



Admissions Policy 2023-2024

ADMISSION POLICY of Sacred Heart Secondary School

SCHOOL ADDRESS: Clonakilty, Co Cork

ROLL NUMBER: 62170b

SCHOOL PATRON: CEIST CLG

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on [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 [school name] admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Sacred Heart Secondary School is a Catholic [co-educational/all girls] voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Sacred Heart Secondary 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.

“Catholic Ethos” in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church’s mission since Jesus Christ urged his disciples to ‘go teach all nations’. The person of Christ is the core of Catholic education.

Sacred Heart Secondary School draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today’s world. The charisma of founder Catherine McCauley of the Sisters of Mercy who began this school is of very significant importance in the life of the school.

As a CEIST school, Sacred Heart Secondary School values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- Promoting Spiritual and Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

Sacred Heart Secondary School is inspired by the words of Jesus Christ to his disciples, “I have come that they may have life and have it to the full” (Jn 10:10).

Because of this, Sacred Heart Secondary School provides a rich, holistic education in the Catholic tradition where engagement with and development of the

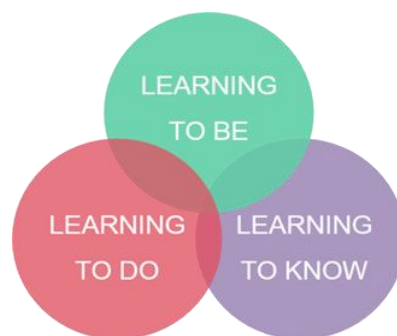
whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. Sacred Heart Secondary School offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Sacred Heart Secondary School the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

Mission Statement



LEARNING TO WORK TOGETHER IN A CREATIVE AND CHRISTIAN ENVIRONMENT, AS WE PREPARE FOR OUR FUTURE.

Motto:

Sacred Heart Secondary School; Where Learning Continues to be an adventure.

Inspiring Engaging Flourishing



3. Admission Statement

Sacred Heart Secondary 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 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, or
- 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.

Single gender schools

Sacred Heart Secondary School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Post-primary denominational schools

Sacred Heart Secondary School is a school whose objective is to provide education in an environment which promotes catholic values and does not discriminate where it admits a student of other religious faiths or students from non-religious backgrounds in preference to others.

All denominational schools

Sacred Heart Secondary School is a school whose objective is to provide education in an environment which promotes catholic values and does not discriminate where it refuses to admit as a student a person of other religious faiths or students from non-religious backgrounds in preference to others and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education classes

Sacred Heart Secondary School is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Sacred Heart Secondary School 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.”

Sacred Heart Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”

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

Sacred Heart Secondary School with the approval of the Minister for Education, has establish a special class to provide an education exclusively for students with an ASD diagnosis.

5. Admission of Students

This school shall admit each student seeking admission except where – the school is oversubscribed (please see section 6 below for further details) 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.

A school that admits students of one gender only

Sacred Heart Secondary School provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

All denominational schools

Sacred Heart Secondary School is a school whose objective is to provide education in an environment which promotes catholic values and does not discriminate where it refuses to admit as a student a person of other religious faiths or students from non-religious backgrounds in preference to others and it is proved that the refusal is essential to maintain the ethos of the school.

School with Special Class

The special class attached to Sacred Heart Secondary School provides an education exclusively for students with an ASD diagnosis and the school may refuse admission to this class, where the student concerned does not have the specific category of special education needs provided for in this class.

Applicants to the special class must have a professional report with a diagnosis of Autism Spectrum Disorder (DSM-5), and a recommendation for a place in a special class for ASD.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

If applications are in excess of the number of places available, preference will be given to students in the following order:

Mainstream Application

1. Age –Only children who comply with DES rules i.e. students must be aged 12 on the 1st January in the calendar year following the child’s entry into First Year are eligible.
2. Sister of students currently enrolled or that have graduated from Sacred Heart Secondary School.
3. Girls attending our feeder schools in the catchment area. See Nominated feeder schools.
4. A girl who has relocated and is now residing in the catchment area.
5. A girl whose parent or grandparent is a past pupil of the school.(In line with the Admission Act 2018, where a maximum of 25% of the available spaces under this criteria)
6. Daughters of Sacred Heart staff/members of the Sacred Heart Board of Management.
7. In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list

Nominated Feeder Schools

Feeder Primary Schools of Sacred Heart Secondary School

St Josephs, Clonakilty, Gael Scoil, Clonakilty, Kilgarriffe N.S, Knockskeagh N. S, Timoleague N. S, Kilmeen N. S., Barryroe N.S., Kilcolman N. S., Darrara N.S, Ardfield N.S, Ahiohill N. S. Clogagh N.S., Lissavaire N.S.

