

St John Bosco Community College



St John Bosco Community College

Admission Policy

(05/2020)

BOM Chairperson: Mary Howard

BOM Secretary: Denis O Rourke

DATE: 19/05/2020

POLICY FOR ADMISSIONS

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual admission notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of St John Bosco Community College is responsible for the implementation of this Admission Policy.

Introduction to

St John Bosco Community College

St John Bosco Community College Kildysart, officially opened in September 2002 through the amalgamation of Cahercon Secondary School and Kildysart Vocational School. The school is an inter-denominational 'Designated Community College' and is under the auspices of Limerick and Clare Education Training Board.

Mission Statement

St. John Bosco Community College is an inclusive school both in our intake and in the curriculum which we provide. We aim to provide the highest standard of education for all our students. We aim to create a caring atmosphere where students are encouraged and helped to develop their unique gifts and talents.

Our core aim is the provision of an educational experience that is life enhancing for all, both student and teacher, a school that together with the home provides a happy environment where the Christian spirit is nurtured, the dignity of the individual is cherished, where diligence, courtesy, participation and respect are fostered and the code of behaviour is implemented for the good of the individual.

This statement is based on core values:

- Our school is a welcoming, secure and stimulating learning environment.
- Education is a partnership between school, parents/guardians and students.
- Our purpose is to develop each student's confidence, potential and moral values.
- The importance and value of all members of the school community should be at the heart of all decisions and actions.
- Every child in our care is entitled to learn in an environment, which is happy, caring and stimulating, where each individual can learn without fear of bullying or physical abuse, and where consideration, courtesy and respect is shown to all people at all times, in the context of a caring ethos.

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PART A

General Information for All Applicants

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1 GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to St John Bosco Community College.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of St John Bosco Community College by virtue of application alone.

‘Gender’ in line with the definition of “the gender ground” in the Equal Status Act 2000, is such that “one is male and the other is female”. This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘Catchment Area’ refers to the designated residential area for application to St John Bosco Community College in respect of the person on whose behalf the application is being made. The catchment area for St John Bosco Community College is defined on appendix 1.

‘Parent’ has the same meaning as in the Education Act 1998 and includes a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'Feeder Primary Schools' refers to the primary schools of preference for application to St John Bosco Community College. The feeder primary schools for St John Bosco Community College are:

- 1.1. Kildysart N.S.
- 1.2. Ballynacally N.S.
- 1.3. Labasheeda N.S.
- 1.4. Kilmurry McMahon N.S.
- 1.5. Cranny N.S.
- 1.6. Coolmeen N.S.
- 1.7. Lissycasey N.S.
- 1.8. Kilmaley N.S.
- 1.9. Clondrinagh N.S.

'Special Class' means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills . St John Bosco Community College has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

'First-Year' means the intake group of Students for the most junior class or year in a school.

2 ADMISSION STATEMENT

St John Bosco Community College is a state, co-educational, Inter-denominational post-primary school underpinned by the core values of:

- Excellence in Education;
- Care;
- Respect;
- Equality; and
- Community

St John Bosco Community College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students of any other gender;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s)

St John Bosco Community College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 CHARACTERISTIC SPIRIT STATEMENT

St. John Bosco Community College is a designated Community College. Designated Community Colleges are established by the signing of a model agreement between an ETB and the local Catholic Bishop and/or a religious congregation. Limerick and Clare Education and Training Board is the patron of the school. The model agreement provides for the participation of the Salesian Sisters Congregation in the organisation and management of the community college on an ongoing basis.

St. John Bosco Community College was established in 2002 in a spirit of partnership between Limerick and Clare Education and Training Board and the Congregation of Salesian Sisters. The inherited traditions, values and founding intentions of Limerick and Clare Education and Training Board and the Congregation of Salesian Sisters remain enshrined in the characteristic spirit and in the life of our school.

Our school is a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in Education
- Care
- Equality
- Community and
- Respect.



All members of our school community are treated equally, regardless of their race, gender, religion/belief, age, family status, marital status, membership of the Traveller community, sexual orientation, ability or socio-economic status. In our school all students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018). Once enrolled, our school strives to provide all our students with equal opportunities to engage with the curriculum and school life.

Our school provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes a fully

inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

Our school is multi-denominational. We welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

4 LEGAL FRAMEWORK

LCETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of St John Bosco Community College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admissions to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 6.2 in respect of applications made to the First-Year group and in section 7.2 in respect of applications made to all year other than the First-Year group.

Section 62 (7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

Statement on opt-out of religious education

St. John Bosco Community College offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and the model agreement. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

It is important to understand that our school does not provide '*religious instruction*' and therefore the legal requirement to advise of the option to opt-out of religious instruction does

not arise in this school. It is also important to understand the distinction between '*religious instruction*' and '*religious education*':

- *Religious instruction* is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a **particular** religion or denomination for pupils of that religious tradition.
- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are 'multi-denominational', St John Bosco Community College supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs.

