

# **Oatlands College**

## **Admissions Policy**

**1<sup>st</sup> Year, September 2023**  
**2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Year, September 2023**

**Oatlands College,  
Mount Merrion,  
Co. Dublin**

*\*This Policy is available at the College Office and on the College Website*

## **Section A. Mission Statement.**

Oatlands College is a Voluntary Catholic Secondary College for boys, founded by the Christian Brothers and now under the Trusteeship of the Edmund Rice Colleges Trust [ERST]. It is the policy of the College to accept for enrolment boys who respect and whose Parent(s)/Guardian(s) respect the religious and educational philosophy of the ERST Charter\*, as set out in its Mission Statement.

### **Mission Statement.**

*Oatlands College is an Edmund Rice College community composed of students, teachers and other staff, parents and management under the Trusteeship of the Edmund Rice Schools Trust [ERST].*

*The central purpose of this community is the religious, moral, intellectual, physical, aesthetic and social education of the students. Inspired by the vision of Edmund Rice, as set out in the religious and educational philosophy of the ERST Charter\*, the school seeks to create an atmosphere of Christian care and concern in which Students can grow to maturity.*

\*ERST Charter is available on [www.erst.ie](http://www.erst.ie)

## **Section B. Operating Context.**

### **1. Underlying Principles.**

In developing this policy, the Board of Management (BOM/Board) has, within the parameters of the financial and resource support available through the Department of Education and Skills and other sources, paid due regard to the provisions of the Education Act, 1998, the Education Welfare Act, 2000 and the Equal Status Act, 2000. In this regard the Board, through its Admissions Policy, supports the following principles:

- Nurturing Faith, Christian Spirituality and Gospel-Based Values;

- Promoting Partnership;
- Excelling in Teaching and Learning;
- Creating a Caring College Community;
- Inspiring Transformational Leadership;
- Inclusiveness, especially in relation to enrolment of Students who are either disadvantaged or have special needs, subject to the terms of the Equal Status Act, 2000, Section 4;
- Parental choice as enshrined in Article 42 of the Constitution and the Education Act, 1998, Section 6 (e), while, at the same time, having due regard to the Ethos and Characteristic Spirit of the College;
- Equality of access to and participation in the College for Students;
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society, while, at the same time, having due regard to the Ethos and Characteristic spirit of the College.

## **2. Relevant Legislation**

Oatlands College abides by the terms of the Equal Status Acts, 2000 – 2011; Education for Persons with Special Educational Needs Act, 2004; The Disability Act, 2005; The Education (Admission to Schools) Act 2018.

## **3. College Resources.**

The financial and teaching resources of the College are provided by a combination of:

- Department of Education and Skills grants and teacher allocations,
- Voluntary contributions by parents and guardians,
- Local fundraising.

The implementation of College plans and policies must have due regard to:

- The funding and resources available,
- Curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998.

***The Board of Management reserves the right, in consultation with the Trustees, to alter services offered by the College, in line with available resources.***

### **Amenity Charge**

A non-refundable amenity charge of €250 must be paid when you accept a place in the College. This is the administration charge for your son's First Year in College. Items covered by this charge include photocopying, personal insurance, journal, house exams, etc. In cases of financial hardship please contact the Principal.

### **Voluntary Contributions:**

The College relies on the annual voluntary contribution from Parent(s)/Guardian(s) to maintain facilities to provide a comprehensive education, and to meet the extra-curricular needs of all its students. This voluntary contribution scheme is operated by the Board of Management. Contributions, which supplement government funding are used for the upkeep and maintenance of College buildings and grounds, for the provision of technical and sports equipment and related services. It is also used to support the curricular and extra-curricular programme in the College. The Board has recommended a current annual Voluntary Contribution of €300 per Student, subject to a maximum of €500 per family. Alternative contribution amounts are also gratefully accepted.

