

Draft Admission Policy

Admission Policy of St. Joseph's College

School Address: Garbally Park, Ballinasloe, Co. Galway

Roll number: 62880J

School Patron/s:

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 **[date]**. 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. Joseph's 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.

2. Characteristic spirit and general objectives of the school

St. Joseph's College is a Catholic all boys voluntary secondary school with a Catholic ethos under the trusteeship of the diocese of Clonfert.

"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:

- a) The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b) A living relationship with God and with other people; and

- 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,

And which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, 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 St. Joseph's 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 form and are characteristic of the objectives and conduct of the school.

MISSION STATEMENT

Ours is a Catholic boy's school which aims to provide a holistic education for our students, enabling them to acquire the life skills necessary to live fulfilled lives. The qualities of respect, justice and compassion, which are rooted in Gospel values, should permeate all school policies. We believe that promoting healthy relationships and a spirit of collaboration within the school itself and with the wider community, are the best means of ensuring a good school. We recognise that each pupil entrusted to us is unique and has different gifts as well as different needs.

St. Joseph's College, Ballinasloe does not discriminate against its students on grounds of sex, religion, disability, ethnic origin, sexual orientation, age, marital status, family status, and membership of any minority or other group or organisation or on any grounds whatsoever.

EDUCATIONAL PHILOSOPHY

Garbally College was founded in 1892 and has a long and proud tradition as a seminary and a boarding school.

In partnership with families and the wider community we strive to create a learning community that actively encourages excellence in teaching and learning. We strive to create a positive, orderly and caring environment, which will nurture the talents of all in our school community. We encourage our students to become knowledgeable, well behaved and open-minded individuals who can face the world of work and further education with confidence and competence.

We endeavour to ensure that each student passing through our College will be enabled to develop positive and responsible attitudes towards themselves and others.

THE SCHOOL COMMUNITY consists of -

A Christian Catholic group consisting of parents, pupils, teachers, trustees and management In St. Joseph's College, Ballinasloe we are committed to:

- The meaningful celebration of the liturgy, personal and communal prayer, honouring Mary, the Mother of God
- Creating an awareness of God through the Scriptures, in the wonder of creation and in the service of others
- The provision of a systematic religion programme related to the students' needs
- Fostering faith, discipline, freedom and an appreciation of our cultural heritage.

Our school endeavours to:

- Enable each individual to become aware of the dignity and value of each person and the interdependence of the human race
- Share the values of the Christian story with others.
- Facilitate the growth and development of all sections of the school community
- Have a special concern for the poor, the disadvantaged and to have a commitment to promote a just society.

OPERATING CONTEXT

UNDERLYING PRINCIPLES

The school supports the principles of:

- Inclusiveness
- Equality of access and participation
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society
- Maintaining strong associations with our past pupils and school community which made this school what it is today.

These principles are supported within:

- The context and parameters of the Department of Education & Science regulations and programmes and current legislation.
- The rights of the Patron as set out in the Education Act.
- The religious and educational philosophy of the Diocese of Clonfert
- The funding and resources available.

SCHOOL RESOURCES

The financial and teaching resources of the school are provided in the main by the DES. Grants and teacher allocations are supplemented by parents' voluntary contributions, letting of school property and fundraising.

The availability of school programmes and subjects and the implementation of the school plan and school policy must have due regard to the funding available.

The school operates within the regulations laid down from time to time by the DES.

The school follows the Curricular Programmes and the Education Policy prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act.

SCHOOL DETAILS

Garbally College is a voluntary secondary school under the Trusteeship of the Diocese of Clonfert. The school is a non fee-paying, grant aided boy's secondary school and is a "recognized school" pursuant to the educational legislation.

Board of Management:

The conduct, management and financial administration of the school is under the control of the Board of Management subject to the general supervision and control of the Trustees.

The Board consists of eight persons appointed by the Trustees as follows:

By nomination of the Trustees: four members

By election of parents / legal guardians of children currently in the school: two members.

