DE LA SALLE COLLEGE
DUNDALK

**Admission Policy of De La Salle College, Dundalk**

**School Address: Castleblayney Road, Dundalk, Co Louth**

**Roll number:63891T**

**School Patron/s: Le Chéile**

## 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 4/11/26. It is published on the school's website and will be made available in hard copy on request to any person who requests it.

The relevant dates and timelines for De La Salle College admission process are set out in the school's annual Admissions 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 admissions 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

De La Salle College is a Christian school where people show care and concern for each other, where the values and attitudes are in accordance with the teachings of the Catholic Church. The College offers a quality education to all students.

The College is built around a partnership between management, staff, parents, and students.

The College is concerned with the needs of the disadvantaged at all levels.

## 3. Admission Statement

De La Salle College will not discriminate in its admission of a student to the school on any of the following:

(a) The gender ground of the student or the applicant in respect of the student concerned,
(b) The civil status ground of the student or the applicant in respect of the student concerned,
(c) The family status ground of the student or the applicant in respect of the student concerned,
(d) The sexual orientation ground of the student or the applicant in respect of the student concerned,
(e) The religion ground of the student or the applicant in respect of the student concerned,
(f) The disability ground of the student or the applicant in respect of the student concerned,
(g) The ground of race of the student or the applicant in respect of the student concerned,
(h) The Traveller community ground of the student or the applicant in respect of the student concerned, or
(i) The ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

- De La Salle College will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004, relating to the provision of education to children with special educational needs, including the provision and operation of a special class or classes when requested to do so by the Council.

- De La Salle College will comply with any direction served on the patron or the board under section 37A and any direction served on the board under section 67(4B) of the Education Act.

De La Salle College is an all-boys school and does not discriminate where it refuses to admit a boy applying for admission to this school.

De La Salle 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 the Catholic Faith in preference to others.

De La Salle 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

De La Salle College is a school which has established a class, with the approval of the Minister for Education, 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 class

De La Salle College with the approval of the Minister for Education, has established a class to provide an education exclusively Autistic Students.

**Children and young people are eligible for enrolment in a special class for autism, when the following is provided in support of the application:**

- Professional report(s) outlining :
  - Diagnosis of autism: DSM IV/V or ICD 10/11 **AND**
  - A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in professional reports.
    **AND**
  - Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with rationale for same. **AND**

A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

## 5. Admission of Students

This school shall admit each student seeking admission except where –

a) The school is oversubscribed.

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 a code by the student.

De La Salle College provides education for boys and may refuse to admit as a student, a person who is not of the gender provided for by this school.

De La Salle College is a Catholic School and may refuse to admit as a student a person who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to De La Salle College provides an education exclusively for Autistic students and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 6. Oversubscription

If the College 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:
Insert selection criteria here

1. Applicants from St. Nicholas' Monastery National School (De La Salle Primary).
2. Applicants whose brothers /sisters attend or have attended the College.
3. Applicants whose parents/guardians are current members of the staff in De La Salle College.
4. Applicants who are sons/grandsons of past-pupils of the school.
   Please note up to 25% of students only permitted in any given year.
5. All other applicants in order of the date by which their application to enrol was received.

If 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:

| |
|---|
| The names of the tied applications will be placed on a list and randomly selected to fill the remaining places. |

### 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 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 (howsoever described) to the school.

(b) A student's academic ability, skills or aptitude:
Other than in relation to:
- admission to a special class in so far as it is necessary to ascertain whether the student has the category of special educational needs.

(c) The occupation, financial status, academic ability, skills or aptitude of a student's parents

(d) A requirement that a student, or his or her parents, attend an interview, open day or other meeting, as a condition of admission.

(e) In relation to parents and grandparents having attended, the College will apply a Criteria to a maximum of 25% of the available spaces, as set out in the school's annual admission notice.

(f) 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 De La Salle College will be based on the following:

- Our school's admissions 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 our annual admission notice for receiving applications

(Please see section 15 below in relation to applications received outside of the admissions period and section 16 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 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 De La Salle College you must indicate—

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

(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 De La Salle College where—

(i) It is established that information contained in the application is false or misleading.
(ii) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
(iii) The parent 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.
(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 board 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 all of the following:

(i) The date on which an application for admission was received by the school.
(ii) The date on which an offer of admission was made by the school.
(iii) The date on which an offer of admission was accepted by an applicant.
(iv) A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## 13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to De La Salle 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 De La Salle College is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## 14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

## 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:

Applicants from other Post-Primary Schools & Applications other than for First Year Acceptance of applications from applicants other than applicants for First Year will be governed by the following considerations and requirements:

Applicants will not normally be admitted to the College at times other than the beginning of the school year. Such applications will be considered by the College Authorities and admission will be at the discretion of the College Authorities

1. Applicants will not normally be admitted to a recognised course where that course is already under way. Such applications will be considered by the College Authorities and admission will be at the discretion of the College Authorities.

2. Factors to be taken into account when considering such applications will include current school policy on class size and availability of subject options.

3. Applicants and their parents/guardians will be required to supply such information as the College Authorities deem necessary.

4. External applications for senior cycle courses will be considered if vacancies exist when all internal applications have been fully dealt with.

Admission to Senior Cycle Courses

Transition Year

1. Students of the College wishing to take the Transition Year Option are required to apply to join the Transition Year Programme.

2. The Board will determine the number of places available and the number of classes, if any, to be provided in any given year, based on available resources.

3. The number of students in a class shall be limited to 26.

4. Applicants must complete and submit an application form by the date set out on the form.

5. Late applicants will be placed on a waiting list.

Leaving cert. Applied

- Students of the College wishing to take the Leaving Cert. Applied are required to apply to join the Leaving Cert. Applied Programme.

- The Board will determine the number of places available and the number of classes, if any, to be provided in any given year, based on available resources.

- The number of students in a class shall be limited to 16.

- Applicants must complete and submit an application form by the date set out on the form.

- Interviews are held to determine the suitability of applicants for the Leaving Cert. Applied Programme.

- As a result of interview, applicants and their parents may be advised that the traditional Leaving Certificate or Transition Year may be a more appropriate course for particular applicants.

- Late applicants will be placed on a waiting list.

Leaving Certificate Programme

1. In accordance with policy and practice established over many years, students of the College are required to apply for entry to the Leaving Certificate Programme.

Repeat Leaving Certificate Programme

1. Students of the College who wish to be considered for the Repeat Leaving Certificate Programme are required to apply.

2. In determining a student's suitability for the Programme, the applicant may be required to attend for interview.

3. Applicants from other Post Primary schools must apply in writing, supply such information as the College Authorities require and attend for interview. Application

for the programme from such applicants does not guarantee admission to the programme.

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:

Applicants will not normally be admitted to the College at times other than the beginning of the school year. Such applications will be considered by the College Authorities and admission will be at the discretion of the College Authorities

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

The board of De La Salle College or any persons acting on its behalf will not charge fees for or seek payment or contributions 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.

Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 17. Arrangements regarding students not attending religious instruction

A parent of a student, or a student who has reached the age of 18 years, who wishes to attend De La salle College and not participate in religious instruction will need to adhere to the following guidelines:

- A request should be made in writing to the principal with a view to arranging a meeting with the parent(s) or the students, 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, 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.
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)

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.

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.