



# *Holy Rosary School*

## **Admissions Policy**



Dominican Campus,  
Wicklow Town.

Roll No. 17576B

Email: [principal@holyrosaryschool.ie](mailto:principal@holyrosaryschool.ie)

Phone: 0404 67939

Website: [www.holyrosaryschoolwicklow.ie](http://www.holyrosaryschoolwicklow.ie)



# *Holy Rosary School*

## **Admissions Policy**

### **Table of Contents**

1. Introduction	2
2. Characteristic Spirit and General Objectives of the School	3
3. Admission Statement	5
4. Categories of Special Educational Needs Catered For	6
5. Admission of Students	7
6. Oversubscription	8
7. What Will Not Be Considered/Taken into Account	9
8. Decision on Applications	10
9. Notifying Applicants of Decisions	11
10. Acceptance of and Offer of a Place	11
11. Circumstances where Offers may Not be Made/Withdrawn	12
12. Sharing of Data with Other Schools	12
13. Waiting List in the Event of Oversubscription	13
14. Late Applications	14
15. Procedures for Admissions to Other Years/During the Year	14
16. Declaration in Relation to the Non-charging of Fees	15
17. Arrangements Regarding Students Not Attending Religion Classes	15
18. Reviews/Appeals	15
19. Ratification and Review	17
20. Appendices	18

# *Holy Rosary School*

## **Admissions Policy**

**School Address: Dominican Campus, Wicklow**

**Roll Number: 17576B**

**School Trustees: Le Chéile Schools Trust**

**School Patron: Archbishop of Dublin, Most Rev. Dermot Farrell**

### **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 first approved by the school patron on 8<sup>th</sup> July 2020 and was further updated/reviewed and approved in October 2021. 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 Holy Rosary 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

Holy Rosary School is a Catholic co-educational school with a Catholic ethos under the trusteeship of the Le Chéile Schools Trust, and the patronage of the Archbishop of Dublin, Most Rev. Dermot Farrell.

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. Our school seeks to build a learning community that welcomes, and bears witness to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter.

The Le Chéile Schools Trust is a collaborative trust involving 15 religious congregations who wish to affirm their commitment to the future of Catholic education in Ireland and to work in partnership with the government and the education system.

The general objectives of all Le Chéile schools include:

- **Welcome:** recognises the unique dignity and worth of each person.
- **Wisdom:** 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.

The school also draws on the richness of the religious and cultural heritage of the past and on the values of the Dominican Order who began this school. The Dominican motto of 'Veritas', which means 'truth' inspires our daily interactions with the school and the community. We try in our Catholic school to educate our pupils for life, so that they may realise their full potential and use their gifts for the building of a just and peaceful world.

In living the Dominica motto, the school strives to foster in all of the pupils:

**Values**

**Education**

**Respect**

**Interest**

**Truth**

**Appreciation**

**Support**

Catholic ethos in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting

- the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual aspects
- a living relationship with God, with other people and with the whole community of life on planet Earth
- a philosophy of life inspired by a belief in God and in the life, death and resurrection of Jesus
- the formation of the pupils in the Catholic faith

The school provides religious education for the pupils 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 Holy Rosary 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 school respects the following principles:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society

### 3. Admission Statement

Holy Rosary 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
- (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*.

### **All denominational schools**

Holy Rosary 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.

### **Schools with special education classes**

Holy Rosary School is a school which has established classes, 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 Classes**

Holy Rosary School with the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with Autistic Spectrum Disorder (ASD):

- Early Intervention Class: 3-5 years
- Bethlehem School-Age Class: catering for children from Junior Infants-2<sup>nd</sup> classes only
- Holy Rosary School-Age Class: catering for children from 3<sup>rd</sup>-6<sup>th</sup> classes only

Holy Rosary School also caters for children with special educational needs within the mainstream classes, and all available supports are implemented to ensure that the children can access the curriculum to the best of their ability.

## 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.

### **All denominational schools**

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

### **School with special education classes**

The special classes attached to Holy Rosary School provide an education exclusively for students with Autistic Spectrum Disorder (ASD) and the school may refuse admission to these classes where the student concerned does not have the specified category of special educational needs provided for in these classes.

Holy Rosary School has two school age classes: one in Bethlehem for children associated with junior classes and one in Holy Rosary for children associated with senior classes:

- A child associated with Junior Infants-2<sup>nd</sup> Class can be placed in the special class for children with ASD in Bethlehem Building (not in HR Building).
- A child associated with 3<sup>rd</sup>-6<sup>th</sup> Class can be placed in the special class for children with ASD in Holy Rosary Building (not in Bethlehem Building).



The Board of Management endeavour to operate the classes for children with ASD in such a way as to deliver an age-appropriate education in an environment that is suitable for the children. This approach to allocating places within the classes for children with ASD is done in the best interests of the children and to best meet the needs of the pupils involved.

## 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission to both mainstream classes and special classes, 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 (Appendix 1):

### **Selection Criteria:**

#### **Mainstream Classes:**

1. "Siblings of children already enrolled in Holy Rosary School (including half siblings resident at the same address)" and "children living within the Catholic parish of Wicklow/Rathnew"
2. Children of current staff
3. Children who live outside the Catholic parish of Wicklow/Rathnew

#### **Special Classes for children with Autism Spectrum Disorder:**

1. Pupils who previously attended the ASD unit in Holy Rosary School, and following a period of full integration in a mainstream class in Holy Rosary School have been reassessed and have a recommendation of enrolment in the ASD Class
2. Pupils who are enrolled in a mainstream class in Holy Rosary School and who have a recommendation of enrolment in the ASD Class
3. Children attending the Early Intervention Class in Holy Rosary School for a period of 2 years will be given priority in order of criteria 5-8 below

4. Children attending the Early Intervention Class in Holy Rosary School for 1 year will be given priority in order of criteria 5-8 below
5. Siblings of existing pupils in mainstream school
6. Children living within the Catholic parish of Wicklow/Rathnew
7. Children living in the urban area of Wicklow Town
8. Children living in County Wicklow

In the event that the Early Intervention Special Class in the school is oversubscribed, the school will, when deciding on applications for admission to this class, apply the selection criteria 5-8 above.

