



## **Admissions Policy**

### **1) Introduction to St Vincent's Castleknock College**

St Vincent's Castleknock College (also known as 'Castleknock College') was founded in 1835 by the Congregation of the Mission (the Vincentians). The Vincentians, named after the French priest and teacher St Vincent de Paul are the College Trustees. The College motto is *Nos autem in nomine Domini* (from Psalm 20 v.7), 'Some trust in chariots and horses; **we, however, in the name of the Lord**').

St Vincent de Paul's charism is best captured in one statement he made: 'God desires first and foremost the heart ... and then the work.'

The Mission Statement of the College reflects the ethos of the College:

**Mission Statement**

**To have a College which is concerned with the development of the whole person in a Christian atmosphere, which encourages involvement in a balance of religious, intellectual, cultural and sporting activities; and which promotes the growth of self-worth and respect for others in the spirit of St Vincent de Paul.**

The mission is achieved through the objectives of St Vincent's Castleknock College which are:

- To pursue excellence in all areas of College life: academic, creative, religious, cultural and sporting
- To nurture a friendly and caring environment which allows each student to develop his own natural talents and gifts
- To recognise the College's responsibility towards the wider community in developing a spirit of service
- To offer opportunities for the spiritual development of each member of the College community.

The aim of St Vincent's Castleknock College is to enable each of its students to reach full development in a harmonious growth of the whole person. It promotes this aim of integral formation by many varied activities, religious, academic, social, cultural and sporting, which are

conducted by means of personal interaction and shared commitments and experiences by the students in the context of life within the College. In this task the College recognises that the primary responsibility for the education of children rests with their parents or guardians and seeks to co-operate closely with and to be as helpful as possible to them in the fulfilment of that responsibility.

St Vincent's Castleknock College has learned from St Vincent de Paul the importance of a mild and gentle approach and of easy and friendly relationships. In the rule of life which he wrote for "the little company" the name by which he always referred to his Vincentian followers, he asked them, in a touching phrase, "to live together after the manner of dear friends". They were to be simple and unpretentious, friendly, and informal. He envisaged the relationship of his priests with one another as that of the members of a family. St Vincent's Castleknock College seeks to inculcate that family spirit in the college; hence the friendly and informal atmosphere.

St Vincent's Castleknock College has always kept in mind that school days are not merely a preparation for life, but are part of life, and is concerned that students should be happy within its walls. It profoundly believes that an atmosphere of physical well-being, moral integrity, mutual respect and academic stimulation is necessary for harmonious growth.

The College seeks to promote the spiritual and religious growth of its students by creating, as far as possible, a truly Christian atmosphere. It leads them to maturity within the context of the Christian faith, which should inform and colour their lives during their school days and continue to guide their conduct to the end of their lives. Hence it sees education not only as a preparation for life on earth, but for life eternal.

The development of the personality and character of its students has always been, and remains, a matter of paramount importance to the College. Personality and character are recognised as providing the basis for life's achievements and support in its ups and downs.

The talents of some students lie in sport, drama, debating, art or music. Such students are likely to find satisfaction and self-esteem in the extensive cultural, aesthetic and sporting facilities of the College.

In their relationships with one another the students are encouraged to live in a spirit of trust, understanding and respect. St Vincent always saw Christ in his neighbour and his approach to the less privileged was one of care and service. Hence, the College seeks to educate its students in their responsibility to the wider community. It is concerned with the removal of injustices in society and the promotion of a more human and humane world.

## **1A Ethos of the College**

The ethos of St Vincent's Castleknock College is inspired by and builds on the life and ministry of Jesus Christ, expressed in the charism of St Vincent De Paul and honed by the teaching of the Catholic Church. These hold that each person is created in the image of God and that love of God and love of neighbour have no greater imperative (Matthew 22:34-40).

## **1B Implementation of the Ethos of the College**

Our ethos, the spirit and belief of St Vincent's Castleknock College, is the responsibility of everyone at the College. Both staff and students contribute to its creation and implementation in the day to day living of our Mission Statement. Since it rarely emerges by accident or by chance, its development has to be promoted and encouraged by practical means and lines of action. Hence, while our goal is for the highest academic achievement coupled with a strong work ethic, we must all be concerned for the development of each individual's potential, value and self-worth. This will primarily be achieved through the expertise, commitment, and positive influence of the teachers and the Special Needs staff.