## **Section C. Procedures.**

*Oatlands College accepts Applications from boys only. All decisions in relation to enrolment of boys in Oatlands College are made by the Board of Management of the College, in accordance with College Policy; The Education Act (1998); The Education Welfare Act, (2000); The Equal Status Acts, 2000 – 2011 and The Education (Admission to Schools) Act 2018.*

*It is a condition of enrolment at Oatlands College that all Students and their Parent(s)/Guardian(s) accept the Code of Behaviour (enclosed herewith) and that they acknowledge in writing that they respect the religious and educational philosophy outlined in the ERST Charter (see [www.erst.ie](http://www.erst.ie)). The Board of Management will not enrol a Student who fails or whose Parent(s)/Guardian(s) fail to satisfy these conditions of enrolment.*

*The College reserves the right to review its decision to offer a place to a student where it is established to the satisfaction of the College that:*

- (1) Information submitted by or on behalf of the student with their application is incorrect or misleading in any material respect, or*
- (2) Information that is material to the decision of the College in determining whether or not to accept an application has been omitted or otherwise withheld.*

## Section 1 - Application Procedure

*This Policy is subject to annual review by the Board of Management.*

### **1. Incoming First Years September 2023**

1.1 The College will admit, each year, the number of Students determined by the Board of Management. *For the College year 2023/2024 this number will be 96 Students. This number is subject to review.*

**The closing date for applications for entry to First Year in September 2023, is Monday 24<sup>th</sup> October 2022 at 5.00 p.m. APPLICATIONS IN HARD COPY ONLY will be considered.**

1.2 Students must be aged 12 years on the 1<sup>st</sup> January in the calendar year following the child's entry into First Year. A full Birth Certificate must accompany the Application Form.

1.3 Application Forms are available, on request, from the 3<sup>rd</sup> October 2022 from the College office or may be downloaded from the website.

1.4 An Information Event/Open Evening for prospective Students and Parent(s)/Guardian(s) may be organised by the College annually to enable Students and Parent(s)/Guardian(s) to view the College and to speak to College personnel.

***1.5 Applications will be deemed valid and date and time stamped only when all of the following criteria are satisfied:***

- Applications must be received not later than 5.00 pm on **Monday 24<sup>th</sup> October 2022;**
- Applications are accepted in **hard copy only**. Applications forwarded electronically are not deemed valid and will not be considered.
- Application Forms are completed in full, to include Student's PPS number and all other requested information;
- Applications include signed agreement by Parent(s)/Guardian(s) and Students to uphold and respect the College's Mission Statement, Ethos, and Code of Behaviour;
- Applications are accompanied by the Student's Birth Certificate and two passport-style photographs.

1.6 Applications are recorded according to the date and time of receipt in the College and in accordance with the criteria outlined in 1.5, above.

1.7 Applications received after 5.00 p.m. on Monday 24<sup>th</sup> October 2022 will only be considered after eligible applications received prior to 5.00 p.m. on Monday 24<sup>th</sup> October 2022 have been accommodated. Such late applications will be placed on a waiting list and will rank behind those received before the aforementioned deadline.

1.7.1 Where an offer of enrolment is made, the Parent(s)/Guardian(s) must confirm acceptance of the offer in writing by post or in person within a period of ten working days from the date of the offer.

1.7.2 Withdrawal of an offer of a place:

- The offer of a place may be withdrawn if:
  - The Applicant, in conjunction with their Parent(s)/Guardian(s), does not complete the detailed student enrolment form that will be issued following offer of the place by the date specified in the letter.
  - An intending Student and his Parent(s)/Guardian(s) fail to attend an arranged Admissions Meeting with the Principal without giving at least two (2) days' notice in writing sent either by registered post addressed to the Principal, e-mail sent to [admin@oatlands.net](mailto:admin@oatlands.net) or by phoning the College on 01 2888533.
  - It subsequently emerges that information furnished in the application form was incorrect and/or misleading information and resulted in the offer of a place which would not have been offered otherwise.
  - The Applicant, in conjunction with their Parent(s)/Guardian(s), does not confirm that they are aware of and respect the characteristic spirit of the College, Ethos and Mission Statement.
  - The Applicant, in conjunction with their Parent(s)/Guardian(s), does not confirm acceptance of the College's Code of Behaviour.
  - The Applicant fails to sit an Entrance Assessment, the date for which will be communicated in writing to the Parent(s)/Guardian(s) of the Students accepted for admission at the College. This assessment is not an entrance examination as the Student has already been allocated a place in the College. Where, upon giving reasonable notice, an Applicant cannot sit the assessment for good reason on the date specified, an alternative date will be arranged.
- (a) The College **will immediately rescind**, without notice, an acceptance of an offer of enrolment where an intending Student, without giving due explanation at least five (5) days in advance in writing sent either by registered post addressed to the Principal or e-mail sent to [admin@oatlands.net](mailto:admin@oatlands.net), fails to attend the College on the first day of the College Year.