By election of the full time permanent teachers on the staff: two members

(The names of the members of the current Board are to be found in Appendix 1)

Principal / Deputy Principal:

Subject to such direction as may be given from time to time by the Board, the organisation management and discipline of the school, including the assignment of duties to members of the teaching and non-teaching staff shall be controlled by the Principal who shall be assisted in this task by the Deputy Principal in accordance with the terms of his/her job description. Unless expressly stated to the contrary, where the Principal gives a direction or signs his/her name to any such direction, policy or other document or gives any verbal or other instruction concerning school business, it is to be taken that she does so in her capacity as Principal and as such is acting on behalf of the school Board of Management and with their full authority.

Organisation:

The parents of the students have established a Parents' Association, which endeavours to promote the interests of the students of the school in co-operation with the Principal. The College also has an elected Student Council, which meets weekly and endeavours to represent students concerns and promote the interest of the school.

Teaching Resources and Curriculum:

The number of teachers in the school is determined by the overall staff allocation from the DES (Appendix 2 contains a complete Staff Listing) and the guidelines set down by the Education Legislation incorporating the Health and Safety Legislation provisions.

The number of students in the school is determined by the guidelines set out in the Admissions Procedures, Section D, the resources, space available and consideration for the safety and health requirements of our community and current legislation.

The following programmes are available:

Junior Cycle

Junior Certificate Schools Programme

Transition Year

Leaving Certificate

Leaving Certificate Vocational Programme

Leaving Certificate Applied (may be available subject to numbers of at least 10 students)

Special Needs Students are catered for either in the Special Centre or with Resource teaching hours.

Access to programmes may depend on a variety of factors including e.g. resources available from the DES, limits on class and programme sizes, availability of places, suitability for each programme and basic entry requirements.

Photography:

This school has a practice since its inception to photograph each child in its classes, annually and individually for, sporting academic or other achievements, school and family records.

Unless parents request otherwise in writing at the beginning of the school year, this practice will continue. This list is not exhaustive.

Extra Curricular Activities:

The school offers a range of extra-curricular activities including:

A variety of sporting activities including Rugby, Football, Hurling, Soccer, Basketball and Membership of School Gym.

Musicals, debating and drama.

The offer of any or all of the activities listed is dependent on the availability of suitable accommodation and resources, which may be supplemented by fund-raising activities.

3. Admission Statement

St. Joseph's College will not discriminate in its admission of a student to the school 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.

Additional information must be included (as applicable) in this section, in the case of single gender schools, post-primary denominational schools, denominational primary schools of a minority religion, all denominational schools, special schools and schools with special classes as set out below.

Single gender schools

St. Joseph's College is an all-boys school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Schools with special education class(es)

St. Joseph's College is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

ADMISSION PROCEDURES

It is of the utmost importance that the procedure as set out below is followed.

Right of refusal: The Board of Management reserves the right to refuse an application for enrolment or to make a conditional offer of enrolment in exceptional circumstances. Such circumstances might include for example a situation where an applicant has special needs that the school cannot meet or where the enrolment of a student may pose an unacceptable risk to the health and safety of staff or students or to school property. The Board also reserves the right to postpone the enrolment of any applicant pending the furnishing of any

relevant information required by the Board. Such information will include for example information regarding their progress to date, a comprehensive reference from their previous school, psychological report(s) as appropriate etc.

FIRST YEAR APPLICANTS

Enrolment takes place at the school during the second term of the year preceding school entry. The date is advised to primary school in the catchment area and advertised in the media. In order to apply to become a First Year student at Garbally College parents and guardians must:

- Complete an Enrolment Form and a confidential questionnaire. Enrolment Forms and confidential questionnaires are available during January each year and may be obtained through the local primary schools or from the school Secretary. Closing date for receipt of completed enrolment forms and confidential questionnaires is April 30th prior to anticipated August / September entry to the school. A response will issue within 21 days of April 30th.

A student must:

- Be aged 12 years on the 1st January in the calendar year following the child's entry into 1st year. A full Birth Certificate must accompany the Application form.
- Have completed sixth class in primary school or equivalent.
- With the parents / guardians, sign a willingness to accept the school ethos.
- With the parents / guardians, sign a willingness to abide by the code of behaviour.

Note 1: All students must take an assessment test before entering into first year.

Note 2: Only in exceptional circumstances will late applications be entertained. Late applications will only be considered after all on-time applications made before May 31st have been fully processed.

