



Admission Policy of Ramsgrange Community School

School Address: Ramsgrange, New Ross, Co. Wexford

Roll number: 91431Q

School Patrons:

**Sisters of St. Louis (Le Chéile Schools Trust clg)
Waterford and Wexford Education and Training Board (WWETB)**

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 patrons and with parents of children attending the school.

The policy was approved by the school patrons on [date]. 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 Ramsgrange Community School'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.

Glossary of Terms

'Applicant' means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Ramsgrange Community School.

'Student' means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Ramsgrange Community School by virtue of application alone.

'Gender', in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

'Parent' has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'Feeder Primary Schools' refers to the primary schools of preference for application to Ramsgrange Community School. The feeder primary schools for Ramsgrange Community School are (in alphabetical order):

Full Name	Address
Ballycullane NS	S.N Baile Ui Coileain, Ballycullane, New Ross, Co Wexford Y34YY76
Ballyhack	Scoil Chaitríona Naofa, Ballyhack, Arthurstown, New Ross, Co Wexford Y34KD29
Ballymitty	Scoil Naisúnta Nmh Seosaimh, Hilltown, Ballymitty, Co Wexford Y35YW81
Clongeen	Clongeen Mixed NS, Clongeen, Foulksmills, Co Wexford Y35XD28
Danescastle	Scoil Naisúnta Mhuire, Danescastle, Bannow, Co Wexford Y35AO29
Duncannon	SN Olibher Beannuithe, Duncannon, Co Wexford Y34CY63
Educate Together	Wexford Educate Together NS, Whitemill, Clonard, Co Wexford Y35 C520
Faithlegg	Faithlegg NS, Faithlegg, Coolbunna, Waterford X91TW82
Gusserane	Gusserane NS, Gusserane, New Ross, Co. Wexford Y34 HV08
Horeswood	Scoil Mhuire, Horeswood, Campile, New Ross, Co Wexford Y34 PD77
Murrintown	Scoil Naisúnta, Bhaile Mhuirne, Murrintown, Co Wexford Y35D326
Newbawn	Sacred Heart NS, Newbawn, Co Wexford Y35 WT27
Passage East	Passage East Co Waterford ,Waterford County X91TX29
Poulfur	SN Mhaodhoig, Poulfur, Fethard On Sea, Co Wexford Y34 DC82
Ramsgrange	Ramsgrange Central NS, Ramsgrange, New Ross, Co Wexford Y34 HX56
Shielbaggan	Scoil Naomh Una, Shielbaggan, New Ross, Co. Wexford Y34 Y656
St. Fintan's Taghmon	Scoil Naisúnta Fionntain, Taghmon, Co Wexford, Y35 NP27
St. Garvens, Taghmon	St. Garven's Ns, Carrowreigh, Taghmon, Co Wexford Y35 E773
St. John of God, The Faythe	St. John of God's Convent, 99 The Faythe, Maudlintown, Wexford Y35 Yt38

St. Leonards	St. Leonards NS, St Leonards, Ballycullane, New Ross, Co Wexford Y34 KP84
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For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, '**Sibling**' refers to full siblings, half-siblings, foster-siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, '**Sibling**' refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

[Note: the wider definition of sibling in the second of the two paragraphs immediately above is for the purpose of facilitating families who are required to do more than one drop-off and/or collection to/from the school.]

'Special Class' means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills . Ramsgrange Community School has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

'Relevant Report', as advised by the Department of Education and Skills and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

'First-Year' means the intake group of Students for the most junior class or year in a school.

2. Characteristic spirit and general objectives of the school

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Ramsgrange Community School 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.

Characteristic Spirit of a Community School under the joint patronage of Catholic and ETB Patrons

Ramsgrange Community School is a co-educational multi-denominational post-primary school under the joint patronage of The Sisters of St. Louis (Le Chéile Schools Trust) and WWETB.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of

a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on September 1st 1977. It was an amalgamation of Shielbaggan Vocational School and the secondary school of the Sisters of St. Louis. The values of WWETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of Louis Boutain and the Sisters of St. Louis and are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Ramsgrange Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Ramsgrange Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Ramsgrange Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Ramsgrange Community School we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

Our Mission Statement:

“Ramsgrange Community School is a welcoming, open and inclusive school. Our aim is to develop each student as a whole person by promoting an atmosphere of respect, honesty and fairness in which all the school community can achieve their full potential.”

