

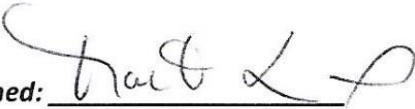
St. Peter's College Admissions Policy

Our School crest known as the 'Trinity Knot', replicates a simple Celtic design representing for us the concept of continuity, permanence and our Gaelic heritage.

Dóchas represents hope in the future of our school

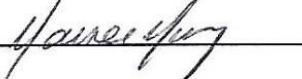
Dúchas represents faithfulness to our collective heritage and culture

Díocas represents diligence and commitment

Signed: 

Maeve Gallagher

Chairperson, BOM

Signed: 

Maureen Murray

Secretary to the BOM

Policy Approved Date: 10/10/16

Review Date: Sept/Oct 2016

1.0 Legal Framework

Education Act, 1998, Education (Admission to Schools) Bill 2016, Education Welfare Act, 2000 and Equal Status Act, 2000 and Education for Persons with Special Education Needs.

The trustees and Board of Management of St. Peter's College are committed to the successful implementation of the above-mentioned acts. They subscribe to the principles of the legislation: partnership, accountability, transparency, inclusion, and respect for diversity, parental choice and equality, taking into account the resources available in the school.

St Peter's College shall not discriminate in its enrolment of a student to the school on the following grounds: gender, culture, status, sexual orientation, religion, disability, race, traveller community grounds or special education needs of the student or of the applicant in respect of the student concerned.

2.0 School Ethos

St Peter's College vision statement is committed to providing an education for its students within the following ethical framework:

- To foster the confidence in our students and teachers to develop their talents and abilities.
- To pursue academic excellence.
- To respect the diversity of our student body.
- To encourage our students to be positive in their outlook on life and to make a positive contribution to school and society.
- To prepare students for further education and the world of work.
- To develop in students a respect and appreciation of Christian values and other world religions and cultures.
- To nurture the values of tolerance, inclusion and care within the school and wider community.

Religious education is part of the school curriculum. Students at Junior Cycle are taught the Junior Certificate Religion programme. Leaving Certificate Religious Education is provided as an optional subject to students, however, all senior students participate in non-exam Religion. Arrangements may be made for students who, or whose parents do not wish them to participate in structured Religion classes in accordance with CL 73/74, 7/79.

2.1 School Details

St. Peter's College is a designated co-educational Community College under the patronage of LMETB and the Catholic Bishop of Meath. Current members of the Board of Management are:

| | |
|----------------------------------|--|
| Bishops Representatives | Ms Maeve Gallagher (Chairperson), Fr. Michael Hinds, Mr. Martin Long |
| Minority Religion Rep | Rev. Janice Aiton |
| Community Representative | Mr. Tom O'Mahony |
| LMETB Representatives | Ms. Maria Murphy, Mr Nick Killian, Mr Damien O'Reilly |
| Parents' Representatives | Ms Rachel McGuinness, Mr Colin MacHale |
| Teachers' Representatives | Ms Helen Brodigan, Mr Micheál Scully |
| Secretary to the Board | Ms. Maureen Murray (Principal) |

2.2 School Programmes

Students must enrol in the school and then qualify for specific programmes.

- Junior Certificate
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied
- Adult Education

Applications to Transition Year and Leaving Certificate Applied are accepted on the following criteria:

- Record in Junior Certificate
- Teacher recommendations
- Interview

St Peter's College does not charge admission fees. St Peter's College operates a 'Student Services & Book Scheme'. The scheme covers all textbooks, workbooks, school insurance, locker, tech, metal, Art, Maths etc. This incurs a cost to parents/guardians. Parents may contact the Principal directly if they have difficulty paying for the scheme.

3.0 Admissions Procedures for 1st Year students

3.1 The available number of 1st Year places will be determined prior to enrolment by the Board of Management. The numbers in 1st Year 2017/2018 are capped at **225**.

3.2 St Peter's College Admissions Policy, Code of Behaviour and Anti Bullying Policy will be available prior to the date of enrolment.

