

## **Admission Policy of Coláiste Íde**

**School Address: Daingean Uí Chúis, Co Chiarraí**

**Roll number: 61301 I**

**School Patron/s: Cairde Coláiste Íde Teoranta**

### **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 3/12/2020. 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 Coláiste Íde 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.

### **0. Characteristic spirit and general objectives of the school**

Coláiste Íde is an all-Irish 7 day boarding school for girls. Located in the Dingle peninsula, Coláiste Íde, a voluntary secondary school with a Catholic/Christian ethos falls under the trusteeship of Cairde Coláiste Íde Teoranta. The only all Irish seven day boarding school for girls in existence in Ireland, Coláiste Íde's ethos is grounded in the College motto of "Glaine Ár gCroí" or Purity of Heart.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and  
(b) a living relationship with God and with other people;  
(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,  
and which school provides religious education 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.

In accordance with S15(2)(b) of the Education Act, 1998 the Board of Management of Coláiste Íde 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.

It is our aim to provide a high standard of education and the holistic development of the students; spiritual development, moral, intellect, social, emotional and physical. To develop active and creative minds in all students so that they develop a sense of empathy and understanding for others that will enable them to take their place in society with pride and confidence.

## **0. Admission Statement**

Coláiste Íde 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.

### **Single gender schools**

Coláiste Íde is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

## **0. 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

### **A school that admits students of one gender only**

Coláiste Íde provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

## **0. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school’s annual admission notice:

- a. A sibling currently attending the school
- b. A sibling having previously attended the school

- c. Applicants whose Parents or grandparents attended the school to a maximum of 25% of the available spaces as set out in the school's admission notice
- d. Boarding applicants
- e. Children of staff employed at Coláiste Íde
- f. Students who have a reasonable age appropriate level of oral fluency in the Irish language, where such fluency would be at risk of regressing if the student were not admitted to an Irish medium school. (Section 62(9))
- g. All other 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 Board of Management will appoint an independent observer whom will oversee a lottery draw ensuring unbiased selection.

## **0. 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- a. a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- b. the payment of fees or contributions (howsoever described) to the school;  
(other than in relation to a payment due to the boarding school and for additional boarding services/activities)
- c. a student's academic ability, skills or aptitude;
- d. the occupation, financial status, academic ability, skills or aptitude of a student's parents (other than in the case of admission to the residential element of the boarding school);
- e. a requirement that a student, 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 the boarding school);

- f. 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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- g. 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 31<sup>st</sup> January 2025 only).

## **7. Decisions on applications**

All decisions on applications for admission to Coláiste Íde 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 13 below in relation to applications received outside of the admissions period and Section 14 below in relation to applications for places in years other than the intake group.)

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

## **8. 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 17 below for further details).

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

In accepting an offer of admission from Coláiste Íde, an applicant must indicate—

- (i) whether or not you as above 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 as above 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

## **10. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Coláiste Íde 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; or
- IV. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 9](#) above.

## **11. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of

students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (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 ).

## **12. Waiting list in the event of oversubscription**

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

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

## **13. Late Applications**

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

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

#### **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:

- a. The student, and her parents/guardians, attend an interview, open day or other meeting with the residential element of the boarding school
- a. The student's level of fluency in the Irish language needs to be such that it would enable her to participate in the academic element of the school and to receive an appropriate education, in a class where students have been taught through the medium of Irish.

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:

- a. The student, and her parents/guardians, attend an interview, open day or other meeting with the residential element of the boarding school
- a. The student's level of fluency in the Irish language needs to be such that it would enable her to participate in the academic element of the school and to receive an appropriate education, in a class where students have been taught through the medium of Irish.

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 of management 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.

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

The Board of Coláiste Íde or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- a. an application for admission of a student to the school, or
- a. the admission or continued enrolment of a student in the school.

Note; fees are charged for the boarding element of Coláiste Íde, please consult the website for information on fees payable.

## **16. Arrangements regarding students not attending religious instruction**

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

## **17. Reviews/appeals**

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998. The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board of Management 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.

## Coláiste Íde

### ANNUAL ADMISSION NOTICE FOR 2022/23

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2022/23 school year are available as follows: –

To download at: [www.colaisteide.com](http://www.colaisteide.com)

On request: By emailing [info@colaisteide.com](mailto:info@colaisteide.com) or writing to: Coláiste Íde, Daingean Uí Chúis, Co Chiarraí

#### 1. Application and Decision Dates for admission to 1<sup>st</sup> Year for 2022/23

1.	The school will commence accepting applications for admission on	1 <sup>st</sup> of September
2.	The school will cease accepting applications for admission on	10 <sup>th</sup> May

3.	Applicants will be notified in writing of the decision on their application by	30 <sup>th</sup> May
4.	Applicants must confirm acceptance of an offer of admission by	Within one month

Failure by an applicant to accept an offer within one month of receiving a letter of acceptance may result in the offer being withdrawn.

**2. Number of places being made available in the 2022/23 school year**

The number of places being made available in 1 <sup>st</sup> year is	<b>34</b>
The number of residential places is (boarding schools only)	<b>30</b>
The number of non-residential places is (boarding schools only)	<b>4</b>
The number of places being made available in the special class catering for students with [insert category or categories of SEN catered for in the special class] is	<b>N/A</b>

**3. Number of places in 1<sup>st</sup> year for the 2022/23 school year which were offered and accepted before 1 February 2022**

The number of places for 1 <sup>st</sup> year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2022 is	<b>0</b>
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