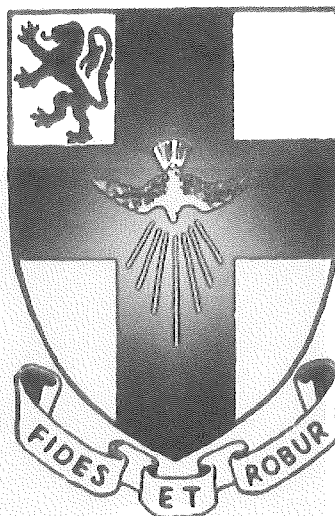


# Willow Park School

Blackrock, Co. Dublin



## Willow Park Senior School Admissions Policy

Group	Consultation	Ratified
Teachers	September 2023	
Students	N/A	
Parents	September 2023	
Board of Management	September 2023	
Review Date	September 2024	

ROLE	NAME	SIGNATURE	DATE
CHAIRPERSON	Brendan Hester		
SECRETARY	Alan Rogan		26/9/23

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## **1. Introduction**

### **1.1 Education in the Mission of the Congregation of the Holy Spirit**

The Congregation of the Holy Spirit is an international missionary congregation founded in 1703 by Claude Poullart des Places (1679 – 1709). We also look to Francis Libermann (1802 – 1852) as an important founding figure in the evolving history of the Congregation. Our mission, from the very beginning, has been to seek a value-led life in the service of the Gospel of Jesus.

By seeking to live a life of Openness to the Spirit Spiritans have always understood education to be at the heart of our service to Church and society. Spiritans and Spiritan initiatives are present in every continent at the service of education.

Our works of education are varied but they are all born out of a sense of building up a Community of Concern for others. At the heart of our schools, we wish to foster this sense of community among students, staff, parents, and management where the gifts and faith of each person are recognised in their diversity and their richness.

Above all we seek to inspire in the students who have been entrusted to our care to make an Option for the Marginalised and Economically Poor in society as well as a Commitment to Service where each person is encouraged to use and share their talents generously to build up a more just society and to practice a life modelled on the values of the Gospel.

For over three hundred years Spiritans have been engaged in mission and service across the globe. We work with people of all faiths and none in a dialogue based on respect and trust knowing that men and women can live, work, and learn together in a spirit of mutual respect. We see education as playing a vital role in the development and growth of a democratic society. This is the Global Vision that invites us to see beyond the limits of our local and international frontiers and to cherish the fact that, despite our cultural, religious, and linguistic diversity, we share a common human destiny where we live in the shelter of each other.

Claude Poullart des Places was himself a student when he brought together his other companions whose common commitment to Gospel living formed the beginnings of the Congregation of the Holy Spirit. As students, they were committed to working and achieving

the Highest of Educational Standards in the life of their student community and growing in knowledge and awareness of themselves and of God in their own Personal and Faith Formation.

## **1.2 Spiritan Education Trust**

The Spiritan Education Trust is a company limited by guarantee set up in 1999 by the Congregation of the Holy Spirit designated to act as Patron of the Spiritan schools in Ireland. Up to that time, the official Patron was the Provincial Superior of the Congregation of the Holy Spirit in Ireland, assisted by the Provincial Council.

## **1.3 Willow Park Senior School**

Willow Park Senior School is a Roman Catholic All Boys school owned by the Spiritan Congregation under the patronage of the Des Places Educational Association. The first year of Blackrock College Secondary School is situated in Willow Park Senior School. This facilitates a unique inductive process allowing the pupils to adjust to their new subjects, range of teachers and the challenges of secondary education in a self-contained milieu before transferring to Blackrock College for second year. Willow Park Senior School has its own dedicated administrative structure, specialist secondary teachers, student support group and games staff providing the necessary attention and care for the boys. We aim to support Parents in their responsibility for the spiritual, religious, moral, academic, and physical needs of their children.

Education flourishes in an environment where good relationships are encouraged, where people feel valued and respected and where there is a genuine acceptance, fairness, and support for all. The rules and policies of the school aim at creating a community environment in which each student can develop his full human and spiritual potential. They are intended to ensure a high standard of behaviour in the community and to encourage courtesy and consideration in the conduct of all.