Parents or students over the age of 18 who wish to opt-out of *religious education* must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the following way:

The school does not have the resources from the Department of Education & Skills to offer an alternative at the time of the *religious education* class. The student will remain in the classroom and may study at the back of the class.

5 GENERAL ADMISSION PROVISIONS

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual admission notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the Education (Admission to Schools) Act 2018 coming into effect, St John Bosco Community College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for a particular school year up to and

including the current academic year, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application St John Bosco Community College **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
 - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's admission notice.
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice.

St John Bosco Community College will consider the offer of a place to every Student seeking admission to the school, **unless one of the following applies:**

- 4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;
- 4.8 The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where St John Bosco Community College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for the first-year group.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than first-year.

Section 8 of this Policy addresses the selection criteria and other matters related to the admission provisions for the special class.

6 PROCEDURE FOR ENROLMENT

5.1 *First-Year Group*

All students wishing to enrol must complete an application form. Application forms are available from the school office on request and on our school website (See Appendix 1). Application forms will also be handed out to prospective parents of first year applicants at an open evening which is held early in the year preceding the school year for which the student wishes to enrol. Details are provided through the primary schools, notices in the parish newsletters, local newspapers and radio.

The school Principal visits the primary schools within the catchment area of St John Bosco Community College to meet with the students of 5th and 6th Classes. A (general) second level information talk covering general information is provided. A letter stating the time and date of the upcoming open evening is given to each student.

The closing date for receipt of applications is the last Friday in November in the preceding school year for which the student wishes to enrol.

A letter of offer will be issued to all successful candidates within 21 days of the close of application date.

On acceptance Parents/Guardians will be required to complete an acceptance form which gives further detail such as medical conditions, special needs etc (Appendix 2).

All acceptance letters should be accompanied by a copy of an original birth certificate.

(The school reserves the right to contact the current or previous schools of the applicant. Second level schools are required to request an Education Passport from all feeder primary schools. The Education Passport comprises of three main learning assessments, completed by Primary schools, to help Post-Primary Schools evaluate students as individuals.)

Special Education Needs (S.E.N.) students and those with Disabilities are catered for in accordance with the Education Act 1998 (Part 1 Section 6a). The school will make every effort to make reasonable accommodation to facilitate students with SEN. Acceptance and continued attendance in the college is based on the following:-

An Assessment Evaluation Day takes place in March for students who have been offered and have accepted a school place for the next academic year. The assessment test is carried out for internal school purposes only. It should be noted that academic ability is not a consideration for admission and that this assessment is used to determine if additional supports will be required for students upon the enrolment in first year.

5.2 Other Year Groups (Other Than First & Transition)

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy transfers into the school are discouraged in the overall interests of the continuity of the student's education.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area or from a student who makes an application after the commencement of the autumn school term.

Applications from students wishing to transfer into the school should include the following:

- A completed application form.
- A copy of recent term reports.
- A written reference from previous school.

A letter of offer/refusal will be issued to the successful candidate within 21 days of the application date.

On acceptance Parents/Guardians will be required to complete an acceptance form which gives further detail such as medical conditions, special needs etc (Appendix 2).

All acceptance letters should be accompanied by a copy of an original birth certificate.

5.3 Special Class Group

As per section 5.1

5.4 Transition Year Group

Students who are currently enrolled in the school have to apply using our internal application form available from the Transition Year Coordinator. An individual interview process is carried out with all applicants by a member of School

Management and TY coordinator. Both the application form and an evaluation of interview performance are used as criteria to select the successful candidates.

Students applying for a place in the Transition Year Programme from outside of the school can apply using procedure outlined at section 5.2. All criteria associated with students applying to “Other Year Groups” apply here also.

PART B

Information for Specific Categories of Applicants

- 6. Application to the First-Year Group***
- 7. Application to All Year Groups Other Than First-Year***
- 8. Application to the Special Class***

SECTION 6

APPLICATION TO THE FIRST-YEAR GROUP

7 APPLICATION TO THE FIRST-YEAR GROUP

6.1 Admission Provisions (First-Year group)

- 6.1.1 Oversubscription
- 6.1.2 Selection criteria in order of priority
- 6.1.3 Selection process
- 6.1.4 Late Applications
- 6.1.5 Second/third-round offers of a place
- 6.1.6 Acceptance of a place
- 6.1.7 Refusal
- 6.1.8 Withdrawal of an offer
- 6.1.9 Appeals

6.2 Appeals

- 6.2.1 Appeal where refusal was due to oversubscription
- 6.2.2 Appeal where refusal was for a reason other than oversubscription
- 6.2.3 Basis for appeal

6.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where St John Bosco Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8, 4.9.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 8 of this Admissions Policy.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where St John Bosco Community College is in a position to offer further school places that become available for and during the school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

6.1.2 Selection criteria in order of priority

St John Bosco Community College will apply the following criteria for admission to the first-year group:

- 6.1.2.1 If the Student resides in the catchment area;
- 6.1.2.2 If the Student has siblings currently enrolled in the school;
- 6.1.2.3 Whether the Student attended one of the feeder primary schools
- 6.1.2.4 If the Student has siblings who were previously enrolled in the school;
- 6.1.2.5 If the Student is a child of a staff member working in the school (to a maximum of 25% of the places available);

See section 8 for selection criteria applicable to admission to the Special Class

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

6.1.3 Selection process

St John Bosco Community College will apply the selection process as follows:

An Applicant will be offered a place in St John Bosco Community College based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, St John Bosco Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.1.4 Late applications

An application received by St John Bosco Community College after the closing date published by St John Bosco Community College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St John Bosco Community College is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by St John Bosco Community College before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by St John Bosco Community College and subsequently the school's selection criteria will be applied in accordance with this Policy.

