



**St. Flannan's College,
Ennis,
Co. Clare.**

**Admission of Students
to the school**

1. Introduction

St. Flannan's College is a Catholic voluntary secondary school under the patronage of the Catholic Bishop of Killaloe. The College has, since its establishment, played a significant role in educating students and promotes the values of the Catholic faith throughout the school community.

It is the responsibility of the Board of Management to lay down such guidelines as it may deem necessary for the admission by the Principal of students to the school. In doing so the Board of Management must bear in mind

- that the ethos of the school is one where the values of the Catholic faith are cherished and promoted;
- the role that the school has played as a minor seminary for the Diocese of Killaloe;
- the traditional policy of open admission subject to the educational criteria of the school.

The Board of Management recognises that the guidelines drawn up are subject to the general supervision and approval of the Trustees.

The Board of Management acknowledges the traditional policy of open admission and affirms that

- no differentiation is made with regard to the academic competence of applicants;
- the school welcomes all pupils irrespective of their physical, religious or social circumstances and that no differentiation shall be applied hereto in determining admission;
- in welcoming students of diverse faiths, the school asserts the right to display and promote the Catholic faith within the school in accordance with the ethos of the school and the wishes of the Trustees.

The Board of Management reserves the right to refuse to enrol any student in exceptional cases. Such exceptional cases could arise where either (1) the student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education or (2) in the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or to school property.

From September 2002, admission to first year is open to both boys and girls. For the period from September 2002 until further notice, the ratio of girls admitted in any one year shall be approximately one third of the total first year intake in that year.

2. Admission of Students to First Year

In the consideration of the admission of students to first year, priority will be given to:

1. Siblings of existing pupils of the Junior or Senior cycle.
2. Children of established staff of St. Flannan's College. Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis, during normal school hours, for at least six months, and are reasonably expected to be still employed by the Board of Management at the time their son/daughter commences in St. Flannan's College.

Having considered the above factors, if there is an excess of applicants over the number of available places, the filling of such places shall be determined by a random selection process which treats all remaining applicants as equal. In the case of twins, the selection of one twin will normally include the other twin.

The Board of Management shall determine annually the number of student places available for admission for the following school year. The determining factors in this decision would include:

- (a) Department of Education and Skills provision of staff;
- (b) Department of Education and Skills provision of resources to meet the needs of students with special needs.

- (c) Department of Education and Skills provision of physical space in relation to classroom accommodation and health and safety of students.
- (d) The class structure within the school

At the direction of the Trustees and recognising the traditional role of the school as the Diocesan College of Killaloe, up to a maximum of five places in any one year may be set aside for children from the diocese who do not meet the normal entry criteria, or who may have a special affinity with the school. In the case of this clause being invoked, the Trustees shall inform the Board of Management of the name(s) of the student(s) in advance of first round offers.

3. Admission of Students to Second through to Sixth Years.

In the consideration of applications from students transferring from another school and applying for admission to second year through to sixth year the following factors will be taken into account:

1. Department of Education and Skills provision of staff;
2. Department of Education and Skills provision of resources to meet the needs of students with special needs.
3. The school's physical capacity to accommodate enrolled students with particular regard to health and safety.
4. The available class structure within the school.

The admission of a student to first year does not imply or include any obligation on the school to accept older siblings into these year groups. The acceptance of a student into one of the year groups second to sixth year in a given year does not imply or put the School under any obligation to accept a sibling in that same year to first year and or another year group other than in accordance with the normal admissions criteria. For avoidance of doubt, a student accepted for admission into one of the year groups second to sixth year in a given year, will not constitute an "existing pupil" for the purpose of the section 2 priority criteria regarding an application to first year from a sibling of the aforementioned student in the same year.

For the period from September 2002 until further notice, the ratio of girls admitted in any one year shall be approximately one third of the total intake in that year.

The school also reserves the right to consult with the applicant's previous school and to request previous school reports and other reports, if any, and to give due consideration to same before reaching a decision. The reason(s) for wanting to transfer schools should be clearly stated. Informed consent of the student and parent(s)/ guardian(s) will be obtained before requesting such reports from previous schools.

In the consideration of applications from students who have a place in a school in the catchment area, it is the policy of the school not to accept such students in general.

4. Admission of Students to Repeat Leaving Certificate.

Students wishing to repeat their Leaving Certificate in St. Flannan's College must re-apply to the school. Applications will usually only be considered from students who have attended St. Flannan's College in the preceding school year. Applications will be assessed based on the student's prior discipline record and an interview process.

