



## **St. Paul's College**

### Board of Management Policy on *Admissions*

Document Ownership: Board of Management

Date of Board Approval: 16/11/2016

Next Scheduled Review:

## CONTENTS.

➤ Contents	:	Page : 2.
➤ School Profile	:	Page : 3.
➤ School Details	:	Page : 5.
➤ Courses and Subjects Offered	:	Page : 6.
➤ Extra-Curricular Activities	:	Page : 10.
➤ Homework and Study	:	Page : 11.
➤ Students' Council	:	Page : 12.
➤ Parents' Association	:	Page : 13.
➤ Functions and Meetings	:	Page : 13.
➤ Admissions Policy	:	Page : 14.
➤ Students Eligibility	:	Page : 14.
➤ Enrolment Procedure for First Years	:	Page : 15.
➤ Applicants more than places available	:	Page : 16.
➤ Special Needs Education	:	Page : 17.
➤ Transfer of Student	:	Page : 18.
➤ Appeals	:	Page : 19.
➤ Application Form (Primary school to first year )	:	Page : 20.
➤ Application Form (Transfer from another post- primary school)	:	Page : 22.
➤ List of Deanery schools	:	Page : 27

## **SCHOOL PROFILE.**

**St. Paul's College is a non fee paying Catholic Voluntary Secondary School for boys only, operating under the Trusteeship of the Vincentian Fathers. It supports and promotes the Religious and Educational Philosophy of its Founder, St Vincent de Paul.**

**The College is managed by a Board of Management, funded by the Department of Education and Science and operates within the regulations and guidelines set down from time to time by that Department. The College has a very active Parents Association and a strong Students Council.**

**St. Paul's College was founded in 1950  
A Board of Management was established in 1988.**

**As Trustees of St. Paul's College, the Vincentian Fathers are also committed to the successful implementation of the Educational Legislation<sup>1,2,3</sup>.**

**St. Paul's College aims, with the resources available, to enable each of its students to develop his personality and character through religious, academic, social, cultural, and sporting activities. It seeks to educate students in their responsibility to the wider community.**

**The College makes every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through its pastoral care programme. The College Community is totally committed to supporting and maintaining the religious ethos of the College. Being very aware of the ever-increasing influences and pressures placed on the lives of our students, we are even more concerned to maintaining Catholic values and practices. All programmes and courses taught in the College are frequently reviewed to take account of the changing needs of to-day's world.**

**The Board of Management, Parents, Staff and Students, working as The School Community, aim to provide an environment which will allow each student to develop spiritually, intellectually, physically, morally, and socially enabling them to fulfil their role in society.**

**St. Paul's College supports the following principles:-**

- ◆ **Parents are the primary educators of their children and the College will endeavour to work in a spirit of cooperation with them and keep them fully informed of their child's progress.**
- ◆ **Inclusiveness, particularly with reference to the enrolment of students with a disability or other special educational needs.**
- ◆ **Equality with respect to maximum access and participation in the school.**
- ◆ **Parental choice in relation to choice of school, having regard for the characteristic spirit of the school.**
- ◆ **Respect for the diversity of beliefs, languages, traditions and ways of life in society.**

1 = Education Act (1998).

2 = Education Welfare Act (2000).

3 = Equal Status Act (2000).

All provisions and services of the school are affected by and subject to all relevant legislative provision<sup>1</sup>, the regulations and programmes of the Department of Education and Science and the availability of funding and resources.

Any queries arising from the Admissions Policy may be addressed to the Chairperson of the Board of Management or the Principal of the School.

### **Mission Statement.**

**St. Paul's College is committed to excellence.**

**“St. Paul's College seeks to develop the whole person in a Catholic environment which allows each student achieve his full potential”**

1 = Education Act (1998).

2 = Education Welfare Act (2000).

3 = Equal Status Act (2000).

