

St Angela's College

Admission Policy

School Address: St Patrick's Hill, Cork
City, T23 EA33

Roll number: 62640M

School Patron: Le Chéile Schools Trust

Last revised on the 19th April, 2021



All references to parents should be taken as including reference to guardians

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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 **21st September, 2020**. It is published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for St. Angela's 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 to any person who requests it.

2. Characteristic spirit and general objectives of the school

St. Angela's College is a Catholic an all-girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our Le Chéile school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - ***"The glory of God is humanity fully alive"*** (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of Angela Merici of the Ursuline Order who began this school.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. The spiritual life of students can be deepened through prayer and ritual, while the spiritual growth of all is enhanced through areas such as nature, art, poetry and music.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Angela's 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

The general objectives of all Le Chéile schools include: -

- **Welcome** recognises the unique dignity and worth of each person.
- **Wisdom** is the pursuit of a greater understanding and appreciation of the world.
- **Witness** comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

St Angela's College Mission Statement

1. To nurture the uniqueness and the full potential of both students and staff in a happy, caring and disciplined learning environment.
2. To promote respect and responsibility for self, for others and for the greater community in the light of **Ursuline, Christian values**.

We aim:

- To promote high standards in teaching and learning.
- To encourage the unique ability of each member of the school community.
- To embrace the social, academic and cultural diversity of our staff and students.
- To work in co-operation with all our partners in education.
- To promote an awareness of and respect for our environment.
- To develop in students a sense of the sacred and the spiritual.
- To encourage students to use their free time creatively and constructively.

3. Admission Statement

St. Angela's College will not discriminate in its admission of a student to the school on any of the following grounds:

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

*Part (a) above is qualified in Section 61(2) of the Education Act 1998, regarding a school that admits students of one gender only. In such circumstances, "the admission statement of the school shall include a statement that the school does not discriminate in relation to the admission of students where it refuses to admit as a student a person who is not of that gender."

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.

St. Angela's College is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

St. Angela's College is a school whose objective is to provide education in an environment which promotes Catholic religious values, traditions and beliefs, and does not discriminate where it promotes this Catholic ethos while respecting all non-Catholic students' beliefs.

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

In keeping with our ethos, St Angela's College welcomes students with Special Educational Needs (SEN) and in line with the Education for Person's with Special Needs Act 2004, recognises ***"the need to provide that the education of people with such needs shall wherever possible take place in an inclusive environment"***.

The School embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of students with disabilities or other special educational needs.

5. Admission of Students

St. Angela's College is an all-girls school under the Trusteeship of Le Chéile, and shall admit each student seeking admission except where:

- a) It refuses to admit as a student a person who is not of the gender provided for by the school.
- b) It 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. Our objective is to provide education in an environment which promotes Catholic religious values, traditions and beliefs.
- c) Applicants, who are eligible for admission do not meet the following criteria:
 - Have not reached the age of 12 on the 1st of January in the calendar year following their entry to First Year
 - Have not completed 6th class in Primary School or its equivalent
- d) The school is oversubscribed (please see [section 6](#) below for further details)
- e) 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

Note: Applications received after the appointed times are put on the waiting list in accordance with time and date of receipt of application. **Application Forms must be returned in person to the school office only by the Parents/Guardians of the applicant.** For administrative purposes, all forms will be dated, timed and countersigned by the office staff and Parents/Guardians. The Parents/Guardians will receive a copy of the form which must be retained as proof of application. In the event of any query, applicants will be required to produce the copy. **Parents/Guardians are requested not to post the Application Forms to the school.**

Incomplete Application Forms or ones which are missing relevant required documents will be returned to sender and will not be processed.

6. 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 timeframe for receipt of applications as set out in the school’s annual admission notice.

For the avoidance of doubt, only those applications that have been completed in full and submitted within the timeframe prescribed in the annual admission notice for receipt of applications will be considered in the below process.

Following submission of completed Registration documentation (Appendix 1), places in St Angela’s College are allocated strictly in accordance with the following criteria and in the following order:

| | |
|-------------|--|
| Category 1. | A sibling of a student currently attending St Angela’s College. |
| Category 2 | A sibling of a student who completed their Leaving Certificate in St Angela’s College. |
| Category 3 | Daughter(s) of a current member of the teaching or ancillary staff of the School with the exception of any temporary member of staff whose employment with the School is for a period of less than two years. |
| Category 4 | Daughter(s) of past students who completed their Leaving Certificate in St Angela’s College, subject to a maximum number of places which does not exceed 25% of the available places as set out in the School’s annual admission notice for the school year concerned. Should there be an excess of applicants in this category, a random selection process will apply to this category to establish to whom places in this category will be offered. |
| Category 5 | Girls whose names were placed prior to 1 February 2020 on the ‘Prospective Enrolment List’ then maintained by St Angela’s College for the purpose of allocating places in the school year concerned. Should there be an excess of applicants in this Category, a random selection process will apply to this Category to establish to whom places in this Category will be offered. As required by law, Category 5 shall remain in effect for the following school years only: 2021-2022, 2022-23, 2023-2024, 2024-2025. After that, Category 5 shall cease to have effect. |
| Category 6 | All other female applicants. |

