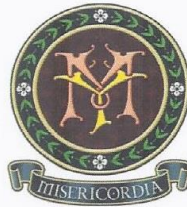


Principal: Mr. John O'Donovan  
Deputy Principal: Ms. Anne Cummins



MEÁN SCOIL NAOMH IOSAIF  
ST. JOSEPH'S  
SECONDARY SCHOOL

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## Draft Admissions Policy

<b>Date staff consulted:</b>	<b>March 2020</b>
<b>Date parents consulted:</b>	<b>March 2020</b>
<b>Date students consulted:</b>	<b>February 2020</b>
<b>Date ratified at B.O.M. meeting:</b>	<b>4<sup>th</sup> June 2020</b>
<b>Date for Review:</b>	<b>May 2021</b>

Signed *Colmac Bann* Date *01/09/2020*  
Chairperson, Board of Management

Signed *John O'Donovan* Date *01/09/2020*  
Principal/Secretary to the Board of Management

# **Admission Policy of St Joseph's Secondary School**

**Ballybunion, Co. Kerry**

**Roll number: 61220i**

**School Patron: CEIST CLG**

## **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 01/09/2020. 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 St Joseph's Secondary School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

## **2. Characteristic spirit and general objectives of St Joseph's Secondary School**

St Joseph's Secondary School is a Catholic, co-educational, voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of St Joseph's Secondary 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.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- the formation of the pupils in the Catholic faith

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.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

St Joseph's Secondary School draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder, Catherine McAuley of the Mercy order who began this school is of very significant importance in the life of the school.

As a CEIST school, St Joseph's Secondary School values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- ***Promoting Spiritual and Human Development***
- ***Achieving Quality in Teaching and Learning***
- ***Showing Respect for Every Person***
- ***Creating Community***
- ***Being Just and Responsible***

St Joseph's Secondary School is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, St Joseph's Secondary School provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. St Joseph's Secondary School offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In St Joseph's Secondary School the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built

on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

### **School Mission Statement:**

#### **The mission statement as displayed publicly in the school states that:**

- St. Joseph's is a Secondary School, under the trusteeship of CEIST, that welcomes all students.
- Catholic Christian principles underline the philosophy of education in the School.
- Our school is a community seeking to develop the full potential of each student – intellectual, spiritual, emotional, social, cultural and religious

#### **To achieve this, the School seeks:**

- To recognise and affirm individual skills and abilities through curricular and extra-curricular activities.
- To encourage positive interaction and good communication among students, staff, parents and the wider community.
- To provide a framework of support and care, which meets the needs of individual students and staff.

*We dedicate ourselves to the ongoing development of our School.*

St. Joseph's Secondary School was established to cater for the educational needs of young people in the Ballybunion area of North Kerry. Since its inception, the school has established close links with the local National Schools in Ballybunion, Kilconley, Asdee, and Lisselton and has accepted all students from these schools into First Year who have completed enrolment procedures and sat the assessment examination. Students from other schools may also be invited to complete the enrolment and assessment procedures.

Enrolments to all years or courses are subject, in the first instance, to a place being available.

### 3. Admission Statement

St Joseph's Secondary School will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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.

#### **Post-primary denominational schools**

St Joseph's Secondary 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 Roman Catholic faith in preference to others.

#### **All denominational schools**

St Joseph's Secondary 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 which promotes certain religious values and does not discriminate where it admits a student of Roman Catholic faith in preference to others and it is proved that the refusal is essential to maintain the ethos of the school.

#### **Schools with special education class(es)**

St. Joseph's Secondary is a school which has established a class for students with a diagnosis of ASD (Autistic Spectrum Disorder), with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a

category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified (ASD) in this instance.

Parents/guardians of potential students must: - make a written application seeking a place in the ASD Unit for the student. The written application must be submitted with the standard Enrolment Form meeting all the criteria outlined such as psychological reports/assessments/documentation necessary to the school to allow an informed decision to be made on the application by the School Principal and/or the Deputy Principal, the Special Needs Coordinator/Special Education teacher (SET)/Unit Coordinator.

The ASD Unit is unable to accept students with moderate, severe or profound learning difficulties. The needs of a student with such levels of intellectual ability would not be met in the post-primary setting whereby integration and inclusive education practices would be a priority to enable the student with ASD learn consistently in a mainstream environment.