## SCHOOL DETAILS.

<b>School Name</b>	:	<b>St. Paul's College.</b>
<b>Address</b>	:	<b>Sybil Hill Raheny Dublin. 5</b>
<b>Contact details</b>	:	<b>Telephone : 01 8314011 Fax : 01 8316387 E-mail : admin@stpaulscollege.ie Website : www.stpaulscollege.ie</b>
<b>Chairperson Board of Management</b>	:	<b>Rev. Eugene Curran CM</b>
<b>Principal</b>	:	<b>Mr. Michael Behan</b>
<b>Deputy Principal</b>	:	<b>Mr. Brian O' Mordha.</b>
<b>Chaplain</b>	:	<b>Mr. Paddy Daly</b>
<b>Guidance Counsellor</b>	:	<b>Mr. Michael O'Neill.</b>
<b>Learning Support Teacher</b>	:	<b>Ms. Mary Hunter.</b>
<b>School Secretary</b>	:	<b>Ms. Pamela Darcy.</b>
<b>Opening Times</b>	:	<b>8.45a.m. – 1.00p.m. 1.50p.m. – 3.50p.m. Half – Day: Wednesday 8.45a.m. - 1p.m.</b>
<b>Lunch Times (Excluding Wednesday).</b>	:	<b>1.00p.m. - 1.50p.m.</b>

**Opening times may be subject to minor adjustments. The building will be open to students from fifteen minutes prior to official opening time and fifteen minutes after official closing time. Supervision is provided between these times only.**

## **COURSES AND SUBJECTS OFFERED.**

St. Paul's College follows the Curricular programmes set down by the Department of Education and Science, which may be amended from time to time in accordance with Education Legislation<sup>1</sup>.

<b>Junior Cycle ( 3 Years)</b>	
<b>Year 1 – Year 3.</b>	<b>Junior Certificate Programme</b>

<b>Senior Cycle ( 3 Years)</b>	
<b>Year 1.</b>	<b>Transition Year Programme</b>
<b>Year 2 – Year 3.</b>	<b>Leaving Certificate Programme<sup>*/**</sup></b>

**\* This Programme includes an option to follow the Leaving Certificate Vocational Programme.**

**\*\*The Leaving Certificate Applied Programme is not available in St. Paul's College.**

1 = Education Act (1998).  
2 = Education Welfare Act (2000).  
3 = Equal Status Act (2000).

## JUNIOR CERTIFICATE AND LEAVING CERTIFICATE PROGRAMME

Junior Certificate	Leaving Certificate
<p><b>SUBJECTS OFFERED</b></p> <p>Gaeilge            English            Mathematics            History            Geography            Science            Business Studies            Religious Education            Physical Education            Social, Personal ,&amp; Health Education            Civil, Social &amp; Political Education</p> <p><b>Students must choose one of the following subjects:            French, German or Spanish.</b></p> <p><b>In addition students must choose one of the following subjects:            Art, Music, Materials Technology (Wood),            Technical Graphics.</b></p>	<p><b>CORE SUBJECTS:</b></p> <p>Gaeilge            English            Mathematics            French or German or Spanish            Religious Education            Physical Education</p> <p><b>OPTIONAL SUBJECTS</b></p> <p>Applied Mathematics            History            Geography            Art            Physics            Chemistry            Biology            Music            Business            Accounting            Economics            Design and Communication            Graphics</p>
<p>The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects.</p> <p>Students who do not sit internal examinations may be required to sit such examinations at an alternative time, before proceeding with their course.</p>	

1 = Education Act (1998).  
 2 = Education Welfare Act (2000).  
 3 = Equal Status Act (2000).

## LEAVING CERTIFICATE VOCATIONAL PROGRAMME.

Requirements for the Leaving Certificate Vocational Programme which is of two years duration are as follows:

- L.C.V.P. students must take a minimum of five Leaving Certificate subjects (at Higher, Ordinary or Foundation level) including Irish and ONE other Modern European Language.
- Two of the subjects must be selected from one of the designated Vocational Subject Groupings.

### Vocational Subject Groupings

#### SPECIALIST GROUPINGS

1. Accounting or Business or Economics (any two).
2. Physics with Chemistry.
3. Biology with Chemistry or Physics.

#### SERVICE GROUPINGS

1. Art with Business or Accounting or Economics.
2. Music with Business or Accounting or Economics.

- They must study the two Link Modules, namely
  - Preparation for the World of Work.
  - Enterprise Education.

