



POLICY FOR ADMISSION TO SCHOOL YEAR 2022/2023

Coláiste Shliabh Na mBan Post-Primary School

A decision on an application for admission will be based on the implementation of this Policy, 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 Coláiste Shliabh Na mBan is responsible for the implementation of this Admission Policy.

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INTRODUCTION TO COLÁISTE SHLIABH NA MBAN

Coláiste Shliabh na mBan (formerly known as St Joseph's Ferryhouse) was established in 1884 to cater for residential students. The Coláiste now accepts both residential students in the care of Tusla and day students with a capacity of 20 male pupils. The school is situated in the townland of Ferryhouse, four kilometres east of Clonmel in County Tipperary.

Our Mission Statement is as follows:

“To Provide a Child Centred Education Based on Care and Respect for everybody in the School Community”

The school was originally run by the Rosminian order of priests but since 2007 is operated under the patronage of Tipperary Educational and Training Board under Section 10 of the Education and Training Boards Act 2013. The operational costs of the school are financed by Tusla. The Board of Management of the school is constituted under the direction of the Minister for Education in accordance with the ETB Act 44(11)(11). Coláiste Shliabh na mBan is designated as a special school by the Department of Education and as such is inspected annually by the Department of the Inspectorate.

Coláiste Shliabh Na mBan is a High Support School which caters for students with a clearly identified Special Educational Need and for students who have no school placement. Our school only accepts applications made by TUSLA Education Support Services and or the Education Welfare Officer.

This policy aims to have in place, appropriate procedures that enable the school to make decisions on all applications seeking admission to our school in an open and transparent manner consistent with legislative requirements. It also aims to make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants within the resources available to it.

The curriculum is based around the needs of the students and also provides them with an opportunity to complete Junior Cycle and the Leaving Certificate Applied Programmes. The daily timetable is organised to maximise subject variety. The curriculum provides an extensive range of subjects.

Current Curricular Provision

Junior Cycle Programme

- L2 Learning programmes
- Short Courses
- Well-Being PE, SPHE(RSE), CSPE
- English, Maths, Visual Art, Wood Technology, Engineering, Home Economics.
- Literacy
- Numeracy

Leaving Certificate Applied

- Vocational Preparation Subjects (Including Work Experience)
- Vocational Education Subjects
- General Education Subjects
- Elective Modules

Student Support Files are designed to cater for the academic and personal needs of the pupil. The Student Support Files provide to inform the effective delivery of teaching, learning and assessment of our students.

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PART A

General Information for All Applicants

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- 4. General Admission Provisions (for all Applicants)***

1 GLOSSARY OF TERMS

‘Applicant’ means TUSLA Social worker or Educational Welfare Officer on behalf of the parent/student who has made an application for admission to Coláiste Shliabh na mBan.

‘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 an application or acceptance of offer makes him/her a student of Coláiste Shliabh Na mBan; a person is only regarded as a student of Coláiste Shliabh Na mBan once s/he is enrolled on his/her first day of attendance.

‘Enrolled’ means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

‘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 preclude a school which provides education to a single gender only from accepting applications on behalf of Students who identify as that gender.

‘Catchment Area’ is defined by the transport available. (Transport to and from school is necessary)

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

‘Relevant Report’, as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

Special Educational Need The Education for Persons with Special Educational Needs (EPSEN) Act was passed into law in July 2004. Special educational needs are defined in this act as: ... a restriction in the capacity of the person to participate in and benefit from education on account of an enduring physical, sensory, mental health or learning disability, or any other condition which results in a person learning differently from a person without that condition.

Coláiste Shliabh na mBan does not have any specific feeder Primary Schools. The annual intake of students to Coláiste Shliabh na mBan varies in age from 1st year to 6th year.

2 ADMISSION STATEMENT

DEFINITION OF A ‘MULTIDENOMINATIONAL SCHOOL’ IN AN ETB CONTEXT

ETB schools are state, co-educational, multid denominational schools underpinned by the core values of:

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



As the state provider of education, the ETB sector defines a ‘multidenominational’ school in the following way:

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

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that 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.

Accordingly, Coláiste Shliabh Na mBan 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 not of that 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).

Coláiste Shliabh Na mBan shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

Tipperary ETB 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 Coláiste Shliabh Na mBan 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 (Admission 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 admit a Student. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

Coláiste Shliabh na mBan 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. 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’, Coláiste Shliabh na mBan 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:

Students will be provided with an opportunity to work independently in a classroom setting while being supervised by a member of teaching staff

4 GENERAL ADMISSION PROVISIONS

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

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

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Coláiste Shliabh Na mBan had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Coláiste Shliabh Na mBan **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 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.

- 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 Admission Notice for that academic year.

