

# **ADMISSION POLICY For Entry September 2025**



## **Admission Policy of Ardscoil Rís**

**School Address: Griffith Avenue, Dublin 9. D09 AK30**

**Roll number: 60420L**

**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.

The policy was approved by the school patron on 20<sup>th</sup> June 2023. 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 Ardscoil 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**

Ardcoil Rís is a Catholic all boys' 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 Ardcoil 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."

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 Ardcoil 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)

Ardcoil 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 in 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. Ardscoil Rís 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 into their family and community life, making a positive difference to the people with whom they live

### **3. Admission Statement**

Ardcoil 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.

Ardcoil 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.

Ardcoil Rís will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Ardcoil Rís is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Ardcoil 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.

Ardcoil 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.

#### **4. Categories of Special Educational Needs catered for in the school/special class (Not Applicable)**

#### **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

Ardcoil Rís provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

Ardcoil 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

## 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.

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, in writing, to accept the following;
  - the school's ethos, its Catholic tradition and practices.
  - the school's Code of Behaviour
  - Agree to take the assessment test organised by the school.

In addition to the above, parents/guardians must;

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

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

In the event that applications for admission exceed the places available, the Board of Management will allocate places in the following order of categories.

1. Brothers of students currently enrolled in the school
2. Brothers of past students\* of the school (Past students who completed Junior Cycle and Leaving Certificate in the school, only)
3. Sons of current fulltime staff\* of the school (\*Staff with over 5 years' fulltime service in the school)
4. Boys verifiably living in the Parish of Marino (as defined by the map issued by the Marino Parish Office) on the date of application.
5. Sons of past pupils (Subject to a maximum of 25% of the total places available).
6. 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.

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), the following arrangements will apply:

Only students whose applications have been received on time will be offered places in accordance with the criteria above. Places will only be offered to students in a given category after all students in each previous category have been offered a place.

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. (subject to a total of 96 places not being exceeded)
- 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.

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.

## **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
- d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- e) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, (1) siblings of a student attending or having attended the school and (2) the applicant's father having attended the school.
- g) 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.
- h) 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 Ardscoil 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 15](#) below in relation to applications received outside of the admissions period 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 Ardscoil 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 [school name] 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.

## **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 Ardscoil 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 Ardscoil 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:

Ardcoil Rís will accept applications from students who wish to transfer from another

School in that present year. Such applications should be made on the special transfer application form and in addition the following information must be provided in writing before the application can be considered:

- Full details of the applicant's secondary education to date including all schools attended and relevant dates.
- A copy of the three most recent secondary school reports on headed school notepaper and signed by an authorised signatory e.g. Principal/ Year Head
- A copy of the applicant's Junior Cycle results, where applicable.
- Full details of any special educational needs of the applicant and copies of any psychological reports, assessments or other relevant documents
- Full details of any additional resource or special education needs hours allocated to the applicant in their previous schools.
- The reasons for the decision to change school.

## **Criteria for Admission:**

Students wishing to transfer to Ardscoil Rís are subject to the same eligibility criteria as incoming first year students (as outlined under section 6 of this policy).

In addition, applications for transfer into Ardscoil Rís will be subject to the following criteria:

- The availability of a place in a particular year group with reference to Department of Education and Skills guidelines on class sizes and the maximum number of students allowable in each year as determined by the Board of Management.
- Whether the subject requirements of the applicant can be accommodated by the current school curriculum.
- The applicant's prior history of study in the subjects they wish to pursue.
- The best interest of the applicant.
- The best interests of the school.
- Any special educational needs of the student and the school's ability to satisfy these needs.

Where a student is considered for a place, the decision will be taken by the Principal 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

The school does not normally accept applications for enrolment after September 30th except in exceptional circumstances. Such applications however are subject to the same criteria as apply to students wishing to transfer prior to the start of the school year.

Applications for transfer into any Year group other than First Year for the following year will not be accepted during the year. In Year groups other than First Year, we are not in a position to offer places to external candidates until we finalise the number of current students who will be returning to our school in the following academic year. We normally confirm our numbers in June. Therefore, applications for transfer into any Year group other than First Year will only be accepted after 1st June onwards for the following September.

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

The board of Management of Ardscoil 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 Ardscoil 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 Ardscoil Rís places great importance on the religious or spiritual formation of all its students. Each student has his 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. The 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. The 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.

This Admission policy was reviewed by the Board of Management on 20<sup>th</sup> June 2024.

Signed: 

Date: 20<sup>th</sup> June 2024

Mary Fox, Chairperson of the Board of Management

Signed: 

Date: 20<sup>th</sup> June 2024

John McHugh, Principal