1.7.3 An offer of enrolment to Oatlands College may not be deferred by either the College or the applicant.

1.7.4 Students offered a place must sit an Entrance Assessment, set and corrected by the College. This assessment is to allow the College to put in place (subject to available resources) proper and appropriate supports for incoming Students and does not have any bearing on admission.

Parent(s)/Guardian(s) will be notified of the date of this assessment by ordinary post. All new First Years must sit this assessment (unless the College has been contacted in advance). Failure to sit the test where the College has not been notified will result in the place being forfeited, and the place being offered **immediately** to an applicant on the waiting list.

1.7.5 It is the responsibility of Parent(s)/Guardian(s) to notify the College of any change of address.

1.8 Students who are offered a place must, along with their Parent(s)/Guardian(s), sign and accept the College's Code of Behaviour and acknowledge in writing that they respect the religious and educational philosophy outlined in the **ERST Charter (www.erst.ie)**.

The Board of Management will not enrol a Student who fails or whose Parent(s)/Guardian(s) fail to satisfy the conditions of enrolment.

## **Section 2 – Selection Procedure**

### **1. Incoming First Years September 2023.**

In deciding on the number of Students to be admitted, the Board will have due regard for the relevant Department of Education and Skills provisions in relation to class size, staffing allocation and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children. 96 places are available for 2023 - 2024. (This number is subject to review).

The BOM reserves the right of access by the Principal to all information relevant to the educational and personal welfare of applicants and will seek such from Parent(s)/Guardian(s)/Primary Schools.

Where the number of applicants is greater than the number of available places, the Board of Management will apply the following selection criteria in relation to applications received no later than Monday 24<sup>th</sup> October 2022 at 5.00 p.m.:-

Category 1: Applicants who have a brother/brothers currently (i.e. on 24<sup>th</sup> October 2022 at 5.00 p.m.) enrolled in the College

Category 2: Applicants from Scoil Mhuire, (Oatlands Primary)

Category 3: Applicants who are brother(s) or son(s) of Past Pupils/sons of current Teaching and Ancillary Staff

Category 4: Applicants from St. Mary's BNS, Booterstown / Carysfort NS.

- Category 5: Applicants from St. Brigid's BNS, Mart Lane, Foxrock/  
St. Patrick's BNS, Hollypark, Foxrock/Guardian Angels NS, Blackrock
- Category 6: Applicants from Scoil San Treasa, Mount Merrion
- Category 7: Applicants from St Laurence's BNS, Kilmacud/  
St. Anne's NS, Shankill/Star of the Sea BNS, Sandymount
- Category 8: Applicants from all other national schools.

If all applicants in a particular category cannot be accommodated they are arranged in order of distance from College to home (Google Maps).

### **Exceptional Circumstances**

In very exceptional circumstances, the Board of Management reserves the right to make a decision in respect of an application for admissions to Oatlands College, other than in accordance with the foregoing criteria. Such decisions will only be made in consultation with the Principal.

Parent(s)/Guardian(s) will be notified *in writing* of the Board's decision within 21 working days of the closing date for receipt of completed application forms.

**Parent(s)/Guardian(s) who no longer require a place that they have accepted are asked to notify the College immediately (in the spirit of fairness) so the place can be offered to another applicant. Under no circumstances will monies paid to the College be returned to Parent(s)/Guardian(s) who withdraw an Enrolment acceptance.**

### **Section 3 - Special Educational Needs.**

Oatlands College welcomes Students with disabilities and special educational needs. It will use the resources (financial and personnel) provided by the Department of Education and Skills to make reasonable provision for such Students. The College's ability to accommodate Students with particular needs is dependent on the resources necessary for the needs of the individual Students being made available by the Department of Education and Skills. **Please notify Oatlands College of the Student's needs when applying for a place, as there is an early deadline for SEN resource applications. Failure to do so may effect the Student's application to the College.**

*The Board of Management reserves the right to refuse an application for admission from a Student who has special needs such that, even with additional resources available from the Department of Education & Skills, the Board determines that the College cannot meet such needs and/or provide the Student with an appropriate education.*

*The College reserves the right to review its decision to offer a place to a Student where it is established to the satisfaction of the College that:*

- (1) Information submitted by or on behalf of the Student with their application is incorrect or misleading in any material respect, or***
- (2) Information that is material to the decision of the College in determining whether or not to accept an application has been omitted or otherwise withheld.***

3.1 On applying to the College, Parent(s)/Guardian(s) will make the College aware that their son/ward has special educational needs and, where applicable, provide consent for the release to the College of any of the reports referred to in 3.3 below.

