

# Draft Admission Policy

## Admission Policy of Hamilton High School

**Bandon Cork**

**Roll number: 62050o**

**School Patron/s: Mr Pdraig Hamilton**

### 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 [date]. 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 Hamilton High 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 at the Open Evening and on request to any person who requests it.

### 2. Characteristic spirit and general objectives of the school

Hamilton High School is a Catholic all boys voluntary secondary school with a Catholic ethos under the Patron Mr. Pdraig Hamilton

"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 [Insert the name of the school] shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

## **MISSION STATEMENT**

The Hamilton High School is a Catholic, Voluntary, Lay, boys-only Secondary School. The school building and grounds are privately owned by Mr. Pádraig Hamilton, who is also the School Patron. This non fee paying all boys' school was founded by Mr. Sean Hamilton in 1940. We set out to provide a happy and safe environment, conducive to good teaching and learning.

Cuirtear béim chóir ar an nGaeilge agus spreagtar na daltaí lena labhairt.

The Hamilton High School has:

- \* excellent academic standards
- \* relatively small classes, especially at Senior Cycle
- \* an extensive range of subjects, especially at Senior Cycle
- \* an atmosphere conducive to good teaching and learning

The school has been offering an excellent service to the Bandon area for over seventy years. We are grateful for the confidence placed in us and we look forward to further achievements in the future.

## **SCHOOL ETHOS**

While a strong emphasis is placed on academic standards, the school community aims to participate in the development of each pupil into a mature, responsible and caring citizen, equipped with life skills and qualifications that will enable him to live a fulfilling and happy life.

Our students are encouraged to become lifelong, independent learner

### **3. Admission Statement**

Hamilton High School 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.

Schools must retain any of the following statements that apply to them and delete those that do not:

**Single gender schools**

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

**Post-primary denominational schools**

Hamilton High School 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 the Catholic faith in preference to others.

**All denominational schools**

Hamilton High School 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 of the Catholic faith and it is proved that 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

Hamilton High School 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.

Hamilton High School 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.

## 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:

1. Sons of current permanent /CID teaching staff of Hamilton High School.
2. Students with brothers in the school or whose brothers attended the school for at least three year(s)
3. Sons of former students who are attending a recognized feeder school from the list below.
4. Students in local primary schools. The local primary schools are:

Ahiohill National School, Ballinadee National School, Ballyheada National School, Ballinspittle National School, Bandon Bridge N.S, Barryroe National School, Bishop Galvin Central School, Newcestown; Castlelack National School, Clogagh National School, Coppeen National School, Crossmahon National School (Scoil Bhríde), Gaelscoil Droichead Na Bandan, Goggins Hill National School, Gurrane National School, Gurraneasig National School, Kilbrittain National School, Laragh National School, Scoil Eoin Innishannon, Scoil Mhaoilíosa Knockavilla, Kilbonane National School, Kilcolman National School, Kilmurry National School, Scoil Phódraig Naofa, Bandon; St. Mary's National School, Enniskeane; Timoleague National School.

5. All other applicants

In the event that there are more applications than places remaining in category 1 priority will be afforded to

In the event that there are more applications than places remaining in any of the categories 1 to 4 above, the remaining places will be allocated on the basis of an independently witnessed random selection process.

Unsuccessful applications will be placed on a waiting list. Applicants will be ranked on the waiting list in accordance with the random selection process.

After applicants from categories 1-4 have been processed Applicants from category 5 (all other applicants) will be allocated on the basis of an independently witnessed random selection process.

Applicants will be ranked on the waiting list in accordance with the random selection process.

Applications received after the closing date will not be considered until all on-time applicants have been accommodated. Late applications will be processed on a first-come, first-served basis. To be eligible for admission to the school a boy must have reached 12 years of age on the 1st of January in the calendar year following entry into the school.

### **Insert details of the school's arrangements here.**

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 places will be allotted in accordance with a random selection process.

## **6. What will not be considered or taken into account**

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (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
  - (1) siblings of a student attending or having attended the school and
  - (2) parent of a student having attended the school.

In relation to (2) parents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (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 Hamilton High School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)

- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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 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).

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

In accepting an offer of admission from Hamilton High School, you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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.

## **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 [school name] where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **11. 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:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) 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).

## **12. 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 Hamilton High School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Hamilton High School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **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.

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.

## **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 to classes or years other than the school's intake group are as follows:

It is our policy to admit male students who wish to transfer from other post-primary schools to The Hamilton High School, if the students' educational needs can be met by the resources available within the school, if it is to the students' benefit and if we believe that the transfer would not affect the health, welfare or safety of the student, our other students, teachers, support staff or management.

Parents of students wishing to transfer from another school must supply full reports on Behaviour, Attendance and Academic Achievement from previous school(s) attended.

Priority will be given to Hamilton High School students who wish to repeat the Leaving Certificate.