Spiritual and moral development is not to be seen as the exclusive responsibility of religious education. Each subject offers its own unique opportunities for promoting and consolidating gospel values. Indeed, it is very often outside the classroom that spiritual and moral values are communicated.

To best promote and foster the religious growth and development of the students, opportunity for prayer, celebration of the sacraments, retreats and meaningful liturgies will be provided through the school year.

Everyone within the College community must know that they belong to the Castleknock Family, and we must ensure that our visitors and new members experience a warm welcome and are cared for properly.

Our relationships with one another are based upon the recognition of the dignity and of the uniqueness of each person and are conducted in a spirit of loyalty, understanding, and support.

All members of staff recognise their pastoral responsibility towards one another and towards the students. The Pastoral Care Programme and the work of the chaplaincy is an integral part of our school life, helping us to identify and promote the gifts and needs of each person in the College community.

So as to ensure that our students recognise their Christian and social responsibility, opportunities are given to them to voice their opinion on social issues, to study the social teaching of the Church, and to work with the marginalised in our world. This will enable them to be grateful for all they have received, form their consciences in line with the gospel values and hopefully in later life to champion the cause of those in poverty in a truly Christian way.

## **1C Board of Management**

The College has a Board of Management (or 'the Board') constituted in accordance with the Articles of Management. There are eight members on the Board. Four of its members are nominated by the Trustees (the Vincentians), two by the full-time teaching staff and two by the parents. The Board is responsible for the conduct, management and financial administration of the College subject to the general supervision and control of the Trustees. 'In addition to their general responsibilities as set out in the articles of Management of the Catholic Secondary Schools, published by the Joint Managerial Body (JMB), the Board also has special responsibility to uphold the ethos of the College, its Mission Statement, the observance of the liturgical calendar of the Catholic Church, the continuity of College traditions and the induction of first time students and parents into the life of a Vincentian college.'

The Headmaster is responsible for the internal organisation, management and discipline of the College subject to the direction of the Board. The Headmaster is supported by the Deputy Principals, Assistant Principals (1 & 2), Special Educational Needs teacher(s), Guidance Counsellor and the staff of teachers. They have the responsibility to make sure that the decisions of the Board are carried out in the day-to-day running of the school.

The President of the College, a Vincentian, acts as a representative of the Trustees at the College. He is the Superior of the local Vincentian community who live at St Vincent's Castleknock College.'

## **1D Care of the Student**

Each student year group (from 1st through 6th year) consists of between four and five classes. Each year group is assigned a Year Head from the teaching staff who looks after the discipline, attendance and academic direction of the student year group. There is also a mentor system by which each first-year student is assigned a buddy from a senior year. The Guidance Office provides guidance and a counselling service to all students. The Chaplaincy Team helps students to develop their faith, organises liturgies, Masses and prayer-services, and guides the student body in religious matters. The Student Support Team meets every week to review how the College is supporting students who are perceived to need help.

Each year group in the College has its own Parents' Core Group. They consist of volunteer parents. These are charged with maintaining positive channels of communications between home and College. Two representatives of each Core Group are on the Parents' Representative Association (PRA) of St Vincent's Castleknock College. The PRA meets with the Headmaster about five times a year to ensure that there is good communication between the parents and the College.

The students have an elected Student Council. This body has its own constitution and chairman and is facilitated by a member of the teaching staff. There is also a system of College Prefects who are appointed by the Headmaster, having consulted with the staff and students of senior years.

