



**ST. CONLETH'S COLLEGE**

## **Senior School Admissions Policy**

St Conleth's College  
Clyde Road  
Ballsbridge  
Dublin DO4 F7T98

Roll Number 60590N

Patron: St Conleth's Educational Trust

### **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 Manager of the school has consulted with school staff, the school patron and with parents of children attending the school.

The updated policy was approved by the school patron on [19<sup>th</sup> February 2025](#). 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 Conleth's College's 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.

Expressions of interest can be made at any time on the appropriate form. This form may be downloaded from the website and may be made available in hard copy on request from school administration. However this does not override or confer priority in an application for a place in the school which remains governed by the school's admissions policy.

**Deleted:** 12<sup>th</sup> December 2022

## **2. Characteristic spirit and general objectives of the school**

St Conleth's College is a lay Catholic fee-paying school founded in 1939 by Bernard Sheppard which, for over eighty years, has continued and expanded upon its founder's vision, to encourage the educational development of the child and fulfil the pastoral role inspired by the school's patron: St Conleth, a sixth century saint and "moulder of precious metals".

Imbued with the Christian values of its founding family, the Christian ethos is seen and felt in everything we do. It is reflected in a pastoral care that provides for the needs of young people at each stage of their development and promotes a sense of care and responsibility to one another and the wider community. The majority of our students come from Catholic backgrounds, but those of different denominations, faiths and philosophies have found their experience at St Conleth's to be both spiritually and culturally welcoming. St. Conleth's College commenced as a boy's school, admitted girls to its senior classes in 1975 and in 2016 became fully coeducational.

### **St. Conleth's College Mission Statement**

St. Conleth's College aims to foster an environment where our students grow as individuals in every aspect of their lives. As a school we strive to enable each one to arrive at a fully rounded character, inspired by Christian charity and rooted in Gospel values. Being a small, tightly knit community, our Catholic ethos and family atmosphere underpin our entire educational philosophy. To this end we welcome the continuous support of parents and guardians, recognising their primary role in the students' growth and development. St. Conleth's seeks to provide a fully rounded Catholic education for all of its students by:

- Creating a happy, healthy and safe environment in which all students may develop their own personal gifts and interests, be valued for who they are, and experience true equality amongst themselves
- Celebrating and deepening our Catholic faith through prayer, liturgy, religion classes, and the general fostering of Christian values
- Providing a disciplined environment in which teaching and learning can take place in a spirit of co-operation
- Promoting academic excellence and habits of perseverance in students
- Equipping students with the necessary moral, social and cultural qualities useful for adult life, and offering them guidance
- Fostering dignity in the workplace and encouraging respect among, and between, teachers, staff and students
- Ensuring that students and staff of other churches and faiths are respected and encouraged in their religious beliefs and practices
- Respecting students and staff who follow other beliefs and philosophies, and with whom we share common values of equality, peace, justice, dialogue and concern for the less fortunate members of society
- Creating a sense of belonging to our local parish, and also to the wider community around us and in countries of the developing world, and encouraging our students' involvement in social and religious activities.

**For further information on Ethos and Religion in St Conleths please see our website: [www.stconleths.ie](http://www.stconleths.ie)**

### **3. Admission Statement**

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

- a) the gender ground of the student or the applicant in respect of the student concerned,
- b) the civil status ground of the student or the applicant in respect of the student concerned,
- c) the family status ground of the student or the applicant in respect of the student concerned,
- d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- e) the religion ground of the student or the applicant in respect of the student concerned,
- f) the disability ground of the student or the applicant in respect of the student concerned,
- g) the ground of race of the student or the applicant in respect of the student concerned,
- h) the Traveller community ground of the student or the applicant in respect of the student concerned,
- i) 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 Conleths College will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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 Conleths College will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

### **4. Admission of Students**

St. Conleth's College will admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 below)
- 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.

