



HIGH CROSS
COLLEGE

Admission Policy

High Cross College

Roll number: 68466G

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 staffs, the school patron and with parents of children attending the schools.

The policy was approved by the Board of Management on 3rd October 2023. It is published on the website (www.highcrosscollege.ie) and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the above-named 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.

2 Characteristic Spirit and General Objectives of High Cross College

High Cross College is a Catholic Coeducational 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 High Cross College 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

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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:

1. The full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects,
2. A living relationship with God and with other people,
3. A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus,
4. The formation of the pupils in the Catholic faith

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.

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.

High Cross College 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 charism of Catherine McAuley and Nano Nagle, the founders of the Mercy and Presentation Orders, is of very significant importance in the life of this school.

As a CEIST school, High Cross College 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***

High Cross College 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, our 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.



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Education has as its goal the formation of a human person who is free, rational and mature in relationships. High Cross College 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 High Cross College, the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. As we are a Catholic school, High Cross College 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. High Cross College is an outward looking school. We are connected to our local parishes and Diocese and other local organisations which enrich the life of our 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.

As High Cross College is a voluntary Catholic School, all who work in our school - students, parents and teachers - are expected to work in accordance with these principles:

- We treat every individual human person as a child of God called to share in God's own life forever.
- We take our inspiration from the ministry of Christ.
- We participate in the mission of the Church within the surrounding culture in which it lives and breathes.
- We are 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.
- We are at the service of society in both a critical and supportive manner.

3 Admission Statement

High Cross College will not discriminate in its admission of a student to the school on any of the following:

1. The gender ground of the student or the applicant in respect of the student concerned,
2. The civil status ground of the student or the applicant in respect of the student



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- concerned,
3. The family status ground of the student or the applicant in respect of the student concerned,
 4. The sexual orientation ground of the student or the applicant in respect of the student concerned,
 5. The religion ground of the student or the applicant in respect of the student concerned,
 6. The disability ground of the student or the applicant in respect of the student concerned,
 7. The ground of race of the student or the applicant in respect of the student concerned,
 8. The Traveller community ground of the student or the applicant in respect of the student concerned,
 9. 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.

4 Category of Special Educational Needs catered for in the Special Class

High Cross College has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category 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.

Category of Special Educational Needs catered for in the Special Class: ASD (Autism Spectrum Disorder)

This means that students who have a diagnosis of ASD are eligible to apply for enrolment



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in our class.

All enquiries on enrolment to the ASD class should be made to
bridget.collins@highcrosscollege.ie

5 Admission of Students

Applications will not be accepted before October 1st of the preceding year of commencement in High Cross College

This school shall admit each student seeking admission except where –

- a) The school is oversubscribed (please see point 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

High Cross College is a Catholic School under the trusteeship of CEIST and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to High Cross College provides an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

High Cross College 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.

High Cross College will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”



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6 Oversubscription

The Board of Management shall have regard for the Department of Education directives concerning class size, staffing provision and other relevant requirements concerning accommodation such as physical space or health and welfare of students in deciding the maximum number of places to be offered each academic year.

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 applicants that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Selection Process

1. Siblings of current pupils and/or past pupils of either Presentation College or Scoil Bhríde
2. Second priority will be given to siblings of past pupils of Presentation College and siblings of past pupils of Scoil Bhríde (in order for students to qualify for these criteria past siblings must have completed their second level education at Presentation College or Scoil Bhríde.)
3. Sons and Daughters of staff employed in Presentation College and Scoil Bhríde at the time of enrolment.
4. Random selection which will be conducted as follows:

An Admissions Committee appointed by the Board of Management will conduct the random selection. The name of each applicant will be placed in a container. A member of the Admissions Committee will select names from the container and another member of the Admissions Committee will record the names as they are taken from the container. This process will continue until all places are allocated. Those remaining names in the container will remain in the container and a second random selection process will take place to establish a waiting list.

Please note that where there are two or more siblings in the one random selection process then upon selection of one or more of their number all of the siblings are deemed selected subject to sufficient remaining places being available at the selection of the first sibling, otherwise the remaining sibling/s go to the top of the waiting list.



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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 preschool 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; other than in relation to admission to the special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- 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 her family attending or having previously attended the school other than, in the case of (1) siblings of current students (2) siblings of past pupils as mentioned in Section 6 above in relation to over subscription.
- g) The date and time on which an application for admission was received by the school unless it is after the closing date as indicated in the Annual Admissions Notice.

8. Decisions on applications

All decisions on applications for admission to High Cross College will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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



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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 High Cross College, you must indicate—

- a) 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
- b) whether or not you have applied for and are 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.



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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 High Cross College where:

- a) It is established that information contained in the application is false or misleading.
- b) An applicant fails to confirm acceptance of an offer of admission on or before the
- c) date set out in the annual admission notice of the school.
- d) 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
- e) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.
- f) 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.
- g) 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—

- a) An application for admission to the school has been received,
- b) An offer of admission to the school has been made, or
- c) An offer of admission to the school has been accepted.



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The list may include any or all of the following:

- a) The date on which an application for admission was received by the school.
- b) The date on which an offer of admission was made by the school.
- c) The date on which an offer of admission was accepted by an applicant.

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 High Cross College 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 High Cross College 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



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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:

- Application Forms are available from the school office by calling 093 24575.
- Applicants will be required to furnish details about their prior second-level education. The school reserves the right to contact the previous second level school. Information in relation to a student's academic abilities and special needs provision will be required from the applicant's previous school/s to ensure that the needs of the student can be met.
- Failure to complete any of the necessary documentation listed below or to supply any other relevant documentation requested by the school will be deemed incomplete and will not be considered until such time as all documentation is furnished to the Principal.

Decision Making Process

- Decision of Board may be delegated to the Principal.
- High Cross College/CEIST Ethos requires that even if there is a firm conviction that the best interests of the student would be better served elsewhere, these are not grounds for unilaterally refusing a student. A process of consultation with parents, relevant school personnel and all relevant agencies will follow to achieve a resolution that allows the wishes of the students and parents to be met.

Applications from students wishing to transfer to the school should be accompanied by:

1. Fully completed Registration Form.
2. Reference from previous school.



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3. Full behaviour records relating to breaches of Code of Behaviour.
4. Psychological Reports.
5. Attendance Records.
6. Details of student's engagement with external agencies.

Please see Transition Year Policy for details on Admission to Transition Year. This policy is available from the school on request.

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

The Interim Board of High Cross College 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-

1. An application for admission of a student to the school, or
2. The admission or continued enrolment of a student in the school.

17. Arrangements regarding opting out of Religious Instruction

A parent of a student, or a student who has reached the age of 18, who wishes to attend High Cross College without attending religious instruction should make a written request to the principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how that request may be accommodated by the school.

18. 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



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section 29B of the Education Act 1998 which are published on the website of the Department of Education.

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.