## 2) **The College**

### **2A The School and Facilities**

The school buildings comprise a linear building running east-west and includes an extension which links Cregan House with MacNamara House. Classrooms and offices are also located in Dowley House, a separate building dating from the 1960s. Cregan House dates from the 1950s and some parts of MacNamara House date from as far back as the 1830s. In 2006-7, the entire school was refurbished, extended and restored at a cost of close to €15 million. The centre piece of the school, where all students, teaching and administration staff interact daily, is St Vincent's Hall which serves as a foyer: the main junction between classrooms, chapel, refectories and sports facilities. The classrooms are located on all three floors of the buildings with a lift to cater for students and visitors who are less mobile, have injuries, or who have special needs. The school contains five modern science laboratories, specialist music teaching and practice rooms and a recording studio, two art studios, the College Museum and fully equipped computer rooms. The 19th century College Chapel and pipe organ have also been restored, as have the College Concert and Assembly Hall and the Alton Library. The College is situated within seventy-acres of beautiful mature parkland which includes ten sports pitches, a fitness gym (with physio room and recovery room), a running track, and a cricket crease. In recent years, the College has opened five all-weather floodlit tennis courts, a floodlit all-weather rugby astro and a new gymnasium incorporating a table tennis room.

### **2B A fee-paying School**

St Vincent's Castleknock College is a Voluntary Catholic Secondary School under the trusteeship of the Congregation of the Mission, more commonly known as the Vincentians. It is a fee-paying school which prepares students for the Department of Education and Skills (DES) Junior Cycle and Leaving Certificate State examinations. The College follows the curricular programmes / subject specifications prescribed by the DES, which may be amended from time to time, in accordance with Irish law. A Scholarship Scheme operates for those who are not in a position to pay the fees.

### **2C Curriculum**

The Junior Cycle subjects are: Irish, English, Mathematics, History, Geography, Science, SPHE (Social, Personal and Health Education), CSPE (Civic, Social and Political Education), Art, Music, French, Spanish, German, Classical Studies, Technical Graphics, and Business Studies, Religious Education, Computer Education, Well-being and Physical Education.

All students take part in Transition Year (4th Year). Students continue their Junior Cycle subjects but are also given a taste of the new Leaving Cert subjects (such as Economics, Applied Maths and Design & Communication Graphics, etc.). The Transition Year is divided into five 7-week modules. Reports are sent out at the end of each of these five modules. There are two weeks of Work Experience, followed by a review and a mock interview. There is a selection of special activities such as Chinese Language & Culture, Fitness & Yoga, Swimming & Diving, Rowing, Bridge, etc.

For Leaving Certificate the subjects are Irish, English, Mathematics, History and Geography, Art, Music, French, Spanish, German, Chemistry, Biology, Physics, Agricultural Science, Applied

Mathematics, Business, Economics, Accounting, Classical Studies, Religion and DCG (Design & Communication Graphics), Religious Education, Physical Education and RSE (Relationships & Sexuality Education).

The College has a library with a qualified librarian. There is a wide collection of books and research resources including Internet search facilities, newspapers, film, audiobooks, Scrabble and chess sets. Students have access at designated times to two fully equipped Computer Rooms. Book Clubs and reading clubs meet in the library. Evening study takes place there, also.

There is a wide range of co-curricular activities. A musical or play is performed each year. Music lessons are offered on a range of instruments. The choir sings at many ceremonies. There is a vibrant chess club and vibrant debating societies in English, Irish, Spanish and French. The Senior and Junior Gold Medal Debates are significant annual events.

Our College offers a vast array of sports. Rugby is played by almost everyone (including all 1st and 2nd Year students) and is actively encouraged. All students should play at least one sport through the winter and another in the spring and summer. There is a place for everyone, and everyone has a place, irrespective of ability. The sports are rugby, tennis, cricket, athletics (track and field events), cross-country running, basketball, golf, table tennis, and soccer for senior students. Students also play basketball, Olympic handball and badminton as part of the physical education programme. Gaelic football and hurling are sometimes played in the summer term. In recent years, the College has had an equestrian team.

## **2D Special Educational Needs (Support for Learning)**

For students who require extra assistance, the College operates a Learning Support Department staffed by teachers and Special Needs Assistants (SNAs). The Learning Support Department works with the student and his family to ensure that all necessary assessments are carried out, that the Special Educational Needs Officer (SENO) is informed, that an appropriate learning programme is put in place and that appropriate submissions for 'reasonable accommodations' in state examinations are lodged with the State Examinations Commission.

