



Holy Child

community school



Admissions Policy approved at BOM 2017

Mission Statement

The Holy Child Community School welcomes students with diverse abilities and talents. In keeping with our Christian ethos, we seek to recognise and develop these varied gifts and to promote in our students a sense of self-confidence, tolerance and respect for others. We foster learning within a secure and happy environment, so that our students may mature to their fullest potential in personal, social, physical, aesthetic, spiritual and academic skills. We see parents as being essential partners in this process and look to them for support and reinforcement. Our school structures, curriculum and special events are all designed to reinforce these values and this vision

The Admissions Policy of Holy Child Community School is set out in accordance with the Education Act 1998, as amended; the Education (Welfare) Act 2000; the Equal Status Act 2002 and the Deed of Trust of the Holy Child Community School.

From the date of the commencement of Section 19 the Education (Welfare) Act 2000, the Board of Management may not refuse to admit as a student to this school any child, in respect of whom an application to be admitted has been made, except where such refusal is in accordance with the School Admissions Policy.

While upholding the characteristic spirit or ethos of the school, the key principles which underpin this Admissions Policy are:

- The Board of Management respects the principles of a democratic society and promotes the diversity of values, beliefs, traditions, languages and ways of life in society;
- The Board of Management is supportive of the principle of inclusiveness of students with disabilities or special educational needs in so far as is reasonably practicable and



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subject to adequate resources being provided by the Department of Education and Skills;

- The Board of Management is supportive of the principle of access to and participation in the school. However certain areas of the school are inaccessible to wheelchair users. Access to these areas will only be possible if and when resources are provided for lifts and ramps. The Board of Management will continue with its efforts to secure Department of Education & Skills funding so that this work can be undertaken.
- The Board of Management respects parental choice of school.
- The Board of Management will decide the maximum number of pupils who may be enrolled in a given year in each year and class group subject to the provision of appropriate resources by the Department of Education and Skills.

The Board of Management will have regard to any directions which may be made from time to time by the Minister for Education and Skills. It may review the school's Admissions Policy from time to time.

Any rejection of an application by the Board of Management may be appealed to the Secretary General of the Department of Education and Skills. Full details of the appeals procedure are available from:

The Appeals Administration Unit,
c/o Post Primary Administration 4,
Department of Education and Skills,
Portlaoise Road,
Tullamore,
Co. Offaly.
Tel: (0506) 24300.



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Enrolment Criteria and Procedure for Incoming First Year Students and First Time Entrants to a DE&S Recognised 2nd Level School

All First Year applicants must have reached 12 years of age by the 1st January of his/her first academic year in Holy Child Community School and must have completed a full course of primary education or an approved equivalent course of studies.

Application for enrolment is carried out by the completion in full of an approved application form which is available on request from the school office and duly signed by parents/guardian. The completed application form must be accompanied by:

- a copy of the applicant's Birth Certificate.
- a recent utility bill as evidence of address

The closing date for the receipt of first year applications is 30th September of the final year in Primary School. Such applications will be acknowledged and the applicant advised of any missing information. When a completed application is submitted, it will be acknowledged as a formal application.

Available places will be offered on or before 31st October to applicants who applied before 30th September and who meet the enrolment criteria in accordance with the following order of priorities:

- 1. Siblings of present or past students of the school.**
- 2. Students living in the Sallynoggin area, at the time of interview in 6th class, as defined in an appendix to this document.**
- 3. Students living within the Dun Laoghaire Rathdown area, at the time of interview in 6th class.**
- 4. Other applicants on a first come, first served basis.**

Where the number of applicants exceeds the maximum enrolment, as agreed by the Board of Management, a waiting list will be established. Applications received after 30th



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September which meet the enrolment criteria will be placed on the waiting list. A place on the waiting list does not guarantee a place in the school.

In the event that further vacancies become available places will be offered to applicants on the waiting list in accordance with the priorities 1-4 listed above.

All those students, whose applications have been accepted for enrolment, will be contacted by the school and are required to attend for interview with their parents/guardians on a designated **Registration Evening** in November prior to the year of entry. Following this Registration Evening they will be registered in the School. The completion of the registration process requires the written confirmation by parents of their acceptance of the School Code of Behaviour.

An assessment will take place within approximately a fortnight of the Registration Evening. This is **not an entrance test** but provides the school with important information about where the student can be best placed to enable him/her to achieve his/ her potential.

Applicants with special needs or with disabilities

Subject to the overall criteria for enrolment stated above and having regard to the facilities and services available in the school, the Board of Management wishes to facilitate, where practicable, the enrolment of pupils with disabilities and/or special educational needs.