Where St John Bosco Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within St John Bosco Community College, subject to sections 4.7, 4.8, 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be

operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within St John Bosco Community College but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

6.1.6 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below.

6.1.7 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1 The reasons that the Student was not offered a place in St John Bosco Community College.
- 6.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed,
- 6.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4 Details of the Applicant's right to appeal the decision
- 6.1.7.5 In addition to the conditions for consideration of an application as set out at 4.7, 4.8 and 4.9, an offer of admission may not be made where:
 - The information contained in the application is false or misleading in a material respect.

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.81 The information contained in the application is false or misleading in a material respect, or
- 6.1.82 The 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 for the academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.83 An Applicant has not indicated:
 - I. whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - II. whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on

behalf of that Student shall be treated as a late application in line with section 5.2.4 above.

6.1.91 Appeals

For information relating to an Applicant's right to appeal a decision of St John Bosco Community College regarding admission to the First-Year group, see section 6.2.

6.2 APPEALS

7.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of St John Bosco Community College, Kildysart, Co Clare (065 6832300). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

7.2.2 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to St John Bosco Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of St John Bosco Community College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

7.2.3 Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

SECTION 7

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

7. APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

7.1 Admission Provisions (other than First-Year)

- 7.1.1 Oversubscription
- 7.1.2 Selection criteria in order of priority
- 7.1.3 Selection process
- 7.1.4 Late Applications
- 7.1.5 Second/third-round offers of a place
- 7.1.6 Acceptance of a place
- 7.1.7 Refusal
- 7.1.8 Withdrawal of an offer
- 7.1.9 Appeals

7.2 Appeals

- 7.2.1 Appeal where refusal was due to oversubscription
- 7.2.2 Appeal where refusal was for a reason other than oversubscription
- 7.2.3 Basis for appeal

7.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where St John Bosco Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8, 4.9.

A Student applying for admission to a year-group other than First-Year but seeking admission to the Special Class should see section 8 of this Admissions Policy.

7.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where St John Bosco Community College is in a position to offer further school places that become available for and during the school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

7.1.2 Selection criteria in order of priority

St John Bosco Community College will apply the following criteria for admission to Year Groups Other Than First-Year:

- 7.1.2.1 In the case where a Student has been expelled from another school, that a Section 29 appeal has been fully exhausted with previous school;
- 7.1.2.2 If the Student has siblings currently enrolled in the school;
- 7.1.2.3 If the school can provide adequate subject choice to the student;
- 7.1.2.4 If the Student can provide evidence of sufficient educational attainment to participate in a particular course;
- 7.1.2.5 If the Students prior record to adhering to their previous school's code of behaviour is positive;
- 7.1.2.6 If the Student resides in the catchment area;
- 7.1.2.7 Whether the Student attended one of the feeder primary schools
- 7.1.2.8 If the Student has siblings who were previously enrolled in the school;
- 7.1.2.9 If the Student is a child of a staff member working in the school (to a maximum of 25% of the places available);

Note: See section 8 for selection criteria applicable to admission to the Special Class.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

7.1.3 Selection process

St John Bosco Community College will apply the selection process as follows:

An Applicant will be offered a place in St John Bosco Community College based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, St John Bosco Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

7.1.4 Late applications:

An application received by St John Bosco Community College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St John Bosco Community College is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by St John Bosco Community College before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by St John Bosco Community College and subsequently the school's selection criteria will be applied in accordance with this Policy.

Where St John Bosco Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within St John Bosco Community College, subject to sections 4.7, 4.8, 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be

operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within St John Bosco Community College but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

7.1.6 Acceptance of a place:

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below.

7.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

7.1.7.1 The reasons that the Student was not offered a place in St John Bosco Community College.

- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable
- 7.1.7.4 Details of the Applicant's right to appeal the decision
- 7.1.7.5 In addition to the conditions for consideration of an application as set out at 4.7, 4.8 and 4.9, an offer of admission may not be made where:
The information contained in the application is false or misleading in a material respect.

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 7.1.81 The information contained in the application is false or misleading in a material respect, or
- 7.1.82 The 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 for the academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.83 An Applicant has not indicated:
 - 8.1 whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - 8.2 whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

7.1.9 Appeals:

For information relating to an Applicant's right to appeal a decision of St John Bosco Community College regarding admission to the Year Groups Other Than First-Year, see section 7.2.

