

## **Admission Policy**

### **Admission Policy of St. Joseph's College**

**School Address: Garbally Park, Ballinasloe, Co. Galway**

**Roll number: 62880J**

**School Patron: Bishop Michael Duignan**

#### **(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 30/11/2022. 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 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 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 boys' 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.

### **(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

The College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

The 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 Catholic student in preference to others.

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

The 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.

#### **(4). Categories of Special Educational Needs Catered for in Special Class**

St. Joseph’s College with the approval of the Minister for Education and Skills, has established the following classes:

##### **One Class for Students with Moderate General Learning Difficulties (maximum of 8 students)**

The school has one class with a maximum of eight students. Applications must be supported by a professional report that includes a recommendation of placement in a special class for students with Moderate General Learning Difficulties.

**Two classes for Students with ASD (maximum of 6 students per class)** The school has two classes for students with ASD up to a maximum of 6 students per class. Applications must be supported by a professional report that includes a recommendation of placement in the ASD class.

**Garbally 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 2204 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.**

**Garbally College will comply with any direction served on the board or the patron under section 37A and 67(4)(b).**

#### **(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.

St Joseph's College is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to St. Joseph's College provides an education exclusively for students with moderate general learning difficulties and/or ASD 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**

### **1. Applications for 1<sup>st</sup> Year**

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:

1. Brother/s of a Present Student.
2. Brother/s of Past Pupils.
3. Children of School Staff.
4. Children of Past Pupils up to 25% of the available places set out in the annual admissions notice.
5. Pupils of the feeder Primary Schools in the catchment area.

Aughrim Church of Ireland National School	Ballinasloe
Aughrim National School	Ballinasloe
Camcloon National School, Ballydangan	Ballinasloe
Cappataggle National School	Ballinasloe
Castlesampson National School	Ballinasloe
Clontuskert National School	Ballinasloe

Creagh National School	Ballinasloe Eglsh National School	Ballinasloe
Fohenagh National School		Ballinasloe
Kilconnell National School		Ballinasloe
Kilglass National School		Ballinasloe
Killure National School		Ballinasloe
Kiltormer National School		Ballinasloe
Laurencetown National School		Ballinasloe
Moore National School		Ballinasloe
Newtown National School		Ballinasloe
Scoil an Chroi Naofa		Ballinasloe
Scoil Ui Cheithearnaigh, Ceide Ghearrbhaile		Ballinasloe
St. Ronans National School, Taughmaconnell		Ballinasloe

#### 6. All other Applications

## **2. Applications for the Special Class for Students with Moderate Learning Difficulties and the Special Class for Students with ASD**

1. Brother/s of a Present Student.
2. Brothers of Past Pupils.
3. Children of School Staff.
4. Children of Past Pupils up to 25% of the available places set out in the annual admissions notice.
5. Pupils of the Feeder Primary Schools in the Catchment Area

Aughrim Church of Ireland National School	Ballinasloe
Aughrim National School	Ballinasloe
Camcloon National School, Ballydangan	Athlone
Cappataggle National School	Ballinasloe
Castlesampson National School	Ballinasloe
Clontuskert National School	Ballinasloe
Creagh National School	Ballinasloe
Eglsh National School	Ballinasloe

Fohenagh National School	Ballinasloe
Kilconnell National School	Ballinasloe
Kilglass National School	Ballinasloe
Killure National School	Ballinasloe
Kiltormer National School	Ballinasloe
Laurencetown National School	Ballinasloe
Moore National School	Ballinasloe
Newtown National School	Ballinasloe
Scoil an Chroi Naofa	Ballinasloe
Scoil Ui Cheithearnaigh, Ceide Ghearrbhaile	Ballinasloe
St. Ronans National School, Taughmaconnell	Ballinasloe

#### 6. All other Applications.

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:

Places will be allocated, by means of a lottery style draw, overseen by the Principal and an independent observer.

Applicants who are not offered places will be placed on a 'Waiting List' in accordance with the selection criteria above.

#### **(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:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to: admission to 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
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents.
- (e) (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 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.

### **(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.

### **(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 St. Joseph's College, 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.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

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

### **(12). Sharing of Data with other Schools**

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



(ii) an offer of admission to the school has been made, or (iii)

an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school.

(ii) the date on which an offer of admission was made by the school.

(iii) the date on which an offer of admission was accepted by an applicant.

(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

### **(13). Waiting List in the Event of Oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. 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.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

### **(15). Procedures for Admission of Students to other years and during the School Year.**

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

Garbally College will make every reasonable effort to facilitate a boy seeking to transfer into the school, subject to the following:

1. The school's admission policy
2. The availability of space in the desired year group, including the availability of space in the subject classes of the year. Consideration will also be given to the suitability of available subjects for the applicant
3. The school being satisfied with the reason for the transfer and that the transfer is in the interests of the student and the school
4. Confirmation in relation to the child's disciplinary record.
5. Consultation with Educational Welfare Officer if appropriate
6. That all requested information is forwarded to the school.

A response will normally be issued by the school within 21 days of receipt of the application and all requested information.

The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

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

#### **(16). Declaration in Relation to the non-charging of Fees**

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.

#### **(17). Arrangements Regarding Students not attending Religious Instruction**

A parent of a student, or a student who has reached the age of 18, who wishes to attend St Joseph's College, Garbally without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school. These arrangements will not result in a reduction in the school day of such student.

## **(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.

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