviour of the student in his/her current/past school
* The educational interests of the student
* The educational interests of other students
* The maintenance of a school environment supportive of learning
* The continuity of instruction in the classroom
* The health, safety and welfare of teachers, students and staff
* The availability of suitable subjects
* The impact on existing class sizes
* The capacity of the school to meet the student’s needs

Once all the relevant information, i.e. application form, birth certificate, student reference form, has been provided by the applicant and previous school authorities have been contacted, a response will be offered within 21 working days if the school is satisfied that it has sufficient resources in place to meet the incoming student’s needs

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

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

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

1. **Arrangements regarding students not attending religious instruction**

The following are the school’s arrangements for students, where the parents/guardians 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:

Our school is of Roman Catholic ethos and, in keeping with that ethos, students of all or no other faiths are welcome to attend this school.

 Religious Education (RE) is a core subject in the school curriculum and all students are encouraged to participate in class. The current non-exam syllabi do not have the aim of proselytising; however the subject will be approached from a Catholic perspective. If parents/guardians have concerns regarding the teaching of the subject they are welcome to arrange an appointment with the RE teacher or with the principal, preferably before enrolment, to allay fears of indoctrination. Parents/Guardians are reminded that it is their constitutional right for their child not to receive a religious education in conflict with their beliefs. While the school is willing to accommodate non-participation, withdrawal from RE needs to be negotiated. In the case of withdrawal, parents/guardians are reminded that responsibility for supervision of the student lies with them. The College encourages all students to develop their own faith and beliefs.

**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.

**19.Review and Ratification**

This policy was reviewed on: 15/06/2021

Signed:  

**Appendix 1**

**De La Salle College Enrolment Policy for**

**Autistic Spectrum Disorder (ASD) Classes**

**Mission Statement**

The development of an Autistic Spectrum Disorder Programme is based on the philosophy of educational inclusion such that children with specialised needs should receive their education within the least restrictive and most normalised setting of the schools mainstream classrooms and activities. In striving towards this goal we at De La Salle College are committed to providing a safe, inclusive environment for our students to reach their individual potential. De La Salle College has two ASD classes, one mild to moderate ASD class and one ASD class catering to students who would benefit from access to mainstream with support as well as a base in the ASD class.

**Procedure for Admission for ASD Class**

Every student must apply for admission to the school in the normal manner as outlined in the school’s admission policy. Students who wish to apply for admission to the ASD facility must also complete a separate enrolment form and must furnish the school with all relevant documentation by the specified closing date on the application form.

**De La Salle College ASD Classes**

* Will enrol pupils whose educational needs can be met by the available professional service.
* Will give priority to applications for enrolment into 1st year of the programme.
* Will priority to students coming from a special class
* Will give priority to students for the feeder schools area, Macroom, Clondroid, and Kilmurry.
* Will give priority to students with brothers already in the school
* Will accept students that meet the criteria for the class with the available space.

**1.** **Enrolment of First Years into the ASD Programme**

1.1 Only applications from 6th Class Primary School will be considered.

1.2 All applications must be received by the College on or before the 31st October of the preceding year for which the application is being made. Applications will be reviewed in the first week of November and applicants will be informed of the decisions in the second week of November.

1.3 Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-V/ICD 10) and supporting original documentation in order to be considered for enrolment in the ASD Programme. This documentation being in-date (in the previous 3 years) can be a determining factor in the allocation of places. The following should be provided where possible:

* A Clinical Diagnostic report
* A cognitive assessment which includes an estimation of Cognitive Function.
* A speech and language assessment(within the last two years)
* An occupational therapy assessment (within the last two years)
* A social worker assessment outlining the family’s needs strengths and resources.
* All reports and information from any support services involved with the student.

1.4 Students must have a reasonable expectation of being able to follow school rules to be considered for enrolment in the ASD Programme.

1.5 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.

1.6 The principal of De La Salle College, if schedule allows, and ASD Programme teaching staff will carry out the enrolment procedures as set out in item 2 below.

1.7 Following the finalisation of these procedures the candidate(s) will be brought to the steering committee for the selection of those students who will be offered places in the ASD Programme.

1.8 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.

1.9   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.

1.10 The steering committee and Board of Management of De La Salle College respect the rights of the existing school community and students already enrolled. This will be taken into account when assessing entry into the ASD Programme.

**2.** **Enrolment procedures**

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

2.2  In order to best support students and without affecting their eligibility for a place in the ASD Programme we require that we are made aware of 1) any medications that the applicant pupils may be in receipt of either at home or in the course of the school day, 2) any additional medical conditions and / or dietary restrictions / requirements that the individual may have.

