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**COLÁISTE ÉAMANN RÍS ADMISSIONS POLICY 2020/2021**

**Type of School**

Coláiste Éamann Rís is a Co-ed voluntary secondary school with a Catholic ethos operating under the patronage of the Edmund Rice Schools Trust (ERST). The school is involved in the Department of Education and Science’s DEIS programme.

**Characteristic Spirit**

Our ethos and characteristic spirit are based on the vision of Blessed Edmund Rice.

Coláiste Éamann Rís aims to provide an integrated, inclusive and holistic education focusing on the full development of every student. Coláiste Éamann Rís aims to be fully inclusive and to be especially mindful of those who are disadvantaged.

Coláiste Éamann Rís strives for excellence in all aspects of teaching and learning and promotes the development of the school community in accordance with the five key elements of the ERST school charter:

* Nurturing faith, Christian spirituality and Gospel-based values;
* Promoting partnership;
* Excellence in teaching and learning;
* Creating a caring school community;
* Inspiring transformational leadership.

In the spirit of the ERST Charter, Coláiste Éamann Rís promotes these key values taking into account emerging needs in the broader community. The school endeavours to achieve excellence at all levels in partnership with parents, staff, students, trustees and the local community.

Coláiste Éamann Rís endeavours and aspires to:

* assist students to develop a sense of responsibility to their faith;
* promote academic excellence to the full potential of each and every student;
* nurture each individual's self-esteem and confidence;
* create an environment where students grow in maturity;
* encourage the development of leadership qualities and life-skills in all;
* provide the opportunity for the physical development of every student.

Coláiste Éamann Rís supports the principles of

* Inclusiveness.
* Equality of access and participation in the school.
* Parental choice in relation to enrolment.
* Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

While recognising and acknowledging the rights of ERST as trustees as set out in the Education Act 1998, Coláiste Éamann Rís will operate within the context and parameters of Department of Education and Skills regulations and programmes and the funding and resources available.

**School Resources**

The financial resources of the school are provided by a combination of grants from the Department of Education and Skills, the Department of Social Inclusion, voluntary contributions from parents, philanthropic organisations, fundraising and other school generated income. Teaching resources are provided by the Department of Education and Skills.

Admission to the school is subject to the resources available including classroom accommodation, class size, teaching resources and financial resources.

**Curriculum**

The school provides the broadest possible curriculum subject to available resources and parental and student choice. The school follows the curricular programmes prescribed by the Department of Education and Skills in accordance with sections 9 and 30 of the Education Act 1998.

Students entering first year commence the three year Junior Cycle Course, some students may complete the Junior Certificate Schools Programme (JCSP) in addition. A full range of both core and choice subjects/modules in accordance with Department guidelines are available to all students subject to teaching and financial resources. Religion and Wellbeing are also an integral part of the curriculum on offer. As well as the core subjects of English, Mathematics and Irish, students will be able to choose from a wide range of optional subjects across the whole spectrum including the sciences, languages, technological subjects, business subjects, art, music and home economics among others.

Extra-curricular activities will be available to all students throughout their stay at school.

A voluntary transition year programme is available to students in the year immediately following completion of Junior Cycling. All students are encouraged to take part in the Transition Year Programme.

Students entering senior cycle commence one of three main programme options:

1. The traditional leaving certificate programme
2. The Leaving Certificate Applied\*
3. The traditional leaving certificate with LCVP\*

\*LCVP and LCA can only be offered if a minimum number of students enrol for these programmes. The minimum requirement is 10 students

**Pastoral Care**:

We support and challenge our students to make the most of their time in school,

providing programmes of language support, help with study, and personal

counselling where necessary and developing links with family, working in partnership

with parents and guardians.

**Faith Development**:

We have a special commitment to the development of the spiritual dimension of the

lives of our members. Faith formation and the Religious Education programme play a

key role.

* Students follow the State programme in Religious Education which is suitable for students of all faiths and those of no faith
* The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way.

We hope that the gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviours of all members of the school community, and will find expression in their respect and care for one another.

The school is open to and welcomes all who share this vision and wish to benefit from it.

