

St. Michael's College, Listowel

Admission Policy 2022/2023



School Address: St. Michael's College, Listowel, Co. Kerry V31DX31

Roll Number: 61370E



Patron: Bishop Ray Browne

Amended and Ratified by the Board of Management on 9 March 2021

A decision on an application for admission will be based on the implementation of this policy, the information set out in the Annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the Annual Admission Notice. The Principal of St. Michael's College is responsible for the implementation of this Admission Policy.

SECTION 1

INTRODUCTION TO ST. MICHAEL'S COLLEGE

In establishing this policy, St. Michael's College seeks to express its commitment to the values which underpin the Education Act 1988, the Education (Welfare) Act 2000, and the Equal Status Act 2000. In addition, St. Michael's College seeks to act within the context and parameters of Department of Education and Skills regulations and curricular programmes; the rights of our patron as set out in legislation; and the funding and resources made available to the Board of Management. The school subscribes to the underlying principles of the legislation: partnership, accountability, transparency, inclusion, respect for diversity, parental choice and equality. Parents and students are expected to accept and sign the school's Code of Positive Behaviour and other school policies. These policies are printed in the Student Journal. 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.

This policy must be read in conjunction with the Annual Admission Notice for the school year concerned. The relevant dates and timelines for St. Michael's College admission process are set out in this notice which is published on the school's website. The application form for admission is published on the school's website and will be made available in hardcopy format from the office at the school to any person who requests it.

PART A

General Information for All Applicants

SECTION 2

ADMISSION POLICY

2.1 Statement on Characteristic Spirit

St. Michael's College is a Catholic Voluntary Secondary School with a Catholic ethos under the trusteeship of Bishop Ray Browne. "Catholic 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:-

- (i) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- (ii) a living relationship with God and with other people
- (iii) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- (iv) the formation of the pupils in the Catholic faith
- (v) a 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 Section 15(2)(b) of the Education Act, 1998 the Board of Management of St. Michael'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.

St. Michael's College aims to engage our Christian mission of education and formation by:-

- Fostering the academic, moral, spiritual, social, and cultural education of our students in a safe and caring environment, and in an atmosphere of mutual respect.
- Developing the emotional and physical well-being of our students.
- Ensuring the highest standards of teaching and learning, to enable each student to reach his full potential.

- Encouraging positive and restorative interaction between students, staff, parents, management and the wider community.

St. Michael's College values academic excellence and offers a comprehensive curriculum which best meets the needs of the students within the context of available resources. Our aim is to enable the release of the God-given talents and potential within each student. We aim to develop self-confidence and a healthy self-image, therefore skills and competencies necessary for life are promoted and actively encouraged, as are sports, culture, and leisure time activities. We aim to provide a school environment which focuses on the care and wellbeing of students.

As a Catholic school, Religious Education has a central place in the life of St. Michael's College. We aim to develop in our students an awareness of their social responsibility as Christians, which expresses itself in positive action for justice and the poor in our society. As a Catholic School we welcome and respect students of all faiths and none.

St. Michael's College will not discriminate in its admission of a student to the school on any of the following:-

- (i) the gender ground of the student or the applicant in respect of the student concerned,
- (ii) the civil status ground of the student or the applicant in respect of the student concerned,
- (iii) the family status ground of the student or the applicant in respect of the student concerned,
- (iv) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (v) the religion ground of the student or the applicant in respect of the student concerned,
- (vi) the disability ground of the student or the applicant in respect of the student concerned,
- (vii) the ground of race of the student or the applicant in respect of the student concerned,
- (viii) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (ix) 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.

St. Michael’s College is a single gender school. It is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Michael’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 Catholic faith in preference to others and it is proved that the refusal is essential to maintain the ethos of the school.

Statement on Special Education Class

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

St. Michael’s College is a school which has established a class, with the approval of the Minister for Education and Skills, that provides an education exclusively for students with a category 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. Application can be made to the Office for admission policy to this class.

SECTION 3

LEGAL FRAMEWORK

The Board of Management of St. Michael's College is a committee established under Section 44 of the Education and Training Board Act 2013 and constitutes a Board of Management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in Section 5.2 in respect of applications made to the first year group and in Section 6.3 in respect of applications made to all years other than the first year group.

Statement on opting out of Religious Education

St. Michael's College offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and the model agreement. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. It seeks to contribute to the spiritual and moral development of all students equally.

The Department of Education and Skills requires that all students receive a minimum of 28 hours of learning and teaching per week. At St. Michael's College students at Junior Cycle level study the state Religious Education specification – this is a course of study for students of all religions and none. All Senior Cycle level students also study Religious Education as a non-examination subject following the state curriculum – these are courses of study for students of all religions and none. A parent/guardian of a student, or a student who has reached the age of 18, who wishes to attend St. Michael's College without attending religious instruction should

make a written request to the Principal. A meeting will then be arranged with the parent/guardian or the student, to discuss how that request may be accommodated by the school.

