Admission Policy
Crescent College Comprehensive SJ

Dooradoyle, Limerick V94 W6W8

Roll Number: 81014R

School Patrons: Jesuit Provincial and Minister for Education and Skills

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 students attending the school.

The policy was approved by the school patrons on 15th September 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 Crescent College Comprehensive S.J. 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.

This policy shall be interpreted in accordance with the Education Act 1998 (as amended by the Education (Admission to Schools) Act 2018) and the Equal Status Act 2000.

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.

College Address:	**Crescent College Comprehensive SJ** **Dooradoyle** **Limerick V94 W6W8**
Telephone:	**061 229655**
Website:	**www.crescentsj.com**
Email:	**info@crescentsj.com**

2. Characteristic Spirit and General Objectives of the School

Crescent College Comprehensive is a Catholic Comprehensive School under the trusteeship of the Society of Jesus and the Minister of Education & Skills. Located in Dooradoyle, on the outskirts of Limerick City, it continues a tradition, going back to 1565. Crescent Comprehensive blends the academic style of the traditional school and the practical disciplines of the vocational school, allowing students a broad subject range appropriate to their abilities. The comprehensive nature of the school guarantees equality of educational opportunity for both boys and girls regardless of social background. The school also facilitates the provision of Adult and Community education.

The family, as the prime educator, through its commitment to the ethos of the school, share the responsibility for the student's education.

Crescent College Comprehensive Mission Statement is grounded on the "Characteristics of Jesuit Education", and "Jesuit Schools: A Living Tradition in the 21st Century", the principles of which underline its unique Ignatian legacy and spiritual vision.

The mission of the Crescent College Comprehensive Community - Jesuits, staff, Board of Management, parents, students and past pupils - is to ensure that graduates of the school will be persons of competence, conscience and compassionate commitment, re-configuring the world in a way that is more compassionate, and therefore more human and God-like.

Crescent College Comprehensive SJ has a dedicated staff who are committed to academic excellence which is the cornerstone of Jesuit Ethos. Crescent aims to facilitate students' religious, moral, social, intellectual, emotional, physical and cultural development to the same degree of excellence.

The school tries to ensure that the students' participation in sport, cultural activities, social outreach programmes, and retreats is characterised by the same standard of excellence.

The aim is to promote the holistic development of each pupil, as an individual cherished by God. The purpose of Crescent is to support students in embracing and accepting their unique individuality, which in turn leads to action through the use of their personal gifts and talents for the good of others.

The expectation is that the students will develop an identity as a person-in-relationship expressed through compassionate outreach to others.

In opting to apply for and accept a place at Crescent College Comprehensive which is open to all, regardless of faith tradition, it is presumed that the religious and spiritual formation of your child is a priority.

- The Jesuit ethos is central to the life of the school and all students are expected to partake in religious ceremonies, student retreats, social outreach projects and Religious Education classes.

- As the school follows the NCCA Religious Education curriculum at Junior Cycle (which is approved by DES), students will be expected to fully participate in this subject. Senior students are also expected to engage with the Religious Education curriculum.

3. Admission Statement

Crescent College Comprehensive S.J. 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.

Crescent College Comprehensive SJ is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Catholic faith in preference to others.

Crescent College Comprehensive S.J may refuse to admit a student who is not of a Catholic faith where the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 5 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) Crescent College Comprehensive S.J may refuse to admit a student who is not of a Catholic faith where the refusal is essential to maintain the ethos of the school.

5. 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.

CRITERIA FOR SELECTION: FIRST YEAR

The term 'Priority of Selection' does not constitute a right of entry. The term refers to students who will be offered a place before Random Selection begins. Priority of Selection is at the sole discretion of the Board of Management will apply in the following order:

a) Brothers and sisters of current students.
b) Brothers and sisters of those who completed their second level education at Crescent College Comprehensive S.J.
c) 6th Class Pupils from Our Lady of Lourdes school
d) Children of school staff
e) The Board of Management reserves the right to offer a maximum of 5 places each year on behalf of the Jesuit Trustee:

1. To siblings/or nieces/nephews, grand-nieces/grand-nephews of Jesuits.
2. Where the family of a student attending a Jesuit school in Ireland or overseas is relocated to Ireland in or near Limerick, and where that student wishes to continue in a Jesuit school, a place will be made available where possible. In the event of more than one applicant, random selection will apply.
3. An exceptional circumstance, where the allocation of a place would benefit the Jesuit Ethos of the school, and serve the wider community. If there were more than one applicant, random selection applies.