**Operating Context**

Coláiste Éamann Rís operates within the legal context of

* Relevant sections of:
  + - Education Act 1998
    - Education Welfare Act 2000
    - Equal Status Acts 2000-2011
    - Education for Persons with Special Educational Needs Act 2004
    - Disability Act 2005
    - Education Act (Miscellaneous Provisions) 2007
    - Education (Admission to Schools) Act 2018
    - Data Protection Acts 1988 and 2003 and the **General Data Protection Regulation** (**GDPR**): The school is a Data Controller under the Data Protection Acts and the **General Data Protection Regulation** (**GDPR**). Data provided to Coláiste Éamann Rís in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998), the Data Protection (Amendment) Act (2003) and the **General Data Protection Regulation** (**GDPR**). We rely on Parents/Guardians to provide us with accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child’s personal data, you should write to the School Principal.

Coláiste Éamann Rís also operates within the regulatory, legal and financial context of:

* The regulations of the Department of Education and Skills
* The rights of trustees as set out in the *Education Act, 1998*
* The Edmund Rice Schools Trust Charter
* The Articles of Management of Catholic Secondary Schools
* The regulations of the Department of Education and Skills and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the *Education Act, 1998*.
* The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the Department of Education and Skills, voluntary contributions, and occasional fundraising[[1]](#footnote-0). Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, Coláiste Éamann Rís is a school that

* Is inclusive in intake
* Supports the principle of equality of access to and participation in education
* Recognises and supports the rights of parents to choose with regard to admission in secondary school
* Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.

**Eligibility of applicants and admission Procedures:**

This section sets out the policy of the school with regard to eligibility of applicants and admission procedures and for entry into **First Year 2020/21**.

**Students eligible for admission to First Year**

To be eligible for admission to First Year, students must

* Have reached the age of 12 years by 1st of January of the calendar year following entry into First Year (as required by the Department of Education and Skills regulations)
* Have completed Sixth Class in Primary School or its equivalent
* Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school
* Be willing, in conjunction with parents/guardians, to accept the school's code of behaviour which is published based on Department of Education and Skills guidelines
* Be willing to sit a standardised assessment on a date to be communicated in writing to the parents/guardians of students following acceptance for enrolment in the school (This is not an entrance exam as your place has already been offered)
* Be willing to complete any student data forms which may be issued following acceptance for enrolment.

**4.2 Admission Procedures**

* To apply, parents/guardians should complete the official Coláiste Éamann Rís Application Form, which will be issued through the feeder Primary Schools, at our Open Night and which will also be available from the school office
* The application form for entry into First Year in Autumn 2021 will be available from **September 2nd 2017**
* The closing date for receipt of completed applications for First Year for the school year 2020/2021 is **September 30th 2019**
* When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received
* Properly completed application forms will be acknowledged
* Incomplete application forms will not be processed but will be returned to the parents/guardians for completion
* Late applications will be considered only after all applications received on time have been fully processed.

**Allocation of Places in First Year 2020/2021**

Decisions regarding student admissions are a matter for the Board of Management.

As soon as possible but not later than 21 days after the closing date for receipt of completed application forms, the Board of Management shall make a decision in respect of each application, and inform the parents/guardians of the outcome in writing (as required by the *Education Welfare Act 2000*).

When a place in the school is offered, parents/guardians will be required to confirm in writing their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.

A maximum of **70** places will be available in First Year for the school year 2020/2021. In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

**What happens if we have not enough places for all the applicants?**

We are likely to receive more applications than there are places available in Coláiste Éamann Rís. Having a fair and understandable process to determine which children will be offered places is very important. This section explains how we will operate this process

**How does the process of offering places work?**

Students whose applications have been received on time will be offered places according to the criteria below. Places will only be offered to students in a given category after all students in each previous category have been offered a place. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery. More details of the lottery are given below.

**What criteria do we use to offer places in first year?**

***Parents and guardians: Please read the criteria below very carefully and make***

***sure you have full accurate details on your child’s application form. The offer***

***of a place will be based solely on what you put on the application form.***

Places will be offered to students in the following order, with places being offered to all applicants in each category whose application is received on time before places are offered to applicants in the next category. Where there are insufficient places remaining to make offers to all applicants in a given category, a lottery will apply as specified below.

**Category 1:**

A boy or girl whose brother or sister is registered as a student in Coláiste Éamann

Rís on the closing date for applications.

**Category 2:**

A brother or sister of a past pupil of Coláiste Éamann Rís (Deerpark CBS).