7.2 APPEALS

7.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of St John Bosco Community College, Kildysart, Co Clare (065 6832300). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

7.2.2 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to St John Bosco Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of St John Bosco Community College. Such an appeal

must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

7.2.3 Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

SECTION 8

APPLICATION TO THE SPECIAL CLASS

8. APPLICATION TO THE SPECIAL CLASS

8.1 Admission Provisions for the Special Class

- 8.1.1 Oversubscription
- 8.1.2 Selection criteria in order of priority
- 8.1.3 Selection process
- 8.1.4 Late Applications
- 8.1.5 Second/third-round offers of a place
- 8.1.6 Acceptance of a place
- 8.1.7 Refusal
- 8.1.8 Withdrawal of an offer
- 8.1.9 Appeals

8.2 Appeals

- 8.2.1 Appeal where refusal was due to oversubscription
- 8.2.2 Appeal where refusal was for a reason other than oversubscription
- 8.2.3 Basis for appeal

8.1 Admission Provisions for the Special Class(es)

St John Bosco Community College has a Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered.

Where the Special Class in St John Bosco Community College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to sections 4.7, 4.8, 4.9.

8.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 8.1.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where St John Bosco Community College is in a position to offer further school places that become available for and during the school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

8.1.2 Selection criteria in order of priority

Applications to the Special Class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

- 8.1.2.1** If the Student resides in the catchment area;
- 8.1.2.2** If the student is verbal and has a diagnosis of mild to moderate autism;
- 8.1.2.3** If the student has the ability to meaningfully participate in mainstream classes.
- 8.1.2.4** If the Student has siblings currently enrolled in the school;
- 8.1.2.2** Whether the Student attended one of the feeder primary schools

8.1.2.3 If the Student has siblings who were previously enrolled in the school;

8.1.2.4 If the Student is a child of a staff member working in the school (to a maximum of 25% of the places available);

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

8.1.3 Selection process:

St John Bosco Community College will apply the selection process as follows:

Having met the criteria for admission to the Special Class, an Applicant will be offered a place in St John Bosco Community College based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, St John Bosco Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

8.1.4 Late applications:

An application received by St John Bosco Community College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St John Bosco Community College is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by St John Bosco Community College before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by St John Bosco Community College and subsequently school's selection criteria will be applied in accordance with this Policy.

Where St John Bosco Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within St John Bosco Community College, subject to sections 4.7, 4.8, 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

8.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within St John Bosco Community College but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

8.1.6 Acceptance of a place:

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below.

8.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

8.1.7.1 The reasons that the Student was not offered a place in St John Bosco Community College.

8.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,

8.1.7.3 Details of the Student's place on the waiting list, if applicable, and

8.1.7.4 Details of the Applicant's right to appeal the decision

8.1.7.5 An Applicant has not indicated:

- i. whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and
- ii. whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

8.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

8.1.81 The information contained in the application is false or misleading in a material respect, or

8.1.82 The 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 for the 2020/2021 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or

8.1.83 An Applicant has not indicated whether or not he or she has applied for and is awaiting confirmation of an offer of admission from another school.

8.1.8 Appeals:

For information relating to an Applicant's right to appeal a decision of St John Bosco Community College regarding admission to the Special Class, see section 8.2.

8.2 APPEALS

8.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of St John Bosco Community College, Kildysart, Co Clare (065 6832300). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

8.2.2 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to St John Bosco Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of St John Bosco Community College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's

decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

8.2.3 Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

PART C

Appendices

- 1. Application Form***
- 2. Acceptance Form***
- 3. Catchment Area***
- 4. Maximum Enrolment per Year Group (Updated Annually)***

APPLICATION FORM FOR ADMISSION - 2021/2022

This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as a having been accepted as a student of St John Bosco Community College.

Completed applications will be accepted from:	07/11/21
The closing date for receipt of applications is:	29/11/21

All Application Forms and accompanying documentation should be sent to:	For office use only
St John Bosco Community College, Kildysart, Co.Clare.	Date received: ____/____/____ School Stamp:

Please ensure you return the following documents to the school to complete the application:

- An original long birth-certificate (together with a copy)

Please tick the Year Group the student is applying to enter:

- | | | |
|--------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> First Year | <input type="checkbox"/> Third Year | <input type="checkbox"/> Fifth Year |
| <input type="checkbox"/> Second Year | <input type="checkbox"/> Transition Year | <input type="checkbox"/> Sixth Year |

Please complete all sections of the following application using BLOCK CAPITALS									
SECTION 1 - PROSPECTIVE STUDENT DETAILS									
<i>Details of the young person for whom this application is being made.</i>									
First Name:									
Middle Name:									
Surname:									
Student Address:									
Eircode:									
PPSN:									

SECTION 2 – DETAILS OF PARENT/GUARDIAN		
<i>This section is NOT required to be completed where the student is over 18, unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter will issue and will be addressed to both individuals.</i>		
	Parent / Guardian 1	Parent / Guardian 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
Address:		

Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 3 – STUDENT CODE OF BEHAVIOUR
<p>Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at www.stjohnbosco.ie or from the school office.</p>
<p>I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student’s parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.</p>

SECTION 5 – SPECIAL CLASS
<p><i>The special class in St John Bosco CC teaches students who have one or more of the following special educational needs: Autism Spectrum</i> Please <u>ONLY</u> complete if you are applying for the special class.</p>
<p>Please confirm if this application is being made for: The special class only: <input type="checkbox"/> OR The special class and the mainstream year group: <input type="checkbox"/></p>
<p>Where the student is seeking a place in the special class, please provide details of the special educational needs of the student, including an Educational/Clinical Psychologist’s report.</p>

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SECTION 6 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for St John Bosco Community College.

A. Please confirm the student’s address for the purpose of determining whether s/he resides in the catchment area. Please note that recent proof of address will be required in support of this. (Only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.)

Address:	

B. If the student currently has any siblings in this school, please indicate their names and current year of study.

(i) Name:	
Year:	
(ii) Name:	
Year:	
(iii) Name:	
Year:	

(iv) Name:	
Year:	

C. If the student has previously had any siblings in this school, please indicate their names and years of attendance.	
(i) Name:	
Year(s):	
(ii) Name:	
Year(s):	

D. Please provide details of the primary school attended by the student.	
School name:	
School address:	

IMPORTANT INFORMATION:

- You are required to submit:
 - (i) An original long birth-certificate (together with a copy), and
 - (ii) Recent proof of address - only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.
- All of the information that you provide in this application form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.
- Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- For information regarding how your data is processed by the school and LCETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

***NOTE:** Should the student receive a place in St John Bosco Community College, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.*

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

(Student [where over 18])

(Date)

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The Board of Management of St John Bosco Community College is a committee of the Limerick and Clare Education and Training Board (LCETB), which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LCETB is Aileen O' Sullivan and can be contacted at the Limerick & Clare Education and Training Board (LCETB), Marshal House, Dooradoyle, Co. Limerick (Telephone) 061 442100. The personal data supplied on this Application Form and the accompanying documentation sought is required for the purpose of:

- Verification of identity and date of birth;
- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which LCETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "certified extract from" the "public register of births" in relation to students. Therefore, the school requires sight of the child's long-form birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in this Application Form may be communicated internally within LCETB for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018.

The personal data provided in this Application Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with LCETB's Data Retention Policy, which can be found at www.lcetb.ie.

A copy of the full LCETB Data Protection Policy is available at www.lcetb.ie or from the school office.

Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where LCETB does not have a legal basis for retaining it. If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

ACCEPTANCE FORM FOR ADMISSION - 2021/2022

Failure to submit this Acceptance Form by the closing date below may result in the withdrawal of the offer of a place in St John Bosco Community College.

Completed acceptance forms will be accepted from:	08/11/21
The closing date for receipt of acceptance forms is:	13/12/21

All Acceptance Forms and accompanying passport-sized photographs should be sent to:	For office use only
St John Bosco Community College, Kildysart, Co.Clare.	Date received: ____/____/____ School Stamp:

Please complete all sections of this form using BLOCK CAPITALS	
SECTION 1 – PROSPECTIVE STUDENT DETAILS	
<i>Details of the young person accepting the offer of a place</i>	
First Name:	
Middle Name:	
Surname:	
Gender: <i>[tick one]</i>	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Address:	

Eircode:									
PPSN:									
Mother's Maiden Name:									
Date of Birth:	Day		Month		Year				
If there are any orders or other arrangements in place relating to access to or custody of the student, please provide details.									

SECTION 2 – DETAILS OF PARENT/GUARDIAN/NEXT OF KIN		
<i>This information is sought for the purposes of making contact in the event of an emergency or in relation to school matters, e.g. meetings, closures etc.</i>		
	Parent/ Guardian /Next of Kin 1	Parent / Guardian/Next of Kin 2
Prefix: (e.g. Mr. / Ms. / Ms. etc)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 2A – OTHER EMERGENCY CONTACT	
Name:	
Relationship to student:	
Contact telephone number:	

SECTION 3 – APPLICATIONS TO OTHER SCHOOLS			
<p><i>Failure to complete this section may result in the offer of a place in St John Bosco Community College being withdrawn, in accordance with the Education (Admission to Schools) Act 2018.</i></p>			
<i>Please tick as appropriate</i>	<i>Yes</i>	<i>No</i>	<i>If yes, please provide details</i>
Is the student awaiting an offer of admission from another school(s)?			
Has the student accepted an offer of admission for another school(s)?			

SECTION 4 – EDUCATIONAL DETAILS

Required for the assessment of individual educational needs

Pursuant to sections 20 and 28 of the Education (Welfare) Act 2000, the school may also receive educational records of the student from a school(s) previously attended by the student.

Additional Educational Needs

Does the student have additional needs?	Yes		No	
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If yes, tick which of the following describes those needs. Tick all that apply.