To enable the school to establish the needs of such pupils, the Principal or his delegate together with the appropriate Special Educational Needs (SEN) staff of the school will meet the Parents/Guardians/Applicant over 18 to discuss the Applicant's needs and to consider the school's capacity/suitability to meet these needs. This meeting will take place prior to enrolment in the school.



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- Copies of relevant medical, education or psychological professional assessments, and individual education plans, if available.
- If such reports are not available, the Parents/Guardians/Applicant over 18 will be asked to have an assessment done immediately. The purpose of this assessment is to assist the school in establishing the educational and other relevant needs of the Applicant and to establish the support services that may be required.

Following the receipt of the report(s), the Principal will assess whether or how the school can meet the needs specified.

If the Principal concludes that the Applicant has educational needs of such complexity or severity that the school cannot reasonably hope to meet them, even with the provision of additional resources from the National Council for Special Education, (e.g. resource hours or

a Special Needs Assistant), the Board of Management reserves the right to refuse admission and/or to defer enrolment until the provision of the appropriate resources are made available from the DE&S.

Applications for enrolment in year groups other than first year

Subject to the availability of suitable vacancies as decided by the Board of Management, applications from students wishing to enrol in year groups other than first year will be considered on a case by case basis.



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Student Transfer Application Process

Parents wishing to transfer their son/daughter to Holy Child Community School from another recognised 2nd Level DE&S Secondary School should contact the school to establish whether places are available at the appropriate level as decided by the Board of Management. Completing of the transfer application form does not guarantee any right to the offer of a place in Holy Child Community School. In general, the Board of Management of Holy Child Community School, only considers transfers from other second-level schools where:

1. There has been a change of the Applicant's permanent address from outside the school's catchment area to within it.
2. The application to enrol is for the beginning of a school year.
3. The Applicant is not currently enrolled in a school within the catchment area.
4. There is clear evidence that the Applicant has experienced difficulties not of his/her own making and that every effort has been made at his/her present school to resolve these
5. There has been no history in the Applicant's current or previous schools of
 - substance misuse
 - serious misbehaviour
 - persistent absenteeism
 - lack of commitment to schoolwork or homework
 - suspension or exclusion

In the case of a student being suspended or excluded from his/her current school, all appeal procedures to that school must be exhausted prior to an application to this school being considered.

The Parent/Guardian, or the Applicant, if over 18 years of age, must provide a full previous educational history in writing prior to enrolment to include examination or programme results, school reports, comments from teachers, correspondence with Parents/Guardians, etc..



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The provision of incomplete, misleading or false information by the Applicant, Parent or Guardian may be considered sufficient grounds to refuse an application, or to withdraw any offer of enrolment that has already been made.

The school recognises that the Department of Education and Skills provides schools with resources for students with special educational needs to “ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for” (Education Act, 1998).

The Board of Management of Holy Child Community School will, therefore, not accept applications arising from another school’s claim not to have resources necessary to deal with a Student’s educational, emotional, behavioural or social needs.

This Policy is predicated on the understanding that all second-level schools will act in good faith to cater for Students of all interests, backgrounds, abilities and capacities, and that all schools have equal access, in this regard, to resources from the Department of Education and Skills.

Applicants with special needs or with disabilities

Subject to the overall criteria for transfer enrolment stated above and having regard to the facilities and services available in the school, the Board of Management wishes to facilitate, where practicable, the enrolment of pupils with disabilities and/or special educational needs.

To enable the school to establish the needs of such pupils, the Principal or his delegate together with the appropriate Special Educational Needs (SEN) staff of the school will meet the Parents/Guardians/Applicant over 18 to discuss the Applicant’s needs and to consider the school’s capacity/suitability to meet these needs. This meeting will take place prior to enrolment in the school.



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The school will request the following information from the Parents/Guardians/Applicant over 18:

- Copies of relevant medical, education or psychological professional assessments, and individual education plans, if available.
- If such reports are not available, the Parents/Guardians/Applicant over 18 will be asked to have an assessment done immediately. The purpose of this assessment is to assist the school in establishing the educational and other relevant needs of the Applicant and to establish the support services that may be required.

Following the receipt of the report(s), the Principal will assess whether or how the school can meet the needs specified.

If the Principal concludes that the Applicant has educational needs of such complexity or severity that the school cannot reasonably hope to meet them, even with the provision of additional resources from the National Council for Special Education, (e.g. resource hours or a Special Needs Assistant), the Board of Management reserves the right to refuse admission and/or to defer enrolment until the provision of the appropriate resources are made available from the DE&S.