#### **4. Categories of Special Educational Needs catered for in the school/special class**

St. Joseph's Secondary School with the approval of the Minister for Education and Skills, **seeks to** provide an education exclusively for students with Autistic Spectrum Disorder. On application, evidence of a diagnosis of ASD must be submitted to the school outlining that the student has a diagnosis of Autism as classified by any of DSM-IV, DSM-IV-TR, DSM-V or ICD-10 systems, recommendation in a relevant report for placement in a Special Class or Unit attached to a Post-primary school for instance a current (within 2 years) psychological report demonstrating that the student is within the mild, general, above average range of intellectual ability.

Other relevant professional reports could include Speech and Language, OT, medical reports, reports from any other agency/body and reports from current and previous school(s). Potential applicants may also be visited in their current placement by a member of the SEN/Unit Coordinator to observe the student in their existing placement.

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- the school is oversubscribed (please see below for further details)
- 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

**All denominational schools**

St Joseph's Secondary School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

**School with special education class(es)**

**St. Joseph's Secondary School** provides an education exclusively for students with Autistic Spectrum Disorder and **will provide the relevant supports where required.**

Places in the Unit are limited in accordance with DES regulations (a maximum of six students per ASD class), applications can only be considered when places are available. Where the number of applications exceeds the number of available places then places will be granted to the applicant(s) meeting the criteria for admission and who would benefit the most from the placement in the ASD Unit of the school.

**6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

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 Admission:**

The Board of Management will determine the number of places it can offer to First Year students having regard for the principles of the CEIST Charter and obligations to the local community. Where there are more applications than First Year places an Admissions Committee consisting of the Chairperson of the Board of Management, one other member of the Board of Management and the school Principal will review the applications and make a recommendation to the Board of Management which will decide on such applications. Priority will be given to applicants based on will meet to decide on admissions. Priority will be given to applications strictly in order of preference listed below:

- Siblings of present students;
- Students from the feeder Primary Schools Ballybunion, Kilconley, Asdee, and Lisselton
- All other applicants.

**General Requirements for all students applying**

All enrolments are subject, in the first instance, to a place being available. The school's Board of Management decides in advance the maximum number of First Year students to be enrolled, having due regard to the accommodation, facilities, personnel, plant and resources available.

**Eligibility:**

It will be expected that the pupil will have completed Sixth Class in Primary school or equivalent in another jurisdiction.

**Requirements:**

- Complete an Application Form and submit it before the closing date;
- Submit an original Birth Certificate;
- Ensure that all the required material is submitted with the Application Form, together with any relevant reports.
- Attend Registration for First Years;
- Accept in writing the school's ethos as outlined in this document;
- Accept in writing the school's Code of Conduct and undertake to make "all reasonable" efforts to ensure their son or daughter's co-operation with the Code.

#### Assessment Test:

Assessment tests to ascertain learning needs will be conducted before students commence first year and thereafter there will be assessment tests to monitor educational development.

#### **Enrolment Procedure for First Year**

- The Principal or representative will visit each of the Primary schools in the area to speak to pupils in 6th Class prior to the closing date for applications.
- Application Forms and Information Packs are distributed in each Primary School by the Principal. Extra copies are left with the Principal of the Primary School for distribution to students who are absent.
- An Open Night for prospective students and their parents/guardians will be held prior to the closing date for applications, where they can see the school at first hand and experience some of the facilities available.
- Application Forms will continue to be available directly from the school up to the closing date for applications.

#### **Entry into First Year**

##### Application Form:

An Application Form must be completed for each student seeking enrolment in the school. All relevant information must accompany the Application Form.

##### Closing Date:

The closing date for Applications is contained in the Application Form. The submission of an Application does not imply that the student has been admitted to the school.

##### Enrolment:

The school will reply within 21 days after the closing date indicating whether the student has been accepted for enrolment, and offering a place in the school.

##### Registration:

The school will arrange a Registration meeting for students and their parents/guardians, who have been successful in their application. It is very important that all students attend this Registration meeting with at least one parent/guardian. (If it is not possible to attend the Registration meeting then the parent/guardian should contact the school immediately. In situations where the number of applications exceed the number of First Year places available, a school place cannot be guaranteed if there is any delay in Registration).

