



ROSARY COLLEGE

ADMISSIONS POLICY

SCHOOL PATRON: RELIGIOUS SISTERS OF CHARITY

1. Introduction

This Admissions 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 8/9/2020. 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 Rosary College'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

Rosary College is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of the Religious Sisters of Charity.

“Catholic Ethos” in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b) a living relationship with God and with other people; and
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- d) the formation of the pupils in the Catholic faith,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Rosary College 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.

Mission Statement

In Rosary College we endeavour to educate the whole person, developing the full potential of each and aiming to prepare our students for whatever role they will occupy in life. In our daily life we value the principles of justice, mutual respect, equality and tolerance leading to the promotion of a positive self-image and the confidence to achieve the highest levels.

A gentle caring atmosphere pervades our school where good relationships are fostered between staff, students/guardians, parents, management and the community to the development of mutual trust and thus facilitating true partnership.

3. Admission Statement

Rosary College 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.

Rosary College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of a Catholic denomination in preference to others.

Rosary College 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 of special educational needs specified by the Minister. The school management may refuse to admit students to the class who do not have the specified category of special needs.

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

Rosary College, with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with a diagnosis of ASD (DSM-IV). Additional criteria for admission to ASD classes are contained in Appendix 1.

5. Admission of Students to First Year

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/guardian 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.

The special class attached to Rosary College provides an education exclusively for students with ASD (DSM-IV) 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:

- a) **Any relevant requirements of the Department of Education and Skills, including class size, staffing provision and any other relevant requirements concerning accommodation, such as physical space of the health and welfare of students**
- b) **Boys and girls attending local primary school, Scoil Una Naofa**
- c) **Brothers and sisters of students who are attending/have attended the school**
- d) **Sons and daughters of past pupils**
- e) **Boys and girls attending other schools, on a first come, first served basis, based on the date of the application**

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), a lottery will be used to allocate these places. Procedures for the lottery will be determined by the Board of Management

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 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/guardians,
- e) a requirement that a student, or his or her parents/guardians, 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 and/or (2) parents/guardians of a student having attended the school).

g) the date and time on which an application for admission was received by the school,

1. 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.
2. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Rosary College will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 Rosary College, you must indicate—

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

- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you 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 Rosary College 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/guardian 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 Rosary College 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 Rosary College 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 school will make every effort to facilitate a student seeking a transfer to Rosary College to years other than the school's intake group. However, entry in years other than First Year will depend on the availability of places, compatibility of subjects studied by the applicant and those available in Rosary College, and the completion of the transfer form by the applicant's previous school.

The Board of Management will also decide on applications for admission to any year other than First Year.

The school will make every effort to facilitate a student seeking a transfer to Rosary College after the commencement of the school year in which admission is sought. However, entry in these instances will depend on the availability of places, compatibility of subjects studied by the applicant and those available in Rosary College, and the completion of the transfer form by the applicant's previous school. The Board of Management will also decide on applications for admission after the commencement of the school year in which admission is sought.

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

The board of Rosary College 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

A parent/guardian of a student, or a student who has reached the age of 18, who wishes to attend Rosary College without attending religious instruction should make a written request to the Principal. A meeting will be then arranged with the parent/guardian or the student, as the case may be, to discuss how that request may be accommodated in the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent/guardian 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.

Appeals to the Board of Management must be received within twenty one days from the date of the letter of refusal.

Right of appeal

Under Section 29 of the Education Act 1998, the parent/guardian 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.

Appendix 1

Admission to ASD Classes

Introduction

Rosary College is a co-educational voluntary secondary school serving the community of Crumlin and Dublin 12.

Preamble

The principles underpinning this policy have been derived from Rosary College's Code of Behaviour and from the following Acts of the Oireachtas:

- Education Act 1998
- Education (Welfare) Act 2000
- Equal Status Act and also Circular Letter M51/93 issues on 2/12/1993 by the Minister for Education
- Education Admission to Schools Act 2018

The Board of Management fully subscribes to the underlying principles of the legislation: partnership, accountability, transparency, inclusion, respect for diversity, parental choice and equality.

The Cuan Centre

The college has a special support centre (the Cuan Centre) to cater for students on the Autistic Spectrum and who can attend mainstream classes. The model of reverse inclusion will underpin the work of the Cuan Centre. This centre has the capacity to cater for a maximum of twelve pupils who:

- Are secondary aged pupils (as per Department of Educational and Skills guidelines)
- Have a diagnosis of ASD (DSM – IV)
- Are attending Lucena Clinic (or similar services or agencies)
- Have completed mainstream primary school education or equivalent

Feeder Primary Schools

Scoil Una Naofa

Enrolment

The Board of Management reserves the right of admission within the terms of this policy. Admission to Rosary College is subject, in the first instance, to a place being available. In the case of the ASD Unit there are defined limits on the availability of places. At present there are two classes that cater for a total of twelve students.

