

Scoil Pól

Admission Policy

Scoil Pól is a co-educational, Catholic, voluntary secondary school. Founded by the Sisters of Charity of St. Paul the Apostle, the school is now under the trusteeship of the Le Chéile Schools Trust.

Scoil Pól's Mission Statement

Scoil Pól is committed to the provision of an inclusive, broad-based education within a Christian community, where mutual trust and respect facilitate personal, social, vocational, academic and spiritual development.

Students enrolling in Scoil Pól will normally:

- i. Be at least 12 years on or before 1st January in the year of admission.
- ii. Have completed a full course of education in a recognised primary school.

A. Acceptance into this school is based on the following conditions:

- i. Parents/Guardians support the school ethos.
- ii. Parents/Guardians and students accept the Code of Behaviour and general regulations of the school.
- iii. The school is in a position to accommodate the applicant in terms of physical space and the Health and Safety of all students. see Appendix 1
- iv. The school is provided with the resources to meet the educational needs of students.
- v. A **fully** completed Application form **is submitted by the due date**
- vi. Places in this school will be offered in writing within 21 days of the closing date for applications. Parents/Guardians will be asked to confirm their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer will be withdrawn.
- vii. Parents/Guardians must return a fully completed Information Request form and Birth Certificate with the **Letter of Acceptance**.
- viii. Religious Education is a core subject on the curriculum and an integral part of the ethos of the school.
- ix. Students enrolled in Scoil Pól must wear full school uniform, including the jumper with the school crest. (Appendix 4)

~~ix-x.~~ Admission is subject to approval by the Board of Management and the Board reserves the right to refuse admission to any student in exceptional cases. Such an exceptional case could include the following:

- a. The student has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
- b. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff, or to school property.

B. Students transferring from other schools ([Please see Appendix 2 for relevant procedures](#))

Students transferring from other schools to Scoil Pól must meet the following criteria:

- i. Parents/guardians and students must accept the [conditions](#) for general acceptance into the schools as outlined in **A** above.
- ii. The school must be in a position to accommodate the student.
- iii. Students must present attendance and behaviour records, professional reports where applicable, references from the Principal(s) of their former school(s) and results of public examinations if relevant.

C. Admission to Post Junior Certificate Programmes

- i. [The school must be in a position to accommodate the student.](#)
- ii. [Prior to the completion of the Junior Certificate Programme, students, in consultation with their parents, are invited to state their preferred options for post Junior Certificate cycle.](#)

On the basis of these preferences, and subject to staff allocation and timetabling considerations, some or all of the following options, will be offered:

1. Transition Year
2. Leaving Certificate Applied [L.C.A.](#)
3. Leaving Certificate Vocational Programme [L.C.V.P.](#)
4. Leaving Certificate

- iii. Students will be interviewed as to their suitability for Transition Year and Leaving Certificate Applied

[Students](#) may be interviewed as to their suitability for [Leaving Certificate established and Leaving Certificate Vocational Programme](#)

D. Admission to Repeat Leaving Certificate

Students who wish to re-sit the Leaving Certificate must apply in writing to the principal. [Along with their application, students from another school must present the results of their Leaving Certificate and their attendance records and references from the Principal of their last school, for evaluation](#)

The following criteria must be met:

- i. The school must be in a position to accommodate the student.
- ii. Consideration will be given to the student's past disciplinary record.
- iii. Parents/Guardians and students will be interviewed prior to a place being offered to determine students' suitability and commitment to repeating the year
- iv. Parents/Guardians and students must accept the criteria for general acceptance into the school as outlined in **A** above.
- v. [Staff members may be consulted about repeat Leaving Certificate applicants. Their opinion will be taken into account in the final decision](#)
- vi. Academic tracking will be applied to each individual on a monthly basis to ensure that the student is committed to their contract

E: Procedures for students wishing to repeat a school year in Scoil Pól:

- i. [The school must be in a position to accommodate the student.](#)
- ii. Parent/Guardian must make appointment with the Principal to request [permission for](#) a student to repeat
- iii. [A written application from the student \(signed by both student and parent/guardian\) outlining the reasons for request to repeat must be submitted](#)
- iv. [A meeting will be arranged between Parent/Guardian, student and Principal/Deputy Principal to discuss the application.](#)
- v. [A contract must be signed by Parent/Guardian/Student/Principal prior to admission of the repeat student](#)

F. Admission to Autistic Spectrum Disorder (ASD) Unit

Parents/guardians must:

- make a written application seeking a place in the Unit for their child. For new students to the school – the written application must be submitted with the standard Enrolment Form meeting all associated criteria. [See Appendix 3](#)

- provide the reports/assessments/documentation necessary (see below) to the school to allow an informed decision to be made on the application

Criteria for Admission to the Unit

- Existence of vacancy in unit
- [Evidence must be provided that](#) the student has
 - a diagnosis of Autism as classified by any of DSM-IV, DSM-IV-TR, DSM-V or ICD-10 systems
 - [a recommendation in a relevant report for placement in a Special Class or Unit attached to a Post-primary school](#)
 - a psychological report noting that the student is assessed to be within the mild, general, above average range of intellectual ability.

