



# St. Peter's College Secondary School, Wexford

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Office Hours: 09:00 a.m. – 01:00 p.m. / 02:00 p.m. – 04:30 p.m.

Principal: Mr. Robert O'Callaghan

Deputy Principal: Mr. John Banville

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## Admissions Policy

### ETHOS

St. Peter's College is a Diocesan Secondary School dedicated to the education of boys. It is central to the purpose of St. Peter's College to promote Christian values. It provides a Catholic education where truth, honesty and justice are promoted among the school community. The pursuit of academic excellence is integrated with the personal, social, emotional, physical and spiritual development of the child.

The school works in close liaison with parents/guardians in providing a well-balanced integrated person-centered education. Parents/Guardians subscribe to the Christian/Catholic philosophy of the school when they freely choose to send their children to the College.

Incorporating equality, fairness and care, all in St. Peter's College strive to create a school community reflective of true followers of Christ.

### INTRODUCTION

This Admissions Policy is set out in accordance with the provisions of the Education Act, 1998, Section 15, 2(d) and the Education Welfare Act, 2000, Section 19.1. In so doing, the Board of Management trusts that Parents/Guardians will be assisted in relation to admission matters. Furthermore, the School Principal will be happy to clarify any matters arising from this policy.

It is to be clearly understood that the school depends on the grants and teacher resources provided by the Department of Education & Skills and that it operates within the regulations laid down from time to time by the DES. All school policies must have regard to the resources and funding thereby made available. Within this context and set of parameters, the school supports the principles of:

1. Inclusiveness, particularly with reference to the admission of children with a disability or other Special Educational Need
2. Equality of access to and participation in the school
3. Parental choice in relation to admission
4. Respect for the diversity of values, beliefs, traditions, languages and ways of life in society

The school is managed by a Board of Management (BOM). The admission of students to the school is a function of the Board of Management. Each year the Board of Management decides the number of first year students that the school will accept for the following school year. This decision is taken having regard to the facilities, personnel, and resources available, the number of students for whom the school can provide an appropriate education, along with safety, health and welfare considerations.

The Board of Management reserves the right to refuse an Application for admission subject to the school's Admissions Policy.

This policy was adopted by the school's Board of Management on 13<sup>th</sup> May, 2015 and replaces all earlier Admissions Policies.

It is to be clearly understood that offers of places in the school are made in strict accordance with the most recently ratified Admissions Policy, i.e. that of 13<sup>th</sup> May 2015, and not under the terms of any earlier Admissions Policy.

## PRIORITY FOR OFFERING PLACES IN 1<sup>ST</sup> YEAR

The Board of Management has prioritised for enrolment the following categories of students in order as listed:

1. Brothers of students past or present who attended the school
2. Sons of past pupils
3. Sons of permanent staff members
4. Sons of members of the Board of Management in place at the time of enrolment
5. All other fully completed applications received on or before the closing date for receipt of applications

Where the demand for places exceeds the number of places available, the prioritisation above, adopted by the Board of Management, will be used to allocate places.

In that event, a lottery or lotteries will be held, taking into consideration the order of the priorities above. [For example, should it be seen that, within the maximum numbers in any given year, not all applicants at category 2 can be accommodated, then, all applicants within category 2 will be included in a lottery...and so on in the case of other categories.] Such a lottery or lotteries will be overseen by the Principal, or Deputy Principal, a member of Board of Management, a member of the Parents' Council and an independent person.

Prospective students must have completed sixth class in Primary School and reached the required age: 12 on the 1<sup>st</sup> January in the calendar year following the boy's entry into First Year.

## PROCEDURE FOR ADMISSION INTO 1ST YEAR

1. An **Application Form** is an expression of interest form. This form is available from the school office during school hours or may be downloaded from the school's website: [www.stpeterscollege.ie](http://www.stpeterscollege.ie) Completed Application Forms should be returned to the school office, thereby constituting an Application to enrol.
2. The school accepts Application Forms in respect of boys only.
3. **Applications that have already been accepted by the school will be deemed to be valid Application Forms, specific to the year of enrolment, and will be processed in accordance with this (2015) Admissions Policy.**
4. **Commencing with the 2016 intake of boys to First Year**, the school will **also accept** fully completed Application Forms from boys in 6th class for admission into our 1st year group.
5. **All Applications must be received by p.m. on the last Friday of September prior to the year of admission.**
6. **For the intake of boys to First Year in 2021 and subsequent years**, the school will accept **only** fully completed Application Forms from boys in 6th class for admission into our 1st year group. Applications must be received by **p.m. on the last Friday of September prior to year of admission.**
7. The school will acknowledge receipt of the Application Form by returning a copy of same to Parents/Guardians, stamped with the receipt date. If the Parents/Guardians do not receive the receipted copy back within 7 calendar days of Application, the onus is on the Parents/Guardians to contact the school. Application Forms received outside of the appropriate dates will be returned to Parents/Guardians. This information will be shared as necessary with the management authorities of other post-primary schools in an effort to prevent the holding of a place in more than one school by any individual.
8. It is the responsibility of the Parents/Guardians to notify the school, in writing, of any changes in the details contained on the Application Form including change of address.
9. In November/December preceding the student's year of entry, the school will contact Parents/Guardians, in writing, with offers of available places. On acceptance of a place, completion of an **Enrolment Form** will be required.