All decisions relating to admission of students rest with the Board of Management.

Special ASD Class Application

1. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-V/ICD 11) and supporting original documentation in order to be considered for enrolment in the Sacred Heart Secondary School ASD Special Classes.
2. Sacred Heart Secondary School requires that all applications are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with an Autistic Spectrum Disorder by an approved specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry / pediatrics. Parents/guardians of applicant pupils need to provide the school with a full, written, original diagnostic history. Psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis.
3. The most recent psychological/cognitive/multi-disciplinary etc. assessment, if within a reasonable timeframe (previous 2 years) should recommend placement in an ASD Special Class in a mainstream post-primary setting. The applications of students without such a recommendation or with a joint recommendation will be negatively affected by same.

4. Students who apply must have no intellectual disability or a mild intellectual disability to be considered for enrolment in the SHSS ASD Special Classes.
5. Students who apply must, in the judgement of the Special Education Team have an ability to meaningfully participate in mainstream classes in order to be considered for enrolment in the SHSS ASD Special Classes.
6. In making its decision, the SHSS Board of Management will have regard for relevant Department of Education and Skills guidelines in relation to special class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of existing and prospective students
7. Age –Only children who comply with DES rules i.e. students must be aged 12 on the 1st January in the calendar year following the child’s entry into First Year are eligible.
8. Sister of students currently enrolled or that have graduated from Sacred Heart Secondary School.
9. Girls attending our feeder schools in the catchment area. See Nominated feeder schools.
10. A girl who has relocated and is now residing in the catchment area.
11. A girl whose parent or grandparent is a past pupil of the school.(In line with the Admission Act 2018, where a maximum of 25% of the available spaces under this criteria)
12. Daughters of Sacred Heart staff/members of the Sacred Heart Board of Management.
13. In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list.

Nominated Feeder Schools

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St Josephs, Clonakilty, Gael Scoil, Clonakilty, Kilgarriffe N.S, Knockskeagh N. S, Timoleague N. S, Kilmeen N. S., Barryroe N.S., Kilcolman N. S., Darrara N.S, Ardfield N.S, Ahiohill N. S. Clogagh N.S., Lissavaired N.S.

All decisions relating to admission of students rest with the Board of Management.

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:

Insert details of the school’s arrangements here

In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be places on a waiting list.

A Lottery will be held. This will take place at Sacred Heart Secondary School and will be overseen by a member of An Garda Síochána and or Peace Commissioner, a member of the Board of Management, a parent or community representative and the Deputy Principal

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; (other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

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

8. Decisions on applications

All decisions on applications for admission to Sacred Heart Secondary School will be based on the following

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Sacred Heart Secondary School, 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 Sacred Heart Secondary 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) 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.
- (vi) 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

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 Sacred Heart Secondary 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 Sacred Heart Secondary 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.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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.

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

Sacred Heart Secondary School may consider enrolling female students at the beginning of the school year into other year groups subject to the following conditions: *(in no particular order)*

- ❑ The criteria for enrolment and the procedures for enrolment as stated in this policy are met in full.
- ❑ This school shall admit each student seeking admission except
 - (a) Where the school is oversubscribed.
 - b) When the parent/guardian 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.
- ❑ Students wishing to repeat a year must submit a request in writing to the Board of Management. Parents/Guardians and students should note that to allow the Board to consider the request in a timely manner that this request is made in advance of the commencement of the school year to allow it to be placed on the agenda of the Board meeting.
- ❑ 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
- ❑ Parents/Guardians will be notified of the decision in respect of their application not later than three weeks (21 days) after the date on which the school received the application.

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

The board of Sacred Heart Secondary 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.

17. Arrangements regarding students not attending religious instruction

A parent/guardian of a student, or a student who has reached the age of 18, who wishes to attend Sacred Heart Secondary School 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, as the case may be, to discuss how that request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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.