

## Admissions Policy and Selection Criteria 2018-19

Colaiste Iognáid is a Jesuit Secondary school and it operates under the Trusteeship of the Society of Jesus and operates according to the Characteristics of Jesuit Education. The school promotes a “Faith that does Justice”, is supportive of other faiths and cultures, and encourages all stakeholders to work towards preserving the ecosystems of our planet for future generations. The school does not charge fees and wishes to enrol students of any and all backgrounds as far as space allows.

### **Criteria for Enrolment**

- a) Openness to the Jesuit and Catholic ethos of Coláiste Iognáid.
- b) The students must be aged 12 years by January 1st in the calendar year following the student’s entry into first year (Birth certificate required).
- c) The Board of Management shall have regard for the Department of Education & Skills’ directives concerning class size, staffing provisions, and other relevant requirements concerning accommodation such as physical space the health, welfare and safety of students.
- d) Coláiste Iognáid, as a co-educational school, aims to operate a policy of numerical equality as far as circumstances allow but does not actively apply a policy of absolute numerical equality between males and females. The College does not make provision based on the ratio of male to female applicants.

### **Procedure:**

Enrolment must be by way of written application on the official Application Form and the following procedures apply.

1. Fully completed application forms must be submitted not later than the closing date, which is Friday 27<sup>th</sup> October 2017 for admissions to First Year in 2018 – 2019. No accompanying documentation to be submitted.
2. The closing date will be published in local newspapers and on the College Website. No priority is given to those who apply earlier than others; the College does not operate a first-come first-served policy.
3. There will be an Open Evening on Tuesday 14<sup>th</sup> November 2017 at which the College authority will explain the nature of the educational experience and provision that Coláiste Iognáid makes available to the students.
4. The allocation of classes will be made after the admissions list is completed.
5. Those who secure a place before random selection will be informed by post to the address given on the application form not more than 7 days after the Open Evening. These offers must be accepted by the date specified in the letter of offer. Failure to accept a place before the date specified will result in the forfeiture of that place.

6. Second Round of offers, should it be necessary, it will be made by random selection. Second Round offers will be made by post to the address given on the application form. These offers must be accepted by the date specified in the letter of offer. Failure to accept a place before the date specified will result in the forfeiture of that place.

7. A waiting list of fifteen places will also be drawn up during the Second Round Selection process. Parents/Guardians will be informed by post to the address given on the application form the position of their child on that list.

7. A place is confirmed:

- a) When the acceptance form is completed and signed
- b) When the non-refundable fee of €200 is submitted (Financial hardship in no way precludes the acceptance of a place).
- c) When a birth certificate is submitted

**Failure to adhere to the administration procedure may result in an offer of place being withdrawn.**

Students who have accepted places are then invited to attend for an assessment examination to ensure mixed ability class groups. The date of assessment will be communicated with the letter of offer. Applying for the Sraith Gaeilge does not confer an entitlement to a place in the Irish language stream. For those who apply for the Sraith Gaeilge there will be an additional assessment test in Irish. The College management, on the advice of the examiners, reserves the right to have the final say regarding admission to the Sraith Gaeilge. Attendance at the test is an obligatory part of the admissions procedure.

### **Decision Making:**

The decisions relating to applications are made by the school principal in accordance with this policy.

This is delegated to the Principal as Secretary to the Board of Management.

The Board of Management will set a figure each year for the number of students to be accepted into First Year – that figure depends on the overall number of students in the school and the overall capacity for which the school was designed. The school reserves 6 places to be chosen according to the criteria set by Fr Provincial. The Board of Management will make these choices on behalf of Fr Provincial.

For admission to First Year in September 2018 the Board has authorised 104 places.

### **Order of Selection:**

Since the number of applicants normally exceeds the number of places available, pupils are accepted in accordance with the criteria, and in the order, set out below.

1. Brothers and sisters of present students of Coláiste Iognáid.
2. Brothers and sisters of past students of Coláiste Iognáid – i.e. a student who has completed his/her Leaving Certificate and a minimum of 3 years as a registered student of the College.