Applicants from Category 4 who are not allocated a place will be entered into a placement lottery/random selection. This lottery/random selection will take place in the school in the presence of Senior Management **and the Admissions Committee.**

Incomplete applications will not be considered until all required information has been provided to the School. Where the completed application form is received after the closing date, the application will be treated as a late application.

Excess of Applicants

1. Only students whose applications are fully completed and have been received on time will be offered places in accordance with the criteria above, subject to a maximum number of 93 students in 2021.
2. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery/random selection.
3. The lottery/ random selection will be conducted as follows:
 - a) An **Admissions Committee** appointed by the Board will conduct the lottery/random selection. Names will be drawn until all places are filled.
 - b) In respect of siblings (twins, triplets etc.) who apply from the same family, we will treat the application as a single application in the lottery.
 - c) When all places are filled, names of applicants will continue to be drawn to establish the order of the Waiting List.
 - d) If a vacancy arises it will be offered to the applicant highest on the waiting list.

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) a student's prior attendance at a pre-school or pre-school service, including naíonraí
- (b) the payment of fees or contributions to the school
- (c) a student's academic ability, skills or aptitude
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents
- (e) a requirement that a student, or her parents, attend an interview, open day or other meeting as a condition of admission
- (f) a student's connection to the school by virtue of a member of her family attending or having previously attended the school other than:
 1. A sibling of a student currently attending St Angela's College.
 2. A sibling of a student who completed their Leaving Certificate in St Angela's College.
 3. Daughter(s) of a current member of the teaching or ancillary staff of the School with the exception of any temporary member of staff whose employment with the School is for a period of less than two years.
 4. Daughter(s) of past students who completed their Leaving Certificate in St Angela's College, subject to a maximum number of places which does not exceed 25% of the available places as set out in the School's annual admission notice for the school year concerned.

- (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, unless the application comes within the definition of Category 5 in Section 6 above.

8. Decisions on applications

All decisions on applications for admission to St. Angela's College will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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

Parents/Guardians are notified of their daughter's place in the school within 21 days of the closing date for applications or in the case of late applicants within 21 days' receipt of application. (P. III S.19 (3) Education (Welfare) Act 2000).

When students are offered a place their Parent/Guardian is required to:

1. Confirm acceptance of the place by completing and returning the Registration Form
2. Complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the school. (P. III S,23(4) Education (Welfare) Act 2000)
3. Return all signed forms to the school office within ten working days of the date of the letter of offer
4. Non-return of the completed forms within the stated time will be interpreted as non-acceptance of the place offered. This place will then be allocated to another pupil.
5. As required by the Admissions to Schools Act 2018, a meeting will take place between the Principal of this school and the Principals of other second level education providers in the town. Where students have been offered more than one place, they will receive a letter requiring them to specify which place they wish to accept.

In accepting an offer of admission from St Angela's College the applicant must indicate:

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

(ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they 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.

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 St. Angela's 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; or

- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.
- (v) 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. 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; or

- (vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year before the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

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.

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 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 St. Angela's 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 St. Angela's 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.

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.

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 to year groups other than the school's First year intake group and the procedures in relation to the admission of students after the commencement of the school year in which admission is sought are as follows:

Where parents wish to make an application for their daughter to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form. An

offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application.

Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

In general, it is the policy of the Board of Management not to accept transfer applications from students currently enrolled in other local post-primary schools. In certain circumstances however, (e.g. a family who have moved into the area and an applicant who is not currently enrolled in a local Post-Primary school) the school will make reasonable efforts to facilitate an applicant seeking to enrol in accordance with the criteria stated in this policy.

The Board of Management may set a maximum limit on the number of places in First Year available in the College in any given academic year. The school has **93 places** to allocate to first years in the 2021-22 school year. This does not prevent the school from increasing/decreasing this figure in future should circumstances change. The Board will set such limits based on the availability of resources, facilities and staff, and bearing in mind that certain maximum class sizes will pertain in certain subjects. The maximum number of students is **93 for each of the years, 1, 2 and 3, while the maximum number of students in Transition Year is 110, and in Years 5 and 6 are 105.**

St Angela's does not cater to repeat students unless the case for repeating a year is of an exceptional nature, and there is room in the relevant year for the student in question.

