



Admission Policy of St. Peter's College

Roll No. 63650U

School Patron: Bishop of Ferns

1. Introduction

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

The policy was approved by the school patron on September 15th 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 St Peter's College 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

"Catholic Ethos" in the context of a Catholic Voluntary Secondary School means the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- (a) the full and harmonious development of all aspects 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,

The school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Peter's College shall uphold, and be accountable to the patron for so upholding, the characteristic spirit 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.

St. Peter's College is a Diocesan Secondary School dedicated to the education of boys. It is central to the purpose of St. Peter's College to promote Christian values. It provides a Catholic education where truth, honesty and justice are promoted among the school community. The pursuit of academic excellence is integrated with the personal, social, emotional, physical and spiritual development of the child. The school works in close liaison with parents/guardians in providing a well-balanced integrated person-centred education. Parents/Guardians subscribe to the Christian/Catholic philosophy of the school when they freely choose to send their children to the College. Incorporating equality, fairness and care, all in St. Peter's College strive to create a school community reflective of true followers of Christ.

The School Principal will be happy to clarify any matters arising from this policy. It is to be clearly understood that the school depends on the grants and teacher resources provided by the Department of Education & Skills (DES) and that it operates within the regulations laid down from time to time by the DES. All School Policies must have regard to the resources and funding thereby made available. Within this context and set of parameters, the school supports the principles of:

1. Inclusiveness, particularly with reference to the admission of children with a disability or other Special Educational Need
2. Equality of access to and participation in the school
3. Parental choice in relation to admission
4. Respect for the diversity of values, beliefs, traditions, languages and ways of life in society

The school is managed by a Board of Management (BOM). The admission of students to the school is a function of the Board of Management. Each year the Board of Management decides the number of first year students that the school will accept for the following school year. This decision is taken having regard to the facilities, personnel, and resources available, the number of students for whom the school can provide an appropriate education, along with safety, health and welfare considerations.

3. Admission Statement

St Peter's 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, with the exception of the circumstances outlined in the final paragraph section 4.
- (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.

St. Peter's College Secondary School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St. Peter's College Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

St Peter's College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St Peter's 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 Roman Catholic denomination in preference to others.

St Peter's College 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 Roman Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

St Peter's College shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 5](#) 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

St Peter's College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

St Peter's College is a Diocesan College and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

5. 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:

The Board of Management has prioritised for enrolment the following categories of students in order as listed:

- 1. Brothers of students past or present who attended the school**
- 2. Sons of past pupils** (*Cannot exceed 25 per cent of the available places as set out in the school's annual admission notice for the school year concerned.*)
- 3. Sons of permanent staff members**
- 4. Sons of members of the Board of Management in place at the time of enrolment**
- 5. All other fully completed applications received on or before the closing date for receipt of applications** (In the event of any doubt as to eligibility for any particular category - the onus is on the applicant to provide evidence of eligibility)

Where the demand for places exceeds the number of places available, the prioritisation above, adopted by the Board of Management, will be used to allocate places.

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:

A lottery or lotteries will be held, taking into consideration the order of the priorities above. [For example, should it be seen that, within the maximum numbers in any given year, not all applicants at category 2 can be accommodated, then, all applicants within category 2 will be included in a lottery...and so on in the case of other categories.] Such a lottery or lotteries will be overseen by the Principal, or Deputy Principal, a member of the Board of Management, a member of the Parents' Council and an independent person. The independent person will be selected annually by the Trustee. Applicants who are not offered a place initially in category 2 will be included in the lottery for category 5 places. If a vacancy arises subsequently in category 2 – it will be offered in the first instance to applicants on the category 2 waiting list. If a vacancy arises subsequently in category 5 – it will be offered to applicants on the category 5 waiting list.

Prospective students must have completed sixth class in Primary School and reached the required age: 12 on the 1st January in the calendar year following the boy's entry into First Year.

6. 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) the payment of fees or contributions to the school
- b) a student's academic ability, skills or aptitude
- c) the occupation, financial status, academic ability, skills or aptitude of a student's parents
- d) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission
- e) 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.

7. Decisions on applications

All decisions on applications for admission to St Peter's College will be based on the following:

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

(Please see [section 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

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

8. Notifying applicants of decisions

All applicants are informed on the 1st round of offers, if they have a place in the school or their position on the Waiting List within the timeline outlined in the Annual Admissions Notice.

If a student is not offered a place in the 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 17](#) below for further details).

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

In accepting an offer of admission from St Peter's College, the parent/guardian must indicate:

1. Whether or not an offer of admission for another school or schools has been accepted. If an offer has been accepted, the parent/guardian must also provide details of the offer or offers concerned and
2. Whether or not the parent/guardian has applied for and is awaiting confirmation of an offer of admission from another school or schools, and if so, the parent/guardian 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.