Our School Vision:

RCS – Respect, Community, Success.

3. Admission Statement

Ramsgrange Community School 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 religious 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, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).
- (j) Under Section 15(1) of the Education Act 1998 the board of management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff. Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

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.

4. Categories of Special Educational Needs catered for in the school/special class

Ramsgrange Community School with the approval of the Minister for Education and Skills, has established two classes, with an overall maximum enrolment of 12 students to provide an education exclusively for students with a diagnosis of Autism i.e. DSM-IV, DSM-V or ICD-10.

A student applying for a year-group but seeking admission to the Special Class should see section 16 of this Admission Policy. If the Student is also applying for a place in the mainstream Year Group in the event of an unsuccessful application to the Special Class, section 6 is also applicable in the case of the First-Year Group and section 15 in the case of all other Year Groups.

For clarity, it is possible to seek admission to both the Special Class and the relevant mainstream Year group and be offered a place in both the Special Class and the mainstream Year Group or the mainstream Year group only. It is not possible to be offered a place in the Special Class only and not in the relevant Year Group.

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) The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.
- d) Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

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:

Selection Criteria:

Ramsgrange Community School will apply the following criteria for admission:

1. If the Student has siblings currently enrolled in the school;
2. If the Student had siblings previously enrolled in the school;
3. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - a. Ballycullane NS S.N Baile Ui Coileain, Ballycullane, New Ross, Co Wexford Y34YY76
 - b. Ballyhack Scoil Chaitríona Naofa, Ballyhack, Arthurstown, New Ross, Co Wexford Y34KD29
 - c. Ballymitty Scoil Naisúnta Nmh Seosaimh, Hilltown, Ballymitty, Co Wexford Y35YW81
 - d. Clongeen Clongeen Mixed NS, Clongeen, Foulksmills, Co Wexford Y35XD28
 - e. Danescastle Scoil Naisúnta Mhuire, Danescastle, Bannow, Co Wexford Y35AO29
 - f. Duncannon SN Olibher Beannuithe, Duncannon, Co Wexford Y34CY63
 - g. Gusserane Gusserane NS, Gusserane, New Ross, Co. Wexford Y34 HV08
 - h. Horeswood Scoil Mhuire, Horeswood, Campile, New Ross, Co Wexford Y34 PD77
 - i. Poulfur SN Mhaodhoig, Poulfur, Fethard On Sea, Co Wexford Y34 DC82
 - j. Ramsgrange Ramsgrange Central NS, Ramsgrange, New Ross, Co Wexford Y34 HX56
 - k. Shielbaggan Scoil Naomh Una, Shielbaggan, New Ross, Co. Wexford Y34 Y656
 - l. St. Leonard's NS, St Leonards, Ballycullane, New Ross, Co Wexford Y34 KP84
4. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - a. Educate Together Wexford Educate Together NS, Whitemill, Clonard, Co Wexford Y35 C520
 - b. Murrintown Scoil Naisúnta, Bhaile Mhuirne, Murrintown, Co Wexford Y35D326
 - c. Newbawn Sacred Heart NS, Newbawn, Co Wexford Y35 WT27
 - d. St. Fintan's Taghmon Scoil Naisúnta Fiontain, Taghmon, Co Wexford, Y35 NP27
 - e. St. Garvens, Taghmon St. Garven's Ns, Carrowreigh, Taghmon, Co Wexford Y35 E773
 - f. St. John of God, The Faythe St. John of God's Convent, 99 The Faythe, Maudlintown, Wexford Y35 Yt38

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:

Selection Process

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light

of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

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), Ramsgrange Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced¹.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school 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) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (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.]

8. Decisions on applications

All decisions on applications for admission to Ramsgrange Community School will be based on the following:

¹ This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated."

- 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 [school name], 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.

