



Iontaobhas Scoileanna Éamainn Rís  
Edmund Rice Schools Trust

## **ADMISSION POLICY**

**May 2019**

**Ard Scoil Rís, Griffith Avenue, Dublin 9. D09 AK30**

**Admission Policy for 2020-2021**

### **1. Type of School**

Ard Scoil Rís is an all-boys Catholic voluntary secondary school under the patronage of the Edmund Rice Schools Trust (ERST).

### **2. Characteristic Spirit**

The characteristic spirit of our school is based on the vision and values of the ERST Charter. The five characteristics of an Edmund Rice school underpin the operation of Ard Scoil Rís, namely:

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

For further information on the Edmund Rice Schools Trust and the ERST Charter, see [www.erst.ie](http://www.erst.ie)

Ard Scoil Rís is a Catholic Secondary School in the tradition of Blessed Edmund Rice. We are a school which is rooted in Catholic values in education, striving for academic excellence along with educating and caring for the whole person. Inspired by the vision of Blessed Edmund Rice, we seek to provide excellence in education based on the five characteristics of an Edmund Rice school. Liturgical celebrations form a central part of our school life and take place at various times during the school year. Every 2-3 years, a group of our teachers and students go to Zambia on an Immersion experience and our school also takes an active role in the annual Diocesan Pilgrimage to Lourdes. Our school regularly fundraises for charities and emphasises care for the poor and vulnerable as a central part of our education. Religious Education has a valued place on our curriculum and students are encouraged to enquire and explore their faith as well as respecting, exploring and understanding the world views, religious and non-religious, of

others. Our school values the active participation of all members of our school community and has active Parent and Student Councils. We work in partnership with the parish of St Vincent de Paul, Marino as well as the other schools, sports clubs and local groups in our community. Our staff regularly engage in further training and professional development, working hard to provide excellence in their field. To support our staff, the Board of Management provides a bursary for teachers which assists in funding their professional development. Ard Scoil Ris is a caring school which supports our students throughout their time in our school. We have a Care Team which meets regularly and is comprised of the Principal, Deputy Principal, Year Heads, Guidance Counsellor and Learning Support Coordinator. Our teachers and all staff of our school place the care of our students at the centre of our work. We actively encourage our students to take leadership roles, both formal and informal, in all areas of school life so that they can bring those skills in to their family and community life, making a positive difference to the people with whom they live.

### **Courses and Subjects Offered**

Ard Scoil 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 Ard Scoil Ris please see our website, [www.ardscoilrisdublin.ie](http://www.ardscoilrisdublin.ie)

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 formations of Maths and Irish classes will be 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 between levels in Maths and Irish, depending on the student's progress and commitment up to Christmas of 2<sup>nd</sup> year.

### **Transition Year – 1 Year:**

The Transition year is a one-year programme which comes immediately after completion of the Junior Certificate. TransitionYear 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 by lottery. A fee of €600 (Sept 2020) 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 determined 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.

### **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 €200 (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 Ard Scoil Rís 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 whether by the office via the student or via email through our online payments system.

### 3. Operating Context

Ard Scoil 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 Edmund Rice Secondary School 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.

Ard Scoil 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. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, Ard Scoil 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.

#### **4. 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 2020/2021.

##### **4.1 Students eligible for admission to First Year**

To be eligible for admission to First Year, students must

- Have reached the required age: 12 years on January 1<sup>st</sup> of the calendar year following the child's entry into First Year.
- Have completed Sixth class in Primary School.
- Along with their parents,/guardians agree to accept the following;
  - the school's ethos, its Catholic tradition and practices.
  - the school's Code of Behaviour and Code of Discipline.
- Agree to take the assessment test organised by the school.

In addition to the above, parents/guardians must;

- Provide two recent Primary School Reports.
- Furnish (if in Marino Parish) two recent utility bills as proof of residence at the time of application.

##### **4.2 Admission Procedures**

- To apply, parents/guardians should complete the official Ard Scoil Rís Application Form, which will be issued through the local Primary Schools and which will also be available from the school office.

- The application form for entry into First Year in Autumn 2020 will be available from 13th May 2019.
- The closing date for receipt of completed applications for First Year for the school year 2020/21 is 4pm on 23rd September 2019.
- When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received
- Only applications received in writing on the School's official application form, together with two school reports and where appropriate with the required proof of address, will be deemed valid.
- The Applicant may contact the school to ensure that the duly completed application form has reached the school by the closing date.
- The school accepts no responsibility for incomplete applications. It is the responsibility of each applicant to ensure that all necessary information is provided to the school and to complete the application process.
- 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.

## **5. Allocation of Places in First Year 2020/21**

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*). Successful applicants will be given one week from date of postmark to accept or reject the offer. If the place is not accepted within the week, the offer will be withdrawn.

A maximum of 96 places will be available in First Year for the school year 2020/21. In the event that applications for admission exceed this number the Board of Management 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. (Places to be allocated by lottery-see below)

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.

### **Excess of applicants**

1. Only students whose applications have been received on time will be offered places in accordance with the criteria above.
2. Places will only be offered to students in a given category after all students in each previous category have been offered a place.
3. The lottery is conducted as follows:
  - i. 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.
  - ii. 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.
  - iii. 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.
4. 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.
5. The waiting list will be terminated on the last school day of September.

### **6. 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.
- 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 may be arranged.
- The applicant, in conjunction with their parents/guardians, does not furnish the school with two recent school reports.
- In the case where a place is offered from the waiting list, the school will make every effort to contact the applicant via phone and/or email. The applicant will have a maximum of 48 hours from the time the school first attempted to make contact to accept the offer of a place. If the applicant does not respond within 48 hours, the offer will be rescinded.

### **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

2. 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

### **Transfer of a 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;

- o If numbers and subject provision permit
- o 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.
- o The following documentation must also be submitted:
  - A reference from the student's most recent secondary school.
  - The student's two most recent school reports.
  - The student's school journal.

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. Before admission, the student and his parent(s)/guardian(s) must meet with the Principal.

### **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.

### **7. Appeal Procedure:**

Where the Board of Management decides to refuse admission to the school, the parents/guardians of the student concerned may appeal the decision to the Department of Education and Skills under Section 29 of the *Education Act, 1998*. The appeal must generally be made within 42 calendar days of the date that the decision of the Board of Management was notified to the parents/guardians.

### **8. Admission of applicants with Special Educational Needs**

Ard Scoil 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.

## **9. Consultation and review:**

This policy has been drawn up by the Board in consultation with the relevant stakeholders in the school community. It is operative for the First Year intake in the school year 2020/21. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by 31st January 2020.

#### **10. Ratification and Publication**

This policy was ratified by the Board of Management on 4th April 2019 and was agreed for publication by the Edmund Rice Schools Trust on 14<sup>th</sup> May 2019.