10. Parents/Guardians are afforded 14 calendar days in which to accept/decline 1<sup>st</sup> round offers.
11. Confirmation of a place is conditional on:
  - i. Receipt by the school of completed Enrolment Form
  - ii. Receipt of deposit
  - iii. Signed acceptance by the Parents/Guardians and student of the school Ethos, Rules and Policies
  - iv. Attendance at School's Open Morning for incoming First Years
  - v. Receipt by the school of full information regarding any Medical Condition and/or Special Educational Needs of student
  - **NOTE:** Failure to attend the Open Morning without written explanation to the school in advance will result in forfeit of place, attendance at another school Open Morning will not be accepted
12. Should the demand for 1st Year places exceed the number of places available, the Secretary of the Board of Management will notify, in writing, the Parents/Guardians of boys to whom it is not possible to offer a place. Such boys will be placed on a Waiting List in accordance with the criteria for offering places to 1<sup>st</sup> Years. The Waiting List for entry in any given year expires on 30<sup>th</sup> September of that year of entry.
13. Parents/Guardians have the right to appeal this decision to the Board of Management. Such an appeal must be made in writing within 14 calendar days of the date of the letter informing them that they were not offered a place, and is only admissible if it relates to the procedures involved in the implementation of the Admissions Policy. Parents/Guardians must state in their written appeal if they wish to have a personal hearing at any Board meeting called for the purpose of considering such appeals.
14. A decision not to enrol a boy into the school may be appealed to the Department of Education & Skills under the terms of Section 29 of the Education Act 1998.

In mid-January of the calendar year of entry, the school will advise Parents/Guardians in writing of an “**Information Night**” which is usually held at the end of January.

In June/July Parents/Guardians are sent a “**1<sup>st</sup> year Information Pack**” containing Book List, School Uniform etc., and notification of commencement date of the School Year.

## **ENTRY INTO TRANSITION YEAR**

Every effort will be made to accommodate our 3<sup>rd</sup> year students but the Board of Management cannot guarantee that every student will gain entry into Transition Year. Each year the Board of Management in consultation with the school community will set the number of places in Transition Year, determined by the resources available.

In the event of over subscription, procedures for selection of students will be determined in accordance with the current Transition Year Policy.

## **PROCEDURE FOR STUDENTS TRANSFERRING FROM OTHER SECOND LEVEL SCHOOLS**

St Peter's College will consider Applications from students who wish to transfer from other secondary schools subject to the following:

1. Availability of places in the school
2. Availability and suitability of places in specific class groupings and subjects
3. Consideration of Health, Safety and Educational Welfare of current students in the school
4. The school being satisfied that the transfer is in the best interest of the student

Requests to transfer a student from another Second Level school to St. Peter's College, Wexford requires the Parents/Guardians to fully complete the Preliminary Application Form.

1. On receipt of this information, the Principal shall arrange to meet the student and Parents/Guardians at the earliest opportunity.
2. In order to fully discuss the Application to transfer, the Principal will also make contact with the Principal of the school from which the student seeks to transfer.
3. Within 15 school days of the meeting with the student and Parents/Guardians, the Principal will make a decision in relation to the Application. This decision will be mindful of overall Board of Management policy, availability of places, Department of Education & Skills approval (if necessary), and recommendations from the student's existing school and the specific needs of the student.
4. Where the demand exceeds any available places in a particular year group, such places will be allocated as follows:
  - i. Brothers of students past or present who attended the school
  - ii. Sons of past pupils
  - iii. Sons of permanent staff members
  - iv. Sons of members of the Board of Management in place at the time of Enrolment
  - v. All other fully completed Applications received will be allocated by lottery conducted by the Chairperson of the Board of Management
5. The Principal's decision will be conveyed, in writing, to the student's Parents/Guardians and the student's existing school. The Principal's decision will be subject to the formal approval of the Board of Management.
6. Confirmation of a place is conditional on receipt by the school of the signed acceptance by the Parents/Guardians and student of the ethos, rules and policies of St Peter's College. The offer is also conditional on receipt by the school of a full statement of any medical condition and/or Special Educational Needs.
7. The Board of Management reserves the right to refuse an application for admission subject to the school's Admissions Policy.

## **STUDENTS' MEDICAL CONDITIONS**

The school will require the following information in relation to any medical condition of incoming students:

1. Name of condition
2. Symptoms
3. Clearly defined areas of risk
4. Known circumstances that trigger the condition
5. Prognosis
6. Details of support provided in National School
7. Emergency Telephone Numbers
8. Name and Telephone Number of General Practitioner and Hospital usually attended.
9. A signed declaration that the school is not taking on the liability of dealing with a medical condition for which it is not properly equipped

The school has no obligation to administer medication and accepts no responsibility for ensuring that medication is appropriately taken. The school is entitled to rely on the student to carry the required medication and/or to carry out the required medical procedure. The teaching and non-teaching staff will also be informed of a student's medical condition on a confidential basis.

## **SPECIAL EDUCATIONAL NEEDS**

In the case of an incoming student with Special Educational Needs, it is open to the Principal and/or Board of Management to request a copy of the student's Medical and/or Psychological Report or, where such is not available, to request Parent(s)/Guardian(s) to have the student assessed professionally immediately. The purpose of this assessment report is to assist the school in establishing the educational and training needs of the student relevant to his specific disability or special needs and to profile the support services required. Following receipt of this report, the Principal and/or Board of Management will assess how the school can meet the needs specified therein.

The Principal will meet the student and his Parents/Guardians to discuss his needs more fully and how the school may best cater for those needs. Resources for consideration might include the following:

1. Resource Teaching for Special Needs
2. Special Needs Assistant
3. Specialised Equipment or Furniture
4. Special Transport Services