



*College of the Immaculate
Conception,
Summerhill Sligo*

Admissions Policy

Ratified _____

Signed _____

The College of the Immaculate Conception, Summerhill, College Road, Sligo is a secondary school for male students only.

The Trustees and the Board of Management of the College of the Immaculate Conception acknowledge the principles of equality and rights of parents as outlined in the Education Act 1998. The College of the Immaculate Conception (Summerhill College) is a Voluntary Catholic Secondary School for boys under the Trusteeship of the Diocese of Elphin. The College works in partnership with the Diocese & parents to educate their children in accordance with the teachings of Jesus Christ and his Church. It aims to foster the pupils' spiritual, moral, intellectual, physical and creative development and assists them to develop and realise their potential.

The College of the Immaculate Conception is a Catholic denominational school under the patronage of the Bishop of Elphin. The faith development of our students is given priority through an extensive and creative religious education programme. While providing a Catholic education, the College welcomes pupils other than those of the Catholic faith. The school strives to cater for and welcome students from the full range of backgrounds as defined in Circular M51/93 and consequently enshrined in the Education Act 1998.

The Board of Management reserves the right to refuse enrolment to any student who in the opinion of the Board of Management poses an unacceptable risk to other students, to school staff, or to school property. The Board of Management further reserves the right to refuse entrance to any applicant who does not agree to follow the school Code of Behaviour of the College of the Immaculate Conception.

New entrants to the school will only be accepted into First Year, Fourth Year (Transition Year), Fifth Year (Leaving Certificate Year 1) or the Leaving Cert Applied Programme (LCA). The Board of Management at its discretion may consider applications which are exceptions to this rule. Application forms for entry to the school may be collected from the school office or requested via email.

1 Application Procedure.

- 1.1 Completed Application Forms for entry into **First Year** must be returned to the Principal, The College of the Immaculate Conception, Summerhill, **by the due date**, as set by the Board of Management. Notice of this date will be published on the school's website.
- 1.2 To be eligible for consideration for admission to first year in the school a boy must attain the age of 12 years on 1st January in the calendar year following the student's entry into the school. Proof of age by the provision of an original birth certificate or certified copy is required. In addition to the age criteria, it will be expected that the boy will have completed sixth class in Primary school or the equivalent of sixth class if primary education was undertaken in another jurisdiction.
- 1.3. Each applicant may be required to produce a satisfactory recommendation from his previous school.
- 1.4. Students transferring from another secondary school will be required to provide copies of all end of term reports from their previous school(s) along with a written reference from the Principal or Deputy Principal of that school.

1.5. All applicants are required to acknowledge their acceptance of the right of the College of the Immaculate Conception to provide an education and engage in activities that reflect the Catholic ethos of the school.

1.6. Students who have been offered a place in First Year may be required to attend an Induction evening in the school accompanied by Parent(s) / Guardian(s).

2 Selection Procedure for entry into First Year:

2.1. If the number of applicants exceeds the number of places available then places will be allocated according to the following criteria hereunder listed in order of priority:

1. Catholic boys in the catchment area and attending primary schools in the catchment area;
2. Boys who have a brother who is attending the school;
3. Boys who have a brother who has previously attended the school;
4. Boys who have a parent who is a member of the staff of the school;
5. Boys of other faith traditions or none living in the catchment area and attending primary schools in the catchment area;
6. Catholic boys in the primary schools outside the catchment area;
7. Boys of other faith traditions or none in Primary Schools outside the catchment area.

Any remaining places will be allocated by lottery. Lotteries where necessary will be conducted under the direction of the Board of Management.

The Board of Management reserves the right to refuse admission to an applicant who, in the opinion of the school, may pose a threat to the safety and welfare of students and staff. Subsequent decisions in relation to admissions may be appealed in accordance with the Education Acts 1998 and 2013.

2.3. Misleading or inaccurate information may result in the disqualification of the applicant.

2.4. Applicants may be invited to sit assessment tests. The results will be used for internal administration purposes only. Allocation of places will not be based on the results of these tests, but will be in accordance with the criteria outlined in 2.1 above.

2.5. The Board of Management reserves the right to decide the number of places allocated in any one year based on the available resources.

3 Selection procedure for application into Fourth Year (Transition Year):

3.1. The Board of Management will allocate the number of places available in the Transition Year programme. Applications for entry to Transition Year will be accepted from students who are in third year in Post Primary School or an international equivalent. Students already enrolled in the College of the Immaculate Conception will be given priority when applying for a place on the Transition Year programme.