Coláiste Shliabh Na mBan 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 the school is not of the sex to which the school provides education
- 4.9 The Student seeking admission to the school does not have the category of special educational needs specified by the Minister of Education in respect of the school.
- 4.10 The student seeking admission to the school currently has a school placement and does not have the category of special educational needs specified by the Minister of Education in respect of the school.

Where Coláiste Shliabh Na mBan 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 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups.

PART B

Information for Specific Categories of Applicants

5. Application to All Year Groups

SECTION 5

APPLICATION TO ALL YEAR GROUPS

5 APPLICATION TO ALL YEAR GROUPS

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5.1 ADMISSION PROVISIONS

Coláiste Shliabh Na mBan is a special school which caters for students with a clearly identified Special Education Need and for students referred by the EWO who are without a school placement. Only applications, in respect of children whose needs fall within the category of special educational needs provided for by the school or students with no school placement will be considered. Coláiste Shliabh Na mBan caters for students with a Special Educational Need as defined by the Epsen Act 2004.

An Application Form for admission is only considered valid and complete when all required documentation, outlined below, is received by the school.

- Fully completed Admission Application Form signed by Parent(s)/Guardian(s)
- Recent psychological assessment reports if available or a report from a relevant professional confirming and making a clear recommendation which states that the student requires a special school setting and the reasons why this is the case.

Other recent relevant professional reports if available may be submitted. These include:

- Up to date records from Child's present/previous school/pre-school with details of the learning and social development of the child and any other matters of relevance
- Behavioural Support Plans indicating programme and ongoing support needed for the child.
- Individual Education Plan/Student Support Plan.
- Multi-Disciplinary Team Reports.
- Psychiatric Assessment.

Where Coláiste Shliabh Na mBan is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8, 4.9 and 4.10.

5.1.1 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 only for the school year in respect of which the applications are made. Where Coláiste Shliabh Na mBan is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups.

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.

5.1.2 Selection criteria in order of priority

Coláiste Shliabh Na mBan will apply the following criteria for admission:

- 5.1.2.1 If the Student resides in the Catchment Area; (ie Suitable transport available within reasonable distance)
- 5.1.2.2 Young people in Comeragh Lodge (on-site residential centre)
- 5.1.2.3 Young people in the care of Tusla in residential care
- 5.1.2.4 Young people in the community with an identified educational need and associated plan) e.g., Child Protection Plan, Family Support Plan, Supervision order, Child in Care Plan, EWO Plan
- 5.1.2.5 Student who is referred by TUSLA Education Support Services or the Education Welfare Officer

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

5.1.3 Selection process

Coláiste Shliabh Na mBan will apply the selection process as follows:

The principal will assess the suitability of the applicant under the following criteria. S/He will examine:

- The applicant's history, personal profile, relevant reports, assessments and current school placement or lack of.
- Information provided on the application form.
- Assess if the Coláiste can meet the needs of the applicant.
- Transport to and from the school. The Coláiste does not provide transport.
- A report from his previous school principal and social worker where applicable.
- Consider the Special Educational Needs of the student.
- Consider whether or not the school can meet the educational needs of the student.

An Applicant will be offered a place in Coláiste Shliabh Na mBan 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, Coláiste Shliabh Na mBan will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late applications

This is not applicable to Coláiste Shliabh na mBan as intake occurs over the school year.

5.1.5 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. Failure to fully complete and return the Acceptance Form to the school

may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.1.6 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:

- 5.1.6.1 The reasons that the Student was not offered a place in Coláiste Shliabh Na mBan
- 5.1.6.2 Details of the Student's place on the waiting list, if applicable; and
- 5.1.6.3 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7, 4.8, 4.9 and 4.10, an offer of admission may not be made where:

- 5.1.6.4 The information contained in the application is false or misleading in a material respect.
- 5.1.6.5 The school decides the Coláiste does not meet the needs of the student
- 5.1.6.6 The school based on the criteria outlined deem the applicant unsuited to a placement in Coláiste Shliabh Na mBan

5.1.7 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.7.1 The information contained in the application is false or misleading in a material respect, or
- 5.1.7.2 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 for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.7.3 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 5.1.4 above.

5.2 Appeals

For information relating to an Applicant's right to appeal a decision of Coláiste Shliabh Na mBan regarding admission, see section 5.2.

5.2 APPEALS

5.2.1. 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 first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Shliabh Na mBan. Such a review must be sought by the Applicant within twenty-one calendar days 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing jjohnston@tipperaryetb.ie

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 under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Coláiste Shliabh Na mBan for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Shliabh Na mBan. Such a review must be sought by the Applicant

within twenty-one calendar days 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 after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing jjohnston@tipperaryetb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3. Basis for a review by the board of management:

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission 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 review the decision.