Physical Disability		Moderate General Learning Disability	
Hearing Impairment		Severe/Profound General Learning Disability	
Visual Impairment		Autism/Autistic Spectrum Disorder	
Emotional/Behavioural difficulty/disturbance (e.g. ADD, ADHD, SEBD)		Specific Learning Disability (e.g. dyslexia, dyscalculia, dyspraxia)	
Severe Emotional/Behavioural Disorder/Disturbance		Specific Speech and Language Disorder	
Borderline Mild General Learning Disability		Multiple Disabilities (tick relevant low incidence disabilities)	
Medical Condition		English as an Additional Language	

Other:

Briefly describe the nature of any of the needs ticked above.

Does the student have a support file?	Yes		No	
If yes, is a copy of the support file being sent with this form?	Yes		No	

What level of support is the student currently receiving? (Please tick)	<i>Class Support (Support for All)</i>			
	<i>School Support (Support for Some)</i>			
	<i>School Support + (Support for Few)</i>			
Does the student have a personal pupil plan (PPP)?	Yes		No	
If yes, is a copy of the PPP being sent with this form?	Yes		No	
Does the student have access to an SNA?	Yes		No	
If yes, please describe the nature of access (toileting etc.)				
Has the student had access to an SNA in the past? If yes, please list dates and nature of access.				
Does the student require any additional supports and/or any environmental adaptations such as adapted furniture, ramps, hoists, assistive technology etc.?				
Irish Language Information				
Is the student currently studying Irish?	Yes		No	
If you answered no, please outline the reason why e.g. exemption:				

SECTION 5 - MEDICAL DETAILS

The following information is requested in the event of a medical issue arising during school activities. Please note it may be necessary to disclose this information to staff in certain circumstances in the vital interest of the student.

<i>Please tick as appropriate</i>	<i>Yes</i>	<i>No</i>	<i>If yes, please provide details</i>
Does the student require glasses?			
Does the student have hearing issues?			
Does the student have allergies?			
Does s/he suffer from any medical condition that we should know about? For example, asthma, diabetes, epilepsy, etc.			
Is the student on long term medication of which the school needs to be aware?			
Does s/he suffer from any medical condition that may necessitate the administration of emergency medicine/treatment on the school premises?			
Has the student ever been referred to any outside agency? (i.e. Psychologist, Speech & Language Therapist, Occupational Therapist, Social Worker, etc.) If so, please provide copies of these reports to the school.			
Please list details of any serious medical/health concerns for the student of which the school should be aware.			
Doctor's Name:			
Contact Details:			

CONTACT FROM THE SCHOOL

Please be advised that as part of the school's duties and responsibilities under relevant education legislation, upon the student's enrolment in the school, the school may contact parents/guardians/students in relation to the below:

- Educational progress of the student
- Sports days
- Parent-teacher meetings
- School concerts/events
- School closure (*e.g.* where there are adverse weather conditions)
- Student's non-attendance or late attendance
- Student's conduct in school
- Student's social and emotional progress
- Any medical or other issue in the vital interest of the student

IMPORTANT INFORMATION:

- **For the purposes of identification, you are required to submit one identical passport-sized photographs of the student when returning this Acceptance Form.**
- **Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to the student's application to the school.**
- **Where the student is exempt from studying Irish, you may transmit any relevant documentation in your possession.**
- **Where the student has a special educational need you may transmit any relevant documentation which you believe the school may need to best provide education to the student.**
- **For information regarding how your data is processed by the school and LCETB, please see overleaf.**
- **Please sign below to demonstrate that you have read and understood this information.**

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

(Student [where over 18])

(Date)

OFFICE USE ONLY	
Date Application Received:	
Checked by:	
Date entered on School Database:	
Entered by:	

DATA PROTECTION

The Board of Management of St John Bosco Community College is a committee of the Limerick and Clare Education and Training Board (LCETB), which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for LCETB is Aileen O' Sullivan and can be contacted at the Limerick & Clare Education and Training Board (LCETB), Marshal House, Dooradoyle, Co. Limerick (Telephone) 061 442100.

The personal data supplied on this Application Form and the accompanying documentation sought is required for the purpose of:

- Verification of identity and date of birth;
- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which LCETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "*certified extract from*" the "*public register of births*" in relation to students. Therefore, the school requires sight of the child's long-form birth certificate. The processing of the personal data supplied on this Application Form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in this Application Form may be communicated internally within LCETB for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018.

The personal data provided in this Application Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with LCETB's Data Retention Policy, which can be found at www.lcetb.ie.

A copy of the full LCETB Data Protection Policy is available at www.lcetb.ie or from the school office.

Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where LCETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

Photographs/Digital Recordings of Students

The school maintains a database of photographs of school events held over years. It has become customary to take photos/digital recordings of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/digital recordings may be published on our school website/Facebook page or in brochures, DVD's, newsletters, local and national newspapers and similar school-related productions.