## 5. Oversubscription

In the event that St. Conleth's College 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 Annual Admission Notice:

- a) Applicants who have completed 6<sup>th</sup> Form in St Conleth's Junior School on the recommendation of the Junior School Principal and with the agreement with the Senior School Principal.
- b) Brothers and sisters of current students or past pupils of St Conleth's College.
- c) Children and grandchildren of past pupils who have completed 5<sup>th</sup> and 6<sup>th</sup> Year up to a maximum of 25% of places available.
- d) Children of eligible staff of the school. Eligible staff is defined as those members of staff who have been working full time at the school for 3 years.
- e) [Applications from St Christopher's Primary School.](#)
- f) [Lottery.](#)

Note: As St Conleth's continues to develop its policy of co-education it may for a limited period of time give preference to the admission of girls in order to balance the ratio between genders

In very exceptional circumstances the manager reserves the right to make a decision in respect of an applicant for admission to St Conleth's otherwise than in accordance with the foregoing criteria. This will only be done in consultation with the Principal.

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) a lottery system will apply.

## 6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education (Admissions to Schools) Act, 2018, St. Conleth's College 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) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- b) a student's academic ability, skills or aptitude.  
When a student with special educational needs qualifies for a place in St. Conleth's College on the basis of the selection criteria above the Principal will discuss the student's needs with his/her parents or guardians, to ensure that the school is in a position to meet those needs within the resources provided by the DES.
- 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) 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

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**Deleted:** <#>Applicants from local primary schools including St Christopher's, Star of the Sea, Scoil Mhuire et al.  
The date and time on which an application for admission was received by the school, based on existing waiting lists up until 31<sup>st</sup> January 2025 only  
External candidates

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school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

## **7. Decisions on applications**

All decisions on applications for admission to St Conleth's College will be based on the following:

- This Admissions Policy
- The Annual Admission Notice
- The information provided by the applicant in the official application form received during the period specified in the Annual Admission Notice for receiving applications

(Please see section 13 below in relation to applications received outside of the admissions period and section 14 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.

## **8. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of St. Conleth's College within the timeline outlined in the annual admissions notice.

If a student is not offered a place, the reasons why he/she was not offered a place will be communicated in writing to the applicant, including, where applicable, details of the applicant's ranking against the selection criteria and details of the applicant'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 decision (see section 16 below for further details).

## **9. Acceptance of an offer of a place by an applicant**

If you accept an offer of admission to St Conleth's College, you must indicate—

(i) whether or not you have accepted an offer of admission from 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 are awaiting confirmation of an offer of admission from another school or schools. 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.

Parents or guardians who no longer require a place that they have accepted are asked to notify the school immediately so that the place can be offered to another applicant

## **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 Conleth'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 9 above.

The Manager 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 Manager 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 the Manager 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.

## **11. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admissions to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students.

## **12. 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 were unsuccessful will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Conleth's College is in the order of priority assigned to the applicant's applications after the school has applied the selection criteria in accordance with this Admissions 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 applicants on the waiting list, in accordance with the order of priority in relation to which they have been placed on the list.

## **13. 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 this 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. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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

The procedures of St. Conleth's College in relation to the admission of students to other years and during the school year are as follows:

- a) A place must be available in the year, class and subject group in question
- b) The applicant along with his/her parents or guardians will be invited to meet the Principal or Manager. Prior to making a decision to enrol the applicant, he or she may seek information concerning the applicant from the Principal of the school which the applicant is attending or has recently attended. This information includes any records of school attendance or other matters as provided for by Section 21 of the Education Welfare Act 2000 (as amended.)
- c) St Conleths reserves the right to refuse an application in circumstance which might include an established record of poor behaviour or where students poses an unacceptable risk to other students, school staff or school property.

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

St. Conleth's College recognises the right of a student to withdraw from religious instruction classes. A parent of a student, or in the case of a student who has reached the age of 18, the student himself/herself who wishes to so withdraw should make a written request to the Principal. A meeting will then be arranged with the parent or the student (over 18) to discuss how the request might be accommodated by the school. Any arrangement agreed will not result in a reduction in the school day of such students.

#### **16. Reviews/appeals**

##### **Review of decisions by the Manager**

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 Manager to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998 (as substituted by Section 7 of the Education (Admissions to School Act, 2018).

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 (as amended).which are published on the website of the Department of Education and Skills.

The Manager 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.

The manager reserves the right to seek advice in reviewing a decision to refuse admission

## 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 to 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 Manager 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 Manager prior to making an appeal under section 29 of the Education Act 1998.

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.

Updated <sup>19<sup>th</sup></sup> February 2025

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