3.3 Open Evening for Incoming 1st Years 2017 will take place at the school on 10th November 2016 @ 6.30PM. The closing date for application to enrol will be Thursday, 17th November 2016 @ 4PM

3.4 All applications must be made on an official enrolment form and submitted by closing date as specified above.

3.5 False or misleading information may result in an application to enrol being refused.

3.6 Parents/Guardians may apply to St Peter's College on behalf of their child. Enrolment will be offered to applicants under the following criteria and in order of preference:

(I) Children attending a Primary school in the parish, Dunboyne Senior Primary School, Scoil Bhríde National School, Kilbride, St Peter's National School, Gaelscoil Thulach na nÓg

(II) Children who live in the parish of Dunboyne & Kilbride

(III) Siblings of those currently attending St Peter's College

(IV) Children of staff members of St. Peter's College

(V) Children attending the following schools Kilcloon NS, Rathbeggan NS, Rathregan NS and living outside of the parish.

(VI) Siblings of past pupils of St. Peter's College

(VII) All other applicants

3.7 A place in 1st Year may be refused where the number of students seeking admission is greater than the number of places being offered. Parents must comply with the Code of Behaviour of the school. Each academic year the Board will cap the number of places available in 1st year. The numbers for 2017/2018 are capped as follows:

- 1st Year – 225

4.0 Admissions Procedures to be followed by St. Peter's College

The Board of Management reserves the right to maintain numbers in classes below 30 students.

4.1 The following events will be held for prospective students and/or parents/guardians:

Open Night for Parents/Guardians & students

4.2 All of the above dates will be announced in the October of the year prior to enrolment and on the website.

4.3 Parents of students will be notified of the closing date for receipt of Enrolment forms at the Open Night and on the school website.

4.4 Parents of eligible students (that is those who fulfil the criteria in the order listed above) will be offered a place in writing.

4.5 Parents of students who do not meet the criteria and are not being offered a place will be notified in writing.

4.6 Unsuccessful candidates may appeal in writing to the Board of Management of St Peter's College in accordance with Section 29, Education Act 1998. Appeals should be addressed to the Secretary of the Board.

- 4.7** If the number of applicants eligible to attend 1st Year at St. Peter's College exceeds the number of places as decided by the Board, the Board may:
- Review the overall number of students being accepted in consultation with the School Principal.
 - Students applying, up to 1st day of the school term of the year in which they apply, who fall into category I - VI will have priority over students in category VII. A priority waiting list will be created based on the order of the preference in which they meet the criteria (see 3.6)
 - Create a second Waiting List based on criteria 6 'all other applicants'
 - If the number of students in category VII exceeds the number of places available, a priority Waiting List will be created based on the order of preference in which they meet the criteria.
 - If the number of students in category VI exceeds the number of places available a 2nd Waiting List will be created. This will be a random list decided as a result of an open draw made by an independent observer.
 - Parents will be informed of the number they are placed on the waiting lists.
 - Parents will be informed of the date of the next Board of Management Meeting to discuss applications.

5.0 Resources for students with Special Education Needs

The school will use the available financial and personnel resources provided by the Department of Education and Skills to make reasonable accommodation for children with special needs. The special Educational Needs Department will liaise with feeder schools and parents in order to access information relevant to providing for the needs of students with special educational needs.

6.0 Admissions Procedure for all other Students who apply late to 1st Year and other years

- 6.1** All applications from students who apply late to 1st year or apply for a place in another year will be brought before the Board of Management.
- 6.2** Students applying to 1st Year after the final date for enrolment cannot be guaranteed a place in the current school year.
- 6.3** The Board of Management will use the 'criteria for admission' (see 3.6) when deciding on an application to enrol a student into all other years and late applications to enrol in 1st Year.
- 6.4** Students who show evidence of residency (utility bill) within the catchment area will have their applications considered a priority subject to places being available.
- 6.5** Criteria for Late applicants to 1st Year or transfer from other schools: A fully completed enrolment form accompanied by supporting documentation to include ALL of the following:
- Copy of Birth Certificate
 - Proof of residency within the catchment area i.e utility bill
 - Two most recent school reports
 - School Referral Form to be completed by your current/previous school
 - Must be willing to undergo the school standard assessment process
 - Proof of having completed Primary education or equivalent standard
 - Must agree in writing to the Code of Behaviour of St. Peter's College
 - Non EU applicants may be required to provide proof of residency status in Ireland
- 6.6** Parents may include any evidence of Student Achievements for the attention of the Board.
- 6.7** Completed Enrolment forms and all supporting documentation will be date stamped on date of receipt in school. An enquiry by telephone, a visit to the school or a letter of enquiry does not constitute an official application for admission.
- 6.8** On receipt of completed Enrolment Form and all supporting documentation, parents will be contacted by the school within 21 days to acknowledge receipt of application. **All supporting documentation as outlined in the Admissions Policy must accompany the enrolment form.**
- 6.9** Parents will be notified in writing of date of next Board of Management Meeting, the application for enrolment will be presented to the Board on date specified.
- 6.10** St Peter's College may contact the applicant's current school and or the Education Welfare Officer (EWO) prior to the Board Meeting, if they consider that they need further information.

- 6.11** Applicants will not be interviewed by the school. All applications are reviewed on the basis of written documentation.
- 6.12** All waiting lists cease to be active at the end of each academic year as stated on the Enrolment form.
- 6.13** All applications to the school must be approved by the Board of Management.
- 6.14** Students applying from other schools are considered the responsibility of the school they are currently enrolled in.
- 6.15** Subject to availability of places and to the above conditions, applications for admission to St Peter's College from student's resident outside the catchment area will be considered.

7.0 Appeals Procedure

Offers of places (in other than 1st year) are contingent on:

- 7.1** Appeals made to Board of Management regarding failure to enrol must be made within 21 days of the applicant's parents/guardians being advised in writing that the application for enrolment has been unsuccessful.
- 7.2** Only written appeals will be accepted setting out the grounds for the appeal.
- 7.3** The appeal will be presented at the next Board of Management (closest to the date of appeal). Parents/guardians will be informed in writing of that date.
- 7.4** Parents/Guardians will be informed of the appeal decision in writing within 14 days after the Board of Management meeting.
- 7.5** The Board of Management reserves the right to refuse admission of an applicant in exceptional circumstances:
- When the school would not be able to meet the needs of the student with appropriate education.
 - Where admitting the student would pose an unacceptable risk to other students, staff or school property.
 - Until the resources allocated by the Department of Education & Skills (DES) are in place.
- 7.6** The Board of Management may take some or all of the following factors into consideration when deciding on the admission of a student who applies late to 1st Year or any other year in the school:
- A place is available for the applicant at St. Peter's College in the year that they are applying for
 - The applicant's behaviour record and if it would impact on the safety and educational welfare of existing students and or staff.
 - The enrolment of the applicant, in the opinion of the Board of Management, would be in the best interest of the students currently enrolled in St Peter's College.
 - There is satisfactory continuity of subject and levels availability from the previous school to St. Peter's College
 - Whether the school is equipped to cater for the needs of the applicant.
 - Whether the school can support the pastoral care needs of the students within current resource allocation (eg. Drug rehab, alcohol misuse etc.)
 - Whether the applicant is enrolled in another school
 - St Peter's College does not have an ASD Unit
 - An application for enrolment is deemed active from the date of receipt of a completed Enrolment Form with **all** supporting documents.

8.0 Parents appeal directly to the LMETB

- 8.1** Parents have the right to appeal the decision of the Board to Louth Meath Education & Training Board (LMETB).
- 8.2** The Board of Management of St. Peter's College reserves the right to revise and amend this policy. All who make an enrolment application to the College are reminded to check regularly the school website for updates and amendments.

7th September 2016

- 8.3 The Policy is reviewed in the first term of each year by staff, students, parents and Board of Management.
- 8.4 All decisions made by the Board of Management are made in the best interests of the students involved and students currently enrolled in St Peter's College.