2.3 In order to determine our suitability for a student we strongly recommend that applicant students have School Transition Reports completed by a psychologist in conjunction with the feeder school staff and parents/guardians. Ideally all applicant students should have a School Transition Report but it is especially important for applicant students whose most recent psychological, cognitive, multi-disciplinary, educational, developmental, clinical assessment etc. are more than three years old by the October 31st in question. The application of students without a School Transition Report may be affected by their absence.

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

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

2.6 In late August/early September of the year prior to potential entry into the ASD Programme staff will contact both the parents/guardians of the applicant student and subsequently their school to arrange a school visit. Parents/guardians will be made fully aware of the date, time and nature of this visit.

2.7 In order to determine our suitability for a student we require that the Principal and/or selected member/members of the ASD Programme staff are facilitated in interviewing the Principal of the feeder school and/or any other school personnel (such as mainstream teachers, resource teachers and Special Needs Assistants) who are deemed to have played a significant role in the applicant pupil’s education to that point.

2.8 To determine our suitability for a student we require that the parents/guardians of the applicant pupil, and the Principal of the feeder school, agree to facilitate a selected member/members of the ASD team in conducting as many observations as appropriate of the pupil in his/her current educational placement.

2.9 In order to determine our suitability for a student we require that the feeder school, with parental permission, supply ASD Programme staff with copies of the applicant students’ work and their most recent IEP.

2.10 Parents/guardians of applicant students will be informed of the decision relating to their own child’s enrolment within ten working days of relevant steering committee meeting.

2.11 Parents/guardians of students offered a place in the ASD Programme will inform the school of their decision to accept or turn down a place in the ASD Programme within ten working days of offer letter being posted

2.12  Once a pupil has been offered a place on the programme they will be invited to participate in a transition programme the following May. We regard pupils’ participation in the transition programme to be essential in ensuring their smooth transition to their new environment, as well as in facilitating ASD Programme staff in making any necessary academic/other reasonable accommodations for the pupil in a pre-emptive and responsible manner.

**3** **On-going review of students in the ASD Programme.**

As part of our constant review of student’s progress and the ASD Programme’s ability to meet their needs and deliver the most beneficial educational programme we follow the following model of evaluation.

Regular assessing of:

* The academic, social and behavioural benefits of the student being enrolled in the ASD Programme.
* The level and quality of mainstream participation.
* Students’ progression through IEPs.

While every effort will be made to support each and every pupil if a pupil’s Autism evolves into a complex educational need that cannot be met within the schools programme an alternative school placement may be sought, this will be organised in communication with the pupils parents/guardians, ASD support team & school Special Education Needs Officer (SENO).

**4** **ASD Programme Student Numbers**

Under Department of Education and Skills guidelines the maximum number of students enrolled in each ASD classroom is 6 students.

**5** **Referrals to Board of Management**

Applications in the following instances will be referred to the Board of Management for decision.

* Late Applications
* Refused a place in first year in another post primary school
* Matters relating to adequacy of the professional services to meet the needs of particular applicants.

**6** **Appeal**

* Decisions of the steering committee may be appealed to the Board of Management.
* Decisions of the Board of Management may be appealed to the Department of Education and Skills.

**7** **Procedures**

Enrolments will only be finalised following the completion of the following enrolment procedures:

7.1  Submission of a completed application form by requested date.

7.2  Attendance at an enrolment interview as notified.

7.3  Consent to educational records being made available by previous schools and to professional assessment being undertaken and reports provided if requested.

7.4  Attendance at enrolment assessment tests as required.

7.5  All applicants must supply the following enrolment requirements:

* Signed copy of Code of Behaviour and Discipline
* Birth Certificate
* File photographs

Additionally, for enrolment in years other than first year

* Two most recent term (or similar) reports
* Reasons for seeking transfer
* Report from Principal/Director of the last school/centre attended, giving reasons for leaving that school/centre.

**8** **Exceptional Cases**

The Board of Management of De La Salle College reserves the right to refuse enrolment, to rescind an offer of enrolment or current enrolment to any student, in exceptional cases.  Such an exceptional case could arise where either:

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

Ratified by the Board of Management on:

\_\_\_\_\_\_15/6/21\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature - Chairperson, Board of Management:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal- 

**Appendix 2**

 

 ***De La Salle College***

Dear Principal,

The student named below has applied to attend this school. I would be obliged if you could complete this form and return at your convenience.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***John P Murphy – Principal***

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.P.S. NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NO(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECONDARY SCHOOL ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINCIPALS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON FOR TRANSFER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECORD DETAILS FROM LAST SCHOOL ATTENDED:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***EXCELLENT*** | ***V GOOD*** | ***GOOD*** | ***POOR*** | ***COMMENTS*** |
| DISCIPLINE |  |  |  |  |  |
| ATTENDANCE |  |  |  |  |  |
| PUNCTUALITY |  |  |  |  |  |
| APPLICATIONTO STUDY |  |  |  |  |  |
|  |

***PRINCIPAL’S SIGNATURE:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_