**[Admissions Policy](https://asrdublin.wordpress.com/admissions-policy/" \o "Admissions Policy) 2017-2018**

Ardscoil Ris – Boys only Secondary School

**Griffith Ave**

**Dublin 9.**

**(Member of the Edmund Rice Schools Trust)**

**Admissions Policy**

**School Name:                     Ardscoil Ris**

**Address:                               Griffith Ave, Dublin 9.**

**Contact Details:                  Tel. – 01 833 2633**

**Fax. – 01 833 1594**

**Email –**[**asrd9@eircom.net**](mailto:asrd9@eircom.net)

**Website –**[**www.ardscoilris.net**](http://www.ardscoilris.net/)

**Principal:                         Mr. Mark Neville**

**Deputy Principal:            Ms. Sarah Barry**

**Learning Support:          Ms. Yvonne Markey**

**Guidance Counsellor:    Mr Brian Connor**

**Number of Teachers:        34**

**School Secretary:              Josephine Liddy**

**Caretaker:                          Paddy Hodson**

**Opening times:                  08.40 am-3.40 pm (Monday and Tuesday), 08.40 am-3.00 pm (Wednesday-Friday)**

**The building will be open to admit students 10 minutes prior to and 10 minutes after the official opening times. Supervision is provided between these times only unless otherwise stated.**

**School calendar:                Issued yearly in June/Sept.**

**School Profile**

**Ardscoil Ris is a Voluntary Secondary School for boys, operating under the Edmund Rice Schools Trust (ERST). As such it is informed by the ERST Charter :**

1. **Nurturing Faith, Christian Spirituality and Gospel based values.**
2. **Promoting partnership in the school community**
3. **Excellence in teaching and learning**
4. **Creating a caring school community**
5. **Inspiring transformational leadership.**

**The school was founded in 1972. It is managed by a Board of Management, is part funded by the Dept of Education & Skills (DES) and operates within the regulations and guidelines set down from time to time by that Dept. The school has a very active Parents’ Council and a strong Students’ Council.**

**Throughout this policy the use of the word *student/s*is to read as *BOY/S***

**Staff Vision /Direction Statement**

* **Our school acknowledges that each student is unique and has different gifts and needs.**
* **Our wish is to enable the release of positive potential within each student by offering a relevant curriculum in a school community characterised by care and justice.**
* **Our school is not just an educational establishment but a truly Christian community where the total curriculum aims to promote the growth and development of each student.**
* **Students’ development is clearly linked to a good self-image and we emphasise the pursuit of excellence appropriate to each student so that he may develop to the full the particular abilities received from God.**
* **We urge special concern for students who are emotionally, materially and intellectually disadvantaged.**
* **We acknowledge that is it important for students to do well in public examinations but we do not wish preparation for such examinations to narrow the thrust of education to the accumulation of knowledge alone.**
* **We accept that we must equip our students with attitudes and skills to help them use leisure time positively and creatively.**

**Administration Charge**

**An administration charge of €120 is requested each year to cover photocopying, extra-curricular activities, personal insurance etc. The requested administration charge for families is €160 (that is more than one student from the same family attending Ard Scoil Ris). This is payable each May in advance of the forthcoming academic year.**

**Voluntary Subscription:**

**As a Voluntary Secondary school Ardscoil Ris is partly funded by the DES, accordingly it requests a voluntary subscription from each family in order to provide for the needs of its students. This is a request and it is not compulsory.  At present this subscription is €100. All subscriptions are receipted by the office via the student.**

**Within the context of the DES regulations and programmes, the rights of the Trustees/Board of Management as set out in the Education Act 1998 (section 15 (1), (2), and the funding and resources available the school supports the following principals;**

* **Inclusiveness, particularly with reference to the enrolment of boys with a disability or other special educational needs.**
* **Equality with respect to maximum access and participation in the school.**
* **Parental choice in relation to choice of school, having regard for the characteristic spirit of the school.**
* **Respect for the diversity of beliefs, languages, traditions and ways of life in society.**

**Courses and Subjects Offered**

**Ardscoil Ris follows the Curricular Programme set down by the DES, which may be amended from time to time in accordance with the Education Act 1998**