In the event that no place is available the Principal will so inform the parents and will offer them the opportunity *to complete a Transfer Application Form* and if they wish to place their son/daughter's name on a waiting list. If and when a place becomes available those on the waiting list parents/ guardians will be invited to make a formal application in accordance with the school's policy in the following order:

1. Siblings of present or past students of the school.
2. Students living in the Sallynoggin area as defined in an appendix to this document.
3. Students living within the Dun Laoghaire Rathdown area
4. Other applicants on a first come, first served basis.



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The formal application will comprise of:

- A completed Transfer Application Form
- Birth Certificate
- Copies of two recent school reports
- Completed reference/statement from the Principal of previous school.
- Any other relevant documentation e.g. psychological reports etc

The reference/statement from the applicant's previous school Principal must include information on the following:

- Details of any current difficulties being experienced by the applicant and efforts made to resolve such difficulties.
- Any history of substance abuse by the applicant.
- Any incidents of serious misbehaviour, absenteeism, or lack of commitment to school.

It is the responsibility of the parent(s)/guardian(s) to obtain this reference/statement and to submit it as part of the transfer application process. On receipt of the completed formal application, the parents/guardians will be contacted by the school to arrange a meeting to review the application and seek further information as required.

The Board of Management of Holy Child Community School reserves the right to make all appropriate enquiries with the Applicant's current/previous school(s), and any other enquiries deemed appropriate

Based on the information provided the Board will also consider:

- The reasons for seeking such a transfer
- All relevant information concerning such a request
- All reports, educational and otherwise, from the applicant's previous or current school or schools.



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- Whether acceptance is in the best interest of the student
- Whether acceptance is in the best interest of the school
- Any contractual conditions which should be entered into by the prospective applicant and his/her parents or guardians prior to acceptance.
- The Capacity and Resources of the School.

Parents/guardians will be offered an opportunity to make personal representations to the Board of Management to support their application if they wish to do so.

As soon as practicable, following a scheduled Board of Management meeting, the Board of Management shall make a decision in respect of the application on the receipt of the Transfer Application Form and the provision of all the information as prescribed, and inform the parent in writing thereof.

Right to Refuse Enrolment to Holy Child Community School

The Board reserves the right to refuse enrolment in the following exceptional circumstances:

- Where a student has special needs such that, even with the additional resources available from the DES, the school cannot meet such needs and/or provide the student with an appropriate education.
- Where in the opinion of the Board of Management, the student poses an unacceptable risk to other students, school staff and/or school property or to the teaching and learning environment.
- In the opinion of the Board of Management, the students' behaviour would be detrimental to the education of other students.
- The applicant or his or her parents/guardians, have furnished incorrect, inaccurate, incomplete or misleading information to the school authorities in the course of the application process



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- Where in the opinion of the Board of Management, transfer to Holy Child Community School is not in the best interest of the student for academic reasons, such as not being able to provide continuation of studies due to subject availability or difference in course structure.

Where an application is successful, parents and students are required to attend a meeting with the Principal to complete the enrolment process which includes accepting and signing the school's Code of Behaviour and other policies approved by the Board of Management.

The School's Class Sizes and Composition

The following maximum class sizes apply at Holy Child Community School:

- Thirty students in general classes
- Twenty-four students in scientific, technological or practical subjects.
- Twenty students in Home Economics
- Twenty students in LCA classes
- Twenty four students in Transition Year, reviewed annually
- Note: The school may also impose minimum class sizes.



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Special Programme for Students with a Moderate General Learning Disability

The Holy Child Community School provides a special programme for students who are designated to have a Moderate General Learning Disability but not ASD (Autistic Spectrum Disorder) and who have completed a full course of primary education or an approved equivalent course of studies. This programme is delivered in two special needs classes comprising a total of 16 students across all year groups.

Students in this programme are, as long as resources permit, entitled to retain their places only until the end of the school year in which they reach their nineteenth birthday. For this purpose, the school year is from the 1st September – 31st August.

Applications for places in the programme are accepted up to a **maximum of 2 years** in advance of the enrolment date i.e. from September 1st of the year the student enters 5th class in primary school.

Enrolment Criteria for the special programme for students with a Moderate General Learning Disability

All applicants must meet the following essential criteria:

1. Applicants must be designated to have a Moderate General Learning Disability but not ASD (Autistic Spectrum Disorder)
2. The applicant must have reached 12 years of age by the 1st January of his/her first year in Holy Child Community School.
3. All applicants must have completed a full course of primary education or an approved equivalent course of studies by the date of enrolment in the programme (i.e. 1st September of his/her first year in the programme).