## LEAVING CERTIFICATE APPLIED PROGRAMME.

This programme is not offered at present in the College.



## TRANSITION YEAR PROGRAMME.

The Transition Year is a one-year programme, which comes immediately after completion of the Junior Certificate.

Every student is encouraged to do Transition Year in St. Paul's College.

The aims of the programme are :-

- Education for maturity with the emphasis on personal development including social awareness and increased social competence
- The promotion of general, technical and academic skills with an emphasis on interdisciplinary and self-directed learning
- Education through experience of adult and working life as a basis for personal development and maturity.

The objectives of the programme are :-

- ◆ To provide a good academic basis for beginning the Senior Cycle Course.
- ◆ To develop aspects of the curriculum which tend not to be catered for in other courses.
- ◆ To develop teamwork through task oriented projects.
- ◆ To develop links between school and the wider community.
- ◆ To encourage students to become more responsible for their own development.
- ◆ To introduce students to a wide range of cultural activities and sporting activities.
- ◆ To prepare students to become responsible members of society.

A charge is required to facilitate the wide range of activities in which students are involved during this year.

The College values the Transition Year programme and emphatically recommends that all students participate in the programme. A limited number of students may in certain circumstances be permitted to transfer directly from Junior Certificate Cycle to Leaving Certificate Cycle.

*An information meeting, concerning Transition Year, for parents of 3<sup>rd</sup> year students will be organised. Applications for transfer directly to 5<sup>th</sup> year must be made in writing to the Principal to arrive not later than 10 schooldays after the meeting.*

A committee consisting of the Principal, Deputy Principal, Career Guidance Teacher, Learning Support Teacher and Year Head will examine each application using the criteria in operation at that time. The committee will then make a recommendation to the Board.

The educational benefit accruing to the student and space within the year will take precedence over all other issues.

**Final decision to grant such permission resides with the Board of Management *and that decision will be taken at the second Board meeting following the information meeting.***

**The Board may decide not to allow a student participate in Transition year and instruct that student to move directly from 3<sup>rd</sup> to 5<sup>th</sup> year.**

1 = Education Act (1998).

9

2 = Education Welfare Act (2000).

3 = Equal Status Act (2000).

## **EXTRA-CURRICULAR ACTIVITIES.**

**St. Paul's College provides for a wide range of artistic, cultural, social and sporting activities to develop the talents of all students and to provide them with the confidence to be involved in various activities in later life.**

**The school also places great emphasis on the development of team games for all its students.**

*Listed below are the activities that are currently active or have been in recent years:-*

- **Rugby**
- **Hurling**
- **Gaelic Football**
- **Athletics**
- **Golf**
- **Soccer**
- **Basketball**
- **School Forum**
- **Leadership Opportunities**
- **Participation in Comenius Link Programmes**
- **Young Scientist Exhibition**
- **Drama, etc.**
- **Debating**
- **North /South School Links**
- **Chess**
- **Acting as Mentors**

**Provision of these activities is subject to resources and annual review.**

## **HOMEWORK AND STUDY.**

**It is the responsibility of each student to aim at the highest standards of academic achievement commensurate with his ability. Study is an important part of this process. It is essential that students develop the discipline of study which involves both written and oral work. The actual time spent on homework and study varies as the student progresses through the College.**

**The College provides facilities for students to study after hours, under supervision, during their senior years. A small charge is made to cover the direct costs of providing this facility.**

**The College is greatly concerned at the level of part-time paid work which students undertake during term time in their school years. We wish to advise parents and students that the time involved and the income generated militate against best participation in the overall business of the College and reduce the student's effectiveness in the classroom, their study and recreational activity.**

**Students gain from an interest in life beyond a strict academic focus. This can be best provided through involvement in sporting and cultural activities. Finding the right balance is important for the student, for the family and for the College. We are happy to co-operate with parents in trying to solve the problem of balance between these different pressures in students' lives.**

**We encourage parents to take an interest in their son's homework.**

## **STUDENTS' COUNCIL.**

The College has a Students' Council. The Council consists of students elected from each year in the school. The co-ordinator of the Student Council is a member of the staff.