**(Sections 9 & 30).**

**For those applying to Ardscoil Ris please see our Prospectus – available from the school or on our website**[**www.ardscoilris.net**](http://www.ardscoilris.net/)**.**

**The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine, on an annual basis, the range and level of subjects provided.**

**Students are required to sit internal examinations at the end of each school year. Students who miss the summer sitting of these exams, for whatever reason, may be required to take the exams at an alternative time before proceeding into the next school year.**

**Junior Cycle – 3 Years:**

**First year boys are divided into classes on a mixed ability basis. All classes follow a common programme for a full year. Common examination papers are set for all subjects at Christmas and at year end. Second and Third Year students continue in mixed ability classes with the exception of Irish and Mathematics. The Maths and Irish classes will be formed based on the results in the Summer exams. All four classes will continue to be run at the same time each day to allow for movement in Maths and Irish, up or down, depending on the student’s progress and commitment up to Christmas of 2nd year.**

**Transition Year – 1 Year:**

**The Transition year is a one-year programme which comes immediately after completion of the Junior Certificate.** **Transition Year is optional, subject to demand and dependent upon available resources. The Board of Management will decide the maximum number of students that can be accommodated on the Transition Year Programme. No student is automatically guaranteed a place on this programme. Places are applied for during March of Third Year on a standard application form. Should there be more students than we can accommodate, places will be allocated in consultation with teachers and/or by lottery.   A fee of €600 (Sept 2017) is required to facilitate the wide range of activities in which students are involved during this year.**

**Senior Cycle – 2 Years;**

**In May students in Third year and Transition Year choose their subject options for the Leaving Certificate. In this school we offer traditional Leaving Certificate and Leaving Certificate Vocational Programme (subject to demand).**

**Subject provision is constrained by demand and resources and therefore subject availability may vary from year to year. Once subjects have been chosen and agreed, which is done in conjunction with parents, they are not open to change.**

**Admissions Policy (May 2016)**

**Ardscoil Ris Admission Policy welcomes all boys for whom the school can provide an appropriate education. The school aims to provide an inclusive and wide ranging education.**

**Each year the Board of Management decide in advance the number of First Year boys for whom the school can provide an appropriate education, having regard to the facilities, personnel, plant and resources. For the year 2017/18 the intake will be 96.**

**The Board of Management reserves the right to regularly update/amend the Admissions Policy.**

**The operative Policy for any year shall be that which is dated the May of the year of application.**

**Boys who are eligible for Admission**

* **Boys having reached the required age : 12 years on January 1st of the calendar year following the child’s entry into First Year.**
* **Boys having completed Sixth class in Primary School.**
* **Boys who agree and whose parents agree to accept the school ethos, its Catholic tradition and practices.**
* **Boys and parents/guardians accepting of the schools Code of Behaviour and Code of Discipline.**
* **Parents agreeing to provide two recent Primary School Reports.**
* **Boys agreeing to take the assessment test organised by the school.**
* **Parents who agree to furnish (if in Marino Parish) two recent utility bills as proof of residence at the time of application.**

**NB:     In the event of the school having more applications than places available, the Board will allocate places in the following order of categories.**

1. **Brothers of pupils in school.**
2. **Boys verifiably living in the Parish of Marino (as defined by the map issued by the Marino Parochial Office) on the date of application.**
3. **Brothers of past pupils**
4. **Sons of past pupils**
5. **All other applicants.**

**Applicants who do not succeed in gaining a place at this stage will be put on a waiting list. The order of the applicants on the waiting list will also be determined by lottery by category. All late applications, regardless of category, will be put at the end of the waiting list in the order in which the applications are received by the school.**

**Enrolment dates : (Sept 2017)**

**Enrolment applications will be accepted, on the school’s official application form – available from the school, not available by download from website- from 16th May 2016 until 4.00pm on Monday Sept 26th 2016. Only applications received in writing on the schools official application form, together with two school reports and where appropriate with the required proof of address, will be deemed valid. The onus is on the Applicant to contact the school to ensure that the duly completed application form has reached the school by the closing date.**

