



Admission Policy

**Chanel College
Coolock Village
Malahide Rd
Dublin 5**

Roll number: 60550B

School Patron/s: Marist Fathers

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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 17.9.2020. 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 Chanel College 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 Chanel College

Chanel College is a Catholic all boys voluntary secondary school with a Catholic ethos under the trusteeship of the Marist Fathers.

"Catholic Ethos" in the context of a Catholic voluntary secondary 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 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,

and which school provides religious education 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, 1998 the Board of Management of Chanel 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 objectives and conduct of the school.

3 Mission Statement

Our mission in Chanel is to enable our students to reach their full potential so that they will make a positive difference in today's world. We strive to create a sense of community within the school and an informal but respectful atmosphere between students and staff members. In this pastoral environment, students are encouraged to take responsibility for themselves and for their learning.

4 College Profile

Chanel College is a Catholic voluntary secondary school for boys only, founded in 1955, under the trusteeship of the Marist Fathers, and is entirely funded by the Department of Education and Skills. It strives to create a sense of community within school and a respectful, informal atmosphere between pupils and teachers. In this pastoral environment pupils are encouraged to take responsibility for themselves and their learning.

The school recognises the principle of equality of access and parental choice in relation to enrolment.

As a Catholic voluntary secondary school, the practice and expression of faith is nurtured and the Religious Education of pupils is of prime concern. Each student is expected to subscribe to the ethos of the College, to comply with school procedures and code of behaviour and to participate fully in the life of the school.

Chanel College welcomes boys from all backgrounds, respecting the diversity of values, beliefs, traditions, languages and ways of life in society.

4.1 Courses and Subjects Offered

Chanel College follows the curricular programmes set down by the Department of Education and Skills (DES), which may be amended from time to time in accordance with the Education Act 1998 (Sec's 9 & 30).

Junior Cycle (3 Years).	Senior Cycle (2 Years).
<i>(Alphabetically)</i>	<i>(Alphabetically)</i>
Art	Accounting
Business Studies	Art
C.S.P.E.	Biology
English	Business
French	
Gaeilge	Chemistry
History	Construction Studies
Geography	DCG
Materials Technology: Wood.	Economics
Maths	English
French	French
P.E.	Gaeilge
Computer Studies	History
Religion	Geography
Spanish	Economics
S.P.H.E.	Maths
Science	P.E.
Technical Graphics	Physics
Wellbeing	PE
	Religion
	Spanish

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including

the minimum number of students to justify the offering of a particular subject class. Students who do not sit internal examinations may be required to sit such examinations at an alternative time, before proceeding with their course.

4.2 Junior Certificate Schools Programme

The Junior Certificate School Programme aims to provide a curriculum framework that assists schools and teachers in making the Junior Certificate more accessible to those young people who may leave school without formal qualifications. It attempts to help young people experience success and develop a positive self-image by providing a curriculum and assessment framework suitable to their needs. On completion of the programme students receive a profile which is an official record of their achievements from the Department of Education and Skills.

4.3 Transition Year

The Transition Year (TY) is an optional one-year programme which commences on completion of the Junior Cycle. Student numbers in the Transition Year programme is based on curricular needs. The following criteria apply in selecting students for the Transition Year

- Work Rate to date
- Behaviour record
- Suitability
- Attendance and Punctuality
- Application
- Interview

The aims of the programme are:

- To provide a good academic basis for beginning the Senior Cycle course.
- To develop aspects of the curriculum which may not be catered for elsewhere in the College curriculum.
- To develop teamwork through task-oriented projects.
- To develop links between the College and the wider community.
- To encourage students to become self-motivated and independent learners.
- To provide an opportunity for students to develop an understanding of how learning occurs inside and outside the College generally, and with particular reference to their own learning styles.
- To introduce students to a wide range of cultural and sporting activities.
- To prepare students to become responsible members of society.

Provision of subjects and activities is dependent on resources and annual review. An amenity subscription is required to facilitate the wide range of activities in which students are involved during this year. This subscription is set and amended as necessary by the Board of Management.

The Board of Management reserves the right in relation to the above programmes to approve the numbers entering each programme on an annual basis.