11. 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 Ramsgrange Community School 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.
- (v) Under Section 15(1) of the Education Act 1998 the board of management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff. Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

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 data between schools in order 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 of 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).

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 Ramsgrange Community School 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 Ramsgrange Community School 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.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/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 years other than the First Year Group.

14. Late Applications

An application received by Ramsgrange Community School after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy. This includes applications received after the commencement of the school year that the.

Where Ramsgrange Community School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to:

- a) the parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The Student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where Ramsgrange Community School is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to:

- a) the parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The Student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

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

Where Ramsgrange Community School is not oversubscribed, all Students will be offered a school place, subject to **Section 5** and the same process as applies to Applicants whose applications were received before the closing date will be applied

i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

Selection Criteria :

Ramsgrange Community School will apply the following criteria for admission:

1. If the Student has siblings currently enrolled in the school;
2. If the Student had siblings previously enrolled in the school;
3. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - a. Ballycullane NS S.N Baile Ui Coileain, Ballycullane, New Ross, Co Wexford Y34YY76
 - b. Ballyhack Scoil Chaitríona Naofa, Ballyhack, Arthurstown, New Ross, Co Wexford Y34KD29
 - c. Ballymitty Scoil Naisúnta Nmh Seosaimh, Hilltown, Ballymitty, Co Wexford Y35YW81
 - d. Clongeen Clongeen Mixed NS, Clongeen, Foulksmills, Co Wexford Y35XD28
 - e. Danescastle Scoil Naisúnta Mhuire, Danescastle, Bannow, Co Wexford Y35AO29
 - f. Duncannon SN Olibher Beannuithe, Duncannon, Co Wexford Y34CY63
 - g. Gusserane Gusserane NS, Gusserane, New Ross, Co. Wexford Y34 HV08
 - h. Horeswood Scoil Mhuire, Horeswood, Campile, New Ross, Co Wexford Y34 PD77
 - i. Poulfur SN Mhaodhoig, Poulfur, Fethard On Sea, Co Wexford Y34 DC82
 - j. Ramsgrange Ramsgrange Central NS, Ramsgrange, New Ross, Co Wexford Y34 HX56
 - k. Shielbaggan Scoil Naomh Una, Shielbaggan, New Ross, Co. Wexford Y34 Y656
 - l. St. Leonards St. Leonards NS, St Leonards, Ballycullane, New Ross, Co Wexford Y34 KP84
4. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - a. Educate Together Wexford Educate Together NS, Whitemill, Clonard, Co Wexford Y35 C520
 - b. Murrintown Scoil Naisúnta, Bhaile Mhuirne, Murrintown, Co Wexford Y35D326
 - c. Newbawn Sacred Heart NS, Newbawn, Co Wexford Y35 WT27
 - d. St. Fintan's Taghmon Scoil Naisúnta Fiontain, Taghmon, Co Wexford, Y35 NP27
 - e. St. Garvens, Taghmon St. Garven's Ns, Carrowreigh, Taghmon, Co Wexford Y35 E773
 - f. St. John of God, The Faythe St. John of God's Convent, 99 The Faythe, Maudlintown, Wexford Y35 Yt38

Selection Process

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light

of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

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), Ramsgrange Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

If necessary, a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Ramsgrange Community School 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 s/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 years other than the First Year Group.

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

Where the Transition Year Programme and Leaving Certificate Applied Programme in Ramsgrange Community School are oversubscribed, a Student applying for admission to such programm(es) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/ese programm(es).

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are considered late applications see Section 14.

16. Procedures for admission of students to the Special Class

Ramsgrange Community School has been sanctioned for a special class with a maximum overall enrolment of 12 students, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorder (ASD).

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within the 12 months immediately preceding the Student's application to the Special Class.

Where the Special Class in Ramsgrange Community School is not oversubscribed, all Students whose needs fall within the category of special educational needs provided

for by the Special Class will be offered a place in the Special Class, subject to section 5 of this Admissions Policy.

However, under Section 15(1) of the Education Act 1998 the board of management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff. Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at below 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 Ramsgrange Community School is in a position to offer further places that become available in the Special Class 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.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

For the avoidance of doubt, if a Student does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to the Special Class 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 for the Special Class.