Note 3: Entry by a student to Garbally College will be at the beginning of the academic year and prior to 30th September. Only in very exceptional circumstances will the Board decide to admit a student after 30th September in any academic year, into any programme including First Year.

Required Information from Parent(s)/Guardian(s)

- Pupils name, age, date of birth and address.
- Parent(s)/Guardian(s) names, addresses, telephone numbers and mobile telephone numbers.
- Emergency telephone contact numbers.
- Details of any preexisting or existing medical condition(s) / disabilities /allergies.
- Details of any Special Educational Needs.
- Religion.
- Contact details of previous school(s) attended.
- Any other relevant information.

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

St. Joseph's College with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with **(insert details of category or categories of SEN the special class caters for)**.

Special Educational Needs

Students with special educational needs are welcome to Garbally College. In their regard the Board of Management will:

- Take all necessary steps, at the earliest possible opportunity, to identify children with Special Educational Needs who may be applying for admission to the school, and to become familiar with their needs.
- Request a copy of a child's most recent medical/psychological report.
- Request a copy of an individual's most recent educational report if available.
- Request independent professional assessment when appropriate.
- Take all reasonable action to identify, plan and provide for the needs of a special needs or disabled child seeking admission to the school.
- Welcome all students who have special educational needs.

The Board of Management hereby states that admission to the school of a student with special needs and/or disabilities is contingent upon the provision of adequate resources to the school by the Department of Education and Science, so that the needs of such students and the needs of all other students can be adequately met.

Decision Making

All decisions in relation to the enrolment of pupils in St. Joseph's College are made by the Board of Management of the school in accordance with school policy, the Education Act 1998, the Education Welfare Act 2000 and Equal Status Act 2000.

Parents will be notified of the Board's decision on enrolment within 21 days of the closing date of enrolment subject to having received relevant information as prescribed by the Board of Management and the Minister for Education and Science, under the Education Welfare Act 2000.

Admissions Policy for the Resource Centre:

The school offers a Resource Centre, which is supported separately by the Department of Education and Science and for which a specific staffing allocation is received. The Centre is designed for young people for whom a full-time mainstream curriculum would be too challenging i.e. students with mild to moderate learning difficulties, coupled with social and communication problems. The Centre can cater for a maximum of 15 students, throughout the school. Following a recommendation from the Department of Education & Science, a small number of students are admitted to the center each year. The Board will determine that number each year, in light of the number of places available subject to the maximum of 16 such students throughout the school. Priority will be given to students from within the catchment area. An Admissions Committee will decide on applicants' suitability in light of standard criteria for such admissions and ensure transparency in the process. This committee will include the Principal, Deputy Principal and the Resource Class coordinator. The committee may, in addition, co-opt an Educational Psychologist to the committee, in which case the Principal shall have a casting vote if required. The committee will take into

account the level of need of the individual applicants and the capacity of the school to cater for the needs identified in light of its expertise, staffing, accommodation and equipment.

Class sizes will be determined by the Principal based on the following guidelines:

- I. No more than four first year classes consisting of 28 students and to allow
- II. for SNAs and Learning Support but never more than 30 in all including SNAs.
- III. Special Centre – 15
- IV. Practical Classes – 24
- V. Science Classes – 24

The Board reserves the right to amend these guidelines from time to time in light of experience and changing circumstances. All applications will be considered in the light of these guidelines and limits on numbers as determined by the Board.

With the recent introduction of some sections of the Education of Persons with Special Educational Needs Act (2004) and the Disability Act (2005), parents will be required to give written permission to the proposed secondary school to inquire of the feeder national school into ANY special educational needs that may be required for their child before a place can be offered to that child in our school. This is to enable the school and the department to budget for the coming school year and to see if they can facilitate the proposed students' needs (e.g. resource, learning support etc).

All applications are subject to the Religious ethos and the educational philosophy of the school and the Board of Management reserve the right to exercise its discretion with regards the granting of any application.

5. Admission of Students

This 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

St. Joseph's College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

The special class attached to St. Joseph's College provides an education exclusively for students with **[specify category or categories of special educational needs]** 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:

Insert selection criteria here

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), the following arrangements will apply:

Insert details of the school's arrangements here

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,
other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (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:
 - admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
 - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- (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, in the case of the school wishing to include a selection criteria 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 criteria 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. Joseph's 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.