4.4 L.C.V.P. – Leaving Cert Vocational Programme

The Leaving Certificate Vocational Programme (LCVP) is an intervention designed to enhance the vocational dimension of the Leaving Certificate (established). The LCVP combines the academic strengths of the Leaving Certificate (established) with a new and dynamic focus on self-directed learning, enterprise, work and the community. This two year programme is part of an expanded provision that aims to cater for the

diversity of participants' needs at senior cycle.

The primary goal of the LCVP is to prepare young people for adult life by ensuring that they are educated in the broadest sense, with an ability to cope and thrive in an environment of rapid change. Participants in the programme are encouraged to develop skills and competencies fundamental to both academic and vocational success.

Throughout the programme students are encouraged to:

- be innovative and enterprising
- take responsibility for their own learning
- adapt to changing circumstances
- evaluate data and devise solutions to problems
- communicate their thoughts and ideas effectively
- work with others as part of a team
- investigate and plan career options
- use information and communications technologies
- investigate local business and community enterprises
- learn from their experiences

These skills and qualities are equally relevant to the needs of those preparing for further education, seeking employment or planning to start their own business. The use of active teaching and learning methodologies is encouraged in the LCVP. Experiences such as work placements, career investigations, mini-enterprises, business and community visits are an integral part of the programme. This rich activity base requires a considerable time commitment and high degree of flexibility from the LCVP co-ordinator and teaching team in the school.

The aims of this programme are:

- Students will understand the world of work and gain insight into specific workplaces.
- Students will become better informed about career paths and career choices
- Students will acquire factual knowledge about the world of work locally.
- Students will become aware of their personal aptitudes and strengths.
- Students will gain an understanding of enterprise in action and set up and run their own project.
- Students will experience teamwork and develop organisational, decision-making and social skills.

4.5 Extra-Curricular Activities

Chanel College is committed to the development of extra-curricular activities in the College, believing they provide an identification with the College for the student body as well as lifting College morale. To this end we provide a wide range of cultural, social, sporting and artistic activities to develop the individual and co-operative talents of our students. The following activities are currently catered for:

- Local and foreign cultural tours
- School Exchanges
- Debating & Public Speaking
- Drama and Music
- Mini-company
- Quizzes
- Charity Support Groups
- First Year Mentoring

- Leadership opportunities
- Team Games (Gaelic, Soccer, Rugby, Basketball) & Athletics
- Art Competitions

Provision of these activities is subject to resources. Communication concerning involvement and achievement in extra-curricular activities is promoted through the College newsletter, website and other social media.

4.6 Student Council

The role of the Student Council is to represent students' views to management. It will be included in the consultation process of school planning. It is a resource working in partnership with the College management to improve the atmosphere, conditions and facilities and to generate good relations between students, staff and management. The Student Council also plays an important supportive role at Parent-Teacher meetings, Open Night, and other events that take place in the College.

4.7 Parents' Association

The College has an active and vibrant Parents' Association. Their aims are to promote the educational development of our students and to assist with the various College activities. Their AGM is held early in the academic year. They meet regularly. Membership of the Council is voluntary.

5 Admission Statement

Chanel College Admissions Policy welcomes all students for whom the College can provide an appropriate education. Chanel College will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, 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.

Chanel College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Chanel College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

6 Admission of Students – the Intake Group

The admission procedure is broken into two separate stages:

- Stage one is the Application Procedure (see 6.2 below)
- Stage two is the Registration procedure (see 6.5 below)

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see 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) Chanel College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- d) Chanel College is a Catholic 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.

6.1 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:

1. Siblings preference (for applicants who have brothers attending, or who have attended the College)
2. Applicants whose Parents / Guardians are past students (maximum of 25% of available places as per admissions notice)
3. Applicants whose Parent / Guardian serves on the Board of Management of the College or is employed by the Board of Management
4. Applicants of the Catholic faith which is promoted in the founding intention of the College.
5. Other students
6. Late applications will only be considered after all applications, received in time, have been processed (see Point 5 in Admissions Procedures).

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:

In the event of applications exceeding places available in any sub-category, applications will be drawn by random selection, conducted in the presence of the Principal and two independent nominees of the Board of Management / Trustees.

Applicants will be placed on a list (the Application List) in the order they are drawn. Places will then be offered to applicants based on their place on the Application list until there are no more places available. The remaining applicants will be informed that their application was not successful but that they will be placed on the Current Year Waiting List for that academic year in the order they appeared on the Application List.