Against a background of the educational philosophy of the Spiritan congregation in Ireland, Willow Park Senior School aims to provide an environment in which:

1. faith is nurtured.
2. pupils can develop their full potential.
3. personal responsibility is promoted.
4. pupils are made aware of their cultural heritage.
5. parental collaboration is promoted and encouraged.

**Each pupil is entitled to an education free from fear and intimidation.  
Bullying is not tolerated in Willow Park Senior School.**

Willow Park Senior School is a recognised Voluntary Secondary School for boys, providing the first-year programme of the Junior Cycle inclusive of compulsory Religious Education as an exam subject for all, as prescribed by the D.E.S. which may be amended in accordance with Sections 9 and 30 of the Education Act (1998). Willow is a mixed ability school with a total enrolment in excess of 200 pupils including 9 Boarders.

## 2. Applications for Admission

Applications for admission to Willow Park Senior School should be made online or in writing to The Registrar. The application date for the succeeding school year will be published annually, no earlier than 1<sup>st</sup> October. Applications will not be accepted prior to that date.

The application form will request personal details including (i) name/address of boy and parents/guardians, (ii) date of birth, (iii) contact telephone numbers/e-mail address, (iv) details of any medical/psychological condition, (v) religion, (vi) previous schools attended.

Applications for Boarding will be accepted two years in advance of the proposed commencement.

## 3. Admission Statement

Willow Park Senior 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, (a) 'gender ground' (b) 'civil status ground', (c) 'family status ground', (d) 'sexual orientation ground', (e) 'religious ground' (f) 'disability

ground’, (g) ‘ground of race’, (h) ‘Traveller community ground’ and (i) ‘special education needs’, shall be construed in accordance with section 3 of the Equal Status Act 2000.

However, Willow Park Senior School is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

The objective of Willow Park Senior School 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Willow Park Senior School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including by the provision and operation of a special class or classes when requested to do so by the Council.

Willow Park Senior School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Willow Park Senior School shall admit each male student seeking admission except where

- a) The school is oversubscribed (please see Order of Priority below for further detail)
- 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 them and that he/she shall make all reasonable efforts to ensure compliance with such code by the school.
- c) Willow Park Senior School is a Roman Catholic school and may refuse to admit a student who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.
- d) 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 for admission 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 other students to an appropriate education

#### **4. Decisions on Applications**

All decisions on applications for admission to Willow Park Senior School will be based on the following:

- Our admission policy
- The 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

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

#### **5. Allocation of Places – General**

Willow Park Junior School has priority as the main feeder school for the school. The pupils of Willow Park Junior School transfer to Willow Park Senior School. Other places are offered as per the 'Order of Priority' if available. Boys who have applied and have not received an offer remain on a waiting list.

It is expected that parents who enrol their sons commit to supporting the School ethos as stated in the Mission Statement and continue to do so while their son(s) is (are) at the School.

Willow Park Senior School is a Catholic school. Priority is given to boys of the Catholic Faith. The School considers the applications of those from other faiths when they are willing to support the ethos of the School.

## **6. Order of Priority in Admission to the School**

1. Pupils of Willow Park Junior School
2. Brothers of existing pupils and past pupils
3. Sons of staff members of a minimum four years standing and nephews/grandnephews of members of the Spiritan Community
4. Beneficiaries of the Blackrock College & Willow Park Senior School Bursary Programme
5. Sons of past pupils of Willow Park Senior School and Blackrock College
6. Grandsons of past pupils of Willow Park Senior School and Blackrock College (Point 5 & 6 are jointly up to a maximum of 25%)
7. By Lottery

### Note:

- (i) There is specific provision for Boarders with up to 9 reserved places.
- (ii) Those who have applied for specific year groups up to and including 2025/26 prior to February 1<sup>st</sup>, 2020, remain on the waiting list.
- (iii) If there is an ex-aequo in 3 to 6, a lottery will decide.