The Student Council is a representative structure through which students can become involved in the affairs of the College, working in partnership with school management, staff and parents for the benefit of the College and its students.

The composition of the Student Council and the procedures for electing members are set out in the Council Constitution as agreed by the Board of Management under the regulations set out in Section 27 (5) of the Education Act, 1998<sup>1</sup>.

### **Objectives:**

- To enhance communication between students, management, staff and parents.
- To promote an environment conducive to educational and personal development.
- To promote friendship and respect among pupils.
- To support the management and staff in the development of the College.
- To assist the Principal/Deputy Principal and Staff in fulfilling specified daily functions in the College.
- To work in sub-committees with designated members of staff.
- To represent the views of the student body on matters of general concern to them.
- To develop leadership qualities in the students

### **Functions:**

The Student Council carries out the aims and objectives of the Council and promotes the development of the College and the welfare of its students. Council members may from time to time have a representative function on behalf of the College at inter-school, social, community and other public events.

1 = Education Act (1998).

2 = Education Welfare Act (2000).

3 = Equal Status Act (2000).

## **PARENTS' ASSOCIATION.**

The school has an active and vibrant Parents' Association.

The Board of Management welcomes the partnership of parents in all aspects of the education of students in the College. The Parents' Association is one very important part of this partnership.

The Association Executive meets on the first Wednesday of every month during the school year. The Association's AGM is held each year in September. Membership of the Association is automatically open to all parents/guardians of students in the school. The College actively encourages involvement in the Parents' Association which is affiliated to the Catholic Secondary School Parents' Association.

## **SCHOOL FUNCTIONS AND MEETINGS.**

There are various functions and meetings during the year and parents/guardians will be notified well in advance of such meetings. The following is a sample of what can take place during the year:

- ◆ Meeting for parents of incoming first years.
- ◆ Meetings of parental groups for particular years.
- ◆ Various talks on Parenting Issues
- ◆ Career Talks.
- ◆ Mock Interviews for the senior students.
- ◆ Meetings regarding subject choices.
- ◆ Transition Year Presentation at the end of school year.
- ◆ College Graduation (6<sup>th</sup> Years).

These school functions and meetings promote a culture of partnership and collaboration between Parents and the College.

Parent-Teacher meetings are held once a year for Parents of Students in Junior Certificate and Leaving Certificate Programmes. These meetings are brought to the attention of the Parents/Guardians by letter. Parents/Guardians are strongly urged to attend.

The College Calendar is published in August each year with the dates of all events for the coming year. Any changes which may occur during the year will be notified well in advance.

## **ADMISSIONS POLICY.**

St. Paul's College welcomes all boys for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education.

Admission to the College is a function of the Board of Management.

Each year the Board of Management may have to decide in advance the number of first year students for whom the school can provide an appropriate education, having regard to the facilities, its duty of care to the students and the College staff.

### **ELIGIBILITY OF STUDENTS FOR ADMISSION:**

**Students are considered when they:**

- **will have reached the required age of 12 on the 1<sup>st</sup> January in the calendar year following the child's entry into First Year;**
- **have completed sixth class in Primary School;**
- **are willing to accept the College Ethos;**
- **are willing, with Parents/Guardians to accept College Code of Behaviour;**
- **when Parents/Guardians have confirmed in writing they and the student accept the Code of Behaviour;**
- **give the College access to their Primary School files which are relevant to their transfer to second level education;( This includes any medical, psychological, or educational reports. )**
- **are willing to sit the \*College Assessment Test.**

**\* Generally, this test is used to assess achievement levels in order to best facilitate students according to their needs.**

## ENROLMENT FOR FIRST YEAR ENTRANTS.

**Applications are only accepted from pupils who are presently in 6<sup>th</sup> class.**

Parents of prospective students can familiarise themselves with the application procedure by:

1. Contacting the College Office.

Parents/guardians are welcome to contact the college office for information in relation to enrolment of students in the College.

The following information can be provided:

- College Brochure.
- Application Form. ( Appendix A)

An appointment can be made to visit the College to view the facilities and discuss any relevant matters.