The school reserves the right to refuse enrolment to any student in exceptional cases.

Such an exceptional case could include the following:

- The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education.
- In the opinion of the school management, the student poses an unacceptable risk to other students, to school staff or to school property.
- We reserve the right to exclude a student who wishes to enrol in Hamilton High School or has already transferred from another post-primary school, if it is found that he and/or his parent(s)/guardian(s) have given us false information or have withheld what we would regard as relevant information that would impact on the health, welfare or safety of the student or any of the educational partners of the school.
- It is our policy not to allow students from other schools sit /take their State Exams in Hamilton High School unless instructed to do so by the State Exams Commission.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

It is our policy to admit male students who wish to transfer from other post-primary schools to The Hamilton High School, if the students' educational needs can be met by the resources available within the school, if it is to the students' benefit and if we believe that the transfer would not affect the health, welfare or safety of the student, our other students, teachers, support staff or management.

Parents of students wishing to transfer from another school must supply full reports on Behaviour, Attendance and Academic Achievement from previous school(s) attended.

Priority will be given to Hamilton High School students who wish to repeat the Leaving Certificate.

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Such an exceptional case could include the following:

- The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education.
- In the opinion of the school management, the student poses an unacceptable risk to other students, to school staff or to school property.
- We reserve the right to exclude a student who wishes to enrol in Hamilton High School or has already transferred from another post-primary school, if it is found that he and/or his parent(s)/guardian(s) have given us false information or have withheld what we would regard as relevant information that would impact on the health, welfare or safety of the student or any of the educational partners of the school.
- It is our policy not to allow students from other schools sit /take their State Exams in Hamilton High School unless instructed to do so by the State Exams Commission.

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

The board of Hamilton High School 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.

### **16. Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students: Please contact the Principal to discuss this matter.

## 17. Reviews/appeals

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

## Appendix 2

[SCHOOL NAME]

### ANNUAL ADMISSION NOTICE FOR 2021/22

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/22 school year are available as follows: –

To download at: [school website]

On request: By emailing [school email address] or writing to: [school office address]

#### 1. Application and Decision Dates for admission to 1<sup>st</sup> Year for 2021/22

1.	The school will commence accepting applications for admission on	Cannot be before 1 October 2020
2.	The school will cease accepting applications for admission on	Must be at least 3 weeks after date above in 1
3.	Applicants will be notified in writing of the decision on their application by	Must be within 3 weeks of the closing date for applications
4.	Applicants must confirm acceptance of an offer of admission by	School can set its own period

Failure by an applicant to accept an offer by the [insert date at 4 above] may result in the offer being withdrawn.

#### 2. Application and Decision Dates for admission to [insert details re Special Class] for 2021/22 [ Edit/Delete as appropriate]

(If the school has more than one class that caters for different categories of SEN, details of the numbers of places for each of the classes must be provided.)

1.	The school will commence accepting applications for admission to the special class on	Cannot be before 1 October 2020
2.	The school shall cease accepting applications for admission to the special class on	Must be at least 3 weeks after date above in 1
3.	Applicants will be notified of the decision on their application for admission to the special class by	Must be within 3 weeks of closing date for applications
4.	Applicants must confirm acceptance of an offer of admission by	School can set its own period

Failure by an applicant to accept an offer by [insert date at 4 above] may result in the offer being withdrawn.

**3. Number of places being made available in the 2021/22 school year**

The number of places being made available in 1 <sup>st</sup> year is	
The number of residential places is (boarding schools only)	
The number of non-residential places is (boarding schools only)	
The number of places being made available in the special class catering for students with [insert category or categories of SEN catered for in the special class] is	

(If the school has more than one class that caters for different categories of SEN, details of the number of places for each of the classes must be provided.)

**4. Number of places in 1<sup>st</sup> year for the 2021/22 school year which were offered and accepted before 1 February 2020**

The number of places for 1 <sup>st</sup> year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	
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**5. Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year)**

The total number of applications for admission received by the school for admission in 1<sup>st</sup> year in the 2020/21 school year was [insert number].

<b>Breakdown of places allocated for 1<sup>st</sup> Year for the 2020/21 school year:</b>	
Number of places available	
Number of applications received	
Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

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The total number of applications for admission received by the school for admission in the special class catering for students with [insert category or categories of SEN catered for in the special class] in the 2020/21 school year was [insert number].

<b>Breakdown of places allocated for Special Class for the 2020/21 school year:</b>	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission to the residential element of the school for 1<sup>st</sup> year in the 2020/21 school year was [insert number].

<b>Breakdown of residential places allocated for 1<sup>st</sup> year for the 2020/21 school year:</b>	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission as a day pupil of the school for 1<sup>st</sup> year in the 2020/21 school year was [insert number].

<b>Breakdown of day pupil places allocated for 1<sup>st</sup> year for the 2020/21 school year:</b>	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

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