## **7. Procedures for admission of students during the school year**

Pupils transferring from another school may do so subject to availability of a place and D.E.S. approval. All applications should be made online or in writing to the Registrar. Information concerning previous attendance and the pupil's educational progress to date and the reasons for the proposed transfer will be required in accordance with the Education Welfare Act. An interview will be requested. A waiting list will be established and as places become available, having assessed suitability, offers will be made in accordance with the priority list.

### **7.1 Procedures in relation to the admission of students who are not already admitted, after the commencement of the school year**

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

If a place has become available and the waiting list has been exhausted, an offer may be made to an applicant after the commencement of the school year.

### **7.2 What will not be considered or considered in relation to admission**

In accordance with section 62(7) (e) of the Education Act, the school will not consider or consider 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) financial contributions to the school other than payment of the annual fees.
- c) a student's academic ability, skills, or aptitude.
- d) the occupations, financial status, academic ability, skills, or aptitude of a student's parents.
- e) a requirement that a student, or his parents, attend an interview, open day, or other meetings as a condition of admission other than in the case of admission to the Hall of Residence.
- f) a student's connection to the school by virtue of a member of his family attending or having previously attended the school; other than those listed in section 5, the 'order of priority' in admission to the School.
- g) the date and time on which an application for admission was received by the school 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 31st January 2025 only).

## **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, 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 13 & 14 below).

### **8.1 Acceptance of an Offer of a Place by an Applicant**

In accepting an offer of admission from Willow Park Senior 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.

### **8.2 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 Willow Park Senior School where

- a) it is established that information contained in the application is false or misleading.

- b) 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.
- c) 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
- d) an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 8.1 above.
- e) The guardian/parent fails to pay the deposit, 50% of the fee, within the acceptance time framework.

## **9. 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 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—

- 1) an application for admission to the school has been received,
- 2) an offer of admission to the school has been made, or
- 3) an offer of admission to the school has been accepted.

The list may include any or all the following:

- i. the date on which an application for admission was received;
- ii. the date on which an offer of admission was made;
- iii. the date on which an offer of admission was accepted by an applicant;
- iv. a student’s personal details including his name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **10. 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 Willow Park Senior 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 Willow Park Senior School is in the order of priority assigned to the student's application 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.

## **11. 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 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. If there is no place available, the name of the applicant will be added to the waiting list.

## **12. Religion in Willow Park Senior School**

Willow Park Senior School, as part of its programme of core subjects, provides Junior Cycle Religious Education (R.E.) for all our students as prescribed by the D.E.S.

R.E. makes a distinctive contribution by developing the students' knowledge and understanding of religion, religious beliefs, practice, language and traditions and their influence on individuals, communities, societies, and cultures. This is an essential part of the holistic development of the students alongside S.P.H.E. and R.S.E. Each of these programmes are compulsory.

Parents and students are informed of this at enrolment and in the school contract. Withdrawal of a student from liturgical ceremonies is only facilitated after a parental, or in the case of a student who has reached 18 years of age the student's, written request, and a discussion with school management. Arrangements agreed upon must facilitate the student's spiritual and moral growth.

### **13.Review of decisions by the Board of Management**

The parent of 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.

## **14. Right of Appeal**

Under Section 29 of the Education Act 1998, the parent of 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 1: Willow Park Senior School Code of Behaviour**

### **1. INTRODUCTION**

This policy has been developed in line with the mission of our school which has at its core, the care of the student. The school strives to provide a safe secure learning environment for the development of our students. Our school Code of Behaviour is based on respect for oneself, for others and for our environment, so that a positive and cooperative school atmosphere prevails.

### **2. RATIONALE**

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour, which is ill mannered, annoying, dangerous, or disruptive cannot be allowed. Our code is one that is based on the recognition that each member of the Willow Park Community is an individual and yet the Code creates an environment in which the welfare of all is protected.

