



Admission Policy of Sancta Maria College

Effective Date 07.04.2020

**Louisburgh
Co. Mayo**

Roll number: 64660F

School Patron: CEIST CLG

Sancta Maria College is a coeducational voluntary secondary school under the trusteeship of CEIST and grant aided by the DES.

The school follows the curricular programmes prescribed by the DES, which may be amended from time to time. The school recognises that the family, as the primary educator, shares responsibility for commitment to the student's education through support of the values and ethos of the school.

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 _____. 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 Sancta Maria 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

Sancta Maria College is a coeducational voluntary secondary school under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust) whose core values are inclusive of the Mercy philosophy of education.

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Sancta Maria college shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of 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.

"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 person, 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

in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

Sancta Maria College draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder Catherine McAuley of the Religious Order, Sisters of Mercy who began this school is of very significant importance in the life of the school.

As a CEIST school, Sancta Maria College values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- ***Promoting Spiritual and Human Development***
- ***Achieving Quality in Teaching and Learning***
- ***Showing Respect for Every Person***
- ***Creating Community***
- ***Being Just and Responsible***

Sancta Maria College is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, Sancta Maria college provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. Sancta Maria College offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Sancta Maria College the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

Mission Statement

At Sancta Maria College, we welcome, care for and support all within the school community through the promotion of:

- a) Respect
- b) Being just and responsible
- c) Quality teaching and learning
- d) An inclusive community
- e) Long-life learning

General Objectives of the School

Sancta Maria College was established in 1920 to provide a Christian education for the young people of Louisburgh and the of the surrounding area, it was one of the first Catholic co-educational schools in the country. In 2007, the trusteeship of the school passed to CEIST (Catholic Education an Irish Schools Trust). Faith in Jesus Christ remains the foundation stone upon which the culture and ethos of the school are built. The underlying educational aims of the Board of Management are drawn from the religious and educational philosophy of CEIST. The school supports the principles of:

- Inclusiveness
- Equality of access and participation in the school
- Parental choice in relation to enrolments
- Respect for the diversity of traditions, values, beliefs, languages and ways of life in our society.

As a progressive and innovative school we are well aware of the changing needs of our students and the demands that society makes on them. We encourage their personal and social development through participation in sport, public speaking and debating, music, drama, art, educational tours, projects and competitions. This is further enhanced through our co-educational system where traditional male/female subjects are taken by both boys and girls. All students are encouraged and enabled to become fully developed, well-integrated members of society.

A strong sense of mutual respect which is at the core of our Catholic Christian ethos permeates throughout the school. This atmosphere is constantly commented upon by visitors. We assess, monitor, acknowledge and reward academic excellence and genuine endeavour in each class group, beginning in first year. We have a truly dedicated staff teaching to the highest academic standards. Teachers are also heavily involved in extra – curricular activities thus ensuring the holistic development of all students while under our care in Sancta Maria.

The community of the school works in a holistic manner to ensure that dependence is gradually replaced by responsibility for self, society and the world. The dignity of each student, staff member and parent is honoured and reflected in school policies and structure, including this policy. While educational excellence is promoted, it is the needs of the learner that direct the education and social development of the school. Where possible the school will engage with alternative approaches to education especially for those who are deemed disadvantaged.

Admission Policy Rationale:

This policy aims to ensure that appropriate procedures are in place to enable the school:

- To make decisions on all applications in an open and transparent manner consistent with the Mission Statement of the School, the admissions policy as defined by the Board of Management and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of all resources available to it.

Management:

The school is run by a Board of Management comprised of four nominees of the trustees, two teacher nominees and two parent nominees. The School Principal acts as secretary to the Board.

Curriculum:

The school follows the curricular programmes prescribed by the Department of Education which may be amended from time to time, in accordance with Sections 9 & 30 of the Education Act 1998.

The following programmes are currently offered by the school:

- New Junior Cycle (including Level 1 and 2 learning programmes)
- The Transition Year Programme
- The Established Leaving Certificate
- The Leaving Certificate Vocational Programme
- Post leaving Cert Programme

The range of subjects and programme provided by the school may be changed from time to time.

