



## **Admission Policy of St. Clement's College**

**Laurel Hill Avenue, South Circular Road, Limerick**

**Roll Number: 64220A**

**School Patron: Redemptorist Trustee Board**

### **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 September 14<sup>th</sup> 2023. 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 St. Clement's 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**

St. Clement's College is a Catholic all boys voluntary secondary school with a Redemptorist ethos under the trusteeship of the Redemptorist Trustees Board. St. Clement's College follows the liturgical year of the Catholic church and expresses its Catholic identity by displaying appropriate religious iconography. 'Redemptorist Ethos' in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, 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, and which school provides religious education 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Clement's 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."

**Mission Statement:** St. Clement's College seeks to facilitate the development of each student to his full academic, personal, spiritual and social potential in a Catholic, caring, respectful and safe environment.

**The Curriculum:** The school provides a curriculum that has breadth, depth and academic rigour. It facilitates and supports the students' search for truth and meaning. It encourages them to strive for excellence in all areas of human growth. It provides a range of learning opportunities that help them to explore their talents and to achieve their potential. It prepares them for active participation in society and for a future world of work. It encourages them to take increasing responsibility for their own learning and decision-making.

**Pastoral Care:** The school supports its students so that they can make the most of their time in school. It provides programmes of language support, help with study and personal guidance and counselling when necessary. It develops links with family, striving to work in partnership with parents.

**Faith Development:** The school has a special commitment to the development of the spiritual dimension of the lives of its members. To this end, faith formation and the Religious Education programme play a key role.

St. Clement's welcomes all who share this vision and wish to benefit from it.

### **3. Admission Statement**

St. Clement's College 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.

St. Clement's College will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

St. Clement's College 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 the applicant in respect of the student concerned,
- b. The civil status of the student or the applicant in respect of the student concerned,
- c. The family status of the student or the applicant in respect of the student concerned,
- d. The sexual orientation of the student or the applicant in respect of the student concerned,
- e. The religion of the student or the applicant in respect of the student concerned,
- f. The disability of the student or the applicant in respect of the student concerned,
- g. The race of the student or the applicant in respect of the student concerned,
- h. The Traveller community of the student or the applicant in respect of the student concerned, or
- i. 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.

#### **However**

- St. Clement's College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.
- St. Clement's 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 the Catholic Faith in preference to others.
- St. Clement's College is a school which has established special class(es), with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Eligibility for Enrolment in ASD Special Class(es)**

- St. Clement's College with the approval of the Minister for Education and Skills, has established special classes to provide an education exclusively for students with ASD.

The following conditions, along with the general criteria outlined above, must be satisfied for enrolment to be considered;

- The student has a diagnosis of ASD in which the student's needs require special class placement in a class for students with Autism attached to mainstream secondary school.

- Each application should be supported by a report stating recommendation for placement in an ASD special class by an educational psychologist or psychiatrist.
- Under guidelines from the Department of Education and Science the number of places in each ASD Class is limited to six students and these six placements are reviewed annually.

## 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. St. Clement's College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- d. St Clement's College is a Catholic school and may refuse to admit as a student a person who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.
- e. The special class(es) attached to St. Clement's College provide an education exclusively for students with a diagnosis of Autism and the school may refuse admission to these class(es), where the student concerned does not have the specified category of special educational needs provided for in these class(es).

## 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:

### Students eligible for admission to First Year

To be eligible for admission to First Year, students must

- Have reached the age of 12 years by 1<sup>st</sup> January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations)
- Have completed Sixth Class in Primary School or its equivalent
- Be willing, in conjunction with their parents/guardians, to accept the Characteristic Spirit of the school.
- Be willing, in conjunction with their parents/guardians, to accept the school's Code of Behaviour

## **Enrolment Procedures**

- Limerick Area Post-Primary schools have agreed to operate a Common Application Procedure for 2024/25.
- Application to St. Clement's College will be in accordance with the Common Application Procedure for Limerick Area Post Primary Schools.
- Application Forms will be available in Primary Schools during the first term and shall also be available from the school office.
- Completed application forms must be returned to St. Clement's College on or prior to the closing date
- It is the responsibility of the applicant/parent(s) guardian(s) to ensure that application forms are received by the school and those who return application forms by post/courier must retain proof of postage/delivery.
- When an application form, properly completed and signed is received in the school, it will be date stamped.
- Incomplete application forms will not be returned to the parents/guardians.
- Late applications will be considered only after all applications received on time have been processed.

## **Allocation of Places in First Year 2024-2025**

Decisions regarding student admissions are a matter for the Principal

As a general principle and in so far as is practicable, students that are eligible for admission will be enrolled on application.

Places will be allocated in accordance with the following procedure:

- In support of the family ethos, priority will be given to applicants who have a brother in the school.
- Where the number of applicants exceeds the number of available places, a system of independently supervised random selection will apply.
- A waiting list will be established from this selection following the allocation of available places
- If there are any available places when all applications received during the period specified for receiving applications set out in the annual admission notice, late applications will be considered. If necessary, a random selection process will be used.

The Board of management reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

- The student has specific needs that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education, or in the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

## **7. What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, St. Clement's 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) the payment of fees or voluntary contributions (howsoever described) to the school;
- b) a student's academic ability, skills or aptitude;  
(other than in relation to:
  - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- e) 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 support of the family ethos, priority will be given to applicants who have a brother in the school
- f) 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 St. Clement's 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 St. Clement's 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**

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 offer of admission may not be made or may be withdrawn by St. Clement's 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.

## **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 certain information between schools in order to facilitate the efficient admission of students.

## **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 St. Clement's 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 St. Clement's 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.-

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



In the case of students wishing to transfer to St. Clement's College from another second level school, for any reason whatsoever, information concerning the prospective student's attendance record, education progress to date, behaviour record and impact on the learning environment for other students in the classroom will be required.

The application for admission to St. Clement's College will be judged in light of this information and subject to a vacancy in a suitable class.

Applications will not be accepted from students who are the subject of ongoing disciplinary procedures in another school which includes, but is not confined to, any ongoing statutory procedures in accordance with The Education Act 1998 or The Education (Welfare) Act 2000.

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.

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

The board of St. Clement's 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.

#### **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for parents of students and students (over 18) who have 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.

Parents of students and students (over 18) who wish to opt out of RE class should make a written request to the principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parent/ student (over 18 years) will be respected by the school. The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At St. Clement's College, the

allocated time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Redemptorist Ethos, St. Clement's College places great importance on the religious or spiritual formation of all its students. Each student has his own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra Tuition or study classes.

## 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. ( Time line as per 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. (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.

Note: Submitted to Board of Management and Trustees on September 14<sup>th</sup> 2023

Ratified on September 14<sup>th</sup> 2023

Signed: Patricia Kiernan  
(Chairperson of Board of Management)

Pat Talty  
(Principal)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed September 14<sup>th</sup> 2023  
Ratified by BOM September 14<sup>th</sup> 2023.