The Board of Management has delegated the Principal to decide on applications for enrolment. Applicants then have the right to appeal that decision in writing to the Board of Management, and subsequently to the Department of Education & Skills, if necessary. The following criteria will be used:

St Angela's College may enrol a female student in the College during the school year subject to the following conditions:

- I. The terms of the Admissions Policy will apply
- II. The school regards the move to be in the best interest of students currently enrolled in the school
- III. An interview with the Principal and Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their daughter.
- IV. Prior to any application the College will seek information and/or reports from the student's former/current school regarding the applicant's record in such areas as attendance, disabilities, special needs, and any other matters relating to the student's educational progress and deportment as the college management may consider appropriate.

- V. Where the applicant is transferring from another school, the parents of the applicant must inform the School of the reason for the transfer and the School reserves the right to contact the applicant's school/former school in this regard.
- VI. The School cannot guarantee a place in any subject or course to an applicant who wishes to be enrolled.

The College will take due account of:

- I. Overall capacity of the School.
- II. That current optimum arrangements of students for teaching and learning purposes are maintained.
- III. The suitability of the subjects taught and the levels at which they are taught and the subject options available to the student.
- IV. That a place exists in the relevant class/es/an age appropriate class, taking all the relevant circumstances into account, e.g. the maximum number of students in a mainstream class, the needs of the existing students, the overall number of students that the School can accommodate at the time the application is made, the presence of students with special education needs and/or behavioural needs, physical space etc.
- V. Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be accepted. The onus is on the applicant to ensure that all documentation is in order. In such instances a place will not be offered and/or the applicant will not be placed on a waiting list.
- VI. Where the number of applications received outnumbers the available places, any available places arising will be allocated on a "first come first served basis" based on the date the fully completed application was received, subject to the conditions outlined above.

In submitting an application, the applicant and her parents/guardians are confirming that they have read, and agree to adhere to, the school's ethos and mission statement, Admissions Policy, Code of Behaviour and Data Protection Policy.

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.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

The parents must confirm their acceptance in writing of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission from St Angela's College, the parents must indicate:

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

(ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents 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.

Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:

An offer of admission may not be made or may be withdrawn by St Angela's 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 within three weeks of the date of the offer of a place;
- (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 above;
- (v) 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. 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; or

- (vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy see [Section 6](#) above. If there are two or more students in any of the selection criteria categories set out in [Section 6](#) above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management.

Offers of any subsequent places in the year group other than First Year that become available during the school year 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.

Sharing of Data with other schools:

Applicants should note that the provisions of [Section 12](#) above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

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)

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

The Board of St Angela's College 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
- (b) the admission or continued enrolment of a student in the school.

17. 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 St Angela's College without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request might 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 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.

Appendix 1 Special Educational Needs catered for in the school

St Angela's College welcomes students with Special Educational Needs (SEN) and in line with the Education for Person's with Special Needs Act 2004, recognises "the need to provide that the education of people with such needs shall wherever possible take place in an inclusive environment".

The School embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of students with disabilities or other special educational needs.

The School also embraces the principle of equality of access and participation in the School. It is our hope that our school is a place where we promote and facilitate a whole school approach to special educational needs and so create a community of learning. In our policy and practice, we aim to nurture the values of hope, compassion and understanding in all of our students. We recognise each pupil as a unique individual with different talents and needs. We endeavour to meet their physical, intellectual and emotional needs through our student focused programmes.

In fostering an atmosphere of learning that is holistic in approach, we nurture each student's personal growth and development. We promote autonomous learning and strive to enable all to achieve their full potential. We offer an inclusive curriculum, which is relevant, realistic and co-operative, and we do so in active partnership with pupils, parents and staff.

Special Educational Needs encompasses Academic, Social, Emotional and Behavioural Needs, as well as needs associated with Physical, Sensory, Language and Communication difficulties. Students with the greatest level of needs will have access to the greatest level of support and wherever possible are supported by teachers with relevant expertise who can provide a continuity of support.

Students with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE. Upon confirmation of admission into the School, parents of students with special educational needs are requested to arrange a meeting with the SEN Coordinator where the student has previously been assessed or has received Resource or Learning Support classes or in the case of care needs or SEN supports arising from medical conditions. This facilitates advance planning for providing support for a student with special educational needs and easing the transition from primary to secondary school or transition between schools.

The principle aim of our Educational Provision for Students with Additional Learning Needs Policy is to enable students with Special Educational Needs to access, participate in and benefit from the education normally provided in the school to the fullest extent possible and to do so in an inclusive learning environment which respects the dignity of all students and facilitates the development of a truly inclusive school. Supports provided to students are based on identified needs and are subject to regular review of progress in consultation with parents and students as outlined in the Continuum of Support Guidelines.