10. 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 St Peter's College where—

1. It is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 9](#) above.
5. In the event of a dispute over the date that an acceptance of offer was received by the school – the responsibility lies with the applicant to provide proof of postage.

11. 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—

1. an application for admission to the school has been received
2. an offer of admission to the school has been made, or

3. an offer of admission to the school has been accepted

The list may include any or all of the following:

- (1) the date on which an application for admission was received by the school;
- (2) the date on which an offer of admission was made by the school;
- (3) the date on which an offer of admission was accepted by an applicant;
- (4) 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).

12. 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 St Peter's 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 St Peter's 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.

13. 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 Category 5 Waiting List. In the event of a dispute over the date that an application was received by the school – the responsibility lies with the applicant to provide proof of postage.

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

St Peter's College will consider applications from students who wish to transfer from other secondary schools subject to the following:

1. Availability of places in the school
2. Availability and suitability of places in specific class groupings and subjects
3. Consideration of Health, Safety and Educational Welfare of current students in the school
4. The school being satisfied that the transfer is in the best interest of the student

Requests to transfer a student from another Second Level school to St. Peter's College, Wexford requires the Parents/Guardians to fully complete the Preliminary Transfer Application Form. This application will only remain valid for the academic year for which admission is sought.

1. On receipt of the transfer application and in order to fully consider the application, the Principal will make contact with the Principal of the school from which the student seeks to transfer.
2. Before making a decision, the Principal may seek a meeting with the student and his parents/guardians.
3. Within 15 school days of receipt of the application, the Principal will make a decision on the application and convey it to the parents/guardians in writing. This decision will be mindful of overall Board of Management policy, availability of places, Department of Education & Skills approval (if necessary), and recommendations from the student's existing school and the specific needs of the student.
4. The decision of the Principal may be appealed to the Board of Management.
5. Where the demand exceeds any available places in a particular year group, such places will be allocated as follows;
 - a) Brothers of students past or present who attended the school
 - b) Sons of past pupils
 - c) Sons of permanent staff members
 - d) Sons of members of the Board of Management in place at the time of Enrolment
 - e) All other fully completed Applications received will be allocated by lottery conducted by the Principal
6. Confirmation of a place is conditional on receipt by the school of the signed acceptance by the Parents/Guardians and student of the ethos, rules and policies of St Peter's College. The Board of Management reserves the right to refuse an application for admission subject to the school's Admissions Policy.

Entry into Transition Year

Transition Year in St. Peter's College is not compulsory. Some applicants (students) may not be offered a place in Transition Year. Such applicants will instead be given a place in LC1 (5th year). School management reserves the right of admission of any student into TY. The Parents/Guardians of students who are not offered a place in TY are contacted directly by the Principal. Once an application is successful, the Parents/Guardians of the applicant (student) will receive confirmation of their son's place in TY by the Principal. In making a decision on applications for TY – the Principal may take into account, the behaviour record of the applicants.

Students applying externally for a place in TY must follow the procedures outlined in our Admission Policy for such applicants.

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

The Board of St Peter's 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.

16. Arrangements regarding students not attending religious instruction

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

“A parent of a student, or a student who has reached the age of 18, who wishes to attend St Peter’s College without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how the request may be accommodated by the school.”

17. Reviews/appeals

Review of decisions by the Board of Management

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

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

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

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management in accordance with the notice specified in the Annual Admission Notice 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 the 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 to 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.

18. Students' Medical Conditions

The school will require the following information in relation to any medical condition of incoming students:

1. Name of condition
2. Symptoms
3. Clearly defined areas of risk
4. Known circumstances that trigger the condition
5. Prognosis
6. Details of support provided in National School
7. Emergency Telephone Numbers
8. Name and Telephone Number of General Practitioner and Hospital usually attended.
9. A signed declaration that the school is not taking on the liability of dealing with a medical condition for which it is not properly equipped

The school has no obligation to administer medication and accepts no responsibility for ensuring that medication is appropriately taken. The school is entitled to rely on the student to carry the required medication and/or to carry out the required medical procedure. The teaching and non-teaching staff will also be informed of a student's medical condition on a confidential basis.

19. Special Educational Needs

In the case of an incoming student with Special Educational Needs, it is open to the Principal and/or Board of Management to request a copy of the student's Medical and/or Psychological Report or, where such is not available, to request Parent(s)/Guardian(s) to have the student assessed professionally immediately. The purpose of this assessment report is to assist the school in establishing the educational and training needs of the student relevant to his specific disability or special needs and to profile the support services required. Following receipt of this report, the Principal and/or Board of Management will assess how the school can meet the needs specified therein. The Principal will meet the student and his Parents/Guardians to discuss his needs more fully and how the school may best cater for those needs. Resources for consideration might include the following:

1. Resource Teaching for Special Needs
2. Special Needs Assistant
3. Specialised Equipment or Furniture
4. Special Transport Services