In all instances, priority under each criteria will be given to the oldest child.

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:

- Places will be allocated firstly to the older children in order of category.
- In the event of two children with the same date of birth in the same category applying for the final place, the Board of Management will enrol the extra child.

## **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, other than in relation to a student's prior attendance at an Early Intervention Class
- (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
- (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 the criteria specified above)
- (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 Holy Rosary School will be based on the following:

- Our school's Admissions 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 Holy Rosary School, 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

(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.

### **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 Holy Rosary 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 certain information 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

(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
- (v) 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 Holy Rosary 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 Holy Rosary School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admissions Policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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 no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

## 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:

- Application forms must be fully completed
- Admission will be subject to space being available in the appropriate class at the time of the application and/or at the proposed date of attending school
- Parents must give a written undertaking to accept the school's Code of Behaviour

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:

- When such students are moving into the catchment area as defined by this policy, the school is willing to accommodate students subject to space being available in the appropriate class at the time of the application and/or at the proposed date of attending school

- Parents must give a written undertaking to accept the school's Code of Behaviour

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

The Board of Management of Holy Rosary School or any persons acting on its behalf will not 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
- (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 whose parents have 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 written request should be made to the Principal of the school
- A meeting will be arranged with the parent(s) to discuss how the request may be accommodated by the school.

## **18. Reviews/Appeals**

### **Review of decisions by the Board of Management**

The parent of 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 above)

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.

### 19. Ratification and Review

Following consultation with staff and the parents at Holy Rosary School, and after the approval of the Patron, this Admissions Policy was formally ratified by the Board of Management on 11<sup>th</sup> August 2020.

The policy was reviewed and updated in October 2021 when an additional special class for children with autism was sanctioned for the school. It was approved by the Patron and ratified by the Board of Management on 19<sup>th</sup> October 2021.

This Admissions Policy will be reviewed annually at the beginning of each school year and before the Annual Admissions Notice is published.

Signed:

Noeleen Bolger

Ms. Noeleen Bolger

Chairperson

Fiona Wickham

Ms. F. Wickham

Principal

Date: 19<sup>th</sup> October 2021

**Appendix 1:*****Holy Rosary School*****ANNUAL ADMISSION NOTICE****(in respect of admissions to the 2021/2022 school year)****Admission Policy and Application Form**

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/2022 school year is available as follows: –

To download at: [www.holyrosaryschool.ie](http://www.holyrosaryschool.ie)

On request: By emailing [secretary@holyrosaryschool.ie](mailto:secretary@holyrosaryschool.ie) or writing to: Holy Rosary School, Dominican Campus, Wicklow.

**PART 1 - Admissions to the 2021/2022 School Year****Application and Decision Dates for admission:**

The following are the dates applicable for admission to Junior Infants

The school will commence accepting applications for admission on (This date cannot be before October 1 <sup>st</sup> of the year preceding the start of the school year for which admission is being sought)	
The school shall cease accepting applications for admission on (There must be a minimum period of 3 weeks between this date and the commencement date for accepting applications for admission)	
The date by which applicants will be notified of the decision on their application is (This date must be within 3 weeks of the closing date for receipt of application or within 3 weeks of the application date for late applications)	
The period within which applicants must confirm acceptance of an offer of admission is	

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

**Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.**

**Special Class Application and Decision Dates for admission:**

The following are the dates applicable for admission to the school's special classes which cater for children with Autistic Spectrum Disorder (ASD):

The school will commence accepting applications for admission to the special class on (This date cannot be before October 1 <sup>st</sup> of the year preceding the start of the school year for which admission is being sought)	
The school shall cease accepting applications for admission to the special class on (There must be a minimum period of 3 weeks between this date and the commencement date for accepting applications for admission)	
The date by which applicants will be notified of the decision on their application for admission to the special class is (This date must be within 3 weeks of the closing date for receipt of application or within 3 weeks of the application date for late applications)	
The period within which applicants must confirm acceptance of an offer of admission is	

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

**Number of places being made available in 2021/2022**

The number of places being made available in junior infants is	
The number of places being made available in the special class catering for children with Autistic Spectrum Disorder (ASD) is	
The number of places being made available in the early intervention class catering for children with Autistic Spectrum Disorder (ASD) is	

**This Section should only be completed if your school intake group/special class was oversubscribed in the previous school year**

**PART 2 - Admissions to the 2020/2021 school year**

In respect of the 2020/2021 school year:

**Information regarding the admission process for the Intake Group for Junior Infants/ Special Classes for the 2020/2021 school year**

In respect of the 2020/2021 school year, the total number of applications for admission received by the school was \_\_\_\_\_

<b>Breakdown of places allocated for the 2020/2021 school year:</b>	
Number of places available:	
Number of applications received:	
Number of Offers made and accepted under each criteria:	A description of each criterion used and the number of places offered and accepted under that criterion must be entered here. Example, as follows: Criterion One: Applicants living in the catchment area – 40 places offered, 38 places accepted. Criterion Two: Applicants with siblings attending the school – 20 places offered, 20 places accepted.
Total number of offers made	
Number of names placed on waiting list for the school year concerned.	