Extra-curricular activities:

To complement the formal curriculum and enhance the holistic development of the student the School provides a wide range of activities including sports, music, personal development and cultural activities.

Voluntary Contribution:

The Board of Management request a voluntary contribution from parents at the beginning of each school year. The school aims to maintain a high standard in all areas of the educational service offered and as there is a significant gap between State funding to schools and the real cost of educating students the school has to rely on voluntary contributions to make up this shortfall.

Such contributions are of great assistance in the maintenance and upgrading of school facilities/resources/services. Further details of the voluntary contribution are contained in the school notifications at the beginning of the school year. This contribution is voluntary and does not represent a registration fee.

3. Admission Statement

Sancta Maria 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, '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.

Post-primary denominational schools

Sancta Maria College is a school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate:

- where it admits a student of the Catholic religion in preference to others.
- where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school

4. Categories of Special Educational Needs catered for in the school/special class

Sancta Maria College with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with

(a) ASD

Sancta Maria College is a school which has established classes, with the approval of the Minister for Education and Skills, 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.

Special Education Provision

The school acknowledges the rights of all children to an education, including children who have a disability or other special needs as they relate to education pursuant to the Constitution and the Education Act, 1998, the Education (Welfare) Act, 2000 and the Equal Status Acts 2000 - 2008. Applications from parents/guardians of students with a disability are welcome, provided the school can meet their special educational needs. Sancta Maria College caters for students with general learning disabilities including students with specific learning disabilities such as dyslexia, dyscalculia and dysgraphia. The Board, with consultation from all concerned parties, will decide whether the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student and the effective provision of education for the other students with whom the student is to be educated.

In order to ensure that the school can adequately prepare for the child's needs it gathers information in relation to special educational needs from a variety of sources including using school-based data and information from parents and external professionals. These sources include the following:

- Consultation with primary school personnel including the Principal and learning support teacher(s).
- Consultation with parents on receipt of enrolment applications with identified needs.
- 6th Class Report Card – My Profile sheet for children and My Child's Profile sheet for parents
- Using Psychological reports.
- Consultation with NEPS psychologists and other support professionals, with parents' permission.
- Incoming 1st Year students take the CAT4 (Cognitive Ability Test) in September.
- Observation of students on an on-going basis to identify any problems that may occur.
- Ongoing monitoring of assessments.
- Identification from diagnostic tests.

The Continuum of Support provides a framework for school to enable them to identify and respond to students' needs in a flexible way. This process is also supported through engagement with external professionals as required. (See SET Policy)

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) 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

All denominational schools

Sancta Maria College is a catholic school and may refuse to admit as a student a person who is not of catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

The special classes attached to Sancta Maria College provides an education exclusively for students with

- (a) Autism (Maximum class size 6 students)

and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes.

Application Process and Enrolment procedures

Stage 1

- Application for a place in the school implies that parents/guardians are confirming that they have read and agree to adhere to the school's Code of Behaviour.
- To be eligible for admission to the school a student must have completed 6th Class (or its equivalent) and have reached 12 years of age on the 1st January in the calendar year following entry into the school.
- The Board of Management will determine the number of places it can offer to First Year students. This will be reviewed on a yearly basis.
- The Principal visits all feeder Primary schools preceding students' entry into the school to introduce the school and to distribute school and enrolment information.
- Details of enrolment/information nights are advertised in the local press, school social medial ,local bulletins and all feeder primary schools are notified.
- An open night for prospective students and their parents will be held. The Information Evening/ Open Night is open to all eligible students for enrolment and their parents/guardians who will then have to choose a school for their child. Parents are expected to attend the information evening.
- The parents/guardians of the student must complete an enrolment form and submit it to the school on Open Night or at a date set by the school. Accurate and full completion of the Enrolment Form including signature of parent/guardian and student is essential
- Applications received after the stated date are considered as 'Late Applications'. Any late application regardless of the school attended, area of residence or sibling attending/attended the school will be considered after all applicants fulfilling the above criteria have been allocated places in the school and on the waiting list. After all applications received by the admissions deadline have been allocated places in the school or on the waiting list each late application will be dealt with by applying the Enrolment Criteria /Admission Criteria on the date the application is received.