Admission is in accordance with the following criteria:

1. Students who have attended or are currently attending the feeder school, Scoil Una Naofa (previously Scoil Colm and St. Agnes Primary School).

2. Students who have/or had siblings in the school.
3. Students residing in the catchment area, i.e. Crumlin, and Dublin 12.
4. Other students.
5. Applications will only be accepted in the year prior to admission.

Acceptance Dates of Enrolment Applications

Applications for a place in the Cuan Centre are accepted from 1st December until 22nd December each academic year for admission in the following academic year.

Additional Admission Criteria for ASD Unit in Rosary College

In addition to the general Admissions Policy the following criteria apply to the admission of students to the Rosary College ASD (Autistic Spectrum Disorder) Unit:

- Parents/Guardians must fully complete the Enrolment Application Form on behalf of the child. Applications can be submitted to the school between 1st December and 22nd December for the following academic year.
- The Enrolment Application Form must be accompanied by an original birth certificate and all other supporting documentation as referred to in the section 'Procedure for Enrolment'.
- The applicant must have a primary diagnosis of Autism/Autistic Spectrum Disorder without significant intellectual impairment made using the DSM-V by the psychologist or a member of the Multi-Disciplinary Team.
- There must be a recommendation by a member of the Multi-Disciplinary Team in the report that a special class placement in a mainstream school is both necessary and suitable for the applicant.
- Parental/guardian permission to access the applicant's primary school/previous educational setting records, including copies of the most recent Personal Pupil Plan and records of attainment will be sought. It is desirable that the ASD Co-ordinator of the support class speak to the previous school/educational setting personnel to determine the applicant's level of academic achievement.
- The applicant must be capable of a reasonable level of integration into the whole school environment and be able to access the mainstream curriculum or part of the mainstream curriculum with the support of the Cuan Centre. Rosary College provides a support class that is an open, inclusive and unrestricted environment and setting. It is not a high dependant class. Indicators are that the needs of a student not capable of any level of integration are best met in a Special School placement.
- Rosary College is committed in the first instance to provide placements to applicants who have attended or are currently attending Scoil Una Naofa, then students who have/had siblings in the school, then students residing in the College catchment area (Crumlin, Dublin 12) and thereafter to applicants (not from the catchment area) not served by an existing ASD unit. Where an ASD unit exists in the vicinity of a student's home the policy of Rosary College is to refer such an applicant to apply to their local unit.
- The parents/guardians of the applicant must accept and agree to the school's Code of Behaviour (and to the terms of this policy) and our Health & Safety Statement. It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by

the school to manage such behaviour using various strategies and through the implementation of the student's Personal Pupil Plan.

- Parents/guardians apply to the NCSE for School Transport.
- There will be an interview with parent/guardian and student. If necessary, a case conference involving all parties may be convened. This conference may include parents/guardians, principal, class teacher, psychologist or other interested parties as appropriate.
- Admission is always subject to a place being available and resources being sanctioned prior to the admission of the student. Admission is subject to the number of places and classes sanctioned by the DES. The limit under Health and Safety Guidelines is a maximum of **six** students per class. Rosary College will strictly observe this limit. Applications will be considered in order of date received. If the number of applicants in a specific category exceeds the number of places available, a lottery will be used to allocate these places. Procedure for the lottery will be in accordance with the ASD Enrolment Policy as determined by the Board of Management.
- An Acceptance form as issued by the school must be returned within the required time period.

Support by Outside Agencies

Parents/guardians are advised that a guarantee of support by outside agencies e.g. Lucena Clinic cannot be provided. The school does not have the resources to follow up on these services and it is up to parents/guardians to ensure that all possible services are availed of.

Admissions Team

The Admission Committee will deal with any applications for enrolment in the Autism Unit. Only applications received between 1st December and 22nd December will be considered.

The Admissions Committee reviews the psychological assessment of the child and any enrolment is subject to the approval of the said committee.

The members of the Admissions Committee are – Principal or Deputy Principal, Coordinator of the ASD Unit and the Home School Liaison Officer.

The Admissions Team meet **once per year**, during the second week of January.

Decisions made by the Admissions Team are subject to the approval of the Board of Management.

Deciding Enrolment

In the first instance, the Board of Management prioritises students that are already enrolled in or have previously attended the feeder school, Scoil Una Naofa. Following that, applicants with sibling currently or previously in the school and finally, applicants residing in the catchment area Crumlin, (Dublin 12) will be considered. This will allow children living locally to access the class which will negate unnecessary travelling and allow children to attend their local school.