SECTION 4

GENERAL ADMISSION PROVISIONS

4.1 Decision on applications

A decision on an application for admission shall be based on:-

- the implementation of this Admission Policy
- the Annual Admission Notice of the school, and
- the information provided by the Applicant in the application for admission.

If St. Michael's College has confirmed, in writing, that an Applicant has been placed on a list relating to the allocation of school places for entrance before the 1st February 2022, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application St. Michael's College shall not consider:-

- (i) The payment of fees or contributions to the school
- (ii) A student's academic ability, skills or aptitude
- (iii) The occupation, financial status, academic ability, skills or aptitude of a student's parent/guardian
- (iv) A requirement that a student or his parent/guardian, attend an interview, open day or other meeting as a condition of admission
- (v) A student's connection to the school due to a member of his family having previously attended the school
- (vi) The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the Annual Admission Notice for that academic year.

St. Michael's College will consider the offer of a place to every student seeking admission to the school, unless the parent/guardian fails to confirm in writing that he/she accepts the Student

Code of Positive Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the student.

Where the College considers an application, each student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application. Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the first year Group. Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than first year.

PART B

Information for

Specific Categories of Applicants

SECTION 5

APPLICATION TO THE FIRST YEAR GROUP

5.1 Admission provisions (first year group)

Where St. Michael's College is not oversubscribed, all students will be offered a school place, subject to Sections 4.

5.1.1 Application Procedures

Each year the Board of Management will decide on a closing date for the receipt of applications for enrolments and the maximum numbers of students to be enrolled. St. Michael's College will admit students who are twelve years of age or older in the year they apply for enrolment in the school and who have completed sixth class or its equivalent. Parents/guardians who wish to have their son considered for admission to St. Michael's College as a first year student must complete a registration form on or before the closing date for applications. Registration forms will be available from 23rd September 2021. Closing date for receipt of applications is Friday, 26th November 2021. The publication of the school's Annual Admission Notice will provide parents/guardians with all the key information on the school's admission process. The notice is published on the school's website.

This school shall admit each student seeking admission except where:-

- (i) the school is oversubscribed
- (ii) 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.

St. Michael's College provides education exclusively for boys.

St. Michael'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.

The enrolment process, including the closing date for the receipt of applications, will be made public by the following means:-

- The school website
- A letter distributed to all feeder primary schools
- At the College's Open Night

5.1.2 Process and Criteria for first year Annual Enrolment

For the academic year 2022/2023 the maximum number of students to be enrolled in First Year will be 72.

In submitting an application, the applicant and his parents/guardians are confirming that they have read, and agree to adhere to, the school's ethos and mission, Admissions Policy, Code of Behaviour and Data Protection Policy.

On request parents/guardians will be provided with:-

- An enrolment application form (as advised under GDPR)
- Advice as to the closing date for receipt of completed enrolment application forms
- Advice on any other requirements e.g. the need to submit a birth certificate
- Parents/Guardians will have to submit the enrolment application form before a specified date
- Applicants will be informed within 21 working days of the closing date of applications of the decision of the Board of Management on their application.
- Successful applicants will be provided with a detailed enrolment form
- Applications received after the closing date will result in the student's name being automatically placed on a waiting list. A late application will only be considered when all applications made before the closing dates have been considered. Late application may result in deferred enrolment or deferred commencement of the educational programme for the students.

An assessment is held for all incoming first year students at a scheduled date following the offer of places to students. The purpose of this test is to help determine the strengths and needs of the

student to plan for necessary supports in their mixed ability classes. It is important to note that this test has no influence on selection of students for enrolment.

5.1.3 Enrolment Packs

Primary schools in the catchment area will be visited by the Deputy Principal or a delegated person. A receipt will be issued for each completed Enrolment Application Form. It is advised that Enrolment Application Forms be submitted in person by the parent/guardian, so that receipts may be issued at the time of submission. While Enrolment Application Forms will be accepted by post St. Michael's College does not accept responsibility for forms lost or not received by the closing date/time.

5.1.4 Open Night

An Open Night will take place virtually on 23rd September 2021 and will be advertised in the local community and primary schools.

5.1.5 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at Section 5.1.2 above will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St. Michael's College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list.

For the avoidance of doubt, if a student does not receive a place in the school for a given academic year, but he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that student during the dates specified by the school as being the period when it will accept applications to all year groups other than first year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether a student is admitted to the school.