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:

A random selection process will thereafter apply. Random Selection will be conducted by an Admissions Committee appointed by the Board. The membership of this committee will be decided at the meeting of the Board immediately prior to the Random Selection.

In the case of twins, triplets etc. each sibling must make a separate application. If a twin or triplet is selected in the random selection process, the sibling will also receive a place should such a place be available at that stage of the process.

6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act 1998, 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) student's prior attendance at a pre-school or pre-school service, including naíonraí,

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student's academic ability, skills or aptitude;

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than in the case of the school applying a selection criterion based on siblings of a student attending or having attended the school as set out in section 5 above.

(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.

7. Decisions on applications

All decisions on applications for admission to Crescent College Comprehensive S.J. will be based on the following:

- The 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 13 below in relation to applications received outside of the admissions period and section 14 below in relation to applications for places in years other than the intake group.)

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

8. 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 the school, the reasons why a place was not offered 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 17 below for further details).

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

In accepting an offer of admission from Crescent College Comprehensive S.J. an applicant must indicate—

(i) whether or not the applicant has accepted an offer of admission for another school or schools. If the applicant has accepted such an offer, the applicant must also provide details of the offer or offers concerned, and

(ii) whether or not the applicant has applied for and is awaiting confirmation of an offer of admission from another school or schools, and if so, the applicant must provide details of the other school or schools concerned.

10. 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 Crescent College Comprehensive S.J. 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 9 above.

11. Sharing of Data with other schools

The Education Acts allow for the sharing of data between schools in order to facilitate the efficient admission of students. Accordingly, the College will provide, on request from a patron or board of management of another school, a list of the students in relation to whom— (i) an application for admission to the College has been received, (ii) an offer of admission to the College has been made, or (iii) an offer of admission to the College has been accepted.

The list may include any or all of the following:
(i) the date on which an application for admission was received by the College;
(ii) the date on which an offer of admission was made by the College;
(iii) the date on which an offer of admission was accepted by an applicant;
(iv) a student's personal details including his/her name, address, date of birth and PPSN (personal public service number).

12. Waiting list in the event of oversubscription

In line with section 62(7)(i) of the Education Act 1998, the School will compile a waiting list of students whose application for admission to the school was unsuccessful due to the school being oversubscribed. Students will be placed on the waiting list in accordance with the order of priority assigned to their applications after the school has applied the selection criteria in accordance with this admission policy.

The waiting list will remain valid for the school year in relation to which admission to the school has been sought. The school will offer any further places that become available for and during the said school year to students on the waiting list in accordance with the order of priority in which they have been placed on the list.

13. 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.

14. 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, after the commencement of the school year in which admission is sought, are, subject to the Education Act 1998, as amended by the Education (Admission to Schools) Act 2018, as follows:

(i) Applicants seeking placement must complete in full an application form. Applicants may contact the College to request a form or may download the form from the school's website. Only applications made on the 2021-2022 application form will be accepted. Incomplete applications will not be considered. The College will not follow up on incomplete forms.

(ii) Where there is a vacancy in the year concerned, the applicant will be admitted in line with this policy, where no vacancy exists the student's name will be added to a waiting list for any vacancies arising during the school year in question.

(iii) Where an application is accepted, the Board of Management reserves the right to decide the appropriate year group to which the student is assigned.

(iv) The College will communicate offers of a place to the address given on the application form.

(v) Applications to be made to the Secretary of the Board of Management, Crescent College Comprehensive SJ.

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

The Board of Crescent College Comprehensive SJ 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.

16. 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 for Education and Skills under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This Policy was approved by School Patrons on 15th September 2020.

Helen O'Donnell
Chairperson, Board of Management

Diarmuid Mullins
Principal & Secretary to the Board of Management