Application Process: Applications for places in First Year must be submitted on the official school application form and that completed application form (**See Appendix 3**), must be returned **before the closing date expires**.

Procedures: Closing dates may vary from year to year and will be communicated to all via usual channels e.g. Newspapers, newsletters, feeder national school, etc.

An Enrolment Day/Evening is held every year for prospective first year students and their parents and that date will be advertised via the usual channels.

The school may wish to meet with an applicant and her/his parent(s) or guardian(s) to discuss the needs of the applicant or a meeting may be requested by the parent(s) or guardian(s). In either case the school will make all reasonable efforts to accommodate such a meeting prior to making a decision on an application. Note that secondary school students must be aged 12 on 1st January on the calendar year following the child's entry into first year. Evidence of age, normally a Birth Certificate, will be required.

Where the number of applicants does not exceed the number of places available, applicants will normally be enrolled on application unless to do so would be in conflict with the characteristic spirit of the school as outlined in this Section of this policy. The school will liaise with the former primary school of each student. All application forms must be received by April 30th of the calendar year the student intends starting in first year. Where the number of applicants exceeds the number of places the applicants will be accepted in the sequence received.

STUDENTS WITH SPECIAL NEEDS

The school welcomes students with Special Needs insofar as it has the resources to cater for them.

The school will require a letter of consent from the parent/guardian of any student with special needs, granting them permission to make all the necessary inquiries regarding any special educational needs that a student might require, such letter to accompany the initial application. For your convenience, if necessary the school will provide you with such a letter. Parents should be aware of the new legislation (2004 and 2005 Acts) guidelines regarding catchment area and enrolment with regard to students with special needs.

The Board of Management may require a statement of needs to be supplied by a competent person to enable it to determine whether the school has in fact the necessary resources and / or facilities to cater for an individual special needs student.

If the Board of Management is of the view that the school does not have the necessary resources / facilities immediate application will be made to the National Council for Special Education /D.E.S. requesting their provision as soon as possible.

The Board of Management may defer the enrolment of any pupil with special needs pending receipt of the aforementioned statement, or on receipt of the statement, pending the provision of the necessary resources / facilities by the D.E.S. or other agencies.

Applications in respect of pupils with special needs should be accompanied by the relevant reports i.e. medical, psychological etc and where applicable by a copy of any Individual Educational Programme.

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.

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. Joseph's College where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the 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.

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 certain information between schools 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 St. Joseph's 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 St. Joseph's 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.

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.

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

STUDENTS TRANSFERRING FROM OTHER SCHOOLS

Pupils may transfer to Garbally College subject to the following conditions:

1. That, taking account of the preferred limits to individual class sizes the overall capacity of the school and the school's admissions policy, there is a suitable place available.
2. The schools Admissions Policy.
3. Apart from exceptional cases, transfers will only be considered for the commencement of the academic year.
4. The school being satisfied with the reasons for the transfer. Information will be requested from the child's previous school/s, concerning attendance, subject choices, term reports, disabilities and special needs, reasons for transfer as per section 20 of the Educational Welfare Act
5. Health and Safety consideration.
6. Confirmation in relation to child's disciplinary record.
7. Available space with particular reference to practical and science classes.
8. Consultation with Educational Welfare Officer if appropriate.
9. The decision of the Board of Management on such application will be based on schools class sizes policy, available resources, DES regulations, school reports and any relevant health and safety concerns. The behaviour of a student in their previous school will be an important consideration
10. That all requested information is forwarded to the board for its consideration. A response will be issued by the school within 21 days of receipt of all requested information.

Any request to transfer a student (boys only) from another second level school to Garbally College must be made on a standard Application Form available from the school Secretary.

The Board of Management reserves the right in exceptional circumstances to refuse admission or alternatively to attach conditions to the admission of a student. Such circumstances might include, but not limited to where the enrolment of a student may pose an unacceptable risk to the health and safety of staff or students or to school property based on that applicant's previous behaviour record or any other good reason at the discretion of the Board. The Board also reserves the right to postpone the enrolment of any applicant pending the furnishing of any relevant information required by the Board to assist it in arriving at any such decision. Such information might include but not limited to for example information regarding their progress to date, a comprehensive reference from their previous school and/or psychological report(s) as appropriate.