While every effort will be made by St Vincent's Castleknock College to meet the particular needs of every student, there may be cases where the school will be unable to meet some or all the needs of an individual applicant student.

## **2E School Day**

Mass is celebrated in the College every day. The Chapel is also the focus of class liturgies and special assemblies. A respectful and reverent manner is required from all students when visiting the Chapel. Class begins at 8:40am Monday to Friday and ends at 3:45pm on each day except Wednesday when class ends at 1:00pm. Wednesday afternoons and Saturday mornings are usually dedicated to sports activities (matches, competitions, etc.), while training sessions are undertaken on most other days.

Hot meals can be purchased at lunch time on a pre-pay or pay-as-you-go basis. Meals are eaten in the College Refectory, a custom followed since the founding of the college, or in the stand-up canteen. Boys who bring their own lunches are welcome to join their friends in the Refectory following the traditions associated with this area of the college.

The College is open for 167 days in the school year. A parent-teacher meeting is arranged once a year for each year.

### 3) **Admission Policy**

The Board of Management of St Vincent's Castleknock College is committed to an Admission Policy which reflects the spirit and meaning of the Education Act 1998, the Education (Welfare) Act 2000, the Equal Status Act 2000 and the Education (Admissions to Schools) Act 2018 (the "2018 Act"). This policy was last updated in August 2020.

St Vincent's Castleknock College aims to achieve the highest academic standard in its students. The gifts and talents of the students are sensitively assessed in order to enable them to realise their potential and the College expects them to commit themselves to academic achievement commensurate with their abilities. The widest possible range of subjects is provided from which they may choose, with appropriate guidance, those which best satisfy their interests, needs and aspirations. Student guidance extends to preparation for a wide range of third level courses and occupations. This is based on the identification and fostering of the talents of each individual student. While every effort is made to allow students study the subjects of their choice, it is sometimes impossible for every student to be taught all their preferred subjects.

St Vincent's Castleknock College recognises parents as the primary educators of their children. Parents who decide to apply for a place for their son in the College should be aware of the character, aims, Mission Statement and ethos of the College. While this does not preclude a person of another faith from attending the College, it is important that a parent should be aware that in sending their son to the College they have decided to send him to a Catholic school. The College respects and celebrates diversity of tradition, values, beliefs, languages and ways of life in a more pluralist society. This is balanced with the aims and objectives of a Catholic education. Where non-Catholic parents accept a place for their student in the College those parents are also undertaking to provide religious instruction for their own child. That service is not provided in the College. All students attend RE classes and, in the spirit of community, are expected to attend College liturgies, whatever their faith. In the Senior Cycle, RE is offered as a Leaving Cert subject. Students of any faith may opt to choose this subject.

#### **3A Fee-paying**

St Vincent's Castleknock College is a fee-paying secondary school in the voluntary sector. The current annual fee structure is available from the Administrator's Office. There are various methods of payment to facilitate our parents. Arrangement for the payment of fees must be made before registration at the start of each academic year towards the end of August. In order to retain a place in the College all students' fees (including family historic debts) must be paid by the due date. Otherwise the place may be forfeited and given to an applicant on the waiting list. Admission to and continued enrolment in the College is subject to timely payment of College fees.

The College operates within the regulations laid down, from time to time, by the Department of Education and Skills (DES).

### **3B Application Forms**

An application form is available on the College website [www.castleknockcollege.ie](http://www.castleknockcollege.ie) or from reception (Telephone: 01-8213051). This form should be completed and returned to the Admissions Officer. The charging of an administration fee is non-refundable. Application forms will only be accepted during the dates specified in the College's Annual Admission Notice, which will be published in September.

### **3C Right of Admission**

Our school does not discriminate on:

- 1) the gender of the student or the applicant in respect of the student concerned, (subject to the qualification set out below),
- 2) the civil status of the student or the applicant in respect of the student concerned,
- 3) the family status of the student or the applicant in respect of the student concerned,
- 4) the sexual orientation of the student or the applicant in respect of the student concerned,
- 5) the religion of the student or the applicant in respect of the student concerned,
- 6) the disability of the student or the applicant in respect of the student concerned,
- 7) the race of the student or the applicant in respect of the student concerned,
- 8) Traveller community membership of the student or the applicant in respect of the student concerned, or
- 9) the special educational needs of the student.

