

**Admission Policy of Rosedale School
30th April 2020**

School Address: Woodlands Centre, Renmore, Galway

Roll number: 20070J

School Patron: Roman Catholic Bishop of Galway

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 15th Oct 2020. It will be published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for Rosedale School 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 to any person who requests it.

2. Characteristic spirit and general objectives of the school

Rosedale School is a Catholic co-educational Special school with a Catholic ethos under the Patronage of the Bishop of Galway.

Catholic Ethos in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting;

(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and

(b) a living relationship with God and 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

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2)b of the Education Act 1988 the Board of Management of Rosedale 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.

Rosedale School aims to provide a holistic education, which encompasses a happy, supportive learning and nurturing environment. Students, parents and staff, together with the Board of Management and Brothers of Charity Services Ireland West Region, work in a partnership model of education. Each individual student is valued, encouraged and respected for his/her uniqueness and facilitated to reach his/her potential academically, physically, socially, emotionally and spiritually. We strive to enable each student to progress towards reaching his/her fullness in adult life and society.

3. Admission Statement

Rosedale Scholl 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, (See section 4)
- (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.

Rosedale School is a co-educational denominational school whose objective is to provide education in an environment which promotes Catholic religious values. The Patron is the Roman Catholic Bishop of Galway and the school Trustees are the Congregation of the Brothers of Charity. Rosedale School does not discriminate on the grounds of religion except where it is proved that refusal is essential to maintain the ethos of the school.

Rosedale Special School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with an assessed diagnosis of Severe to Profound Intellectual Disability. The school also caters for applicants with other disabilities who are firstly diagnosed with Severe to Profound Intellectual Disability. These disabilities include, for example, applicants in the Autism Spectrum Disorder, physical disability, hearing or visual impairment. With regard to the above, the child will have received a diagnosis of Autism secured from a publicly-funded MultiDisciplinary Team in accordance with international best practice guidelines or has a privately funded diagnostic assessment approved by a publicly funded team.

The school caters for students in the age range of 3 to 18 years of age. Students aged 3-5 diagnosed with significant intellectual disability and Autism Spectrum Disorder are catered for in our Early Intervention classes.

Rosedale School with the approval of the Minister for Education and Skills provides an education exclusively for students with a category of special educational needs specified above and by the Minister and may refuse to admit to the class/school a student who does not have the category of needs specified.

Rosedale School is a Catholic Primary School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

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

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Rosedale School with the approval of the Minister for Education and Skills, provides an education exclusively for students with Severe/Profound Learning Disability. Two Early Intervention classes cater for students aged 3 – 5 years of age diagnosed with significant Learning Disability and who are also within the Autism Spectrum Disorder. Children of 3 years of age may apply for admission to these classes in the school if they meet these criteria. The Minister for Education and Skills through the National Council for Special Education may designate the school, when places are available, as also catering for students of 4 to 5 years of age who are described in their psychological assessment as having a significant learning disability. This would also include children who meet the above criteria and who have an additional disability including physical disability, hearing or visual impairment.

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) Rosedale school is a Roman Catholic School and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school. Students of other religions are welcome in the school and alternative educational instructions will be provided for these students during religious instruction or events in keeping with parents wishes. (See Section 17)

d) Rosedale School provides an education exclusively for students as outlined above and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school as outlined in section 3 and 4 above.

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:

The Selection Criteria Are;

- 1) Students may be enrolled in the PRESCHOOL CLASSES at Fairlands and Burrenview who meet one of the following criteria and who reside in the designated school catchment area
 - a) Students diagnosed with a Significant Intellectual Disability who have also been diagnosed as having Autism Spectrum Disorder and who are in the three to five age range. These students will be enrolled in the preschool classes at Fairlands CDC for children in the Autism Spectrum Disorder
 - b) Students diagnosed with a Significant Intellectual Disability coupled with an additional disability or diagnosis such as physical disability or visual/hearing impairment.
 - c) Students diagnosed with a Severe to Profound Intellectual Disability who are in the four to five age range.

- 2) The appropriateness of Rosedale School as an ongoing educational placement is reviewed before the child reaches his or her fifth birthday and only students, who following review, meet the criteria a) to c) below are considered eligible to proceed forward into Rosedale School from the Preschool Classes located in Fairlands and Burrenview.
 - a) A diagnosed level of Intellectual Disability in the Severe or Profound range with an identified IQ as stated in the Department of Education and Science, Special Education Circular 02/05, page 17
 - b) And are aged 5 to 17 years in the year of enrolment.
 - c) And reside in the designated school Catchment Area

- 3) Students who have a sibling enrolled in the school, where that sibling will be a pupil of the school for at least a further year who meet the criteria a) to c) above will next be considered for enrolment.

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:

1. The remaining applicants aged 5 and over will be prioritised by age, with priority going to the oldest child where they meet the criteria a) to c) above.

2. Remaining applicants aged 3 to 4 for enrolment to the Early Intervention classes at Fairlands will also be prioritised by age but with priority going to the youngest child, where they meet the criteria outlined above.

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, other than in relation to a student's prior attendance at Rosedale School's Early Intervention classes, referred to as Fairlands or Burrenview.
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to the criteria for admission to Rosedale Special School.
- (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 siblings of a student attending the school).
- (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 Rosedale School will be taken by the Board of Management and 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.)

The Board of Management has set up an admissions Committee comprising of the Chairperson, Principal, 1 additional representative from the Board(Brothers of Charity Health Team leader) and a member of the multi-disciplinary team.

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 Rosedale 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.

(iii) that an application for school transport will be made by the parent/guardian and an acceptance that an offer of a place in the school does not automatically include an offer of school transport.

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 Rosedale 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.

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 certain information between schools in order to facilitate the efficient admission of students.

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 Rosedale 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 Rosedale 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.

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:

Applications can be considered from students for classes in the 7 to 17 age range and the same admissions criteria will apply as already outlined in Section 5 above. An appropriate class vacancy will have to be available in order to consider such an application.

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 as follows:

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 to Admissions to school Act 2018 and any regulations made under that Act

An appropriate class vacancy will have to be available in order to consider such an application.

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

The board of Rosedale School or any persons acting on its behalf will not 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

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school.

Rosedale School will respect any such decisions and provide alternative educational instruction during these times.

These arrangements will not result in a reduction in the school day of such students:

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.