5.1.6 Selection criteria in order of priority

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:-

- 1) Places will initially be offered to applicants attending primary schools within the catchment area (cf. Appendix 1) who have siblings currently attending St. Michael's College.
- 2) If there are places still available these will be offered to applicants attending schools outside the catchment area, who have siblings currently attending St. Michael's College.
- 3) If there are places still available these will be offered to all other applicants attending primary schools within the catchment area (cf. Appendix 1).
- 4) If there are places still available these will be offered to applicants who are the children of staff currently employed by St. Michael's College.
- 5) If there are places still available these will be offered to applicants whose siblings attended the school in the past.
- 6) If there are places still available these will be offered to applicants whose parent/guardian attended the school in the past.

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: Where there are insufficient places available to meet demand in a category all applicants from that category will be entered into a placement lottery. Candidates from any further categories will be entered into a lottery by category to assign a waiting list place. This lottery will take place in the school in the presence of the Chairperson of the Board of Management, the Principal of the school and an independent adjudicator appointed by the Board of Management. All late applications received after the published closing date will be offered the next places on the waiting list in order of date and time received.

5.1.7 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. If there is no place available, the name of the applicant will be added to the waiting list.

5.1.8 Acceptance of an offer of a place by an applicant

In accepting an offer of admission, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

5.1.9 Notifying applicants of decisions

Applicants will be informed in writing as to the decision of St. Michael's College, 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 (cf. 5.2).

5.1.10 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 St. Michael'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'.

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.

5.2 Review/Appeal

5.2.1 Review of Decisions by the Board of Management

The parent/guardian 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 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 of Management 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.

5.2.2 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, 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. (cf. 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.

5.2.3 Basis for Appeal

As required by Section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and set out the grounds of the request to appeal the decision.

5.3 Declaration in Relation to the Non-Charging of Fees

The Board of Management of St. Michael'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:-

- (i) an application for admission of a student to the school, or
- (ii) the admission or continued enrolment of a student in the school.

5.4 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 data between schools 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 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).

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST YEAR

6.1 Admission Provisions (other than first year)

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

6.1.1 Transfer from another Post Primary School to St. Michael's College

Pupils must apply for enrolment by way of transfer from another post primary school. Applications to transfer from other schools providing post primary education will be processed in accordance with the policies and procedures outlined in this policy.

All applications from parents/guardians of students requesting to transfer from another post-primary school must contain the following:-

- A completed application form
- A completed birth certificate
- Two most recent school assessment reports and the results of State Examination Commission exam where applicable
- A completed "Student Reference Form", signed by the Principal/Deputy Principal of applicant's most recent school, containing information concerning the student's previous attendance, behaviour and educational progress to date
- A letter from parents/guardians explaining the reason for the transfer application
- The previous school will be contacted to verify the information provided and to discuss the circumstances of the transfer

Parents/guardians will be informed in writing of the decision relating to their son within twenty working days following the application deadline. The parents/guardians will confirm in writing to the Principal whether they will accept or decline the offer of a place within ten working days

of the offer being made. Parents will be informed in writing if enrolment has been refused and their right to appeal this decision under Section 29 of the Education Act 1998. Successful students will be offered a place in the school on a provisional basis initially. They are required to fill out a Transfer Form. During this period (one full school term) the student's attendance, behaviour and educational progress will be closely monitored. The student will be offered a place on a permanent basis when the Principal, Deputy Principal, Year head and Class Tutor are satisfied the student's attendance and behaviour are appropriate. Parents/Guardians will be informed of the decision of the Board of Management. Prospective parents and students should note that the College may not be able to accommodate all the subject choices of a student transferring into the school.

6.1.2 Applications to repeat the Leaving Certificate

The school will make every effort to accommodate students who wish to repeat the Leaving Certificate. However, this will be subject to:-

- The repeat year being in the best interest of the student
- The required subject options being available
- The curricular restrictions of each subject area
- Being in accordance with Department of Education and Skills Circular M02/95
- The student completing a full "set" of subjects

Students will not be considered to repeat the Leaving Certificate after September 30th of the academic year. Students wishing to repeat the Leaving Certificate should submit a letter of application outlining the reasons for wishing to do so. An interview will take place with the applicant to discuss the matter and to determine if it is in the best interests of the student and the school to facilitate the application. If admitted, the commitment outlined at the interview must be maintained by the student during the year.

Prospective students who have completed the Leaving Certificate in another school will be required to submit a copy of their results if published before admission is granted. If the results are pending, these results must be submitted the day after they are published by the Department of Education and Skills. Parents/guardians are required to submit the name, address, and phone

number of the previous second level school attended by the relevant prospective student. In deciding whether a student will be allowed to repeat, the following will also be considered:-

- The student's application to his academic studies during his time in the school/previous school
- Any previous breaches of health & safety regulations or Code of Positive Behaviour
- Any previous interference with the learning of other students

6.1.3 Voluntary removal of a student from the school

If a parent/guardian removes a student voluntarily from the College for any reason, the student's place is forfeited, and the school is not obliged to reinstate the student. The student may apply using the transfer application process. St. Michael's College will normally acknowledge each application within 21 school days of receiving it. The Board of Management may not be in a position to make a decision on some applications until later in the school year when its current students have given an indication to the school authorities of their intention to return to the school in the forthcoming academic year.