5. Admission of Students to Transition Year

The school provides an optional transition year course. Applications for places in the course are not solely confined to students of St. Flannan's College.

In the consideration of applications from students to follow the transition year programme the following factors will be taken into account:

1. Their reasons for wishing to follow the programme.
2. Department of Education and Skills provision of staff;
3. Department of Education and Skills provision of resources to meet the needs of students with special needs.
4. Department of Education and Skills provision of physical space in relation to classroom accommodation and health and safety of students.
5. The available places and class structure within the programme

All applicants for places in transition year will also be subject to an interview process. Application forms for Transition Year will be available at the Transition Year Information Evening on February 7th, 2019 and from the school office from February 8th, 2019.

Completed application forms must be submitted to the school office by Friday, February 15th, 2019.

In the case of applicants who are not already students of the school, the school also reserves the right to consult with the applicant's previous school and to request previous school reports and other reports, if any, and to give due consideration to same before reaching a decision.

6. Application Process for Admission of Students to First Year

An application to admit a student to first year must be made in writing on the official school application form for the year of entry. Applications by email or other electronic form are not accepted. The inclusion of false information in the application will lead to the withdrawal of an offer at any time.

Application forms will be available from the school office and on the official St. Flannan's College website (www.stflannanscollege.ie) from November 12th, 2018. If you are unable to download the application form, please contact the school office. The school does not operate a pre-booking-place arrangement and applications for each school year will only be considered during the application process in the previous school year.

The completed application form must be received in the school office by the closing date for receipt of applications, Friday, January 25th, 2019. Otherwise, the application will be deemed to be a late application and will not receive any consideration until all other applications have been finalised.

An application which is incomplete will not be accepted and will be returned to the applicant. The application will only be considered if a completed application has been resubmitted to the school by the indicated closing date.

An Admissions Committee, comprising of Board members, School Management and Staff, will be established each year by The Board to consider all applications, based on the criteria set out above.

The school will issue a written response to all applications. It is the responsibility of the parent(s)/ guardian(s) to contact the school office if they change address or if they have not received a letter from the school by February 5th, 2019.

The number of places available for first years in 2019/2020 is 216. Where the number of applicants exceeds the number of places available a waiting list will be established, and should places become available, these places will be allocated by a random selection process.

The applicant is required to respond, in writing, to any offer of a place for a student in the school within the timeframe set out in the offer; otherwise the offer may be withdrawn and the place forfeited. Applicants on a waiting list will then be offered the place.

Applicants on a waiting list will be advised when the application process has been completed. Unsuccessful applicants have a right of appeal as set out in the procedures of the Department of Education and Skills.

7. Application Process for Admission of Students through to Second to Sixth Years

Applicants seeking admission to any of the years second to sixth may wish to first contact the school to establish the availability of places and the suitability of the school to meet their needs.

An application to admit a student to any of the years second to sixth must be made in writing on the official school application form, which is available from the school office. Applications by email or other electronic form are not accepted.

The application will be considered by school management based on the criteria set out under section three above. The school will normally only consider completed application forms that have been submitted to the school office by the end of June 2019.

8. Application Process for Admission of Students to Transition Year

In any school year all third year students will be advised in the Spring of the transition year programme available for the following school year, and given details of the application process.

Students who wish to follow the transition year programme should return a completed application form by Friday, February 15th, 2019. School Management will consider all applications in the context of the following criteria:

- The available places and class structure within the programme.
- The applicant's stated reasons for wishing to follow the programme.
- The applicant's age.
- The applicants record in the school to date.
- The applicant's performance at interview.
- Maintaining a reasonable gender balance in the group.
- The school's assessment of the likely benefit to the applicant of the programme.

9. Appeals

Parents/Guardians whose daughter/son has not been allocated a place in St. Flannan's College may appeal this decision in the first instance to the Board of Management and subsequently, if necessary, to the Department of Education and Skills under Section 29 of the Education Act (1998).

Appeals to the Board of Management must be made within 21 calendar days from the date that the decision of the Board of Management was notified to the parents/guardians.

The appeals to the Department of Education and Skills must be made within 42 calendar days from the date that the decision of the Board of Management was notified to the parents/guardians. The appeals application form can be downloaded from the website www.education.ie or obtained from the school office.

10. Approval and review of the policy

This policy was reviewed and approved by the Board of Management on *November 19, 2018*

The policy will be reviewed by the Board of Management in 2019.

Signed: *Mr Leonard Cleary*
Chairperson, Board of Management

Signed: *Fr. Ignatius McCormack*
Principal

Date: *November 19, 2018*