

## Admission Policy of Holy Rosary College



**Mountbellew Co. Galway**

**Roll number: 630901**

**School Patron: CEIST**

### 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 28/04/2020. 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 Holy Rosary 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

Holy Rosary College is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Holy Rosary 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.

Holy Rosary 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 the Religious Order, The Sisters of the Christian Retreat who began this school is of very significant importance in the life of the school.

As a CEIST school, Holy Rosary 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

Holy Rosary 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, Holy Rosary 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. Holy Rosary 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 Holy Rosary 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.

## Holy Rosary College Mission Statement

Holy Rosary College is a Voluntary, Catholic, Co-Educational Secondary School where students, staff, management, parents and the local community together aim to provide a holistic education in a safe and caring environment and where the dignity and uniqueness of each person is valued and respected.

### Objectives of Holy Rosary College

- to foster a school climate which is characterised by the quality of relationships based on Gospel values.
- to foster an environment where a culture of learning exists between students and staff.
- to recruit suitably qualified teachers who will accept the school's mission statement.
- to facilitate the ongoing development and training of staff
- to develop the full potential of students, giving special assistance to individuals with special needs
- to foster an environment that helps staff and parents to work together
- to value the dignity and uniqueness of each person
- to promote extra-curricular activities
- to facilitate and encourage the pursuit of Christian values
- to respect the cultures and beliefs of all
- to promote an orderly teaching and learning environment that respects the dignity of both teacher and pupil
- to ensure the school is a safe and caring place
- to ensure the school buildings and grounds are well-maintained
- to prioritise and pursue the provision of additional facilities.

### 3. Admission Statement

Holy Rosary 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**

Holy Rosary College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Catholic religious denomination in preference to others.

**All denominational schools**

Holy Rosary College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic 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**

In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here.

Holy Rosary College does not have a Special Class. The school welcomes students with Special Needs.

**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

Additional information must be included (as applicable) in this section.

Holy Rosary College is a Voluntary Catholic Secondary 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.

**FIRST YEAR APPLICANTS**

**IT IS OF THE UTMOST IMPORTANCE THAT THE PROCEDURES AS SET OUT BELOW ARE FOLLOWED BY APPLICANTS. PLACES ARE LIMITED, SO FAILING TO COMPLY MAY RESULT IN A REFUSAL.**

Health and Safety Guidelines determine the overall capacity of the school and therefore the class sizes will vary accordingly as well as in accordance with DES guidelines from time to time.

Note. When calculating class size numbers, special needs assistants learning support personal, etc will be included in calculating the requisite class number.

The Board reserves the right to amend these limits from time to time in light of experience and changing circumstances. All applications will be considered in the light of these limits on numbers. With the recent introduction of some sections of the, Education of Persons with Special Needs Act 2004 and the Disability Act of 2005, parents will be required to give written permission to the proposed secondary school to inquire of the feeder national school into ANY special educational needs that may be required for their child before a place can be offered to that child in our school. This is to enable the school and the department to budget for the coming school year and to see if they can facilitate the proposed students needs.(e.g. resource, learning support etc)

1. **Applications for places in First Year** must be submitted on the official school application form. Applications received imply acknowledgment that the school policy has been read and the school ethos has been understood and the applicant is undertaking to abide by and fully participate in all school programmes. It is a matter for applicants or Parents/guardians on their behalf to familiarise themselves with the school policies before applying. Application to the school implies a commitment to at least a five year program, subject to acceptable behaviour.
2. The completed application form must be returned **before the closing date expires.**
3. **Closing dates may vary from year to year and will be communicated to all via the usual channels.**
4. Application to the school implies permission for the school to contact the feeder school regarding any educational needs pertaining to all students.
5. Children will normally be enrolled on application unless to do so would be in conflict with the characteristic spirit of the school as outlined in this Section of this policy.
6. All Applications are subject to the enrolment criteria.

2. **An Enrolment Day/Evening** is held every year for prospective first year students and their parents and that date will be advertised via the usual channels.

The following information will be provided on that occasion;

Procedure for enrolment application.

Closing dates for receipt of completed applications.

Date for decision to application.

It is envisaged that future applications will be available to be made online, where possible.

School cannot be responsible for applications lost in the post, so it will be responsibility of applicant to ensure application is received by the school in time.

ALL APPLICANTS must be aged 12yrs +, on the 1<sup>st</sup> January in the calendar year following the student's entry to first year (a Birth Certificate will be required for this purpose).