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The enrolment process is by written application only using the appropriate **Application Form**, The closing date for receipt of such applications is January 1st of the year of proposed entry. The application must include:

- a completed application form;
- a copy of the applicant's Birth Certificate
- a letter/ statement from the Principal of the applicant's primary school confirming that the student has entered either 5th or 6th class.
- a copy of the student's Psychological Report confirming the Moderate General Learning Disability designation of the student.

Applications will be acknowledged and will be considered by the Principal, Deputy Principal and Special Needs Coordinator in January/February of the proposed year of entry. and placed on a list for consideration when a place becomes available. Places will be assigned in accordance with the following order of priority:

- 1. Siblings of present or past students of the school.**
- 2. Students using Carmona Services, Dunmore House, 111 Upper Glenageary Road as a Health Service provider.**
- 3. Other applicants on a first come, first served basis.**

Where the number of applicants exceeds the available places, a waiting list will be established. Applications received after the closing date will be placed on the waiting list. A place on the waiting list does not guarantee a place in the school. In the event that further vacancies become available, places will be offered to applicants in accordance with the priorities 1 – 3 listed above

As soon as is practicable, but not later than 21 days after the deadline for the enrolment, the Principal, on behalf of the Board of Management, will inform the parent(s)/guardian(s) in writing of the decision on the application.



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Applicants who are accepted for enrolment under the above criteria will be asked to attend an orientation day during the last term of the year of proposed entry.

Late Applications

Late applications will be accepted, subject to the foregoing Admissions Policy and other conditions as outlined and provided there are places available.

This policy was last revised and adopted by the Board of Management on: 21st January 2015

Definition of the Sallynoggin Area for the purpose of admission to Holy Child Community School

Appendix

In or near Sallynoggin: Defined as the area bordered by Newtownpark Avenue to the north, N11 to the west, Shanganagh Road/Killiney Hill Road/Dalkey Avenue to the south and Seapoint Road/Harbour Road/Marine Parade/Breffini Road and Ulverton Road to the east.



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Pearse Street, Sallynoggin, Co. Dublin
Telephone: 2855334 / 2855898
Email:office @holychildcommunityschool.ie
www.holychildcommunityschool.ie

Mainstream Application Form

Surname: _____ Forename: _____

Address: _____

Landline telephone number: _____

Mobile Contact No: (Parent(s)/Guardians(s): _____

Emergency Contact No: (other than parents): _____

PPS Number: _____

Date of Birth: _____ Religion: _____ Nationality: _____

Father's Name: _____ Work No: _____

Mother's Name: _____ Work No: _____

Mother's Maiden Name: _____

Medical Card: Yes No

Psychological Report Included: Yes No

Was exemption granted by Department of Education or unofficial (letter from school)

Details of any special help received by student: _____

Person(s) to whom all correspondence is to be addressed: _____

Does the student suffer from any illness /disability (please specify):

Number of children in family: _____ Student's position in family: _____

Names of brothers or sisters who are attending or who have attended this school:

Being the Best You Can Be

Actions not Words



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Primary School Attended: _____

Teacher's Name: _____ Class: _____ Principal's Name: _____

Address of school: _____

Signature of Parent(s) / Guardian(s): _____

Date of Application: _____



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Pearse Street, Sallynoggin, Co. Dublin
Telephone: 2855334 / 2855898
Email:office @holychildcommunityschool.ie
www.holychildcommunityschool.ie

Student Transfer Application Form

Surname: _____ Forename: _____

Address: _____

Landline Telephone: _____

Mobile Contact No. (Parents/Guardians): _____

Emergency Contact No. (other than parents): _____

PPS Number: _____

Date of Birth: _____ Religion: _____ Nationality: _____

Father's Name: _____ Work Contact No: _____

Mother's Name: _____ Mother's Maiden Name: _____

Work Contact No: _____

Medical Card: Yes No

Proposed Date of Entry: _____

Proposed Class of Entry: _____

Person(s) to whom all correspondence is to be addressed:

Does the student suffer from any illness/disability (please specify):

Number of children in family: _____ Student's position in family: _____

Names of brothers or sisters who are attending or who have attended this school:

Post Primary School Attended: _____

Year: _____ Principal's Name: _____

Address: _____

Post Primary education outside Ireland: No Yes Country : _____



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If 'Yes' until what age: _____

Does Student study Irish? Yes No

If 'No' reason for exemption: _____

Was exemption granted by Department of Education or unofficial (letter from school)

Details of any special help received by student: _____

Reasons for wishing to transfer to Holy Child: _____

Date: _____