



# Coláiste Iognáid S.J.

Bóthar na Mara, Gaillimh

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## Admission Policy of Coláiste Iognáid

### 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 Coláiste Iognáid 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 the 18th June 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. A review of this policy was concluded by the Board of Management on the 22nd of February 2023.

The relevant dates and timelines for Coláiste Iognáid 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 Coláiste Iognáid

Coláiste Iognáid is a Catholic, non-fee paying, mixed gender Secondary School under the trusteeship of the Society of Jesus. Set in the centre of Galway city, it continues a tradition since 1645.

The family, as the prime educator, through its commitment to the values of the school, share the responsibility for the student's education.

Coláiste Iognáid's Mission Statement is grounded in the document "Jesuit Schools: a Living Tradition in the 21st Century", the principles of which underline its unique Ignatian heritage and spiritual vision. The document 'A Living Tradition', provides Jesuit Schools with an opportunity to continue discernment of how to better serve our mission of Reconciliation and Justice today. <https://www.educatemagis.org/infographic-integrated-perspective/>

The ultimate goal of the education which Coláiste Iognáid provides is an effective appreciation of the radical goodness of the world "charged with the grandeur of God". The response to such an appreciation in keeping with the Jesuit tradition lies in the pursuit of excellence in all things - the Ignatian "magis".

The mission of the Coláiste Iognáid Community - Jesuits, Staff, Board, Parents, present students and past pupils - is to ensure that graduates of the School by their relationship with Jesus Christ and through living Gospel values, shall be persons of competence, conscience and compassionate commitment.

The Aim is to assist in the complete development of each pupil, as an individual personally loved by God. This concept leads to the full growth of the person which in turn leads to action through the use of personal gifts and talents for the good of others. The Hope is that the students develop as persons for others in leadership and example in the pursuit of a Just World.

Coláiste Iognáid has a dedicated staff who are committed to high academic standards. The school strives to ensure that the student's interests in sport, culture, social concern and spiritual maturity are developed to the same high standard.

In opting to apply for and accept a place in a Jesuit school it is presumed that the religious and spiritual formation of your child is of importance to you as parents/guardians and that you as parents/guardians have consciously and conscientiously chosen a school for your child that is inspired by the Christian and Catholic tradition. If this is not the case, we would earnestly ask that you review your choice of school.

- The Jesuit ethos is central to the life of the school and all students are expected to partake in religious ceremonies, student retreats and social justice projects.
- As the school follows the NCCA Religious Education curriculum at Junior cycle (which is approved by the DES) students are expected to fully participate in this subject.
- A parent of a student, or a student who has reached the age of 18, who wishes to attend Coláiste Iognáid without attending religious education should make a written request to the Principal. A meeting will then be arranged with the parent or the student to discuss the matter.

### **3. Admission Statement**

Coláiste Iognáid 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 of the applicant
- (b) the civil status of the student or the applicant
- (c) the family status of the student or the applicant
- (d) the sexual orientation of the student or the applicant
- (e) the religion of the student or the applicant
- (f) the disability of the student or the applicant
- (g) the race of the student or the applicant
- (h) the Traveller community ground in respect of a student or the applicant
- (i) the ground that the student or the applicant 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.

Coláiste Iognáid 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 Catholic background in preference to others.

Coláiste Iognáid is a Catholic school and may refuse to admit as a student, an individual who is not of a Catholic denomination where 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**

Coláiste Iognáid will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Coláiste Iognáid will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”

Coláiste Iognáid with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of Autism.

Admission to the Fr Bob McGoran centre will be made in conjunction with the National Educational Psychological Service. If more applications are received than places available. Places will be allocated in line with the selection criteria outlined in (5) below.

This special class attached to Coláiste Iognáid provides an education exclusively for students with an ASD diagnosis and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## **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
- c) Coláiste Iognáid is a Catholic School and may refuse to admit as a student a person who is not of the Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

## **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 timeline for receipt of applications as set out in the school’s annual admission notice:

- i. Brothers and sisters of present students of Coláiste Iognáid.
- ii. Brothers and sisters of past students of Coláiste Iognáid – (i.e. a student who has completed his/her Leaving Certificate and a minimum of 3 years as a registered student of the College.)
- iii. Sons and daughters of all current staff with Permanent or CID contracts, nieces and nephews, grand-nieces and grand-nephews of Irish Jesuits, Jesuits transcribed to the Irish Province, or Jesuits from other provinces working in Ireland.
- iv. Sons and daughters of past pupils of Coláiste Iognáid – i.e. a parent who has completed his/her second-level education in Coláiste Iognáid and a minimum of 3 years as a registered student of the College (2 years’ registration for past pupils who entered the Senior Cycle before 1989). The number of places available under this category is confined to a maximum of 25% of total intake.