- Applications will be accepted in hard copy from the first school day as indicated in our Admissions Notice.
- Applications must be accompanied by a birth certificate, PPS number, Passport photo and relevant educational reports if available.

Stage 2

- Parent(s)/Guardian(s) will be advised of the outcome of their application in writing within the timeline outlined in the Annual Admissions Notice.
- The students offered places must complete the Acceptance Form and Enrolment Form and return it to the school within fourteen days from the date of the letter of offer. Any successful applicant who does not return the enclosed Acceptance Form and Enrolment Form will put their admission at risk. Regarding all applications Parents/Guardians may be required to complete a further information form regarding their child's educational progress at a later date and/or cooperate with the school's attempts to identify the educational or other relevant needs of the child.
- Copies of all psychological/psychiatric/medical reports pertaining to the child will be required.
- The school may wish to meet with the applicant and his/her parent(s)/guardian(s) to discuss the needs of the applicant or the parent(s)/ guardian(s) may request a meeting. In either case the school will make all reasonable effort to accommodate such a meeting.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

The Board of Management will have regard for DES provisions re class size, staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children

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

Sancta Maria College, being the only second level school in the community, is open for all 1st years that fulfil Department of Education and Skills [DES] regulations to apply if the College has the necessary facilities to fulfil the pupil's needs.

In the event of excess applications priority is given to:

- Applicants attending primary schools within the catchment area who have siblings attending or have attended Sancta Maria College
- Applicants attending primary schools outside the catchment area who have siblings attending or have attended Sancta Maria College
- Applicants who are the children of staff currently employed by Sancta Maria College
- Applicants whose parent(s)/guardian(s) or grandparents attended Sancta Maria College in the past
- All other eligible applicants

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:

The remaining places will be decided by an independent lottery.

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 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) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contribution (howsoever described) to the school;
- (c) (other than in relation to a plc or further education and training course run by a school in respect of those courses
- (d) 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 in order to ascertain whether or not the student has the category of special educational needs concerned).
- (e) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (f) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- (g) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
other than
 - (1) siblings of a student attending or having attended the school and
 - (2) parents or grandparents of a student having attended the school.
In relation to (2) this criteria may only apply to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- (h) 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Sancta Maria College will be based on the following:

- Our 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 our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) 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 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 18](#) below for further details).

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

In accepting an offer of admission from Sancta Maria 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 and

(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 Sancta Maria College where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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

- (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 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—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or 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 Sancta Maria 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 Sancta Maria 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.

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 waiting list.

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.

14. 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:

Transfer from other secondary schools

Applications for enrolment, involving transfer from another second-level school, may be made at any time during the school year. Mid-year transfers are not encouraged in the best interest of the student. However students may transfer to Sancta Maria College mid-year/mid-term subject to:

- the school being satisfied with the reasons for transfer,
- the terms of the school's Admissions Policy
- The school regarding the move to be in the best interest of the student, taking the consequences of mid-year transfer.
- Available space in subject/subject options
- Compliance with Health and Safety requirements.
- Information is requested from the student's former/present school concerning attendance, educational progress and special learning needs etc. [Education (Welfare Act) 2000 Section 20].
- If a student is accepted mid year/term it is the student's responsibility to provide all relevant course work/ project work/ assessments to Sancta Maria College.
- In the event of an application for enrolment being brought before the Board of Management, its decision will be made in accordance with school policy and its decision will be communicated to parents within 21 days, as prescribed by the Minister under the Education Act.

The Board of Management reserves the right to refuse an application in exceptional circumstances. Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory procedures in accordance with the Education Act (1998) or the Education (Welfare) Act 2000. Applicants must meet criteria laid down by the Department of Education & Skills.