3.2 The following is the procedure for application onto the Transition Year Programme:

- Students fill out the application form and submit it to the school office by the appropriate date. Acceptance by the school of a TY application form does not guarantee a place on the Transition Year programme.
- The relevant Year Heads will meet with the Senior Management Team to review all applications and to create a suitable shortlist of candidates based on the students' behaviour during their time in Junior Cycle. The school reserves the right to refuse a place to applicants for the Transition Year Programme whose behaviour, it considers, would be detrimental to the rights of other students who apply for admission to the Transition Year Programme.
- Should the number of applicants still exceed the number of places, a lottery will take place, under the instruction of the Board of Management, to allocate the places available to students.

3.3. Where there is a question over the enrolment of a student into the Transition Year Programme the decision on acceptance will be referred to the Board of Management.

4. Selection procedure of admission for students transferring from another post primary school into Senior cycle

The admission of a student from another Secondary School into the TY, Fifth year or LCA will be subject to the following criteria:

- a) that the school has not already exceeded its student capacity,
- b) the availability of a place in fourth (Transition Year) or fifth year only,
- c) the availability of a suitable curriculum for the student concerned,
- d) a suitable reference from the students previous Principal or Deputy Principal along with end of term reports for each year they have attended their previous school(s).

Applications to transfer from another post primary school must be made before May 31st in the previous school year.

5. Students with Special Educational Needs

The College of the Immaculate Conception welcomes students with Special Educational Needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodation for students with disabilities or Special Educational Needs so that these students are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting parents' rights to have a school of their choice for their children, the College's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills. The College welcomes applications from students with special educational needs unless the nature and degree of those needs is such that to enrol the

student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The school must be made aware of any Special Needs at the point of application, so that these needs can be assessed and addressed where possible.

Parents are requested to outline the details of a child's Special Educational Needs on the Application Form.

The school and SEN personnel having gathered all relevant information and professional documentation, assesses how the needs of these students can be met.

Contact will be made with the National Council for Special Educational Needs regarding Special Needs Resources to which the student may be entitled.

The Principal may request a meeting with the parents of the student to discuss the application and the student's needs.

The parents of the student may request a meeting with the Principal to discuss the student's educational or other needs.

N.B. It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the College if their son has a Special Educational Need as early as possible and discuss their particular situation well in advance of making an application.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided all the relevant information, the Board of Management shall make a

decision in respect of the application concerned and inform the parents/guardians in writing thereof. (Education Welfare Act (Section 19(3))).

In circumstances where a student fails in his application to be enrolled in the school, a right of appeal exists and can be made in writing to the Secretary to the Board, and subsequently, to the Secretary General of the Department of Education, pursuant to section 29 of the Education Act, 1998.

6. Selection procedure for admission to the ASD Resource Centre

6.1. The College of the Immaculate Conception has special classes for students with Autistic Spectrum Disorders which were set up in conjunction with the Department of Education and Skills and in consultation with the National Council for Special Education.

6.2. Prospective students must produce a report with a definitive diagnosis of an Autistic Spectrum Disorder (ASD). If in doubt as to who can make this diagnosis and the criteria used please refer to the Department of Education and Skills criteria for diagnosis of ASD. This information is also available from the National Council for Special Education. Where a diagnosis is deemed inadequate or inconclusive the school may insist that the family obtain new documentation in order to process the student's application. The school reserve the right to request up-to-date reports if deemed necessary. All diagnostic and or additional reports: psychological, occupational therapy, speech and language therapy etc. should also be included with the application for enrolment.

6.3. It is required that prospective students have a minimum level of independent self-care skills that include: toileting, dressing and feeding.

6.4. The ASD classes will not be in a position to admit students with Significant Intellectual Disabilities (i.e. students who present with cognitive profiles below the Mild Generalised Learning Disability range).

6.5. The Board of Management reserves the right to refuse to admit a student where an enrolment would have "a seriously detrimental effect" (Equal Status Act 2000) on the provision of services to others or might unreasonably impede

good order and discipline in the school, or which might place the safety of students, or staff at risk (Education Welfare Act, 2000).

6.6. The Board of Management reserves the right to decide the number of places available in the special classes in any one year based on the available resources.

7. Schools expectation of Parent(s)/Guardian(s)

As the primary responsibility for the education of their children rests with parents / guardians, we encourage parents to take an active part in the life of the school by:

- Supporting School Policy
- Supporting the staff in their efforts to promote the moral and spiritual welfare and academic progress of their son.
- Attending Parent/Teacher meetings each academic year
- Ensuring that there is a good environment at home for the completion of homework and revision.
- Supporting their son in his social development by providing boundaries around activities that would interfere with successful application to study and homework.
- Keeping in regular contact with the school concerning the development of their son.
- Supporting their sons educational progress by monitoring and signing the school journal.
- Paying the voluntary contribution and where possible supporting fundraising events thus assisting with the ongoing development of the school.