Students with Special Needs:

The same procedures as obtaining for 1st Year Applicants with special needs will apply to students with special needs wishing to transfer from other schools.

Transition Year Programme

Transition Year is optional in Garbally College. Entry to Transition Year is not guaranteed to all students who apply for Transition Year. It is the stated intention of the Board of

Management of Garbally College Ballinasloe that as many students as possible experience the Transition Year Programme in the school, bearing in mind capacity of the school and available resources, including teaching personnel provided by the Department of Education and Science. This programme is designed to broaden the educational experience of the student and prepare him further for the Leaving Certificate Programmes and later life.

Procedure for Application to the Transition Year Programme

All current third year students of Garbally College wishing to enrol in the Transition Year Programme must complete an application form before 30th April of the academic year prior to the August/September commencement in Transition Year. Because of the limited nature of resources available it may not be possible to grant places to all students that apply. In such circumstances the following limits and criteria will apply, in the following order:

1. Class size, as deemed appropriate by Board of Management.
2. Students will have to have displayed reasonable willingness and capability to follow programmes that allow varying levels of supervision and will have to have a proven track record of consistent good behaviour and co-operation with the school and all its personnel, its mission, ethos, Code of Behaviour and all other school policies.
3. Where demand still exceeds the number of available places and all being equal then candidates will be interviewed by the TY coordinator and /or Guidance Counsellor and /or Principal in order to ascertain their suitability for the course. Criteria used will include: attendance, punctuality, wearing of full uniform, behaviour in class and at extra curricular activities, ability to meet deadlines, ability to self motivate, ability to show respect towards classmates, teachers, management, ancillary staff and visitors, ability to take responsibility for oneself and one's own actions, and ability to cooperate in a work experience environment and follow instructions, taking correction where necessary.

Note: 1. Management reserves the right to refuse a student permission to partake in certain events during Transition Year e.g. day trips, overnight trips or trips abroad if a student has a poor track record in terms of behaviour and co-operation with the school and any of its personnel, its mission, ethos, Code of Behaviour and any of the other school policies.

Note: 2. Management reserves the right to remove a student from the Transition Year programme midstream and may or may not offer a place to the student in Fifth Year if a student fails to cooperate with personnel and/or fails to participate fully in the Transition Year programme.

Note: 3. Management reserves the right to remove a student from the Transition Year programme midstream and may or may not offer a place to the student in Fifth Year if a student fails to cooperate with personnel and/or fails to participate fully in the Transition Year programme.

Leaving Cert. Applied (LCA)

Leaving Certificate Applied (LCA) is optional. All students wishing to follow the L.C.A. Programme must complete an application form before 30th April of the academic year prior to the August/September commencement in Leaving Certificate Applied - (See Appendix 5). Because of the limited nature of resources it may not be possible to accept all students that apply for Leaving Certificate Applied (LCA). In such circumstances the following limits and criteria will apply, in the following order:

1. Class size, as deemed appropriate by Board of Management
2. Students will have to have displayed reasonable willingness and capability to follow

programmes that allow varying levels of supervision and will have to have a proven track record of consistent good behaviour and co-operation with the school and all its personnel, its mission, ethos, Code of Behaviour and all other school policies.

3. Students applying for the L.C.A. Programme will be interviewed by the LCA coordinator and/or Guidance Counsellor and/or Principal in order to ascertain their suitability for the course. Criteria used will include: attendance, punctuality, wearing of full uniform, behaviour in class and at extra curricular activities, ability to meet deadlines, ability to self motivate, ability to show respect towards classmates, teachers, management, ancillary staff and visitors, ability to take responsibility for oneself and one's own actions, and ability to cooperate in a work experience environment and follow instructions, taking correction where necessary.

Leaving Cert. Vocational Programme (LCVP)

Students who wish to take the L.C.V.P. Programme must apply to the Programme Coordinator before April 30th.

Students with the required combination of subjects are accepted subject to teaching personnel constraints bearing in mind capacity of the school and available resources, including teaching personnel provided by the Department of Education and Science.

All Courses

The Board of Management wishes to clarify that after First Year is completed by a student in Garbally College then entry into any subsequent year or any subsequent course, including Transition Year and Leaving Certificate Applied, is contingent upon a proven track record of consistent good behaviour and co-operation with the school and all its personnel, its mission, ethos, Code of Behaviour and all other school policies.