**Except in exceptional circumstances a decision regarding enrolment will be made and notified to parents within 21 working days of the closing date for applications for enrolment. Successful applicants will be given one week from date of postmark to accept or reject the offer*.***

**Right of Refusal**

**The Board of Management reserves the right to refuse an application for admission   in exceptional cases e.g.**

1. **In the opinion of the Board of Management, the boy poses an unacceptable risk to other students, to school staff or to school property.**

**Or**

1. **A boy has special needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide with student with an appropriate education**

**Appeal:**

**Should a student’s application for admission to the school be refused the parents/guardians have the right to Appeal, in the first instance to the Board of Management and in the final instance to the Secretary General of the Dept of Education & Skills. There is a 42 day deadline for submission of this appeal to DES. See DES website for further details**

**Special Needs Students:**

**Ardscoil Ris welcomes students with special needs and will use the resources, both financial and personnel, provided by the DES to make reasonable accommodations for boys with disabilities or special educational needs so that these students are free to participate in the life of the school in so far as it is reasonably practicable.**

**While recognising and fully supporting parents’ rights to have a school of their choice for their children, Ardscoil Ris’ ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student being supplied by DES. The Board of Management must be made aware of any special needs of prospective students as early as possible e.g on being offered a place so that these needs can be assessed and addressed–**

**In making provision for such students the following information is required**

**Has the student had access to any of the following resources in Primary School:**

1. **A Special Needs Assistant**
2. **Special Class**
3. **Help, for specific needs, from a resource teacher**
4. **Assistance with behavioural modification**
5. **Psychological assessment. A copy of the report must be provided.**
6. **Any additional resources to help with their special needs.**
7. **Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.**
8. **Any resource in relation to travel or mobility etc.**

**If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for resources available.**

**The Board of Management having gathered all relevant information and professional documentation will assess how the needs of the student can be met.**

**Contact will be made with the National Council for Special Educational (NCSE) regarding special needs resources to which the student may be entitled.**

**The Principal may request a meeting with the parents of the students to discuss the application and the student’s needs.**

**Where adequate resources are NOT forthcoming from DES/NCSE the school cannot accept responsibility for the provision of adequate education for such a student.**

**N.B.    It may take some time for the NCSE to process such applications. Accordingly parents are strongly advised to inform the school as early as possible, following an offer of a place to discuss the particular situation*.***

**As soon as is practicable, but not later than 21 working days, following an offer of a place, the Board of Management shall make a decision in respect of the application concerned and inform the parent/guardian in writing thereof. (Education Welfare Act (section 19, (3)).**

**Final confirmation of a place may in exceptional circumstances be given only when the Dept of Education & Skills/School confirm that the necessary resources are in place.**

**Transfer of Student from another school**

**The school will make every reasonable effort to facilitate a student seeking a transfer to our school. The Board of Management will decide on applications for admission for any year other than first year by applying the following criteria:**

**Compliance with the school’s admission policy**

**It is in the best interest of the school**

**It is of educational benefit to the student.**

**The Board will consider the student for a place;**

* **If numbers and subject provision permit**

* **When all relevant information (including disabilities and Special Needs)**

**from his former school is made available in writing – with the consent of the parents of the prospective transferring student.**

**Where a student is considered for a place, the decision will be taken by the Board of Management after consultation with the boy’s parents/guardians and his former school.**

**Admission Procedure**

**There will be an Assessment Test in late Feb/early March which all incoming First Year boys must sit. This test is used to ensure that our first year classes have a good balance of abilities.**

**An Information Meeting for prospective students’ parents/guardians is held in Feb/March of the year of entry. This is a vital part of our enrolment process. It is imperative that parents/guardians attend this meeting.**

**Parents/Guardians are requested to pay a fee of €100 (2016) to cover administrative costs*.***

**When offered a place the school will supply each prospective parent/guardian with:**

* **The Code of Discipline/Behaviour**

* **Suspension & Expulsion Policy**

* **Uniform details**

* **Procedure for Complaints**

* **All other relevant policies.**

**Registration of Current Students**

**In order to assist the school in confirming its numbers for each academic year, students currently enrolled in Ard Scoil Ris are required to register their intention to continue their education in Ard Scoil Ris. The date for this will be determined by the Board of Management each year.**