In accordance with section 7(3)(a) of the Equal Status Act 2000, as a school that admits only students who are male, the College does not discriminate where it refuses to admit a student who is not male.

### **3D Admission of Students to the College.**

St Vincent's Castleknock College will normally admit approximately 120 students each year. However, the Board may decide to adjust this number depending on circumstances. The exact number of places available in each year will be set out in the College's Admission Notice. The Board usually reserves between four and six places for scholarship students. Scholarship places are designed for students whose families would not be able to afford the fees (see below).

### **3E Selection Criteria where the College is oversubscribed**

Admission to the College for first year students where the application process for any particular year is oversubscribed will, until the full commencement of the 2018 Act, be determined based on the criteria set out below:

- 1) The first priority is to brothers of students already in the school or brothers of students who completed sixth year in previous years.
- 2) Places, if available, will be allocated on a second priority basis to sons of current eligible employees of the College. "Eligible employee" is defined as those non-casual employees who have been in the employment of the Board of Management for at least six months prior to application and who are reasonably expected to be still employed by the Board at the time their son commences in the College.

- 3) Places, if available, will be allocated on a third priority basis to sons and grandsons of past men who completed sixth year, and to nephews of Vincentian priests.
- 4) Places, if available, will thereafter be allocated on a fourth priority basis to son(s) of families who are directly and actively involved in Vincentian works for a period of at least 18 months prior to application.

Applicants who do not secure a place in this process will be wait listed (again in order of date of receipt of application) and advised of their place on the waiting list. They will be invited to confirm their desire to remain on the waiting list from which any places subsequently arising will be allocated in the order of priority in which applicants are placed on the waiting list based on the above criteria.

In the situation where the school is oversubscribed, selection criteria other than those set out above will not be taken into account in determining the outcome of any application. In the event of a tie between two applicants based on the criteria above, the successful candidate will be determined by the drawing of lots under independent supervision. Similarly, in the event of a tie when creating the waiting list, places will be determined by drawing of lots under independent supervision.

Any changes to the selection criteria above arising from the full commencement of the 2018 Act will be notified to any applicants or potential applicants at that time. From the date of full commencement of the 2018 Act, and in particular section 62(11) of that Act, the use of date of receipt of application will cease to be a factor in selection for admission five (5) years from that date.

Any waiting list will commence after the opening of the College at the start of the new academic year and will remain active for the remainder of 1<sup>st</sup> Year. Those remaining on the waiting list may apply for inclusion on a list which will operate for second and later years.

Having regard to the charitable element of the College's characteristic spirit and without prejudice to the foregoing, the Board of Management reserves the right to offer up to 5% of places to applicants on compassionate grounds. The decision to award any such place will be based on an objective review by the Board of Management. The criteria used to select students for offers of places on compassionate grounds will be determined annually by the Board of Management for each school year.

### **3F Admissions from 2026.**

#### **3F(a) General**

The College will admit students on application other than in the following circumstances:

- 1) Where the school is oversubscribed;
- 2) Where 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;
- 3) Where the school refuses to admit as a student a person who is not male;
- 4) In the case of a school whose objective is to provide education in an environment which promotes certain religious values, where the school refuses to admit as a student a person who

is not of that denomination and it is proved that the refusal is essential to maintain the ethos of the school; or

- 5) Where a student is seeking admission to a special class in the school and the student does not have the category of special educational needs specified by the Minister in respect of that class.
- 6) The board of management has a duty of care to ensure, as far as practicable, the health and safety of the students and staff of the school. In addition, the Board is required, under section 15(1) of the Education Act 1998, to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

### 3F(b) Application Procedure

- 1) The school shall accept applications for admission to the school for the school year between the dates specified in the College's Annual Admissions Notice, published in September.
- 2) The school shall cease accepting applications for admission to the school for the school year on the date specified in the College's Annual Admissions Notice, published in September.
- 3) Applicants will be notified of the outcome of their application for admission year on the date specified in the College's Annual Admissions Notice, published in September
- 4) Applicants whose application for admission is successful are required to confirm acceptance of the offer of admission by the date specified in the College's Annual Admissions Notice, published in September.