Parent(s)/Guardian(s) are also requested to outline the details of their son's special educational needs on the College's Application Form. In order to determine how Oatlands College can best meet the educational needs of their son, Parent(s)/Guardian(s) will consent to the release of all such appropriate and relevant information by the Primary School to the Principal of Oatlands College. **(Release of Information Form attached).**

3.2 Parent(s)/Guardian(s) will make the College aware if the Student has had access to any of the following:

- Special Needs/Classroom Assistant or Special Class.
- Help for Specific Needs from a Resource Teacher.
- Help with Behavioural Modification.
- Psychological Assessment.
- Help for Visual/Hearing Impairment.
- Help with General/Specific Learning Disability.
- Help for Emotional Disturbance.
- Any resource in relation to travel/mobility, etc.

3.3 On becoming aware of a Student having Special Needs, the College will access relevant records from the Student's Primary School or Parent(s)/Guardian(s). These could include, for example, Individual Education Programme, Medical Report, Psychological Report. If an Expert Report is provided, it should include a workable strategy for addressing the identified needs, taking the available resources into account.

***It is incumbent on Parent(s)/Guardian(s) to make all necessary arrangements for the prompt transfer of such records to relevant personnel at Oatlands College.***

3.4 In the event that a Report is not available, the Principal, acting on behalf of the Board of Management, may request that the Student be assessed as soon as is practicable and that any other information which would be deemed relevant to his educational development be provided. This is to assist the College in establishing the educational needs of the child relevant to his disability or special needs and to profile the support services necessary.

3.5 The Principal, acting on behalf of the Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these Students can be met. Contact will be made with the

National Council for Special Educational Needs regarding special needs resources to which the Student may be entitled.

The Principal may request a meeting with the Parent(s)/Guardian(s) of the Student or may contact the Principal of the Student's Primary School(s) to discuss the application and the Student's needs.

The Parent(s)/Guardian(s) may request a meeting with the Principal to discuss the Student's educational or other needs.

- 3.6 The Principal, acting on behalf of the Board of Management, may deem it necessary to delay the enrolment of a Student who has special needs, pending the provision of information, outlined above, or pending the allocation of resources from the Department of Education and Skills that would allow the College to cater for needs identified from such information.

N.B. It may take some time for the Department of Education & Skills to process such applications. Parent(s)/Guardian(s) are strongly advised to inform the College as early as possible and discuss their particular situation well in advance of making an application.

- 3.7 As soon as is practicable, after Parent(s)/Guardian(s) have provided all the relevant information, the Principal, acting on behalf of the Board of Management, shall make a decision in respect of the application concerned and inform the Parent(s)/Guardian(s) in writing thereof [Education Welfare Act, Section 19 (3)].

#### **4. Transfer of Students from other Second-Level Schools.**

It is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into an area). In general, however, transfers into Oatlands College are discouraged in the overall interests of the continuity of the Student's education.

An application to transfer is defined as one from a Student who has previously enrolled in another school in or outside the catchment area, or from a Student who makes an application after the commencement of the autumn school term.

Decisions in relation to the application of Students from other second-level schools are made by the Board of Management.

***It is the policy of the Board of Management not to accept transfer applications from Students already enrolled in local post-primary Schools, except in exceptional circumstances. Where the Board is satisfied that such exceptional circumstances do exist, the following considerations and procedures will apply:***

- 4.1 The provisions of the College Admission Policy will be adhered to.
- 4.2 A place must be available in the year/class/subject group in question.
- 4.3 The reasons for seeking a transfer will be clearly stated in writing to the Principal of Oatlands College.
- 4.4 Copies of the Student's school reports from his previous school will be submitted to the Principal by the Parent(s)/Guardian(s) of the Student.
- 4.5 The Principal reserves the right to request a confidential reference from the authorities in the previous schools(s). The application will be subject to the satisfactory provision of all relevant information (as requested by the Principal) by the former school and the Parent(s)/Guardian(s) of the Student. Parent(s)/Guardian(s) will consent to the release of all such appropriate and relevant information by the school from which the Student wishes to transfer to the Principal of Oatlands College. **(Release of Information Form attached).**
- 4.6 The Board of Management reserves the right to refuse an application in circumstances which might include an established prior record of poor behaviour.
- 4.7 The Board of Management reserves the right to refuse an application where, in the opinion of the Board, the Student poses an unacceptable risk to other Students, to College staff or to College property.