OR

2. Attend the Open Evening. This is typically held in September.

This evening provides an opportunity for parents and students to visit the College and talk to members of staff, students, and members of the Parents' Association.

Enrolment procedure for students in 6<sup>th</sup> class in Primary school.

**Applications are only accepted from pupils who are presently in 6<sup>th</sup> class.**

- (a) Students who attend a Primary school within the Howth Deanery  
( See list of Schools at appendix C)

*Together with all the Primary Schools and Post-Primary Schools in the Howth Deanery , St.Paul's College co-operates in a common entry procedure. When Students are in sixth class in local Primary Schools, they will receive a Howth Deanery Application Form for entry to Post-Primary School. This form should be completed, naming St. Paul's College as the school of choice. It is returned to the Primary School Principal.*

- (b) Students who attend a Primary school outside the Howth Deanery

**The college application form ( Appendix A) should be completed and returned to the college office before 12:30pm on Friday October 10<sup>th</sup> 2014.**

**For educational and health and safety reasons, the Board of Management have decided that the maximum number of 120 boys will be enrolled in First Year for the school year 2015/2016.**

**Note:** (i) All applications, whether on the Deanery form or on the college application form will be processed at exactly the same time.  
(ii) Parents/guardians who provide false or misleading information will render their applications null and void.

### Procedure where the number of applications exceed the number of places available:

If the number of applicants is greater than the number of places available offers to enrol will be made using the criteria below in the order given and unsuccessful applicants will be placed on a waiting list:

1. Applicants who have a brother who is a present pupil.
2. Applicants who have a brother or father who is a past pupil.
3. Applicants who have a sibling or parent who is a current staff member.
4. Students attending a Primary school in the Raheny, Dollymount, Killester, Our Lady of Mercy Artane or Clontarf parishes
5. Students living in any of the parishes at 4 above but who attend primary school outside that parish.
6. Students from Primary schools that have sent students to St. Paul's College within the past 3 school years.
7. If there are still more applicants than places, a random draw will take place.

**Note:** (i) When a criterion has been reached for which there are insufficient places available, a random draw will take place of all applicants who satisfy that particular criterion and they will then be listed in the order in which they are drawn.  
(ii) Places will then be offered to those applicants in the order in which they have been drawn until all places have been filled and the remaining applicants in that criterion will be allocated a place on the waiting list in the order in which they were drawn.

(iii) Applicants in the next criterion will, at that stage, be subject to a random draw in order to determine their place on the waiting list below those already on the waiting list. Subsequently the same procedure will apply to the next criterion. This process will continue until all applicants have been processed.

### Offer of Place in the College.

Decisions on entry for all applicants are finalised during the November of the year when the student is in sixth class of the Primary School. All applicants will be informed whether a place has been allocated to them within 21 **school** days of the arrival in the College of the Howth Deanery Application Forms.

Applicants for a place in First Year are asked to pay a refundable deposit when offered a place. This deposit is refunded in full on 1<sup>st</sup> October after the date of entry of the student to the College.

This deposit is charged to minimise the possibility that students will accept places in more than one school and then make a late choice not to take up the place offered and accepted for St.Paul's College.

Parents are given a limited time to accept an offer. It is important that the acceptance/rejection of an offer is confirmed within the stated time frame.

Failure to confirm the status of the offer may result in the loss of a place or deny others admission to the College.

1 = Education Act (1998).

2 = Education Welfare Act (2000).

3 = Equal Status Act (2000).



Late Applications to the College are defined as:

- (i) Applications on Deanery Forms received by St. Paul's College subsequent to the arrival in St. Paul's College of the processed Deanery Forms. A processed Deanery form is a Deanery Form that has been forwarded to St. Paul's College by the Deanery office.
- (ii) Direct applications on the college application form received after 12:30pm on Friday October 10<sup>th</sup> 2014.

**Note:** Unsuccessful applicants who applied before the closing dates will be offered a place on the waiting in the manner described earlier in the policy. Late applicants will subsequently be allocated a place on the waiting list below those already on the waiting list as a result of criteria 1 to 7 above being applied. Late applicants will be allocated a place on the waiting list in the order in which the applications are received.