6.2 Application Procedure

- A. Parents should note that Applications will only be accepted in respect of the following academic year. Applications are only accepted from the date outlined in the Annual Admission Notice.
- B. Application forms will be available by downloading from the school website and/or by emailing, calling to or telephoning the school office. Students listed on the retrospective list have already submitted a completed application form to enrol and do not need to reapply. For those who have not already applied and wish to apply, application forms are **only available for the period as stated on the Annual Admissions Notice** (Appendix A)
- C. Students are offered a place in 1st year during the dates as outlined in the Annual Admissions Notice of the year preceding the year of entry, the number of which will have been decided by the Board of Management. Offers will be posted to parents/guardians. **Parents/guardians must accept the offer, by way of completing registration form, by the date stated. Failure to do so will be taken as a refusal to accept the offer of a place.** This process will continue until all available places are offered and accepted.
- D. Once all places have been offered, successful applicants will commence the registration process, see 6.5 below. The remaining applicants will be informed by letter and requested to complete a form to express their interest in being placed on the Intake Group Waiting List.

6.3 What will not be taken into account.

In accordance with section 62(7),(e) of the Education Act, the College will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí.
- (b) the payment of fees or contributions (howsoever described) to the college.
- (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 college.

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 college for the school year concerned.

6.4 Decisions on Applications

All decisions on applications for admission to Chanel College 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 below in relation to applications received outside of the admissions period and 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.

6.5 Registration Process

6.5.1 Registration Form – Accepting a place in Chanel College

The first step of the registration process is where successful applicants accept their place in Chanel College by way of filling in and returning a registration form. This must be completed within the timeframe specified in the Admissions Notice. Failure to do so in the time specified will result in your son's place in Chanel College being forfeited and offered to another student.

Note:

In accepting an offer of admission from Chanel College, 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.

6.5.2 Information Evening

Parents/Guardians of incoming 1st year students will be invited to attend an Information and Induction programme. Parents/guardians and their children are strongly encouraged to attend this meeting.

6.5.3 Student Data

As part of the registration process we request all relevant student information so as to ensure we can adequately prepare for incoming students.

At this stage a request will be made from Chanel College for all relevant information to be made available from the student's previous school, including a student passport and special education requirements. Details of psychological assessments and any other learning needs (where applicable) are requested. This will assist the school in making appropriate education provision for each student.

6.6 Other Applicants

Other 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 below for further details).

6.7 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 Chanel College where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

6.8 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:

- 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;
- d. 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).

6.9 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 Chanel 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 Chanel 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.

6.10 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.

7 Admission of students outside the intake group and during the school year

The following section relates to the following:

- students wishing to transfer from other schools to a year group other than 1st Year
- students who are currently not enrolled in any school
- students who wish to transfer into 1st Year after the start of the school year, provided no waiting list is in place from the initial enrolment process.

Where a waiting list is in place, applicants for 1st Year will be added to the end of the waiting list, provided the application is made in accordance with all other procedures and criteria detailed in this policy.

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy transfers into the school are discouraged (particularly from students currently enrolled in other local post-primary schools), in the overall interests of the continuity of the student's education.

7.1 Procedures

The procedures of the college in relation to the admission of students who are not already admitted to the college to classes or years other than the school's intake group are as follows:

1. The applicant, or a parent/guardian of applicant under the age of 18, submits an application form. Application forms are available on the school website or from the school office.
2. The applicant, accompanied by parent or guardian where the applicant is under the age of 18, attends a meeting with the Principal or Deputy Principal.
3. At the meeting with Principal / Deputy principals details of the reasons for the application will be ascertained. Similarly details of the applicants curricular preferences in terms of subject choice and levels will be gathered.
4. The school will communicate the outcome of the application in writing to the applicant.

7.2 Guiding Principles

An offer to enrol in Chanel College is based on the following principles:

1. The admissions process is in agreement with the College's Admission's Policy
2. There is vacant space in the relevant year group
3. Where there is insufficient space in a particular class group the applicant accepts that their preferred subject or levels may not be available.
4. That any appropriate documentation is completed and signed by previous school authorities and the parents / guardians.
5. That a signed written commitment to the Code of Behaviour and Discipline has been provided.
6. That the applicant agrees to undergo an induction programme.

8 Declaration in relation to the non-charging of fees

The board of Chanel 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-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

9 Arrangements regarding students not attending Religious Instruction

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

10 Reviews/Appeals

10.1 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.

10.2 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.