### **3. GOALS/OBJECTIVES**

The aims of our Code of Behaviour are:

1. To create a safe, secure learning environment for all students by promoting a sense of mutual respect among all members of the school community.
2. To have effective procedures in place which will allow for the day-to-day running of the school, and which meet the demands of current legislation.
3. To promote good behaviour and self-discipline.
4. To allow for the appropriate involvement of all school persons.
5. To ensure understanding by the parents, students, staff and management of the Code of Behaviour and the reason for it.
6. To outline ways in which positive behaviour is encouraged and acknowledged.

7. To outline the strategies to be used to prevent poor behaviour.
8. To outline the structure of fair, consistent, and agreed sanctions that will be used in response to negative behaviour.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 School**

There are four fundamental school rules

1. Be Caring
2. Be There (be on time and present at whatever activity is scheduled)
3. Be Truthful
4. Be Grateful

### **4.2 Students**

The school expects that students will always do their best to uphold the Code of Behaviour of our school.

### **4.3 Parents and Guardians**

The school acknowledges the role of parents and guardians in the development and operation of the Code of Behaviour and expects them to support and uphold the Code and to encourage their children to uphold it.

### **4.4 Staff**

The school acknowledges the role of all school staff in the development and operation of the Code of Behaviour. The school recognises that a teacher's focus is on teaching and learning but that they also have an essential role to play in behaviour management. We have teachers

assigned to each class group with special responsibilities for implementing the Code. Subject Teachers, Student Care Co-ordinator, the Chaplain, the Deputy Principal, and the Principal all have specific roles to play in upholding the Code.

All staff members have a part to play in the successful operation of our Code of Behaviour. Each staff member has a responsibility to report incidents of misbehaviour and to encourage positive behaviour.

## 5. GENERAL REGULATIONS

1. Good conduct is always expected not only in school but also in the surrounding area.
2. A student's conduct should always be courteous and governed by consideration for others.
3. A student, or a student party to a group, who brings the school community into disrepute whilst under the jurisdiction of the Willow Park Senior School, is subject to sanction. Sanctions such as detention or suspension may be imposed for serious offences
4. Further, the school authorities reserve the right to resign the charge of a student for persistent idleness, violation of college rules or for any other reason judged by them to be in the interest of the common good.
5. Bullying is not tolerated in this school.

**Each student is entitled to an education free from fear and intimidation.**

## 6. SPECIFIC REGULATIONS

1. Possession of alcohol or illegal substances is prohibited while engaged in any school or school related activity. Failure to observe this regulation may lead to the school resigning the charge of a student.
2. Smoking and vaping is seriously injurious to health and is forbidden within the school buildings and precincts. Breach of this regulation will incur external suspension.
3. Chewing gum is forbidden within the school building.
4. Text and call only mobile phones must be kept switched off from 8.30a.m – 3.10p.m and may not be used during these hours unless, in exceptional circumstances a student is given permission to use their phone by a person in authority. A breach of this regulation may result in the phone being confiscated or further sanction.
5. Smart phones or any device capable of internet access are prohibited in classrooms, study halls and during formal school activities. Any misuse of these appliances may result in their confiscation or further sanction.
6. Absence from class without permission or the display of an uncaring attitude towards any member of the school community, or towards its property is unacceptable. Breach of this regulation may incur suspension.

## **7. ABSENCE FROM SCHOOL**

In the event of absence from school, a parent must telephone or email the Principal's Secretary the school before 10 a.m. stating the reason for the student's absence. On their return to school, a student is required, on the day of their return, to bring an explanatory letter from home signed by parent or guardian.

## **8. TRANSPORT**

Students are obliged to always wear cycling helmets while cycling. A light and reflectors should be used. Students are expected to behave in an appropriate manner while on public transport.

## **9. ASSESSMENT**

There are two modes of assessment in use in Willow:

1. Progress Cards are marked monthly. The marks based on class tests/assessments indicate the standard attained by a student in the subject matter covered in class in the preceding weeks and feedback is provided. These are posted on EduLink.
2. There are full-scale examinations at in November and May. Reports are sent to parents giving examination results and comments by the Principal and Deputy Principal as well as posted on EduLink.