Please note that it is the responsibility of Parents/Guardians to ensure that all details relating to an application are accurate and to keep the College informed of any change in application details e.g. change of address etc.

## **APPLICATIONS FROM STUDENTS WITH SPECIAL EDUCATIONAL NEEDS.**

The Board of Management of St. Paul's College welcomes all applicants including those with special educational needs.

The Board of Management will do all it possibly can to identify, plan, and provide for the special needs of all seeking admission to the College.

To enable the College to assess the needs of such students, it will require access to all relevant records from the Primary School/Individual Educational Programme well in advance of entry into the College.

This will include, if available, access to a copy of the student's medical/psychological or educational reports.

The College may need to arrange an immediate assessment in order to assist it in establishing the educational and training needs unique to the student and relevant to his special needs and to establish the support services required. Parental/Guardian permission is necessary to do this.

Having gathered all the relevant information the Board of Management will assess how the student's needs can be met. College personnel will also meet with the Parents/Guardians and the student to discuss his needs and the ability of the College to meet such needs.

If further resources are required, the Department of Education & Science will be asked to provide the necessary assistance e.g. special needs assistant, specialised equipment, transport, etc.

If adequate resources are not forthcoming from the Department of Education & Science the School may have to postpone, or refuse, admission until the Department of Education & Science put such resources in place.

“The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Science, 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.”**

**Note: It may take some time for the Department of Education and Science to process applications for special needs students. Parents are strongly advised to inform the College as early as possible of their intention to apply and to arrange to meet and discuss their particular situation well in advance of making application.**

## **TRANSFER OF A STUDENT FROM ANOTHER SCHOOL.**

**The Board of Management will decide on applications for admission to any year other than First Year by applying the following criteria:**

- ◆ **Transfers during Exam Years are not accepted (Third and Sixth)**
- ◆ **A transfer is in agreement with College Admission Policy.**
- ◆ **All relevant information from the former school has been made available.**
- ◆ **A transfer is of educational benefit to the student.**
- ◆ **A transfer is in the best interest of the College.**

**Initially an Application form ( Appendix B) should be completed and returned to the College. Where a Student is considered for a place, the decision will be taken by the College in consultation with Parents/Guardians, his former school, and where necessary the Education Welfare Officer. In some instances it may be possible to offer a place immediately. In other cases entry may be offered from the beginning of the next academic year.**

**Applications from outside candidates to transfer directly from Third Year to Fifth Year are not accepted.**

**As soon as is practicable after a parent/guardian has provided the required information, as specified on the application form:**

- (i) **An interview with the Principal will be arranged and**
- (ii) **The Principal will prepare a report for the Board of Management and the Board shall make a decision in respect of the application concerned and inform the parents in writing thereof<sup>2</sup>.**

1 = Education Act (1998).

2 = Education Welfare Act (2000).

3 = Equal Status Act (2000).

## **APPEALS.**

**The Board of Management reserves the right to refuse an application for admission in exceptional circumstances**

**The Parents/Guardians will be informed in writing of the Board's decision and the reasons why the Student is not being accepted will be clearly stated.**

**Should a student's application for admission to the College be refused the Parents/Guardians have the right to appeal to the Secretary General of the Department of Education and Science.**

**An appeal may be made to The Secretary General of the Department of Education and Science, The Appeals Administration Unit, Department of Education and Science, Marlborough Street, Dublin 1.**

**An appeal should be made in writing on the appropriate Application Form.**

**The College must be informed in writing of the decision to appeal.**

**Having regard to the desirability of resolving grievances within the College where possible, the parties to an appeal under Section 29<sup>1</sup>, i.e. the appellant and the College Board of Management, will be asked to consider the matter in the first instance at College level to see if an accommodation can be reached. As a general rule, appeals will only be considered by an appeals committee under section 29 where the parties are unable to resolve the issue at College level.**

**(Circular M48/01).**

This policy was revised and approved by the Board of Management at a meeting on **June 2016**.

**Date:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

1 = Education Act (1998).  
2 = Education Welfare Act (2000).  
3 = Equal Status Act (2000).