If the number of applications from students who have met the criteria exceeds the number of places available, then places will be offered based on a lottery held in May at a Board of Management meeting.

6.1.4 Application by a current student in the school to repeat a year

Parents/guardians of students who wish their son to repeat a year, must apply in writing using the official school application form and all requested supporting documentation, to the Principal/Deputy Principal of the School before May 31st in the current academic year. The Principal has the right to grant or refuse such a request considering the Department of Education and Skills Guidelines as may apply from time to time. The Principal has the right to refuse such an application subject to the availability of a place in the appropriate programme, year group or class, the availability of places in the optional subjects, the educational interests of the applicant, the interests of the students currently enrolled in the destination classes. In making this decision consideration will be given to the student's attendance, behaviour, and academic records. Students, who are granted leave to repeat a year, are offered the repeat place on condition that

they attend their current year's classes, complete the current year's curriculum and take the relevant school examinations in all subjects.

6.1.5 Transition Year Programme

Transition Year (TY) is an optional programme between Junior Cycle and Senior Cycle. This year takes many different forms, and each school offers a unique TY programme. St. Michael's College is only able to offer 25 students per year the opportunity to complete TY. Places are allocated through an application process which is outlined in our TY Policy. The Board of Management will decide on an annual basis if the resources are available to have a TY group for the following school year. The Board of Management and/or the Principal acting on behalf of the Board of Management, has the right to refuse entry to the TY in circumstances where it is felt that the TY programme at St. Michael's College is not suited to the needs of individual students. Students who have a prior record of poor behaviour, including, but not confined to, aggressive, violent, disrespectful, or dangerous behaviour (or the threat of such), truancy, bullying, poor attendance and/or continuously poor attitude towards staff members, peers or schoolwork will not be considered for TY.

External applications for TY will not be considered until the internal application process and waiting list have been exhausted. Suitability for TY is an important part of the application process. In cases of external applicants, it may not always be possible to determine such suitability since the applicant's needs, personality, motivation, and ability are not known to us. In such cases the Board of Management and/or the Principal acting on behalf of the Board of Management, reserve the right to refuse entry to TY. In such instances the applicant may be offered the opportunity to apply for Fifth Year, should places be available and subject to the full terms of this Admissions Policy.

When a student is newly enrolled in the school at a time or in a year other than the commencement of first year, responsibility for any groundwork which he may have missed or for differences of approach cannot be accepted by the student's new teachers.

The Board of Management reserves the right to refuse the offer of a place to any applicant on the following basis:-

- That any of the above steps were not followed
- That no suitable accommodation/place exists in the year group
- That an offer of a place at the time may have a negative impact/outcome on pupils already enrolled in the school
- The applicant has a previous history of substance abuse or of the distribution of such substances
- The applicant has harassed/assaulted/bullied other pupils or members of staff in his previous school
- The applicant interfered with teaching and learning in his previous school
- The applicant is presently on suspension from another school
- That the applicant has been expelled from another Post Primary school

6.1.6 Short-term / visiting students

The Department of Education & Skills categorise short-term students those who attend a school for part of the school year. Such students are normally resident outside of Ireland. Applicants attending primary schools (catchment or non-catchment) on a short term and/or visiting basis from outside of Ireland are required to tick the relevant box on the application form. Such applicants will only be considered for enrolment once the initial enrolment process is complete. If places are available after the initial enrolment process is complete, they will be offered on a first-come first-serve basis.

6.2 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. Michael'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. Michael'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.

6.3 Appeals

For information relating to an Applicant's right to appeal a decision of St. Michael's College regarding admission to a year group other than first year, see Section 5.2.

Ratified by the Board of Management on: 9th March 2021

Board of Management Chairperson: _____

Board of Management Secretary: _____

Review date: 9th March 2022

APPENDIX 1 CATCHMENT AREA

For the purpose of enrolment as outlined in this Admissions Policy, the Board of Management defines the catchment area of St. Michael's College, Listowel as including the following primary schools only (in no particular order of priority with regard to criteria):-

Scoil Réalta na Maidine

Dromclough National School

Scoil Náisiúnta Naomh Bríd, Duagh

Gaelscoil Lios Tuathail

Killokrim National School

Lyracrompane National School

Scoil Mhuire gan Smal, Lixnaw

Moyvane National School

Coolard National School

Knockanure National School

Lisselton National School

Gaelscoil Listowel

N.B. Each of the Primary Schools listed above has equal standing under the definition of “Catchment Area” referred to in this policy and subject to the terms and criteria contained in this policy.