Parents are afforded the opportunity of discussing all aspects of their child's education in the school with class teachers at Parent-Teacher meetings, or with Principal or Deputy Principal at any time by appointment.

## **10.DETENTION**

Detention may be imposed at the discretion of the Principal or Deputy Principal for unsatisfactory performance or behaviour. Generally, this is held on a Saturday morning (9.00 – 10.00 a.m.)

## **11.HOMEWORK JOURNAL**

Each student is required to have and to use the official Willow Park Senior School Homework Journal daily. This should contain a record of both the oral and written assignments given by the teacher in class during the day. Parents are asked to check the homework journal regularly.

Students should have their homework journal signed by the class teacher if they leave the classroom during a lesson and should have their journal in their possession until they return to class.

## **12.EXTRA CURRICULAR ACTIVITIES**

All students should be involved in some extracurricular activity – music, debates, sport etc. There is concern when a student’s involvement is limited to attendance in class.

## **13.DRESS AND DEPARTMENT**

1. A high standard of dress and deportment must be maintained. The Deputy Principal is the judge of acceptable standards of dress and deportment.
2. Students coming to school improperly dressed may not be permitted to attend class or school activities.
3. Hair should be neat and tidy. A student wearing excessively long or excessively short hair or hair which has been bleached or dyed will be considered improperly dressed for class or activities associated with the school.
4. The wearing of jewellery, other than watches, whilst in school or involved in school activities is not permitted. Neck chains and rings in all shapes and forms are strictly prohibited. Necessary S.O.S. bracelets may be worn.
5. Except for games and PE, runners are not permitted during school hours unless excused by parents on medical grounds.

Parents have an important role to play in the maintenance of good standards of conduct and deportment. We ask for full cooperation in this matter.

## **14.REWARDS**

In our school, teachers may use the following methods to reward students for upholding the Code of Behaviour:

1. Verbal praise by the teacher.
2. Positive comment regarding the student to Student Care Co-ordinator/Dean/Deputy Principal/Principal.
3. Verbal praise of student at assembly.
4. Leadership role given to students, e.g., team leader for special project or class representative, membership of the Students' Council etc.
5. Brief, positive note home to parents.
6. Highlight curricular/extracurricular achievements on notice board in classroom.
7. Display of student's work around the school.
8. Highlight curricular/extracurricular achievements in school/parent memo.

## **15.SANCTIONS FOR MISBEHAVIOUR**

The following sanctions are used so that our students experience the consequences of their misbehaviour. They are scaled to take account of the nature of the incident, the situation leading up to the incident and are imposed by the staff of the school in accordance with our Ladder of Referral.

1. A firm verbal reprimand from the staff member present is expected to be sufficient to correct inappropriate behaviour. The staff member may impose a sanction or use an appropriate classroom management strategy at this point.
2. Removal of the student from the scene of the incident while still under supervision.
3. Extra appropriate work assignment.
4. Note in journal.
5. A fine or payment for damage to, or replacement of, school property.
6. Removal of privilege.
7. Consultation with the Student Care Co-ordinator.
8. Consultation with the Dean
9. Detention – with parental notification.

Sanctions for more serious misdemeanours or for consistent breaches of our Code of Behaviour include the following. These sanctions may be applied but not necessarily in the order listed.

1. Daily Report Sheet
2. Refer student to Student Care Co-ordinator/Dean/ Deputy Principal/Principal, in keeping with the Ladder of Referral.
3. Formal letter home from Student Care Co-ordinator/Deputy Principal/ Principal.
4. Telephone call to parents/guardians by Student Care Co-ordinator/Deputy Principal/Principal.
5. Meeting with parents/guardians.
6. Suspension from class/school.
7. Expulsion from school.

#### **15.1 The following steps are taken as part of the suspension policy.**

##### Suspension of fewer than five days

1. Decision made by Principal.
2. Deputy Principal informed.
3. Dean informed.
4. Parents informed.
5. Student Care Co-ordinator and other Staff informed.
6. Possible appeal to the Board of Management.