3. Sons and daughters of all retired staff or current staff with Permanent or CID contracts, nieces and nephews, grand-nieces and grand-nephews of Irish Jesuits, Jesuits transcribed to the Irish Province, or Jesuits from other provinces working in Ireland.

4. Sons and daughters of past pupils of Coláiste Iognáid – i.e. a parent who has completed his/her second-level education in Coláiste Iognáid and a minimum of 3 years as a registered student of the College (Completion of Second-Level education and 2 years registration for past pupils who entered the Senior Cycle before 1989).

Where the number of applicants, in 1 to 4 above, exceeds the number of places available, offers will be made to those in category (4) above on a random selection basis as outlined below. This selection process will be independently witnessed.

5. Because Coláiste Iognáid and Scoil Iognáid are works of the Irish Jesuit Province, places will also be offered to pupils of Scoil Iognáid up to a max of 67 in total from categories 1-5 but NO AUTOMATIC right of entry exists.

Where the number of applicants, in 1 to 5 above, exceeds the number of places available, offers will be made to those in category (5) above on a random selection basis as outlined below. This selection process will be independently witnessed.

6. In the case where places remain after those who fulfil the above criteria have been offered places, offers will be made to applicants who have complied with the procedures set out above, on the basis of random selection. This selection process will be independently witnessed.

7. Six places are reserved at the discretion of the Trustee, namely the Irish Jesuit Provincial. The Board of Management of Coláiste Iognáid S.J. will administer these places on the provincial's behalf and in accordance with his criteria. Applications for these places should be addressed to the Chairman of the Board of Management by Friday 27<sup>th</sup> October 2017.

#### LATE APPLICATIONS WILL NOT BE CONSIDERED

Where random selection is required the following processes will apply:

1. Names will be picked randomly from a drum.
2. If there are siblings (e.g. twins, triples etc.) for random selection their names will be placed in the drum as a single entry.
3. A waiting list of 15 places will be drawn by random selection in the manner outlined above.
4. Random Selection will be independently witnessed.

#### **The Criteria of Fr. Provincial for consideration of a Trustee place in order of selection.**

1. Children of parents/guardians who work in Jesuit apostolic works.

2. Children of parents/guardians who have worked for a minimum of 2 years in a Jesuit Apostolate either in Ireland or abroad and are moving to Galway.
3. Children or the children of parents/guardians who are asylum seekers or have been granted refugee status.

Where the number of applicants, in 1 to 3 above, exceeds the number of places available, offers will be made to those in category (3) above on a random selection basis as outlined above. This selection process will be independently witnessed. In the event of these places not being taken up, offers will be made to those on the waiting list in accordance with their position.

Applications to be made to Provincial Place, C/O Chairman of the Board of Management, Coláiste Iognáid, Sea Road, Galway

All pupils are obliged, unless formally exempted by the regulations of the Department of Education and Skills to take all subjects offered as part of the school curriculum and follow the Junior Certificate and Leaving Certificate syllabus offered by the school. Students who choose to undertake additional subjects for examination in the Junior Certificate and Leaving Certificate are not entitled to withdraw from the curriculum offered by Coláiste Iognáid.

The Principal of Coláiste Iognáid will, in accordance with Section 23 of the Education Welfare Act (2000), before registering a child as a student of the school, provide the parents/guardians with a copy of the code of behaviour and will require that the parents/guardians confirm in writing that the code of behaviour is acceptable to them and shall make all reasonable efforts to ensure compliance with the code by the child.

Where an applicant is not successful in securing a place, an appeal can be made to the Board of Management and through the Section 29 Appeals process of the Department of Education and Skills.

Applications to be addressed to Admissions, C/O School Secretary, Coláiste Iognáid, Sea Road, Galway.

This Policy was approved by the Board of Management on Tuesday 23<sup>rd</sup> May 2017 and amended on Tuesday 19<sup>th</sup> September 2017.

The College's Admissions Policy will be reviewed annually by the Board of Management.