

Admission Policy of St. Paul's College

School Address: Raheny, Dublin 5

Roll number: 60290B

School Patron: Vincentian Community

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 parent/guardians of children attending the school.

The policy was approved by the school patron on 19th May 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Paul'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 Paul's College is a Vincentian all boys voluntary secondary school with a Catholic ethos under the trusteeship of the Vincentian Community.

"Catholic Ethos" in the context of a Vincentian 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;

- (d) the Vincentian Charism which refers to St Vincent de Paul and Louise de Marillac's way of understanding and expressing their experience of God's presence and action in their lives. In the Gospel of St Matthew, (Chapter 25), this identification of Jesus with suffering and poverty is expressed as, '*whatsoever you did to the least of my brothers and sisters, that you did unto me*'. The Vincentian Charism continues to inspire individuals and groups to dedicate themselves to serve Christ in all who experience poverty and suffering.
- (e) the formation of the pupils in the Catholic faith,

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

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Paul's College shall uphold, and be accountable to the Vincentian Community for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct 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

3. Admission Statement

St Paul's College will not discriminate in its admission of a student to the school on any of the following:

- (a) the civil status ground of the student or the applicant in respect of the student concerned,
- (b) the family status ground of the student or the applicant in respect of the student concerned,
- (c) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (d) the religion ground of the student or the applicant in respect of the student concerned,
- (e) the disability ground of the student or the applicant in respect of the student concerned,
- (f) the ground of race of the student or the applicant in respect of the student concerned,
- (g) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (h) the ground that the student or the applicant in respect of the student concerned has special educational needs,
- (i) St Paul's College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

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.

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 below for further details)
- b) a parent/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) St Paul'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.

5. 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:

1. Applicants who have a brother who is currently attending the school.
2. Applicants who have a brother who was a student in the school within the previous 10 years.
3. Applicants whose parent/guardian is a staff member of the school.
4. Applicants who attend Belgrove BNS, Scoil Assaim BNS, St. Brigid's BNS and Holy Trinity BNS provided that the number of available places, rounded to the nearest whole number, for each school shall be the same proportion of applicants from each school,
5. Applicants from a category 4 school who are not selected under category 4.
6. Applicants whose father attended the school¹.
7. All other applicants.

Any applicant who has also applied to another school shall automatically be placed in category 7.

In the event that there are a number of 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), a lottery shall apply.

6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

1. a student's prior attendance at a pre-school or pre-school service, including naíonraí,
2. the payment of fees or contributions (howsoever described) to the school;
3. a student's academic ability, skills or aptitude;
4. the occupation, financial status, academic ability, skills or aptitude of a student's parent/guardians;

¹ Places offered in accordance with this criterion cannot exceed 25% of the available places as set out in the school's annual admission notice.

5. a requirement that a student, or his or her parent/guardians, attend an interview, open day or other meeting as a condition of admission;
6. save as set out at 5 above, a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
7. the date and time on which an application for admission was received by the school².

7. Decisions on applications

All decisions on applications for admission to St Paul'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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) 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.

8. 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 17 below for further details).

9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St Paul'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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

² 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

10. 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 Paul'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/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

11. 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).

12. 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 Paul'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 Paul'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.

The Board of Management reserves the right to determine the place of an applicant on the waiting list where special circumstances exist.

13. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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

Applications shall be determined by applying the following criteria:

- 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 usually 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 parent/guardians in writing thereof.

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

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

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

16. Arrangements regarding students not attending religious instruction

A parent/guardian of a student, or a student who has reached the age of 18, who wishes to attend St Paul's College without attending religious instruction should make a written request to the Principal. A meeting will be arranged with the parent/guardian(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

17. Reviews/appeals

Review of decisions by the board of Management

The parent/guardian 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/guardian 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.