Unsuccessful applicants will be provided in writing with the reason(s) that their application was not successful, the details of their ranking against the selection criteria and with details of their place on the waiting list.

### 3F(c) Application Selection

Decisions on application for admission shall be based on:

- 1) The implementation of the school's admission policy including, where applicable, the annual admission notice of the school; and
- 2) The information provided by the applicant in the application for admission received before the closing date set out in the annual admission notice of the school or, where appropriate, the date as otherwise determined by the school in accordance with this Act or regulations made under this Act.

In making decisions on applications for admission or when placing a student on a waiting list for admission to the school, the school shall not consider or take into account any of the following:

- 1) A student's prior attendance at a pre-school or pre-school service, other than in relation to a student's prior attendance at an early intervention class, or an early start pre-school, specified in a list published by the Minister from time to time;
- 2) The payment of fees or contributions (howsoever described) to the school, other than in accordance with section 64 of the Education (Admissions to School) Act 2018;

- 3) Other than in relation to a post leaving certificate course or a further education and training course, or for the purposes of determining whether the student has the category of special needs of the relevant special class, a student's academic ability, skills or aptitude;
- 4) The occupation, financial status, academic ability, skills or aptitude of a student's parents;
- 5) A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission, other than in the case of admission to the residential element of a boarding school or to a course known as a post leaving certificate course or to a course known as a further education and training course;
- 6) Subject to section 62(10) of the Education (Admissions to School) Act 2018, a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; or
- 7) The date and time on which an application for admission was received by the school, subject to subsection (11) of the Act and 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 or, where appropriate, at any time during the period as otherwise determined by the school in accordance with this Act or regulations made under this Act.

### 3F(d) Oversubscription

In the event that the school is oversubscribed, applicants will be offered places in accordance with the following criteria:

- 1) The first priority is to brothers of students already in the school or brothers of students who completed sixth year in previous years; and
- 2) Places, if available, will be allocated on a second priority basis to sons of current eligible employees of the College. "Eligible employee" is defined as those non-casual employees who have been in the employment of the Board of Management for at least six months prior to application and who are reasonably expected to be still employed by the Board at the time their son commences in the College.
- 3) Places, if any remain available and up to a maximum of 25% of the total number of places set out in the school's annual admission notice as being available for that school year, will be allocated on a second priority basis to sons and grandsons of past men who completed sixth year, and to nephews of Vincentian priests .
- 4) Places, if available and up to a maximum of 5%, will thereafter be allocated on a fourth priority basis to son(s) of families who are directly and actively involved in Vincentian works for a period of at least 18 months prior to application.

Where the school is oversubscribed, decisions on admission will be based solely on the above selection criteria and the school will not take account of other selection criteria.

Where two or more students are tied for a place or places in the school, the place or places will be determined by lottery.

Students whose applications for admission are unsuccessful will be placed on a waiting list in order of priority assigned to the students' applications in accordance with the above selection criteria. The waiting list will remain valid for the school year in which admission is sought. Any further places which become available for and during the school year in which admission is sought will be offered to students on the waiting list in accordance with the order of priority of the students on the list.

Having regard to the charitable element of the College's characteristic spirit and without prejudice to the foregoing, the Board of Management reserves the right to offer up to 5% of places to applicants on compassionate grounds. The decision to award any such place will be based on an objective review by the Board of Management.

### **3G Scholarship Students**

Families who would like their son to come to St Vincent's Castleknock College but who cannot afford the fees may apply for a scholarship place. There are usually between four and six scholarship places. Since such places are reserved strictly for those who cannot afford the fees, applying for an ordinary place (which means that the family COULD afford the fees) at the same time as applying for a scholarship place (which means the family COULD NOT afford the fees) is not permitted. The application form for scholarship places is on the College website. The closing date for application is set out in the College's Annual Admission Notice. Usually, applicant families are invited to meet the Headmaster and a colleague in January/February of the year of admission to discuss the application. Places are awarded to boys who, in the view of the College, will gain most benefit from the scholarship. There is no appeals procedure under the Scholarship Scheme.

