



# JOHN SCOTTUS SECONDARY SCHOOL

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## Admissions Policy

Approved by the Board of Management on 12<sup>th</sup> February 2018.

## **Section A**

### **MISSION STATEMENT**

John Scottus School offers a vision of education which gives young people the self mastery, strength of character and compassion to contribute meaningfully to the world around them. It is an education based on the belief that each child can come to discover and express their innate gifts: that each child can come to contribute something unique and exceptional and that each child has at their heart a limitless potential.

Central to the ethos of the school is character development through cultivating the life skills of stillness, attention and enquiry. This takes place by emphasising the importance of coming to know your true self, of discovering your true limitless essence and coming to know that we are united in oneness through this essence.

Mindfulness along with philosophy and meditation are considered the 3 key aspects in the journey of self-discovery. The mindful motto of the school is “Delight in the present” and the belief is that when a child comes to know their true self it is possible to delight in the present every moment of every day.

## **Section B**

### **OPERATING CONTEXT**

John Scottus will accept a pupil into 1st Year unless there is no place available in the relevant class. This means that it accepts the concepts contained in legislation regarding inclusiveness. Specifically John Scottus welcomes student to the school regardless of gender, civil status, family status, sexual orientation, religion, disability, race, membership of the Traveller community or the requirements for special educational needs. In the event of there being more applications for a Class than places available, then priority considerations are invoked as set out in Section D below.

Applications other than for 1st Year will be subject to our School to School transfer policy.

## **Section C**

### **SCHOOL DETAILS**

#### ***Type of School:***

John Scottus Senior School is a Voluntary Secondary School recognised by the Department of Education and Skills in September 2000. It is under the Trusteeship of the John Scottus Educational Trust, founded

in 1984. It is funded by fees from the parents, fund-raising activities, and DES salary payments to a number of our teachers. It caters for both boys and girls.

***Management and Organisation:***

The School has both a Board of Trustees and a Board of Management – the Board of Trustees is responsible for upholding the ethos of the School, for the provision of premises, and various matters of key significance to the School. The Board of Management oversees the day to day operation of the School.

The Board of Management is constituted in accordance with guidelines in the Education Act 1998.

The School has a Parents' Association.

**Section D:**

**PROCEDURES**

***Application Procedures***

If the parents wish to enrol their child in the School, they are required to complete an expression of interest form and an appointment with the Principal is made.

***Provision of key information by parents on the expression of interest form:***

- Pupil's Name, Age / DOB, Address
- Parents' (Guardians') names / address/email and contact numbers
- Details of medical conditions
- Any disabilities or special educational needs
- Previous school attended
- Reasons for transfer, if applicable
- Other relevant information

A small fee is required at pre-enrolment.

***Decision-Making Process and Enrolment Criteria:***

For 1st Year: All applications for 1st Year are given provisional acceptance. Priority for entry to 1st Year is given to pupils of John Scottus National School.

There is no 'entrance test'. Those with pre-existing learning difficulties and special needs may be observed and reports may be required to assess the requirements of the student once they start in the School.

Decisions on successful candidates are based on the following priority criteria:

1. Children coming up from 6<sup>th</sup> Class in John Scottus National School into 1<sup>st</sup> Year.
2. Brothers and sisters of existing pupils
3. Children of staff members
4. Children of past pupils
5. Ethos considerations: that the parents are in support of the ethos of the School
6. First come, first served

***Admission of those with physical disabilities:***

A serious obstacle exists for children requiring wheelchair access: the newly acquired main school building has multiple floors and steps at the main entrance, and is therefore unsuitable for those that require a wheelchair at present.

***Admission of those with Special Educational Needs:***

If the child has needs that may require special resources, psychological assessment reports are requested, and the child is met by the Principal, and/or the Class Teacher and /or the Resource teacher.

***Appeals:***

Admissions are initially handled by the Principal. Where the Principal rejects an application or transfer request the parent(s) / guardian(s) may appeal the Principal's decision to the Board of Management, if they feel the decision was unfair. In such circumstances the Board takes the following steps:

- The matter is put on the Agenda for the following Board meeting.
- At the meeting the Principal provides all relevant information.
- The Board reviews and discusses the information supplied and nominates a subcommittee to hear the appeal. (Note: The Principal may not form any part of that subcommittee).
- The subcommittee invites the parent(s) / guardian(s) and the student to an oral hearing where they may put their case on behalf of the student. The Principal is also invited to put the School's case for the refusal to enrol. The parent(s) / guardian(s) may opt not to attend and/or may opt to provide their input to the hearing in written format.
- Both parties are then asked to withdraw and the subcommittee review and discuss the information supplied.
- The subcommittee makes a decision based on the information presented and advises both parties in writing of their decision within 14 days of the hearing.
- The decision of the subcommittee is notified by the Chairman at the following Board of Management meeting.

***Right of Board to refuse:***

The Board of Management of the School reserves the right to refuse enrolment to any student in exceptional cases, such as where in the belief of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

***Right to Appeal:***

Parents have the right under Section 29 of the Education Act to appeal a refusal by the School to enrol a student.

***Code of Behaviour***

Upon receipt of the Registration Form, the parents are sent confirmation of a place and are given the School's Code of Behaviour Policy, which must be read and agreed.

**Section E:**

**OTHER**

**Notes**

- (1) The normal and usual point of entry to the Secondary School is First Year.
- (2) John Scottus School will only make an offer of a place based on a School to School transfer request having taken due cognisance of the best interests of those who constitute the pupil body of the School. In particular John Scottus School must have as its first concern the educational welfare of those already in the relevant Class. John Scottus School will therefore have due regard as to matters such as the effect on class size, the effect on the dynamic of a particular group, actual and likely discipline issues, subject choices, the reason(s) for moving Schools and the reason(s) for choosing John Scottus School.
- (3) John Scottus School reserves the right to contact previous Schools requesting further relevant information such as attendance, educational progress, disabilities, special educational needs, disciplinary record etc.
- (4) Admission to the School will strictly depend on adherence to the School's Code of Behaviour.
- (5) Parents have the right to appeal a refusal by a School to enrol a student under Section 29 of the Education Act (1998). The appeal must be made within 42 calendar days from the date the decision of the school was notified to the parents.