

## **Admission Policy for the Academic Year 2018-2019**

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

CBS Roscommon is an all boys Catholic voluntary secondary school under the patronage of the Edmund Rice Schools Trust. CBS Roscommon accepts pupils from a very wide catchment area and values the resulting mix of town and country.

### **2. Characteristic Spirit**

The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary School, 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 Edmund Rice Schools Trust Charter, see [www.EdmundRiceSchoolsTrust.ie](http://www.EdmundRiceSchoolsTrust.ie)

CBS Roscommon is a Catholic school in the tradition of Blessed Edmund Rice. It is a school rooted in Catholic values in education and we expect nothing but excellence from ourselves as educators and demand nothing but excellence from our pupils. The Good News of the Gospel and the celebration of the sacraments forms and informs how we treat all, believers and non-believers alike, within our school community. In CBS Roscommon the Edmund Rice Schools Trust Charter values are underpinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds—spiritual, ethnic, language, special needs—as a gift that will enrich the community of the school and promote the growth and learning of all. We value each student and their family. We welcome and are sensitive to each one, seeking to respond to their individual needs through:

**The Curriculum:** We provide a broad range of subject areas, encouraging students to take increasing responsibility for their own learning and decision-making.

**Pastoral Care:** We support and challenge our students to make the most of their time in school, providing programmes of language support, help with study, and personal counselling where necessary and developing links with family, working in partnership with parents and guardians.

**Faith Development:** We have a special commitment to development of the spiritual dimension of the lives of our members. Faith formation and the Religious Education programme play a key role.

- Students follow the State programme in Religious Education which is suitable for students of all faiths and those of no faith

- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way.

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

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

We are rooted in the Diocese of Elphin and the parish of Roscommon and the Church is within walking distance of the campus and our school gathers in church for prayer at the November Memorial Service, the Carol Service and celebrations of the Mass throughout the year. Many of our pupils are involved in charitable activities in the parish.

Each year we are involved in celebration of Catholic Schools Week and on May 5th we mark Blessed Edmund Rice's feast day. Every year students from our school participate in the Diocese of Elphin pilgrimage to Lourdes.

The Board of Management, parents, staff and students, working together as a school community within the resources available, aim to provide a Catholic education in the best possible environment to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all its students.

CBS Roscommon is committed to excellence. The school provides a caring and disciplined environment in which all students are challenged to reach their academic and personal potential.

We show special concern for the disadvantaged and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the college.

We realise too, that we must cater for the changing needs of today's world and, towards that end, we frequently review our various programmes.

Being keenly aware of the ever increasing effect of outside influences on the lives of our students, we are even more concerned to maintain Catholic values and practices.

The faith development of our students is given priority through an extensive and creative religious education programme. All students are expected to attend religious education classes. Students of different faiths may attend appropriate religious education classes arranged by their faith community during the timetabled RE classes.

Students of other faiths who are not attending religious education classes during timetabled RE classes will be required to remain in the RE classroom under the supervision of the RE teacher or may be excused from these classes if supervised by a parent/guardian.

- Nurturing faith, Christian spirituality and Gospel-based values means that at CBS Roscommon we live our Catholic Faith, experience God, respect the beliefs and values of each member of the school community and work for social and ecological justice.
- Promoting partnership means that at CBS Roscommon we make everyone feel welcome, build a Christian community with a shared vision and mission, recognise the voice of staff, students and parents and are involved in our community.

- Excellence in teaching and learning means that at CBS Roscommon we have high expectations of our teachers and students, nurture the development of all aspects of our lives, respond to a changing world, use technology responsibly and creatively to enhance our learning and promote learning as a life-long enterprise.
- Creating a caring school community means that at CBS Roscommon we show care and compassion as exemplified in the life of Jesus, respect and celebrate the dignity of each person, seek to help those who are disadvantaged or in need in society and speak up for those whose voice is not heard.
- Inspiring transformational leadership means that at CBS Roscommon we motivate people to work towards the vision of Blessed Edmund, inspire the minds and hearts of our students to have courage and confidence to stand up for what we believe in, lead by giving good example and take responsibility for our actions.

