



Admission Policy of St Paul's Y.E.P.

School Address: St Paul's School,
Deanstown Avenue,
Finglas West,
Dublin 11.

Roll number: 19594N

School Patron: Crosscare

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. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

There is no specific date or timeline for St. Paul's Y.E.P.'s admission process and the process operates throughout the year as soon as a vacancy arises.

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 the school

Mission Statement:

Our mission is to strive to help young people to help themselves. It is to provide a positive, inclusive and flexible learning environment. It is to provide a caring, respectful and safe place where we can work collaboratively to identify strengths and abilities and work together for progress, with the understanding that all challenges are seen as an opportunity to learn.

Motto:

**Let us help you
to help yourself.**

St. Paul's Y.E.P. is under the direction of the High Support Special Schools Section, Social Inclusion Unit of the Department of Education and Skills. The School's Patron is Crosscare. At St. Paul's we seek to promote the full and harmonious development of all our students through meaningful cooperation and partnerships with all relevant stakeholders.

It is expected that parents/guardians in completing their application to the school duly recognise and commit themselves accordingly on their own part (and on behalf of their child) to the aforementioned educational program and timetable.

It is also expected that parents/guardians in completing their application to the School duly recognise and commit themselves accordingly on their own part (and on behalf of their child) to the completion of a comprehensive Individual Student Profile (ISP) for their child.

The school was set up to cater for children of the ages 10 to 16 years old who are deemed at risk.

The aims of St. Paul's are to:

- i. Provide personalised holistic education for young people at risk;
- ii. Retain those young people in the education system;
- iii. Provide support for these young people towards progression

St Paul's is a special school which caters for young people who present with emotional and behavioural difficulties, including family and school attendance issues, which have led to the young people experiencing difficulty participating in or completing their education in mainstream schools.

These issues mean that the young people need an approach that is different to the approach in mainstream.

We spend more time in the day on emotional support than mainstream schools can offer. We also offer a system that allows the young people to work on learning new and better ways to behave.

Helping students be successful at solving problems and coping with stress is our primary task in order to optimise the opportunity for learning. Helping to meet students' emotional, behavioural, social and educational goals, we develop an individual student profile which is made up of education, behavioural and attendance plans for all pupils to help meet their educational needs.

What's different:

The school has a different and less formal approach, as we recognise that the mainstream curriculum and approach have failed to meet the pupils' needs.

We adopt a systemic approach and work with the child, his/her parent/guardian and the community in which the child resides.

We focus a lot on developing pro-social skills and endeavour to modify behaviour through programmes on social, and life skills and through a programme of outdoor activities.

We prioritise the contact time that is spent with the pupils on the physical and emotional care of the young person and on a therapeutic approach to building co-regulation and self-regulation skills. It is this that helps create an atmosphere where learning can occur.

Individual student profiles are devised and incorporate assessments and learning targets based on the individuals needs and include both educational and behavioural targets as learning outcomes.

Consequently, the curriculum reflects this and depending on the pupils' ability, may concentrate on basic literacy and numeracy skills and/or may continue up to Junior Certificate/Cycle level exams again depending on the pupils' abilities. All pupils receive a JCSP portfolio outlining and accrediting the pupils for any and all work achieved.

3. Admission Statement

St. Paul's Y.E.P. 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.

4. Categories of Special Educational Needs catered for in the school

Special school

St Paul’s Y.E.P. School is a High Support Special School which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

St. Paul’s Y.E.P. with the approval of the Minister for Education and Skills, provides an education exclusively for students at risk and SEMH difficulties.

5. Admission of Students

This school shall admit each student who meets the criterion of ‘at risk’ seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)

- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

St. Paul's Y.E.P. School provides an education exclusively for students with emotional and / or behavioural difficulties and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.

St. Paul's Y.E.P. operates an open and continuous admissions procedure throughout the year with no set admission dates and operates subject to availability of places as vacancies occur.

The maximum number of school places is fixed at 24.

Initial contact is made with the school through the Principal or Community Worker giving the possible referral's name, date of birth, last school attended, home address, parents/guardians' names and name of professional advocating referral and date of referral. A request will be made for the school's official application form to be completed by the referral agent, (available on the school website) or hardcopy on request.

An informative visit to the School by the Parents and the Child takes place. When Parents/Guardians of the referral have expressed their wish to have the enrolment process proceed, the child's name will be regarded as an active referral on the waiting list.

When a possible vacancy occurs for the referral, the principal opens a new file and the referral's name and details are entered into the Referrals in Progress Book. With parental consent, a questionnaire is sent to the Principal of the last school attended by the possible referral. Further information is also gathered with parental consent from all relevant agencies. This focuses all necessary information needed to consider the appropriateness of placement in St Paul's and to devise individual plan to meet the child's needs.