An offer of a place will be subject to:-

- The curricular provision of the College being compatible with the Student's previous studies.
- Applicants studying the number of subjects on offer in the particular class/year group and also the mandatory subjects set by the College.
- Consultation with the Education Welfare Officer, if appropriate.
- Signed acceptance by the applicant and his Parent(s)/Guardian(s) of the College Code of Behaviour, Ethos and Mission Statement.
- The move, in the opinion of the Board of Management, being in the best interests of the Student.
- The move, in the opinion of the Board of Management, being in the best interests of the College, taking into consideration the best interests and rights of Students already enrolled in Oatlands College.

## **5. Repeating A Year.**

### **5.1 Students Already Attending Oatlands College:**

It is only in the most extreme circumstances that requests from Students already attending Oatlands College to repeat a year will be considered. Such requests will be considered in accordance with:

- There being an appropriate vacancy;
- the best interests, in the opinion of the College, of the Student concerned;
- the best interests, in the opinion of the College, of Students in the class(es) to which the Student might be assigned;
- the provisions of Department of Education and Skills Circular M02/95.
- 

### **5.2 Students From Other Schools:**

The College will consider such requests strictly in accordance with the provisions at Section 4, above, and Section 5.1.

Any such decision will strictly be in accordance with the provisions of Department of Education and Skills Circular M02/95.

## **6. Medical.**

Parent(s)/Guardian(s) are required to inform the College in advance where a Student has any medical condition, requiring medication during the College day or other possible medical intervention. Additional information deemed necessary by the College will then be sought and the conditions of entry clearly agreed between the Parent(s)/Guardian(s) and the College.

Where College personnel may be in a position in which they may have to administer emergency medication, Parent(s)/Guardian(s) will be expected to sign a document which will indemnify College staff, the Principal and the Board of Management from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

Parent(s)/Guardian(s) will keep the College supplied with 'in-date' supplies of such medicines.

## **7. Data Protection.**

Oatlands College, an Edmund Rice Secondary School, operates within the legal context of relevant sections of:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Acts 2000-2011
- Education for Persons with Special Educational Needs Act 2004
- Disability Act 2005
- Education Act (Miscellaneous Provisions) 2007
- Education (Admission to Colleges) Act 2018
- Data Protection Acts 1988 and 2003 and the General Data Protection Regulation (GDPR).

Oatlands College is a Data Controller under the Data Protection Acts and the General Data Protection Regulation (GDPR). Data provided in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998), the Data Protection (Amendment) Act (2003) and the General Data Protection Regulation (GDPR). Personal data provided on the enrolment form will be used for the purposes of Student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the College, from time to time it may be necessary to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Services Executive, the National Education Welfare Board.

Contact details will also be used to notify Parent(s)/Guardian(s) of College events or activities. We rely on Parent(s)/Guardian(s) to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your son's personal data, you should contact the main office at [admin@oatlands.net](mailto:admin@oatlands.net).

## **8. Right of Appeal.**

The Board of Management advises Parent(s)/Guardian(s) that, in the event of a Student being refused entry to Oatlands College, an appeal may be made under Section 29 (d) of the Education Act, 1998. The Parent(s)/Guardian(s) will be informed in writing of the Board's decision and the reasons why the Student was not accepted. Any appeal must be made within 42 calendar days from the date on which the decision of the Board of Management was notified to the Parent(s)/Guardian(s).

*This policy was formally ratified by the Board of Management on \_\_\_\_\_, following consultation with the Edmund Rice Schools Trust and was approved for publication by the Edmund Rice Schools Trust under Section 15(2)(d) of the Education Act 1998 on \_\_\_\_\_.*

*This policy will be reviewed at the September meeting of the Board of Management each year.*

Signed: *Peter Gallagher*  
Chairperson, Board of Management

Date: *27 September*

**Release of Information**  
**Form**

**(Consent to Release of Information from Other College(s) in relation to Applications to Oatlands College)**

**Date:** .....

**Name of Student:** .....

**Address:** .....  
.....  
.....

**Date of Birth:** .....

I/We the Parent(s)/Guardian(s) of ..... give permission to .....(Principal of .....)(current College) to release all appropriate and relevant information pertaining to ..... to the Principal of Oatlands College in the event of such information being requested.

A request for such information is not to be understood as an indication of a place being offered. All such decisions will be made in accordance with the College's Admissions Policy.

**Signed:** .....Parent(s)/Guardian(s)

**Date:** .....