### **3H Procedure for entry into First Year**

- 1) Parents must lodge a fully completed application form together with the stated application fee. The deadline is set out in the College's Annual Admission Notice. Parents are required to furnish the latest primary school report with the application.
- 2) The College hosts an annual Open Evening which is notified in advance, for parents and pupils who are in 5<sup>th</sup> Class in Primary School. The purpose of this evening is for prospective students (and their families) to experience the academic, religious, cultural and sports facilities of the College, to meet some of the students and teaching staff, and to meet other prospective students of their own age in a relaxed atmosphere. Attendance at the Open Evening, while not compulsory, is encouraged.
- 3) A list of the student applicants prepared in accordance with the order of admission priorities set out in this Policy is presented to the Board for approval.
- 4) Parents of successful applicants are notified by post that their son is offered a place in the College.

- 5) On acceptance of an offer of a place a non-refundable deposit is required to be paid to the College. This deposit is refunded when the student is in 6th Year through a reduction in fees. The deposit is forfeited if the student is withdrawn from the College before 6th Year.
- 6) On acceptance of an offer, any relevant educational or psychological report on the student relating to any special educational needs or any medical condition or disability must be furnished to the College. This is important as the College must apply to the Department of Education and Skills (DES) for the resources to support such students.
- 7) The Headmaster may, if he sees fit, contact the Principal of the primary school to establish the needs of students.
- 8) The Headmaster (or another senior member of the College community) will meet with the student and parents. Attendance at this meeting, while not compulsory, is encouraged.
- 9) Before their son starts in First Year, the parents of each student must sign an undertaking that their son will abide by the St Vincent's Castleknock College Code of Behaviour.

### **3I Application for Admission to a year other than First Year**

Applications made for places in other years (2<sup>nd</sup> to 6<sup>th</sup>) will be assessed on the availability of places in any given year. Where any year is oversubscribed, the criteria set out in this policy in section 3E will be applied. The application procedure is as follows:

- 1) Parents must lodge a fully completed application form (from the College website) together with the stated application fee.
- 2) Parents must submit their son's most recent school report from his present school as well as any educational or psychological report or other reports which may be relevant to the application.
- 3) The Headmaster (or another senior member of the College community) will meet with the student and parents. Attendance at this meeting, while not compulsory, is encouraged. Parents will be invited to discuss their willingness to support the College Mission and Ethos. The Headmaster will contact the student's former school(s) to get a character reference and a disciplinary report.
- 4) The Headmaster will make a recommendation to the Board which may offer a place to an applicant who has satisfied the entry criteria provided:
  - a. there is space for the student in the relevant year
  - b. that the student and his parents subscribe to the Mission and Ethos statement and the Code of Behaviour of the College
  - c. that the student's behaviour and participation in his previous school(s) demonstrates that he is compatible with the Mission and Ethos of the College
  - d. that the Board is satisfied with the reasons for the student's transferring from the other school.
- 5) If the application is successful, parents of a student transferring from another school will be required to pay the appropriate deposit prior to admission to the College. This deposit will be refunded when the student is in 6th Year through a reduction in fees. The deposit is forfeited if the student is withdrawn from the College before 6th Year.
- 6) A successful applicant may be required to complete a series of assessments at the College which will be used to assign the student to a class, study subjects and level.
- 7) Prior to commencement in the College the parents and the student must sign an undertaking that the student will abide by the St Vincent's Castleknock College Code of Behaviour.

### 3J Appeals

In accordance with Section 29 of the Education Act (1998), and as may be amended by Section 7 of the 2018 Act when fully commenced, parents and/or guardians have a right to appeal a refusal by a school to enrol a student. The Appeal Form is available through the College or from the DES website [www.education.ie](http://www.education.ie). The appeals procedure is in accordance with the statutory guidelines, which are explained on that website.

The Board of Management has the right to amend this policy at any time.

**Last reviewed**                      12 August 2020

Signed

\_\_\_\_\_  
**Chairman of the Board**

\_\_\_\_\_  
**Headmaster**

**Date**

\_\_\_\_\_

\_\_\_\_\_