If a transfer Student is offered a place in the Special Class from the waiting list, the offer is subject to there being a place available in the relevant year group for that Student. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, i.e. if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, even if a place becomes available in a given mainstream year group, if there is a waiting list for that year group, the Students on that list have first refusal at the place in the year group irrespective of any matters relating to the Special Class.

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

Selection criteria in order of priority:

Applications to the Special Class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

- i. If the Student has siblings currently enrolled in the school;
- ii. The greatest level of educational need, as determined by the Principal in consultation with the NCSE and/or NEPS, having considered the Relevant Report in respect of the Child;
- iii. Whether the student attended one of the feeder schools listed in the glossary of terms;
- iv. If the Student has siblings currently previously enrolled in the school;

Selection process:

Ramsgrange Community School will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the Special Class. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Ramsgrange Community School will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.²

17. Declaration in relation to the non-charging of fees

The Board of Management of Ramsgrange Community School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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.

² This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated.*"

18. Arrangements regarding students not attending religious instruction

Ramsgrange Community School 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 in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'religious education' and 'religious instruction':

Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

Religious instruction is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

19. 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.

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.

Appendix 2

Ramsgrange Community School ANNUAL ADMISSION NOTICE FOR 2021/22

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/22 school year are available as follows: –

To download at: www.ramsgrangecommunityschool.ie

On request: By emailing office@ramsgrangecommunityschool.ie or writing to: Principal, Ramsgrange Community School, Ramsgrange, New Ross, Co. Wexford.

1. Application and Decision Dates for admission to 1st Year for 2021/22

1.	The school will commence accepting applications for admission on	Cannot be before 1 October 2020
2.	The school will cease accepting applications for admission on	Must be at least 3 weeks after date above in 1
3.	Applicants will be notified in writing of the decision on their application by	Must be within 3 weeks of the closing date for applications
4.	Applicants must confirm acceptance of an offer of admission by	School can set its own period

Failure by an applicant to accept an offer by the [insert date at 4 above] may result in the offer being withdrawn.

Application and Decision Dates for admission to RCS ASD Unit for students with a diagnosis of Autism i.e. DSM-IV, DSM-V or ICD-10 for 2021/22

1.	The school will commence accepting applications for admission to the special class on	Cannot be before 1 October 2020
2.	The school shall cease accepting applications for admission to the special class on	Must be at least 3 weeks after date above in 1
3.	Applicants will be notified of the decision on their application for admission to the special class by	Must be within 3 weeks of closing date for applications

4.	Applicants must confirm acceptance of an offer of admission by	School can set its own period
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Failure by an applicant to accept an offer by [insert date at 4 above] may result in the offer being withdrawn.

2. Number of places being made available in the 2021/22 school year

The number of places being made available in 1 st year is	120
The number of residential places is (boarding schools only)	0
The number of non-residential places is (boarding schools only)	0
The number of places being made available in the special class catering for students with a diagnosis of Autism i.e. DSM-IV, DSM-V or ICD-10	12 – 2 classes

(If the school has more than one class that caters for different categories of SEN, details of the number of places for each of the classes must be provided.)

3. Number of places in 1st year for the 2021/22 school year which were offered and accepted before 1 February 2020

The number of places for 1 st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	
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4. Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year)

The total number of applications for admission received by the school for admission in 1st year in the 2020/21 school year was [insert number].

Breakdown of places allocated for 1st Year for the 2020/21 school year:	
Number of places available	
Number of applications received	
Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:

Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission in the special class catering for students with [insert category or categories of SEN catered for in the special class] in the 2020/21 school year was [insert number].

Breakdown of places allocated for Special Class for the 2020/21 school year:	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission to the residential element of the school for 1st year in the 2020/21 school year was [insert number].

Breakdown of residential places allocated for 1st year for the 2020/21 school year:	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission as a day pupil of the school for 1st year in the 2020/21 school year was [insert number].

Breakdown of day pupil places allocated for 1st year for the 2020/21 school year:	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:

Number of names placed on waiting list for the school year concerned	
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