The school reserves the right to refuse enrolment to any student in exceptional cases, such as, the student has special needs that, even with additional resources available from the DES, the school cannot meet their needs and/or provide the student with an appropriate education.

Current Capacity

The Cuan Centre has twelve children in attendance and is supported by three full time teachers and four Special Needs Assistants.

Application Procedure for Enrolment

Details of closing dates for application to Cuan Centre are contained in the Annual Admissions Statement in Appendix 2. All applications received on or before this date will be acknowledged within four working weeks of the closing day for the submission of applications. **All applications received after this date will be returned to sender.**

Requests for application forms and queries regarding support documentation should be made

to:

ASD Coordinator,
Rosary College,
Armagh Road,
Crumlin,
Dublin 12.

Telephone: 01-4555824

Receipt of acknowledgement of an enrolment application does not constitute an offer of a place nor does it guarantee a place in the Cuan Centre. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Admissions Team and the Board of Management in accordance with our enrolment policy.

The Enrolment Application must be accompanied by all of the following supporting documentation supplied by parents:

1. An original birth certificate.
2. Two recent original documents, as proof of address within the catchment area (these must be dated within three months of the application):

ESB Bill

Gas Bill

Landline Telephone

Broadband Bill

3. An up to date diagnosis, i.e made within the last two years, from a psychologist, psychiatrist, or a member of a Multi-Disciplinary Team that has assessed and classified the applicant as having autism or autistic spectrum disorder in accordance to DSM-IV criteria and a recommendation for a placement in a special class within a mainstream school.

NB If the school does not receive all this documentation with the Enrolment Application form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all documentation is correct and received by the school.

It is the responsibility of the parents to attend all meetings and interviews pertaining to the child's enrolment.

This policy will be subject to review.

DSM – IV

- Currently being updated and will be renamed DSM – 5
- Published by the American Psychiatric Association. It is the Diagnostic and Statistical Manual of Mental Disorders and Behavioural Conditions.

Pupils must show:

1. Persistent social communication and social interaction deficits and
2. Restricted and repetitive patterns of behaviour

Appendix 2

ROSARY COLLEGE ANNUAL ADMISSION NOTICE FOR 2021/22

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/22 school year are available as follows: –

To download at: www.rosarycollege.ie

On request: By emailing office@rosarycollege.ie or writing to Secretary, Rosary College, Armagh Road, Crumlin, Dublin 12.

1. Application and Decision Dates for admission to 1st Year for 2021/22

1.	The school will commence accepting applications for admission on 1 October 2020
2.	The school will cease accepting applications for admission on 14 March 2021
3.	Applicants will be notified in writing of the decision on their application by 4 April 2021
4.	Applicants must confirm acceptance of an offer of admission by 30 April 2021

Failure by an applicant to accept an offer by the 30 April 2021 may result in the offer being withdrawn.

2. Application and Decision Dates for admission to the ASD Unit for 2021/22

1.	The school will commence accepting applications for admission to the ASD Unit on 1 December 2020
2.	The school shall cease accepting applications for admission to the ASD Unit on 22 nd December 2020
3.	Applicants will be notified of the decision on their application for admission to the ASD Unit by 31 st March 2021
4.	Applicants must confirm acceptance of an offer of admission by 9 th April

	2021
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Failure by an applicant to accept an offer by 9th April 2021 may result in the offer being withdrawn.

3. Number of places being made available in the 2021/22 school year

The number of places being made available in 1 st year is	40
The number of residential places is (boarding schools only)	N/A
The number of non-residential places is (boarding schools only)	N/A
The number of places being made available in the special class catering for students with ASD is	NIL

4. Number of places in 1st year for the 2021/22 school year which were offered and accepted before 1 February 2020

The number of places for 1 st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	NIL
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5. Breakdown of applications in the previous year

The total number of applications for admission received by the school for admission in 1st year in the 2020/21 school year was 34.

Breakdown of places allocated for 1st Year for the 2020/21 school year:	
Number of places available	40
Number of applications received	34
Offers made and accepted under each criteria	Criteria 1: 34 Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	NIL

The total number of applications for admission received by the school for admission in the special class catering for students with ASD in the 2020/21 school year was 9.

Breakdown of places allocated for ASD Unit for the 2020/21 school year:	
Number of places available	5
Number of applications received	9
Number of Offers made and accepted under each criteria	Criteria 1: 1 Criteria 2: 2 Criteria 3: 2
Number of names placed on waiting list for the school year concerned	0*

*Four students accepted places in ASD Units in schools other than Rosary College