CONSENT (TICK ONE ONLY)

1. *If you are happy to have your child's photograph/recording taken as part of LCETB/School activities and included in all such records tick here (for the duration of their time in School)*

2. *If you would prefer not to have your child's photograph/recording taken and included in such records, please tick here*

3. *If you are happy for your child's photograph/recording to be taken and included as 1. above, but would prefer not to have images of your child appear on the website, Facebook page, school brochures, DVD's, yearbooks, newsletters etc. please tick here*

Signed _____
(Parent/Guardian)

(Parent/Guardian)

Date _____

SCHOOL - TO - SCHOOL TRANSFER FORM

SECTION 1 – STUDENT DETAILS							
<i>Details of the young person to whom this Transfer Form relates.</i>							
Name:							
Date of Birth:	Day		Month		Year		
PPSN:							

Please be advised that the above-named student has been offered a place in St John Bosco Community College and has accepted. On foot of same, in accordance with section 20(5) of the Education (Welfare) Act 2000, please note that the completion of section 2 below by the Principal of the student’s former school in respect of the attendance records of a student under 16 years of age (or who has not completed 3 years of post-primary education) is mandatory.

For students over 16 years of age, the legal basis for transferring the data in section 2 below is set out in section 28 of the Education (Welfare) Act 2000, which provides for the supply of personal data between education bodies where it is used for, *inter alia*, ascertaining how best the student may be assisted in availing of educational or training opportunities or in developing his or her full educational potential.

SECTION 2 – STUDENT’S PREVIOUS ATTENDANCE RECORD	
In relation to all academic years, including the current year, how many days was the student absent?	
First Year: _____	Transition Year: _____
Second Year: _____	Fifth Year: _____
Third Year: _____	Sixth Year: _____

In line with section 20(5) of the Education (Welfare) Act 2000, the following section 3 of this form is mandatory in relation to students who are under 16 years of age (or have not completed 3 years of post-primary education) where the Principal of the student’s former

school considers the information relating to the student’s educational progress to be appropriate for transmission to the student’s new school.
 However, the following section 3 is not mandatory where the student is over 16 years of age (unless s/he has not completed 3 years of post-primary education), but may be completed by you, the Principal of the student’s former school, in accordance with section 28 of the Education (Welfare) Act 2000 to enable the new school to ascertain how best the student “*may be assisted in availing of education or training opportunities or in developing his/her full educational potential*”.

SECTION 3 – EDUCATIONAL DETAILS			
<i>Required for the assessment of individual educational needs</i>			
Additional Educational Needs			
Does the student have additional needs?	Yes		No
<i>If yes, tick which of the following describes those needs. Tick all that apply.</i>			
Physical Disability	<input type="checkbox"/>	Moderate General Learning Disability	<input type="checkbox"/>
Hearing Impairment	<input type="checkbox"/>	Severe/Profound General Learning Disability	<input type="checkbox"/>
Visual Impairment	<input type="checkbox"/>	Autism/Autistic Spectrum Disorder	<input type="checkbox"/>
Emotional/Behaviour difficulty/disturbance (e.g. ADD, ADHD, SEBD)	<input type="checkbox"/>	Specific Learning Disability (e.g. dyslexia, dyscalculia, dyspraxia)	<input type="checkbox"/>
Severe Emotional/Behavioural Disorder/Disturbance	<input type="checkbox"/>	Specific Speech and Language Disorder	<input type="checkbox"/>
Borderline Mild General Learning Disability	<input type="checkbox"/>	Multiple Disabilities (tick relevant low incidence disabilities)	<input type="checkbox"/>
Medical Condition	<input type="checkbox"/>	English as an Additional Language	<input type="checkbox"/>
Other:			
<i>Briefly describe the nature of any of the needs ticked or described above.</i>			

Does the student have a support file?	Yes		No	
If yes, is a copy of the support file being sent with this form?	Yes		No	
What level of support is the student currently receiving? (Please tick)	<i>Class Support (Support for All)</i>			
	<i>School Support (Support for Some)</i>			
	<i>School Support + (Support for Few)</i>			
Does the student have a personal pupil plan (PPP)?	Yes		No	
If yes, is a copy of the PPP being sent with this form?	Yes		No	
Does the student have access to an SNA?	Yes		No	
If yes, please describe the nature of access (toileting etc.)				
Has the student had access to an SNA in the past? If yes, please list dates and nature of access.				
Does the student require any additional supports and/or any environmental adaptations such as adapted furniture, ramps, hoists, assistive technology etc.?				
Irish Language Information				
Is the student currently studying Irish?	Yes		No	
If you answered no, please outline the reason why e.g. exemption:				