**Category 3:**

A son or daughter of a past pupil of Coláiste Éamann Rís (Deerpark CBS)

**Category 4:**

A son or daughter of a member of the staff of Coláiste Éamann Rís who has at least

3 years service on the closing date for applications.

**Category 5**

Children whose principal private residence falls within a two mile radius of the school as evidenced on an Ordnance Survey Map.

**Category 6:** Applicants from Edmund Rice Primary Schools who have completed at

least three years in that school on the closing date for applications

**Category 7:** All other applicants.

**How is the lottery conducted?**

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.

The lottery will be supervised by:

* a nominee of the Board of Management
* the Principal and Deputy Principal

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Twins and triplets will be treated as a single application, although both names or all 3 names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.

When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant’s place on the waiting list.

If a vacancy arises and an applicant is offered a place from the waiting list, the place will be offered to the applicant highest on the list.  If for any reason a place is not accepted that place will then be offered to the next applicant on the waiting list.

The waiting list will be terminated once the first term begins in 2020.

1. **Withdrawal of an offer of a place:**

The offer of a place may be withdrawn if:

* the place is not accepted in writing by the date specified in the letter offering the place [see Section above]
* it subsequently emerges that information furnished in the application form was false and the false information resulted in the offer of a place which would not have been offered otherwise.
* The applicant, in conjunction with their parents/guardians, does not confirm that they are aware of the characteristic spirit of the school [see section on characteristic spirit above].
* The applicant, in conjunction with their parents/guardians, does not confirm acceptance of the school’s Code of Behaviour
* The applicant fails to sit an Assessment Test, the date for which will be communicated in writing to the parents/guardians of the students accepted for admission at the school. This Assessment Test is not an entrance examination as the student has already been allocated a place in the school. Where an applicant cannot sit the test for good reason on the date specified, an alternative date will be arranged.
* The applicant, in conjunction with their parents/guardians, does not complete the detailed student data form that will be issued following offer of the place.

**Appeal Procedure**

When an applicant is refused admission to the school, the parents/guardians of the student concerned may appeal the decision to the Coláiste Éamann Rís board of management or to the Department of Education and Skills under Section 29 of the Education Act 1998. The appeal must be made within 42 calendar days of the date on which the decision was notified to the parents/guardians by the board of management.

**Admission of applicants with Special Educational Needs (mainstream)**

Coláiste Éamann Rís welcomes applications from parents/ guardians of students with special educational needs. The school will use the resources (finance and personnel) provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting the rights of parents/guardians to have a school of their choice for their children, the school’s ability to provide for students with particular educational needs is dependent on resources suitable to those needs being supplied by the Department of Education and Skills. Parents/guardians are encouraged to make the Board of Management aware of any special needs as early as possible, as it may take some time for the Department to process applications for the resources needed. In order to determine the specific resources, facilities and learning support required, the Board will request a copy of the student’s medical and/or psychological report. Where such a report is not available, the Board will request an immediate assessment. The purpose of the assessment report is to assist the school in establishing the educational needs of the student relative to their special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs of the student as specified in the report. The school will also request information from the student’s primary school with regard to such matters as learning support and/or resource hours. Where the Board deems that further resources are required, it will, prior to the student commencing to attend the school, request the Department of Education and Skills to provide the resources necessary to meet the needs of the student as outlined in the psychological or medical report.

A representative of the Board will meet with the parents/guardians of the student to discuss the student’s needs and the school’s capacity to meet them. It may be necessary for the Board to postpone the attendance of a student at the school, pending the receipt of an assessment report, and/or the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological or medical report.

The school commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given all reasonable assistance, subject to available resources, to achieve their educational potential.

**Admission to Coláiste Éamann Rís ASD Special Class Unit Programme**

The applicant must have an ASD professional’s report which clearly specifies a diagnosis of Autism. The diagnosis must be determined by the DSM V, ICD 10 criteria, Gillberg and Gillberg’s (1989) or other recognised diagnostic tool acceptable to the ASD Admissions Panel team. The ASD professional’s report must have been completed with a second level mainstream setting in mind. The applicant should also furnish the school with the following relevant documentation where possible:

1. A Clinical Diagnostic report

2. A cognitive assessment which includes an estimation of Cognitive Function.

3. A speech and language assessment(within the last two years)

4. An occupational therapy assessment (within the last two years)

5. A social worker assessment outlining the family’s needs, strengths and resources.

6. All reports and information from any support services involved with the student.

If necessary, applicants may be asked to supply further information including any additional documentation relevant to the student’s needs which would have an impact on educational planning. The applicant must have cognitive functioning above the range of mild general learning disability and supporting documentation must specify that the student has the adaptive skills to learn and successfully negotiate school life in a mainstream environment. The applicant should have accessed mainstream education to a level consistent with that expected of students within the ASD Special Class. In the allocation of places in the ASD Unit, additional criteria which have priority include an assessment of needs and the ability of the school to provide appropriate care and education for the applicant, taking the Duty of Care of the applicant, other students and the staff into consideration. Staff from Coláiste Éamann Rís may visit the primary school and may interview the principal and any relevant personnel involved in the pupil’s education to that point. They may also meet with the applicant and conduct observations of the student in his/her current educational setting.

Admission is subject to a place being available and resources being sanctioned prior to the admission of the students. Admission is subject to the number of places sanctioned by the Department of Education & Skills. The recommended limit under Health and Safety guidelines is a maximum of six students as sanctioned by the DES. Thereafter, a waiting list will apply. If the number of applicants exceeds the number of places available the following ranked criteria will apply in addition to a lottery system:

The decision to run an ASD special class will be made by the Board of Management on a yearly basis.

1. Applicants with siblings already in the school.

2. Applicants not attending feeder schools but for whom the Coláiste Éamann Rís ASD unit would still be the nearest facility.

3. Applicants not in any of the above categories.

All applications to the ASD Unit will be reviewed by an ASD Admissions Panel which may consist of the following members:

• The Principal of Coláiste Éamann Rís

• The Deputy Principal of Coláiste Éamann Rís

• The Coláiste Éamann Rís SET Co-ordinator and/or one member of the Coláiste

Éamann Rís SET Team

The ASD Admissions Panel reserves the right to appoint other members to the panel as necessary and to seek the advice of external experts if required.

The remit of the panel is:

• To review all applications and documentation relevant to a student applying for a

place in the facility.

• To verify the facility’s suitability in meeting the needs of the applicant.

• To meet with the applicant and their parents/guardians.

• To make recommendations based on these findings to the Coláiste Éamann Rís Board

of Management.

The ASD Admissions Panel may make a recommendation with regard to an application for enrolment but the final decisions in respect of all enrolments in Coláiste Éamann Rís are made by the Board of Management. Decisions of the ASD Admissions Panel may be appealed to the Board of Management. Decisions of the Board of Management may be appealed to Secretary General of the DES.

All placements are subject to review, at any time, at the request of the parent(s) and/or the school. The review will be carried out by the ASD Admissions Panel who may recommend that the child’s needs cannot be met by the school and that the child should be enrolled in an alternative educational establishment. There will also be an annual review of places at the end of each academic year.

For applicants who reside outside the catchment area, parents may apply to the NCSE for Special School Transport. It is the parent’s/guardian’s responsibility to attend all meetings and reviews pertaining to the child’s enrolment. Once a student has been offered a place in the ASD Unit they will be invited to participate in a transition programme. This is essential to ensure the student’s smooth transition to their new environment. While every effort will be made to support each and every pupil if a pupil’s Autism evolves into a complex educational need that cannot be met within the schools programme an alternative school placement may be sought, this will be organised in communication with the pupils parents, ASD support team & school Special Education Needs Officer (SENO).

**Appeal Procedure**

When an applicant is refused admission to the school, the parents/guardians of the student concerned may appeal the decision to the Coláiste Éamann Rís board of management or to the Department of Education and Skills under Section 29 of the Education Act 1998. The appeal must be made within 42 calendar days of the date on which the decision was notified to the parents/guardians by the board of management.

**Eligibility of applicants and admission Procedures for years other than first year 2020/2021**

In the interests of the educational progress of the student concerned and the class group, Coláiste Éamann Rís only accepts students into years other than first year at the start of the school year. Transferring between schools during the school year is undesirable both academically and socially. The only exception to this requirement is when the student has moved house into the area and remaining in her/his previous school is not feasible. A decision on such deviation from the norm will be minuted by the board of management and will be subject to the conditions for admission into years other than first year specified below.