The ASD Unit is unable to and will not cater for students with severe or profound learning difficulties.

[Parents/Guardians are reminded](#) that the needs of a student with moderate intellectual ability who is not capable of any significant level of integration are best met in a Special School placement.

Evidence must be provided [which](#) indicates that the student has the adaptive skills and cognitive functioning that would enable him/her to learn consistently in a mainstream environment.

As places in the Unit are limited [in accordance with](#) DES regulations ([a maximum of six students per ASD class](#)), applications can only be considered when places are available. Where the number of applications exceeds the number of available places then places will be granted to the applicant(s) meeting the criteria for admission who can best be catered for in the Unit.

Reports to accompany application

- Report indicating ASD diagnosis as classified by any of DSM-IV, DSM-IV-TR, DSM-V or ICD-10 systems
- Psychological report (must be current i.e. within 12 months of date of applying)
- Other relevant professional reports (e.g., Speech and Language, OT, medical, etc.)
- Reports from any other agency/body which may impact on the educational planning of the student
- Reports from current and previous school(s)

Admissions Advisory Panel

All applications for admission to the Unit will be reviewed by an Admissions Advisory Panel which will consist of:

- the School Principal and/or the Deputy Principal

- [the](#) Special Needs coordinator
- Resource teacher(s) and/or Guidance Counsellor
- a Special Education teacher (SET) in the Unit

The function of the Admissions Advisory Panel will be to:

- review all information and documentation relevant to an applicant for a place in the Unit
- verify the facility's suitability [to meet](#) the needs of the applicant
- make recommendations based on these findings to the Board of Management

All potential applicants may be visited in their current placement by a member of the Admissions Advisory Panel to observe the student in their existing placement and to provide feedback to the panel.

Role of the Board of Management

The Board of Management, as is the case with all admissions to the school, makes the final decision on applications for admission to the Unit. In making a decision, the Board of Management will have regard to the recommendations of the Admissions Advisory Panel.

The Board of Management reserves the right to appoint other or substitute members to the Admissions Advisory Panel as deemed necessary and to seek external expert advice if required.

Review Process

All placements in the Unit are subject to review at the request of the parent or the school. Such a review will be carried out by school staff with parental [and](#) student involvement [as](#) appropriate.

The outcome of any review will be [considered](#) by the Admissions Advisory Panel and by the Board of Management.

In the event that a placement is deemed unsuitable, the school will liaise with the appropriate agencies [to assist the student in](#) obtaining [a](#) placement more suitable to [his/her](#) needs.

Review of Policy

This policy will be reviewed annually.

This policy was ratified by the Board of Management (BOM) on _____

Signed: _____
Chairperson of BOM

Signed: _____
Principal

Date: _____

Date: _____

Appeal Procedure

Students who are not granted a place in the school have a right to appeal to The Secretary, Board of Management under Section 29 of the Education Act, 1998.

Appendix 1

Accommodation of applicants

The BOM has agree that admission figures will be reviewed annually in terms of physical space and the Health and Safety of all students and staff

The BOM ha agreed on the following admission figures for the academic year 2020-2021

2020 -2021

First years: _____ A maximum of five class groups

Appendix 2:

Procedures for students wishing to Transfer to Scoil Pól:

1. Parent(s)/Guardian(s) must make appointment with the Principal to request a transfer
2. A written application, signed by student and parent(s)/guardians outlining reason for transfer to Scoil Pól must be provided
3. A meeting will be arranged between Parent/Guardian, student and Principal/Deputy Principal to discuss the application
4. Regular assessment will be carried out during the school year leading to dialogue re progress, study, targets, adjustments, wellbeing etc.
5. Contract – to be signed by Parent/Guardian/Student/Principal prior to transfer

Appendix 3:

Letter of Application to ASD Unit

Dear Principal,

~~± Should a vacancy currently exist, I~~ wish to apply for a place in Scoil Pol's ASD unit ~~should a vacancy currently exist~~ for

_____ (name of applicant).

My child has

- a diagnosis of Autism as classified by any of DSM-IV, DSM-IV-TR, DSM-V or ICD-10 systems
- a recommendation in a relevant report for placement in a Special Class or Unit attached to a Post-primary school
- a psychological report noting that ~~the student~~ _____ (name of applicant) is assessed to be within the mild, general, above average range of intellectual ability.

I give permission for member(s) of the admissions advisory panel to be furnished with relevant documentation/reports from present placement and for the applicant to be observed in present placement.

All relevant reports are attached to this letter and a completed ~~Enrolment Application~~ form is included

Yours sincerely,

Parent/Guardian

Appendix 4

Uniform

Students are required to wear the complete official school uniform while in school, coming to and from school and representing the school.

- Navy jumper with school crest
- Pale blue blouse/shirt
- Girls: Navy Skirt: A-line, Knee length AND worn with tights (Not socks)
or
Navy Pants: Straight leg (Not tracksuit/sweat-pants/jersey material)
- Boys: Navy Trousers
- Navy decks or Black shoes (No sneakers/pumps/canvas shoes)
- Navy blue jacket only

Any variations due to medical issues as per doctor/consultants letter will be considered by management.

PE: Sports jersey and tracksuit pants.