A recent psychological assessment (not more than 2 years old) from a qualified psychologist recommending placement in a special school such as St. Paul's and identifying the special educational needs of the pupil along with a statement of the resources/intervention needed to meet such needs will be sought. Should this not be available, then it may be necessary to perform an NRIT to give an indicator of the young person's level of functioning to establish the needs and appropriate placement of the young person.

A home visit is arranged for the school's Community Worker to call to the child's home

and talk to the child in his/her home setting.

An interview with the parent's/ guardians and the child takes place in the school carried out by the Principal/Director.

A school staff meeting decides whether a programme could be devised within the school to suit the child's individual needs and approves/ disapproves of suitability of possible referral and a date of enrolment is decided upon if applicable.

Enrolment will take place unless the nature and degree of those needs are such that to enrol would be inconsistent with:

- The best interest of the referral
- The effective provision of education of the pupils attending St. Paul's.

All applications will be assessed by an Admissions Sub-Committee (ASC), which is made up of the School's Community Worker and Principal. The Board of Management has delegated the process of accepting referrals to an 'Admissions Sub Committee', who in turn make recommendations to the BOM for approval.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria listed below to those applications that are received:

Selection Criteria:

The decision to either accept or refuse a student a place at St. Paul's Y.E.P. is guided by the following: The criteria for making a decision include:

- Date of initial referral
- Priority to Finglas catchment area
- Age of the young person
- Needs of the pupils already enrolled
- Needs of the individual referred
- Incomplete Applications will not be considered.
- The resources and capacity available within St. Paul's Y.E.P. to accommodate the needs of the applicant.
- Circumstances such as where likely new demands on school capacity would be such as to seriously jeopardize the school's effectiveness in fulfilling its mission and learning objectives.
- To be mindful of the school's resources, being cognisant of the health & safety of the wider school community, the school's resources and health and safety issues for other pupils and staff.

- The young person's needs, albeit even with additional resources from the DES, cannot be met by the school or cannot provide the student with an appropriate education.
- In the opinion of the BOM / Manager, the young person poses an unacceptable risk to himself / herself, other pupils, school staff, or school property.

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:

- Fully Completed Application Form.
- Where undertaken, all psychological and/or Occupational and/or Speech & Language Therapy reports, or other relevant Documentation, including support statements from the referring school/agency/ parent or guardian.
- Any other Relevant Documentation-Reports, Letters of Support, NRIT, School reports, Community Worker's Report.
- In order to make informed judgements the ASC requests that all relevant information is forthcoming at point of completion of referral process.

7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a 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; except as insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs targeted by St Paul's Y.E.P.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;

- (e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (f) the date and time on which an application for admission was received by the school.

8. Decisions on applications

All decisions on applications for admission to St. Paul's Y.E.P. will be based on the following:

- Our school's admission policy
- The information provided by the applicant in the school's official application form received, along with any relevant information received verbally from the parent/guardian/carer or referral agent and all other information gathered through the referral process.

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

9. Notifying applicants of decisions

Applicants will be informed as to the decision of the school, following completion of the process.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated to the applicant and referral agent.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from St Paul's Y.E.P., 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.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St. Paul's Y.E.P. 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.
- (iii) the parent/guardian 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.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15 (1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application may be refused, therefore, where the admission of the applicant would pose **a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of the other students to an appropriate education.**

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information 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).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a list of students whose applications for admission to St. Paul's Y.E.P. 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.

Offers of any subsequent place(s) that become available during the school year in relation to which admission is being sought will be made to students on the list above, based on the criteria i.e. level of risk at the time of the vacancy and on the needs and abilities of the students in the class where the vacancy arises.

14. Late Applications

St. Paul's Y.E.P. operates an open and continuous admissions procedure throughout the year with no set admission dates and operates subject to availability of places as vacancies occur. All applications for admission will therefore be entered on the referral waiting list, thus never creating late applications.

15. Procedures for admission of students to other years and during the school year

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

- The school is for students aged 10 – 16 years. Our intake at all times is for children within that age range and is not specific to any 'year group'.

- 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: The criteria in 6. above will apply when a vacancy arises after the commencement of the year. In addition to these, the needs and abilities of the other students in the class group in which the vacancy arises will be considered.
- The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15 (1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of the other students to an appropriate education.

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

This rule applies to all schools.

The board of St Paul's Y.E.P. 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.

17. 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/guardians 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:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. 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.



St. Paul's Admissions Application Form

Young Person's Name:

Young Person's Date of Birth:

PPS Number:

NB. Application will not be accepted without PPSN

Address:

Previous School :

Parent/ Guardian's (1) Name:

Parent/ Guardian's (1) Contact No.:

Parent/ Guardian's (2) Name:

Parent/ Guardian's (2) Contact No.:

Name of referral agent:

Phone no. of referral agent:

Date of application: