



DRAFT Admission Policy of Le Chéile Secondary School

**School Address: Hollystown Road
Tyrellstown, Dublin 15**

Roll number: 68083N

School Patron: Le Chéile Schools Trust clg

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

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

The relevant dates and timelines for Le Chéile Secondary School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Le Chéile Secondary School is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our Le Chéile school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of the founders of the Religious Orders who comprise the Le Chéile Schools Trust.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse

backgrounds. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Le Chéile Secondary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school

The general objectives of all Le Chéile schools include:-

Welcome recognises the unique dignity and worth of each person.

Wisdom is the pursuit of a greater understanding and appreciation of the world.

Witness comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

Le Chéile Secondary school sees the interaction of people from different backgrounds spiritual, ethnic, language, special needs as a gift that will enrich the community of the school and promote the growth and learning of all. Therefore, the school values each student and their family. It welcomes and is sensitive to each one, seeking to respond to their individual needs through:

The Curriculum: The school provides a comprehensive curriculum that has breadth, depth and academic rigour. It facilitates and supports the students' search for truth and meaning. It encourages them to strive for excellence in all areas of human growth. It provides a range of learning opportunities including curricular, co-curricular and extra-curricular activities that helps them to explore their talents and to achieve their potential. It prepares them for active participation in society and for living fully in all areas of life including the world of work. It encourages them to take increasing responsibility for their own learning and decision-making.

Pastoral Care: The school seeks to support and challenge its students so that they can make the most of their time in school. Through its pastoral care system, it aims to help them become integrated self-reliant people who respect all that are good in themselves, in each person, and in life. It provides programmes of language support, help with study, and personal counseling where necessary. It develops links with family, seeking to work in partnership with parents and guardians.

Faith Development: The school has a special commitment to the development of the spiritual dimension of the lives of its members. To this end, faith formation and the Religious Education programme play a key role.

- Students follow the State programme in Religious Education which is suitable for students of all faiths and those of no faith
- Optional enrichment modules for different denominations and faiths may be provided
- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way.

It is hoped that the gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviours of all members of the school community, and will find expression in their respect and care for one another.

The school is open to and welcomes all who share this vision and wish to benefit from it.

3. Admission Statement

Le Chéile Secondary School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Le Chéile Secondary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Le Chéile Secondary School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

Le Chéile Secondary School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism Spectrum Disorder (ASD)

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)

- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Le Chéile Secondary School is a Catholic School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Le Chéile Secondary School provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Siblings

The Board of Management wishes to support the family ethos in education. Accordingly, first priority for entry into First Year is given to siblings of current students of the school, prior to the operation of the random selection process. **Siblings are assigned to Criteria 1.**

Following the allocation of places to siblings each remaining application will then be assigned to one of seven criteria.

2. Students attending Primary School or residing in Tyrrelstown/Mulhuddart

Criteria 2 – 7 have equal priority.

- Students from the five primary schools designated as feeder schools will be assigned to **Criteria 2-6**. The feeder schools are:
 - St. Luke's National School, Tyrrelstown (*Criteria 2*)
 - Educate Together Primary School, Tyrrelstown (*Criteria 3*)
 - Powerstown ETNS, Tyrrelstown (*Criteria 4*)
 - Lady's Well National School, Mulhuddart (*Criteria 5*)
 - St. Patrick's Senior National School, Corduff (*Criteria 6*)
- Students resident in the area served by the school defined as Mulhuddart/Tyrrelstown D15 who are attending primary school outside this area will be assigned to **Criteria 7**.

3. All other applicants

- Other students whose parents/guardians wish them to attend Le Chéile Secondary School, Tyrrelstown, will be assigned to **Criteria 8**.

Applications in the criteria 8 will be considered only if there are places remaining after the other criteria have been processed.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

First priority for entry into First Year will be given to siblings of current students of the school, prior to the operation of a random selection process.

A Random Selection Process will then be operated.

The number of places to be offered to students in criteria 2 to 7 will be on a percentage pro-rata basis directly proportional to the number of applications received from each of the criteria 2 to 7 (So, for example, if 30% of the total number of applications are in a particular school, then 30% of the available places will be allocated to that school.)

- The random process to select those students from each criteria to whom an offer of a place will be made will be overseen by the Chairperson of the Board of Management (or a nominee of the Chair) and witnessed by an Independent Observer.
- There will be six containers, one for each of the criteria 2 to 7. The name of each applicant will be placed in the appropriate container. A member of the Board of Management will draw names from each container, one by one, until the maximum number of places allotted to each criteria is reached. The order in which the names are drawn from the container will be recorded on a numbered list. Places will be allocated in that order until the available places are filled.
- The remaining names in the six containers will then be placed in a single container and a second similar random process will take place to establish a waiting list.
- Where there are application forms from two or more siblings in the random selection process, then upon selection of one of the siblings, all of the siblings' names will be deemed selected. Where there are insufficient places left in the relevant criteria, the name of a remaining sibling will be automatically placed at the beginning of the waiting list.
- In the event that there are places available when all applicants in criteria 1 to 7 have been accommodated, places will be allocated to applicants in criteria 8. Where the number of such applicants exceeds the number of remaining places, a random selection process will be operated, as above.
- If there are any unfilled places when all applications received on time have been dealt with, late applications will be considered. Available places will be allocated to late applications in order of the date of their receipt. If necessary, a random selection process will be used.

7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
other than in relation to:
 - admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned

- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, in the case of the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school
- (g) the date and time on which an application for admission was received by the school, this is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Le Chéile Secondary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from le Chéile Secondary School, the applicant must indicate—

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

- (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

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

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Le Chéile Secondary School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Le Chéile Secondary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Le Chéile Secondary School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list,

in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

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

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

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Transfer Applications (At the beginning of an Academic Year)

In exceptional circumstances consideration may be given to a transfer application where a child has moved into the area. The Board of Management will consider these applications on an individual basis.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Transfer Applications (During the Academic Year)

The Board of Management has made a decision that as normal practice the school will not accept applications or offer places to students who wish to transfer into the School during the academic year.

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

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

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

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A parent of a student, or a student who has reached the age of 18, who wishes to attend Le Chéile Secondary School without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