Students must take assessment at the end of each year before proceeding to a subsequent year.

Procedure for Application to Repeat the Leaving Certificate

A small number of places may be available each year for Repeat Leaving Certificate students. Students who wish to repeat the Leaving Certificate must apply in writing to the school. The following criteria will apply:

The school must be in a position to accommodate the student as regards subjects and other resources including the overall school capacity.

Acceptance by the student and his/her parents/guardians of the school's Code of Behaviour & School Regulations

Students from another school must present the results of their Leaving Certificate and attendance records from the Principal of their last school together with a reference. Applicants may also be required to submit a reference from their previous school(s) under a list of headings specified by this school and the school completing the reference will be asked to make full disclosure of all relevant matters. Consideration may be given to a student's past disciplinary record.

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

This rule applies to all schools.

The board of St. Joseph's College or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

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:

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.

Decision Making Process:

Decisions regarding admissions are a matter for the Board of Management. However, this task is normally delegated to the Principal who decides on such matters in accordance with the school's admission and participation policy. The Principal may refer any application to the Board for decision.

Right of Appeal:

Where a student is refused admission to the school their parents will be advised of their right to appeal in the first instance to the Board of Management, and to the Secretary General of the Department of Education and Science and will be supplied by the school with a copy of the Appeal Form.

The Board of Management reserves the right to exercise its discretion in application of the criteria and will at all times adhere to the guiding ethos of the school's education philosophy.

Admission to the school implies full acceptance of the Schools Code of Behaviour & Discipline Policy and/or any other of the schools policies, which the school retains the discretion to proffer from time to time as deemed necessary.

Parents / Guardians are required to indicate their acceptance of a place by:

- (a) Signing a statement to the effect that they are aware of and accept the characteristic spirit of the school as stated in this Admissions and Participation Policy.
- (c) Confirming in writing that the School Code of Behaviour and Discipline – including the Suspension and Expulsion policy – is acceptable to them and that they will make all reasonable efforts to ensure compliance by the pupil.

A pre-entry assessment test will be held for those students who have accepted a place in the school. The purpose of this test is to determine appropriate class placement /or students educational needs if any.

The Board of Management wishes to parents / guardians to note that after First Year is completed by a student in Garbally College then progression into any subsequent year or any subsequent course, including Transition Year and Leaving Certificate Applied, is contingent upon a proven track record of consistent good behaviour and co-operation with the school and all its personnel, its mission, ethos, Code of Behaviour and all other school policies. Parents / Guardians of all students are required to sign and subscribe to the Code

of Behaviour of the College each year. Where the Board of Management have concerns about a student's continuance in the school parents / guardians will be contacted in writing before June 15th each year.

The Board reserves the right to exercise its discretion in relation to all applications and in exceptional circumstances, to refuse the application for admission to the school or admission to any other course or programme offered by the school.

GENERAL

The Board of Management reserves the right to refuse an application for enrolment in exceptional circumstances. Such circumstances may include for example, where the enrolment of the student may pose an unacceptable risk to the health and safety of staff or students or to school property. The Board may in certain circumstances postpone the enrolment of any applicant pending the furnishing of any relevant information it may require. All such decisions shall be guided by the principles of natural justice.

A parent / guardian who has complied with the aforementioned conditions shall be informed in writing of the Board's decision to offer their child a place or to refuse an offer as soon as is practicable but not later than 21 days after the closing date for applications. If, for any reason, the Board refuses to enrol a pupil, that pupil, if aged 18 years or over, or if not, that pupils parents or guardians have a right to appeal this decision under Section 29 of the Education Act 1998. Further information on the appeals procedure is available from the school.

Students, including students with special needs, who have been admitted to the school shall participate in all appropriate school activities subject to the School's Code of Behaviour and Discipline and provided that their participation would not be detrimental to their own health and safety or the health, safety or right to education of other students.

All policies adopted by this school are drafted in consultation with the school community as a whole and are in accordance with current Education legislation guidelines.

Persons responsible for review: The Principal
Approved by the Board of Management on 12th November, 2009
Fr Colm Allman (Chairperson, Board of Management)