##### Suspension of more than Five Days

1. Decision made by Board of Management.
2. Principal informed.
3. Deputy Principal informed.
4. Dean informed.
5. Parents contacted.
6. NEWB Welfare Officer informed.
7. Student Care Co-ordinator and other Staff informed.
8. Possible appeal to Board of Management.



Prior to Suspension the Principal/Deputy Principal will:

1. Ensure that the student is given the opportunity to write a detailed account of the event/incident.
2. Ensure that other discipline options under the Code of Behaviour have been applied where relevant and written documentation signed and dated.
3. Ensure that appropriate support persons, internal and external have been involved.

### **15.2 Procedure for Suspension**

1. The Principal decides based on the reasons set out in the Code of Behaviour.
2. The student is informed of the reasons which give rise to the suspension.
3. Parents/Guardians are informed by phone, with written follow up, and are invited to come to the school for a meeting.
4. Students will never be sent home during a school day, unless collected by a parent/guardian or by agreement with a parent/guardian. Otherwise, the student will be supervised until the suspension takes effect.

If a student is suspended for a cumulative total of twenty days or more in one school year, the Principal must inform the Education Welfare Officer.

The formal letter of notification will include:

1. Notice of the suspension.
2. Effective date of the suspension.
3. Duration of the suspension.
4. Reasons for the suspension.
5. Expectations of the student while on suspension (Study Programme may be attached).
6. Necessity for parental assistance in resolving the matter through a post-suspension meeting between student, parents/guardians, and Deputy Principal/Principal.
7. A statement that the student is under the care and responsibility of the parent/guardian while on suspension.
8. A statement that the Education Welfare Board has been informed (if the suspension is longer than five days or the student has been suspended for more than twenty days during the school year to

date).

9. Information on Appeal rights (internal school appeal/Section 29 Appeal).
10. Where relevant, the requirements which need to be in place when student returns (e.g., written apology, completed assignments, etc).
11. If expulsion is being considered, then the letter must make this clear.

### **15.3 Procedures for the formal re-introduction of the students into the school.**

1. Parents/guardians shall be requested to attend with the student on the day of their return to school.
2. Undertakings of good behaviour shall be requested in writing from the student, signed by parents/guardians.
3. Agreed conditions (e.g., counselling, referral to NEPS, other pastoral supports) shall be signed by parent/guardian and student.

### **15.4 Grounds for Lifting a Suspension**

1. During a meeting with the parents/guardians, the Principal may agree that another sanction be applied.
2. Successful appeal to the Board of Management.
3. New circumstances come to light

## **16.WILLOW PARK SENIOR SCHOOL EXPULSION POLICY**

This is the ultimate sanction imposed by the school and is exercised by the Board of Management in extreme cases of indiscipline. In advance of any hearing, which could result in an expulsion, the school will investigate the matter in accordance with the Principles of Natural Justice.

### **16.1 Prior to Expulsion the Principal will:**

1. Ensure all discipline options under the Code of Behaviour have been applied and documented.
2. Ensure all appropriate support person have been involved.
3. Ensure that discussion has occurred with the student and parent/guardian regarding misbehaviour which the school considers unacceptable and which may lead to expulsion.
4. Provide formal verbal and written warnings at appropriate times detailing these behaviours, as well as clear expectations of what is required of the student in the future.
5. Record all interventions.
6. Record all action taken.
7. Copy all correspondence.
8. Inform the Chairperson, Board Of Management.

### **16.2 Procedure in respect of Expulsion:**

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion from the school, the procedural steps should include:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

The Board of Management will inform the parents/guardians in writing of its intention to expel. The formal letter of notification will include:

1. Notice of the expulsion.
2. Effective date of the expulsion.
3. Reason for the expulsion.
4. A statement that the Education Welfare Board has been informed.
5. A statement explaining that the student is under the care and responsibility of the parents/guardians for a period of twenty days cumulative in any one school year, required by the Education Welfare Officer to examine alternative provisions for the education of the student.
6. Information and documents on appeal rights.
7. The Board of Management will make the decision to expel.
8. The Principal will inform the Education Welfare Office of the decision to expel.