Enrolment Criteria

The following factors will be considered in arriving at a decision:

- The applicant's subject choices being available on the curriculum (and not exceeding maximum class size) and not exceeding the maximum number in a year group, determined by the management of the school from time to time depending on current circumstances.
- All students entering the school must supply a birth certificate or other appropriate identification.
- Records of educational performance, behaviour and attendance in current/previous school(s)
- The enrolment criteria from 1-6 outlined for first year enrolment will be applied to all other years also.
- All applications are subject to the approval of the Board of Management.
- The Board of Management will monitor the student's behaviour/progress on an ongoing basis.
- Applications will not be accepted from students, where it is considered based on their previous disciplinary record, that their enrolment would be likely to be seriously detrimental to order and discipline in the school or to the education and/or well-being of students attending the school.

Applications to repeat Leaving Certificate

Admissions to repeat the Leaving Certificate in the School are subject to approval of the Board of Management in the same manner as are applications generally. Particular regard will be given to:

- Availability of space and resources
- Class sizes
- Whether the subject choices of the applicant can be accommodated

The following criteria also apply:

- The general Criteria for admission to the school and participation in the school thereafter as set out in the school's Code of Behaviour and Respect.
- If the Applicant previously attended a different second-level school the general procedure and criteria for determining applications to transfer the school will be applied.
- The Principal, Year Head and Guidance Teacher must be satisfied with the reasons offered for repeating the Leaving Certificate and that repeating will be in the interest of the Applicant.
- The Board of Management will ultimately decide on the application.

Applications for Admission to Transition Year

The Transition Year Programme is optional for students.

There are a limited number of places available. The Board of Management will determine the number of places it can offer to TY students on a yearly basis. A registration fee will apply to cover the cost of some of the compulsory activities of the course. Students who have completed the Junior Certificate or its equivalent are eligible to apply. The date on which applications open and the closing date for receipt of applications will be published within the school.

The following criteria will be applied:

- If the Applicant previously attended the School, the general criteria for admission to the School and participation in the School thereafter must be met.
- If the Applicant previously attended a different second-level school, the procedure and criteria for determining applications to transfer to the School will be applied.
- Interviews to ascertain suitability may be held as detailed in our schools Transition Year Policy.
- In the event that excess applications result in the School being unable to provide places for all applicants, applications will be assigned the following order of priority:
 - Students from Sancta Maria College
 - Students who have spent the most years enrolled as students in the school
 - Thereafter on an interview basis
 - Thereafter and if necessary on a random selection basis.

Applications for admission to Leaving Certificate Vocational Programme

This is a senior cycle programme, which students may take along with the traditional Leaving Certificate. The programme is offered to those students who wish to take the LCVP as an eighth option, in addition to their chosen seven Leaving Certificate subjects.

Entry to Leaving Certificate Vocational Programme (LCVP) requires students to have a particular combination of subjects, as laid down by the Department of Education & Skills. All students must adhere to these requirements before admittance to this course.

The requirements for LCVP as outlined by the DES are as follows:

- LCVP students must take a minimum of 5 Leaving Certificate subjects
- Two of these must be from the designated Vocational Subject Groupings*
- A Leaving Certificate modern language or an ab-initio course in a modern European language or a vocational language module

Information with regard to this is made available to students and parents as part of the Subject Choice process

The Board of Management reserves the right in relation to the above programmes to decide on the numbers entering each programme on an annual basis. The board of management reserves the right to refuse an application for enrolment to Sancta Maria College or to a programme offered by Sancta Maria College.

Parents have a right to appeal a refusal to enrol a student under section 29 of the education act.

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:

- **Please see above.**

Application for a place in the school implies that parents/guardians are confirming that they have read and agree to adhere to the school's Code of Behaviour.

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

The board of Sancta Maria College or any persons acting on its behalf will not 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.

Note: 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.

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 Sancta Maria College without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent of 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 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 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.