Subjects					
<i>Please tick the subjects that the student is currently studying in your school.</i>					
<i>If the student is currently in transition year, please complete in respect of student subjects studied at Junior Certificate.</i>					
English	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Maths	<input type="checkbox"/>
History	<input type="checkbox"/>	Geography	<input type="checkbox"/>	Science	<input type="checkbox"/>
French	<input type="checkbox"/>	Italian	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
German	<input type="checkbox"/>	Japanese	<input type="checkbox"/>	Russian	<input type="checkbox"/>
Business Studies	<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Economics	<input type="checkbox"/>
Home Economics	<input type="checkbox"/>	Art	<input type="checkbox"/>	Latin	<input type="checkbox"/>
Classics	<input type="checkbox"/>	Applied Mathematics	<input type="checkbox"/>	Arabic	<input type="checkbox"/>
Design and Communication Graphics	<input type="checkbox"/>	Social, Personal and Health Education (SPHE)	<input type="checkbox"/>	Civil Social and Political Education (CSPE)	<input type="checkbox"/>
Computer Science	<input type="checkbox"/>	Agricultural Science	<input type="checkbox"/>	Engineering	<input type="checkbox"/>
Construction Studies	<input type="checkbox"/>	Graphics	<input type="checkbox"/>	Ancient Greek	<input type="checkbox"/>
Physics	<input type="checkbox"/>	Biology	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>
Hebrew Studies	<input type="checkbox"/>	Religious Education	<input type="checkbox"/>	Music	<input type="checkbox"/>
Technology Wood	<input type="checkbox"/>	Applied Technology	<input type="checkbox"/>	Technology Metal	<input type="checkbox"/>
Politics and Society	<input type="checkbox"/>	Modern Foreign Language	<input type="checkbox"/>	Physical Education Specification	<input type="checkbox"/>
Agriculture/Horticulture	<input type="checkbox"/>	Childcare	<input type="checkbox"/>	Craft and Design	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	Graphics and Construction	<input type="checkbox"/>	Hair and Beauty	<input type="checkbox"/>
Hotel and Catering	<input type="checkbox"/>	Office Administration	<input type="checkbox"/>	Technology	<input type="checkbox"/>
Drama	<input type="checkbox"/>	Dance	<input type="checkbox"/>	Sign Language	<input type="checkbox"/>
<i>If you have ticked 'Modern Foreign Language' above, please state which one:</i>					
<i>If the student is currently studying any subject(s) not listed above, please name the subject(s) here:</i>					

School Reports	
<input type="checkbox"/>	Please tick to indicate that you are enclosing with this form, a minimum of the last two school reports (where available) relating to the student.

Behaviour			
Has the student ever been suspended?	Yes		No
If you answered yes, please outline how many times and the reason(s):			
Has the student been expelled?	Yes		No
If you answered yes, please outline the reason(s):			

<i>Other relevant information</i>
Please provide details of any other education related information regarding the student which you deem appropriate to share with the school.

IMPORTANT INFORMATION:

- Where a student is exempt from studying Irish or has additional educational needs we ask that you transmit any documentation which the school has in its possession which you deem relevant to these needs.
- Please sign the “*Former School Declaration*” below as an indication that you are satisfied that the information provided by you is correct.

FORMER SCHOOL DECLARATION	
Principal Name: _____ Principal Signature: _____ Date: ____/____/____ School Roll Number: _____	Former School Stamp

DATA PROTECTION
<p>Both the student’s previous school and new school are data controllers in accordance with the GDPR and as such must comply with all relevant data protection laws, as well as each school’s/ETB’s respective Data Protection Policy. The legal basis for processing the personal data included in this form, in accordance with Article 6(1)(c) of the GDPR, is that such processing is necessary for each school’s compliance with its respective legal obligations under the Education Act 1998 and the Education (Welfare) Act 2000.</p> <p>Photographs/Digital Recordings of Students</p> <p>The school maintains a database of photographs of school events held over years. It has become customary to take photos/digital recordings of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/digital recordings may be published on our school website/Facebook page or in brochures, DVD’s, newsletters, local and national newspapers and similar school-related productions.</p>

CONSENT (TICK ONE ONLY)

4. If you are happy to have your child's photograph/recording taken as part of LCETB/School activities and included in all such records tick here (for the duration of their time in School)

5. If you would prefer not to have your child's photograph/recording taken and included in such records, please tick here

6. If you are happy for your child's photograph/recording to be taken and included as 1. above, but would prefer not to have images of your child appear on the website, Facebook page, school brochures, DVD's, yearbooks, newsletters etc. please tick here

Signed

(Parent/Guardian)

(Parent/Guardian)

Date

Student Projections 2018/2019 - 2022/2023 (5 Year Projections)

	18/19	19/20	20/21	21/22	22/23
1st Year	55	55	50	56	60
2nd Year	36	55	55	50	56
3rd Year	60	36	55	55	50
Transition Year	24	24	24	24	24
5th Year	34	60	34	55	55
6th Year	18	34	60	34	55
TOTAL	227	264	278	274	300

Transition Year Interview Criteria

Student's Name: _____

Date of Application _____

Place available: _____

Criteria

Attendance (25)

<5 days = 25

6-10 = 10

11-15 = 5

>15 = 0

Behaviour (25)

Detention

Application form (10)

Reasons for opting for TY

Interview (40)

Interest in course activities/

Knowledge of TY in school

Strengths to bring to TY

Ideas for fundraising

TOTAL

Extra Info

Work Experience ideas etc