Registration will consist of signing the Registration Form indicating:

- Acceptance of the offer of a place in the school;
- Acceptance of the school's Code of Conduct;
- Acceptance of the school's ethos as outlined in the Admissions Policy.



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:

Where there is an excess of applications to places available in any of the categories listed above, places will be allocated by means of a lottery. This lottery will be conducted by the Admissions Committee (student names will be selected at random from a hat by a member of the Admissions Committee) in the presence of an independent witness.

## 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these and schools must retain the exceptions that apply to them and delete those that do not:

- a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude other than in relation to: admission to **the school** whereby it is necessary in to ascertain whether or not the student has the category of special educational needs concerned and/or and has provided all relevant reports required by the school as previously outlined.
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- 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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to St Joseph's Secondary School will be based on the following:

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

(Please see below in relation to applications received outside of the admissions period and 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.

## **9. 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 below for further details).

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

In accepting an offer of admission from St Joseph's Secondary 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.

## **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 Joseph's Secondary School where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in above.

## **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 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).

## **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 waiting list of students whose applications for admission to [school name] 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 [school name] 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.

#### **14. 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.

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

The BOM delegate to the Principal the responsibility subject to the provisions of the Admissions Policy  
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:

##### **Entry to a class other than First Year**

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases the approval of the Dept. of Education and Science. Parents who transfer their child to St. Joseph's Secondary School will be required to authorise the previous school to supply their educational passport at his/her previous school. The school will make every reasonable effort to facilitate a student seeking a transfer to our school. The board of management will decide on an application for admission to any year other than First Year by applying the following criteria:

- There must be an available place after the general admissions criteria have been applied;
- It is in agreement with the school's Admission Policy;
- The transfer must be of educational benefit to the student (e.g. it may not be possible to offer the student certain subject combinations, a place in a certain programme etc.)
- The school Application Form must be completed and submitted

In arriving at a decision the BOM will consult with the student's parents/guardians.

As soon as is practicable, but not later than 21 days after a parent/guardian has provided the relevant information, the Principal shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof.

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:

Late Applications:

Late Applications for First Year will be accepted subject to the following:

- Applicants will be placed on a waiting list if the earlier enrolment process was over-subscribed;
- Applicants who applied before the closing date will be given priority over late applicants;
- Availability of a place in the school;
- Application Form and all relevant information being submitted;
- The criteria for admission will be applied by the BOM
- The school will as far as practicable reply within 21 days indicating whether the student has been accepted for enrolment and offering a place in the school.

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

The board of St Joseph's Secondary School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 1998, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- an application for admission of a student to the school, or
- 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 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 parent of a student, or a student who has reached the age of 18, who wishes to attend St Joseph's Secondary School without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how that 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.

## Appendix 2

### **St Joseph's Secondary School**

**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: [www.sjsb.info](http://www.sjsb.info)

On request: By emailing [secretary@sjsb.eu](mailto:secretary@sjsb.eu) or writing to: St Joseph's Secondary School, Ballybunion, Co. Kerry.

- **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	<b>Cannot be before 1 October 2020</b>
2.	The school will cease accepting applications for admission on	<b>15<sup>th</sup></b>
3.	Applicants will be notified in writing of the decision on their application by	<b>20<sup>th</sup> September 2021</b>
4.	Applicants must confirm acceptance of an offer of admission by	Two weeks

Failure by an applicant to accept an offer by the 30<sup>th</sup> June may result in the offer being withdrawn.

- **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	<b>1<sup>st</sup> November 2020</b>
• 2.	• The school shall cease accepting applications for admission to the special class on	• <b>10<sup>th</sup> December 2020</b>
• 3.	• Applicants will be notified of the decision on their application for admission to the special class by	• <b>20<sup>th</sup> December 2020</b>
• 4.	• Applicants must confirm acceptance of an offer of admission by	• <b>10<sup>th</sup> January 2021</b>

- Failure by an applicant to accept an offer by 10<sup>th</sup> January may result in the offer being withdrawn.

- **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	• 70
• 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	6

- (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.)

- **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	60
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