



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust



Admission Policy of Coláiste Éamann Rís, Cork City

School Address: St. Patrick's Road, Cork

Roll number: 62540i

School Patron: The Edmund Rice Schools Trust.

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.

Coláiste Éamann Rís 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 in particular by the provision and operation of a special class or classes when requested to do so by the Council. Coláiste Éamann Rís will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”

The policy was approved by the school patron on ~~August 20th 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 Coláiste Éamann Rís’ 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 the school

Coláiste Éamann Rís is a co-educational Catholic voluntary secondary school with a Catholic ethos under the trusteeship of the Edmund Rice Schools Trust

‘Catholic Ethos’ in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and

(b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith,

and which school provides religious education 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Coláiste Éamann Rís 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.”

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.

3. Admission Statement

Coláiste Éamann Rís will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Coláiste Éamann Rís 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 the Catholic faith in preference to others.

Coláiste Éamann Rís 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 who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Coláiste Éamann Rís is a school which has established a class, 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.

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

Coláiste Éamann Rís with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with Autism.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Coláiste Éamann Rís 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.

The special class attached to Coláiste Éamann Rís provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class (as outlined in section 4)

6. Oversubscription

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:

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.

An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

Subject to the above, the selection criteria are as follows:

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) up to 25% of the total intake.

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.

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), a lottery will apply in allocating places within that category.

The lottery will be supervised by:

- a nominee of the Board of Management who is not a member 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 see section 13.

7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school.
- (c) a student's academic ability, skills or aptitude; other than in relation to:
 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) 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.

8. Decisions on applications

All decisions on applications for admission to Coláiste Éamann Rís will be based on the following:

- Our school's admission policy
- The school's 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

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 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 (see [section 18](#) below for further details).

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

In accepting an offer of admission from Coláiste Éamann Rís you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

An offer of admission may not be made or may be withdrawn by Coláiste Éamann Rís where—

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

- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) 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
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.
- (v) 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. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

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 Coláiste Éamann Rís 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 Coláiste Éamann Rís 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.

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

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

Students wishing to apply for a place in 2nd, 4th, 5th year in any school year must do so before May 31st of the year before wishing to join our school. 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 Principal
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 Principal on behalf of the school's Board of Management. In making their decision the Principal on behalf of 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 combination

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. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

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:

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 as specified above

The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

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

The board of management of Coláiste Éamann Rís or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for parents of students and students (over 18) who have 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.

Parents of students and students (over 18) who wish to opt out of RE class should make a written request to the principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parent/ student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At Coláiste Éamann Rís the allocated time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, Coláiste

Éamann Rís places great importance on the religious or spiritual formation of all its students. Each student has his/her own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

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 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy

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

Applications for places in the special classes

Applicants for the special class at Coláiste Éamann Rís 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 and must specifically recommend a special class attached to a mainstream school, secondary school placement. The applicant should also furnish the school with the following relevant documentation where applicable/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 supporting documentation that specifies that the student has the adaptive skills to learn and successfully negotiate school life in a special class attached to a mainstream environment. The applicant should have accessed mainstream education to a level consistent with that expected of students within an ASD Special Class attached to a mainstream school. 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 per class 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:

1. Students already enrolled in the school
2. Applicants with siblings already in the school.
3. Applicants living closer to the school

4. Applicants not in any of the above categories.

The number of places available in the ASD special class will be published by the Board of Management in their annual admission notice.

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 Principal. 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).