### 16.3 Appeals Procedure

1. The parents/guardians may inform the Board of Management of their wish to appeal.
2. The parents/guardians are invited to the Board of Management hearing and are invited to make a written submission in advance of the meeting if they so wish.
3. The Principal will provide parents/guardians with a full, written description of the allegations against the student and the case being made at the meeting, together with copies of all documentation, statements etc. supporting that case.

The Board of Management will:

1. Hear the Principal's case against the student (this case should be made in the presence of the parents/guardians).
2. Hear the parents/guardian's response.
3. Examine all the documentation.
4. Consider the student's record in the school.
5. Discuss the case in detail.
6. Make a decision.
7. Communicate the decision to the parents/guardians formally (registered letter).

If the decision to expel is upheld, inform the Education Welfare Officer under Section 24(1) of the Education Welfare Act, 2000.

In the event of an unsuccessful appeal, the parents/guardians may then appeal to the Department of Education & Skills under Section 29 of the Education Welfare Act 2000. Advice on such appeals will be given to the parents/guardians by the Educational Welfare Officer.

## 17. Policy Review

This policy and its implementation will be reviewed by the Board of Management every three years. Written notification that the review has been completed will be made available to school persons, published on the school website (or where none exists, be otherwise readily accessible to parents and students on request) and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

This policy was implemented on 20/9/23 and reviewed on September 2023

Signed: [Signature] Chairperson

Signed [Signature] Secretary

Date: 26/9/23

## Appendix 2: Annual Admission Notice

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

To download at: <http://www.willowparkschool.ie/admissions-2>

On request: By emailing [registration@willowparkschool.ie](mailto:registration@willowparkschool.ie)

### 1. Application and Decision Dates for admission to Willow Park Senior School for 2024/25

1.	The school will commence accepting applications for admission on	2 <sup>nd</sup> October 2023
2.	The school will cease accepting applications for admission on	23 <sup>rd</sup> October 2023 at 4pm
3.	Applicants will be notified in writing of the decision on their application by	13 <sup>th</sup> November 2023
4.	Applicants must confirm acceptance of an offer of admission by	27 <sup>th</sup> November 2023

Failure by an applicant to accept an offer by the [27<sup>th</sup> November] may result in the offer being withdrawn.

### 2. Number of places being made available in the 2024/25 school year

The number of places being made available in Willow Park Senior School is	<b>208</b>
The number of residential places is	<b>9</b>
The number of non-residential places is	<b>199</b>

### 3. 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 the 2023/24 school year was [410].

<b>Breakdown of places allocated for Willow Park Senior School for the 2023/24 school year:</b>		
Number of places available		208
Number of applications received		410

Offers made and accepted under each criterion	Criterion 1: Willow Park Junior School Criterion 2: Brothers Criterion 3: Sons of staff/Nephew & Grand Nephews of Community Criterion 4: Bursary Programme Criterion 5: Sons of Past-Pupils Criterion 6: Grandsons Criterion 7: Applicants	139 24 2 3 15 6 19
Number of names placed on waiting list for the school year concerned		143

The total number of applications for admission received by the school for admission to the residential element of the school in the 2023/24 school year was [19].

<b>Breakdown of residential places allocated for Willow Park Senior School for the 2023/24 school year:</b>	
Number of places available	9
Number of applications received	19
Number of Offers made and accepted under each criterion	Criterion 6: 1 Criterion 7: 8
Number of names placed on waiting list for the school year concerned	0

The total number of applications for admission received by the school for admission as a day pupil of the school in the 2023/24 school year was 391

<b>Breakdown of day pupil places allocated for Willow Park Senior School for the 2023/24 school year:</b>	
Number of places available	199
Number of applications received	391
Number of Offers made and accepted under each criterion	Criterion 1: 139 Criterion 2: 24 Criterion 3: 2 Criterion 4: 3 Criterion 5: 15 Criterion 6: 5 Criterion 7: 11
Number of names placed on waiting list for the school year concerned	143





# Willow Park Senior School

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