Where the number of applicants, in (iv) exceeds the number of places available, offers will be made on a random selection basis as outlined below. This selection process will be independently witnessed.

- v. Because Coláiste Iognáid and Scoil Iognáid are works of the Irish Jesuit Province, places will also be offered to pupils of Scoil Iognáid subject to the following restrictions:
  - The applicant must have completed 6th class and at least 4 years in Scoil Iognáid.
  - A maximum of 67 students (inclusive of those Scoil Iognáid students who qualify under categories (i) - (iv)) will be admitted, however no automatic right of entry exists. This is not a guarantee of admission for all applicants where less than 67 pupils apply from Scoil Iognáid.

Where the number of applicants, in (i) to (v) above, exceeds the number of places available, offers will be made to those in category (v) above on a random selection basis as outlined below. This selection process will be independently witnessed.

- vi. In the case where places remain after those who fulfil the above criteria have been offered places, offers will be made to applicants who have complied with the procedures set out above, on the basis of random selection. This selection process will be independently witnessed.

### **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 the College'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.

Where random selection is required the following processes will apply:

- a) Names will be picked randomly.
- b) If there are siblings (e.g. twins, triples etc.) for random selection, their names will be placed in the draw as a single entry.
- c) A waiting list will be drawn by random selection in the manner outlined above.
- d) Random Selection will be independently witnessed.

### **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 academic ability, skills or aptitude; other than in relation to:
  - admission to the Fr Bob McGoran Centre and/or
  - admission to an Irish language class, in accordance with the provisions of section 62(9) of the act
- b) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- c) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
- d) 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 of a student having attended the school.  
In relation to (2) parents having attended, this criterion is limited to a maximum of 25% of the available spaces.
- e) the date and time on which an application for admission was received by the school.  
This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

### **8. Decisions on applications**

All decisions on applications for admission to Coláiste Iognáid 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

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

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

In accepting an offer of admission from Coláiste Iognáid, 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 Coláiste Iognáid 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.

## **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 Coláiste Iognáid 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 Iognáid 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. Procedures for admission of students to other years and during the school year**

- (i) Applicants seeking to transfer must complete in full a Transfer Application Form. Applicants must contact the College to request an application form. Incomplete applications will not be considered. The College will not follow up on incomplete forms.
- (ii) In a situation where there are more applicants than places available, and where a place or places in the school become available the following prioritisation will be used to select the students being offered a place:
  - a) Students of a family moving to Galway City from another county or country with priority given to students transferring from another Jesuit School in Ireland or abroad.
  - b) Random selection of all applicants who have applied by the 31st of May prior to the commencement of the next academic year. Random selection will be as stated in College's Admissions Policy.
- (iii) No single year transfers (Sixth Year) will be considered.
- (iv) Where a transfer application is accepted, the Board of Management reserves the right to decide the appropriate year group to which the student is assigned.
- (v) Applicants who have completed their Junior Certificate in year of application cannot apply to transfer into Fifth Year at Coláiste Iognáid.
- (vi) In the case of an application of a student who has been expelled or is in the process of being permanently excluded from a school, the Board of Management of Coláiste Iognáid will require full disclosure and will

consider the matter and reserve the right not to enrol if it deems that to enrol the applicant might pose a threat to the wellbeing, health, and safety of other students and school staff.

- (vii) The College will communicate offers of a place to the address given on the transfer Application Form.
- (viii) The closing date for receipt of applications is 31st May on the year of admission.

Applications to be made to the Admissions Secretary, Coláiste Iognáid, Sea Road, Galway.

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

The board of Coláiste Iognáid or any persons acting on its behalf will not charge fees for or seek payment or contributions as a condition of;

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

## 16. 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.

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.

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.

### **POLICY PUBLICATION**

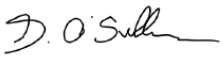
This policy was adopted by the Board of Management on 23<sup>rd</sup> February 2023.

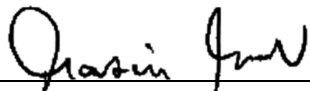
### **REVIEW**

This policy has been made available to school personnel. The policy is published on the school website and is available to parents and pupils on hardcopy upon request. A copy of this policy will be made available to the Department and the patron if requested.

### **RATIFICATION**

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and will otherwise be readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed:   
Principal

Signed:   
Chairperson of Board of Management

Date: 28 February 2023