Students wishing to apply for a place in 2nd, 4th, 5th year for the school year 2019/2020 must do so before May 31st 2019 and by May 31st 2020 for 2020/2021 school year. Coláiste Éamann Rís does not accept students into exam years (3rd or 6th year) and would suggest that applicants wishing to enter into those years instead apply for 2nd and/or 5th year. In a similar way, Coláiste Éamann Rís only offers places on its LCA/TY programmes to students who have completed 3 years education in Coláiste Éamann Rís - students wishing to apply for those programmes should instead apply for 5th year (traditional Leaving Cert).

A letter of application must be submitted to the school addressed to:

The secretary to the Board of Management

Coláiste Éamann Rís,

St. Patrick’s Road,

Cork

The letter must state the student’s name, the school and year group they are currently attending, a brief description of why the student wishes to change schools and permission to contact the applicant’s previous school to verify the reasons for the proposed change of school.

In cases where a section 29 appeal has been taken against a previous school(s), all proceedings connected with that section 29, including appeals to section 29 verdicts, must be resolved before an application can be considered by Coláiste Éamann Rís. Letters of application made before proceedings are complete will be returned to the applicant; the existence of a Section 29 will emerge when the previous school is contacted. See sentence on contacting previous school above.

Following receipt of a letter to the Board of Management, the Board of Management will instruct the Principal and/or Deputy Principal to verify the reasons for change of school with the applicant’s previous school. If the reasons are satisfactorily verified, the principal/deputy principal will meet with the applicant along with a parent and/or legal guardian and/or relative. Where a Section 29 appeal is underway, the letter of application will be returned to the applicant. In cases where English is not the first language of the parent and/or legal guardian, and if their competence in English could hinder the processing of the application an accredited translator should also be present.

In advance of this meeting the applicant will supply the school with:

* Behavioural records from previous their schools (including primary and home schooling if applicable)
* Assessment reports from previous schools (including primary and home schooling if applicable
* Their school journal/homework diary from previous schools
* CBA results and recordings
* Educational/psychological assessments/reports
* References from the students previous schools

Following this meeting the Principal will report to the Board of Management explaining the applicant’s suitability for a place in Coláiste Éamann Rís.

All decisions for admittance into Coláiste Éamann Rís are made by the school’s Board of Management. In making their decision The Board of Management will consider

* The number of students already enrolled in the school, year group and classes, including classes in practical subjects.
* Whether the letter of application was made on time and all information supplied
* The Principal’s assessment
* The record of actions of the applicant in his/her previous school
* Whether or not the applicant poses a health and safety risk to students and staff
* Whether the introduction of the applicant will be in the best interest of existing student
* The availability of subjects/subject combinations

Following the Board of Management meeting the Principal may or may not be instructed to offer an application form to the student.

**Appeal Procedure**

When an applicant is refused admission to the school, the parents/guardians of the student concerned may appeal the decision to the Coláiste Éamann Rís Board of Management or the Department of Education and Skills under Section 29 of the Education Act 1998. The appeal must be made within 42 calendar days of the date on which the decision was notified to the parents/guardians by the board of management.

**Review**

This policy is regularly reviewed by the board of management. This policy was last reviewed on 4th June 2019. It will be reviewed annually at the end of the school year in consultation with the relevant personnel.

**Ratification**

This policy was ratified by the Coláiste Éamann Rís board of management on 4th June 2019.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

Chairperson of the Coláiste Éamann Rís Board of Management

**Appendices**

List of feeder schools

• Beaumont NS

• Blarney Street CBS;

• Bun Scoil Chríost Rí

• Crab Lane NS

• Eglantine GNS;

• Gaelscoil Ballyphenane

• Gaelscoil Douglas

• Glasheen BNS;

• Glasheen GNS;

• Greenmount NS;

• Morning Star, Ballyphehane;

• Scoil Niocláis, Frankfield;

• Scoil Padre Pio;

• St Columba’s BNS;

• St Joseph’s Mardyke;

• St Patrick’s BNS;

• St Patricks GNS

• St. Anthony’s BNS;

• St. Columba’s GNS;

• St. Mary's of the Isle NS

• Sunday’s Well NS;

• Togher BNS;

• Togher GNS

1. [↑](#footnote-ref-0)