

# Policy on Admissions and Applications

## ADMISSIONS POLICY

**1.1** This policy deals with the offer of a place in College not enrolment to a specific course. Further details for enrolment to specific courses can be found in the Course Directory.

**1.2** Students are admitted by category in the following order of priority:

**Category 1** Pupils attending the three named Catholic Partner High Schools: Mount St Mary's Catholic High School, Cardinal Heenan Catholic High School and Corpus Christi Catholic College.

**Category 2a** Pupils attending other 11-16 age range Catholic Schools

**Category 2b** Pupils / students attending other Catholic institutions

**Category 3** Catholic pupils / students attending non-Catholic institutions

**Category 4a** Non-Catholic pupils / students attending 11-16 age range non-Catholic institutions.

**Category 4b** Others.

**2.1** All applicants applying before the closing date will normally be offered an interview. Those applying after the closing date are not guaranteed an interview, but will be placed on a waiting list in order of receipt of the application. Reasons for the decision will be given to those applicants who are not offered an interview.

**2.2.** The offer of a place at Notre Dame is made on the basis of the following information:

- 1) The completed application form
- 2) The reference from the applicant's previous school / institution
- 3) The report of the interviewer as expressed on the Interview Sheet
- 4) If the application is received after the deadline:
  - a) the date that the application was received;
  - b) the number of places available on the courses provisionally applied for.

**3.1** Every effort will be made to meet individual needs, but, although a place at Notre Dame is offered, there is no guarantee that a course in a subject will run if demand is small or a course cannot be staffed. Nor can a place be guaranteed on an oversubscribed course. Similarly, no

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guarantee can be made that all combinations of subjects will be possible.

- 3.2** In the case of oversubscribed courses applicants will be enrolled in the order of priority categories as in **1.2** above. This will not however, apply to any vocational training courses.
- 4.1** The decision on whether to offer a place or not is normally made by the Vice Principal in charge of admissions, who may consult further with the interviewer, or the applicant's referee if necessary.
- 4.2** Notification of acceptance or rejection will be made, by letter, following interview. This will normally be by the first day of the summer term.
- 4.3** In certain cases, conditional offers may be made to applicants. In these cases, the letter of acceptance will indicate that the offer is dependent upon certain conditions being met by the applicant during their remaining time at school/institution. These conditions could include, but are not limited to:
- Satisfactory attendance;  
Satisfactory punctuality;  
Satisfactory behaviour/attitude.
- 4.4** The Vice Principal in charge of admissions will liaise with the appropriate staff in the applicant's previous school / institution to establish whether these conditions have been satisfied; where the stated conditions have clearly not been met, the College may withdraw the offer of a place. This may occur for instance where an applicant has failed to meet clear targets for attendance or punctuality without good reason, or where an applicant has been excluded from his or her previous institution for bad behaviour.
- 5.1** Any appeal against rejection should, initially, be made in writing to the college Principal within ten working days of the date of the rejection letter. The grounds for the appeal should be clearly stated. The decision of the Principal will be conveyed in writing within ten working days of the date of this letter. The decision at appeal is final.

**Revised and Approved by the Corporation May 2009**