The Board of Management reserves the right to exercise its discretion in application of the criteria and will at all times adhere to the guiding ethos of the school's education philosophy.

**Application to the school implies full acceptance of the Schools Code of Behaviour & Discipline Policy and/or any other of the schools policies, which the school retains the discretion to proffer from time to time as deemed necessary**

- Parents / Guardians when they accept their place, indicate their acceptance that,
  - (a) They are aware of and accept the characteristic spirit of the school as stated in this Admissions Policy.

- (b) THEY ARE, confirming in writing, that this admissions Policy, the School Code of Behaviour and Discipline – including the Suspension and Expulsion policy – is acceptable to them and that they will make all reasonable efforts to ensure compliance with all of the above, by their child.

**An assessment test may be held for those students who have accepted a place in the school. The purpose of this test is to determine appropriate class placement /or students educational needs if any.**

#### **STUDENTS WITH SPECIAL NEEDS**

- The school welcomes students with Special Needs insofar as it has the resources to cater for them.

**The school will require a letter of consent from the parent/guardian of any student with special needs, granting them permission to make all the necessary inquiries regarding any special educational needs that a student might require, such letter to accompany the initial application. For your convenience, if necessary the school will provide you with such a letter.**

- Parents should be aware of the new legislation (2004 and 2005 Acts) guidelines regarding catchment area and enrolment with regard to students with special needs.
- The Board of Management may require a statement of needs to be supplied by a competent person to enable it to determine whether the school has in fact the necessary resources and / or facilities to cater for an individual special needs student.
- If the Board of Management is of the view that the school does not have the necessary resources / facilities immediate application will be made to the National Council for Special Education /D.E.S. requesting their provision as soon as possible.
- The Board of Management may defer the enrolment of any pupil with special needs pending receipt of the aforementioned statement, or on receipt of the statement, pending the provision of the necessary resources / facilities by the D.E.S. or other agencies.
- Applications in respect of pupils with special needs should be accompanied by the relevant reports i.e. medical, psychological etc and where applicable by a copy of any Individual Educational Programme.

#### **B Procedure for application for Transition Year Programme:**

Where the necessary resources are available and the College has decided to put the programme on in a particular year, a specific TY programme will be offered each year. The content of that programme is subject to change.

All students wishing to follow the Transition Year Programme must complete an application form which is available from the school Principal. Because of the limited nature of resources it may not be possible to accept all students that apply for Transition Year. In such circumstances the following limits and criteria will apply:

- Students will have to have displayed reasonable willingness and capability to follow programmes that allow varying levels of supervision and will have to have a proven record of cooperation with the school, the code of behaviour and school policies. The Transition Year co-ordinator and/or another staff member appointed by the Principal, will interview students.

**C Procedure for application for the Leaving Certificate Vocational Programme (LCVP)**

The Leaving Certificate Vocational Programme is offered to all students who have the required subject combinations.

**D Procedure for Application to Repeat the Leaving Certificate**

Students who wish to repeat the Leaving Certificate must apply in writing to the school. The following criteria will apply:

- The school must be in a position to accommodate the student as regards subjects and other resources
- Acceptance by the student and his/her parents/guardians of the school's Code of Behaviour & School Regulations
- Students from another school must present the results of their Leaving Certificate and attendance records from the Principal of their last school
- Consideration may be given to a student's past disciplinary record.

**GENERAL**

The Board of Management reserves the right to refuse an application for enrolment in exceptional circumstances. Such circumstances may include for example, where the enrolment of the student may pose an unacceptable risk to the health and safety of staff or students or to school property. The Board may in certain circumstances postpone the enrolment of any applicant pending the furnishing of any relevant information it may require. All such decisions shall be guided by the principles of natural justice.

A parent / guardian who has complied with the aforementioned conditions shall be informed in writing of the Board's decision to offer their child a place or to refuse an offer as soon as is practicable but not later than 21 days after the closing date for applications. If, for any reason, the Board refuses to enrol a pupil, that pupil, if aged 18 years or over, or if not, that pupils parents or guardians have a right to appeal this decision under Section 29 of the Education Act 1998 as inserted by sec. 26 of the Education (Welfare) Act 2000.

Further information on the appeals procedure is available from the school.

Students, including students with special needs, who have been admitted to the school shall participate in all appropriate school activities subject to the School's Code of Behaviour and Discipline and provided that their participation would not be detrimental to their own health and safety or the health, safety or right to education of other students.

All policies adopted by this school are drafted in consultation with the school community as a whole and are in accordance with current Education legislation guidelines.

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

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:

### Insert selection criteria here

On receipt of properly presented application form, **Places will be allocated** according to the following **Enrolment criteria**;

- Brothers/Sisters of present students.
- Pupils of the traditional feeder National Schools in the catchment area.
- Children of school staff.
- Brothers and sisters of past pupils
- Children of past pupils (max 25% of total enrolment)
- Other applicants

### Feeder Schools

Ballaghlea NS, Barnaderg NS, Brierfield NS, Fohenagh NS, Cooloo NS, Moylough NS, Mountbellew NS, Caltra NS, Castleblakeney NS, Castlefrench NS, Kilasolan NS, Windfield NS, Garbally NS, Clonberne NS, Gurteen NS, Kilglass NS, Menlough NS, Ballymacward NS, Newtown, Kilkerrin, Kilconnell, Cahergal

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:

In the event that the number of students wishing to enrol in the school is greater than the number of places available, those applicants will be put on a "Waiting List" and the Board of Management will apply the above criteria for their admission to the school. Thereafter, places will be allocated, all other things being equal, an Independent observer will be present while a Lottery style draw takes place for the awarding of such places.

## 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:

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, other than in relation to a student's prior attendance at—
  - (l) an early intervention class, or



(II) an early start pre-school, specified in a list published by the Minister from time to time;

- (b) the payment of fees or contributions (howsoever described) to the school; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (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 his 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 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).

## 8. Decisions on applications

All decisions on applications for admission to Holy Rosary 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 Holy Rosary 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 Holy Rosary 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.

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 1998 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 Holy Rosary 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 Holy Rosary 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 who are not already admitted to the school to years other than the school's intake group are as follows:

Following contact with Holy Rosary College an application is made on the appropriate application form (available from the school) and must be accompanied by all the necessary documentation.

That the parents / guardians of the pupil, students over 18 years of age, have confirmed in writing that the Code of Behaviour is acceptable to them and that they will make all reasonable efforts to ensure compliance by the pupil and/or by themselves.

Applicants who have attended a previous second-level school (or similar outside the state) will be required to submit an academic report outlining their progress and their attendance at the school and noting any special educational needs. Applicants will also be required to submit a reference from their previous school(s) under a list of headings specified by this school and the school completing the reference will be asked to make full disclosure of all relevant matters.

"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."

An application for admission may be refused if taking account of the preferred limits to individual class sizes and the school's admissions policy there is not a suitable place available i.e. the school is oversubscribed (please see section 6 for further details)

### **(ii) Students with Special Needs:**

The same procedures as obtaining for 1<sup>st</sup> Year Applicants with special needs will apply to students with special needs wishing to transfer from other schools.

The date by which applicants will be notified of the decision on their application for admission to the school will be 10 school days after receipt of the application form. The period within which applicants must confirm acceptance of an offer of admission is 5 school days after the decision to admit the student is given.

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:

Following contact with Holy Rosary College an application is made on the appropriate application form (available from the school) and must be accompanied by all the necessary documentation.

That the parents / guardians of the pupil, students over 18 years of age, have confirmed in writing that the Code of Behaviour is acceptable to them and that they will make all reasonable efforts to ensure compliance by the pupil and/or by themselves.

Applicants who have attended a previous second-level school (or similar outside the state) will be required to submit an academic report outlining their progress and their attendance at the school and noting any special educational needs. Applicants will also be required to submit a reference from their previous school(s) under a list of headings specified by this school and the school completing the reference will be asked to make full disclosure of all relevant matters.

“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.”

An application for admission may be refused if taking account of the preferred limits to individual class sizes and the school’s admissions policy there is not a suitable place available i.e. the school is oversubscribed (please see section 6 for further details)

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The same procedures as obtaining for 1<sup>st</sup> Year Applicants with special needs will apply to students with special needs wishing to transfer from other schools.

The date by which applicants will be notified of the decision on their application for admission to the school will be 10 school days after receipt of the application form. The period within which applicants must confirm acceptance of an offer of admission is 5 school days after the decision to admit the student is given.

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

This rule applies to all schools.

The board of Holy Rosary 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.

## 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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 Holy Rosary 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 that request may 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 request to review must be made within 3 weeks of the date of notification of the decision not to enrol.

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.