### **3. Operating Context**

CBS Roscommon operates within the legal context of

- Relevant sections of:
  - Education Act 1998
  - Education Welfare Act 2000
  - Equal Status Act 2000
  - Education for Persons with Special Educational Needs Act 2004
  - Disability Act 2005
  - Education Act (Miscellaneous Provisions) 2007
  - Data Protection Acts 1988 and 2003: The school is a Data Controller under the Data Protection Acts. Data provided to CBS Roscommon school in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998) and the Data Protection (Amendment) Act (2003). 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.

**CBS Roscommon 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 CBS Roscommon 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 [2018/2019].

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

To be eligible for admission to First Year, students must

- Have reached the age of 12 years by 1<sup>st</sup> of January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations).
- Have completed Sixth Class in Primary School or its equivalent.
- Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school [see section on characteristic spirit above].
- Be willing, in conjunction with their parents/guardians, to accept the school's Code of Behaviour.
- Be willing 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.
- Be willing to complete the detailed student data form that will be issued following acceptance for admission.

##### **Admission Procedures**

- The School Principal and Deputy Principal will visit and/or contact all major feeder Primary Schools (see Appendix A) to speak to 6<sup>th</sup> class
- To apply, parents/guardians should complete the official CBS Roscommon Application Form, which will be issued through the feeder Primary Schools and which will also be available from the school office and from the school website [[www.cbsroscommon@eircom.net](mailto:www.cbsroscommon@eircom.net)]
- The application form for entry into First Year in Autumn 2018 will be available from Monday **October 15<sup>th</sup>, 2017**
- The closing date for receipt of completed applications for First Year for the school year 2018/2019 is Monday **December 3<sup>rd</sup>, 2017**
- When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received.
- Properly completed application forms will be acknowledged.
- Incomplete application forms will not be processed but will be returned to the parents/guardians for completion.
- Late applications will be considered only after all applications received on time have been fully processed.

##### **Allocation of Places in First Year 2018**

The following will apply to all applicants:

- Attendance at the school is conditional on adherence to the school's Code of Conduct.

- The student must be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school
- Decisions regarding student admissions are a matter for the Board of Management.

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

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

A maximum of **75** places will be available in First Year for the school year 2018. In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

pupils will be offered places strictly in the following order:

- a) Applicants who have a sibling currently attending the school.
- b) Applicants who have a sibling who is a past pupil of the school
- c) Applicants from the feeder primary schools: in appendix A
- d) Other applicants.

### **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. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery.
4. The lottery will be conducted as follows:
  - a) The lottery will be supervised by at least three of – A member of the Garda Síochána, the Principal, the Chairperson of the Board of Management, the Chairperson of the Parents Council.
  - b) Siblings (e.g. twins or triplets) will be treated as separate applicants and allocation of a place to one does not guarantee allocation of a place to another.
  - c) Names will be drawn until all places are filled.
  - d) When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
  - e) If a vacancy arises it will be offered to the applicant highest on the waiting list.
  - f) The waiting list will be terminated when the first term begins.

### **Refusal in exceptional circumstances:**

The Board of Management reserves the right to refuse to enrol any student in exceptional cases. Such an exceptional case could arise where either:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education

Or

2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

#### **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.

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

Edmund Rice Secondary School 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.

#### **Consultation and review:**

This policy has been drawn up by the Board in consultation with parents, staff and representatives of our feeder schools. It is operative for the First Year intake in the school year 2018. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by November 30<sup>th</sup>, 2017.

#### **Ratification and Publication**

This policy was ratified by the Board of Management on March 22<sup>nd</sup> 2017 and was agreed for publication by the Edmund Rice Schools Trust on March 23<sup>rd</sup>, 2017.

## **PRODECURES RELATING TO ADMISSION TO A YEAR OTHER THAN FIRST YEAR**

### **Procedure**

1. Applicants should complete the application form, giving all of the details required. Incomplete forms will be returned to parents/guardians.
2. Applicants will be required to provide details about the second-level education in their previous school(s) including copies of their two most recent school reports that set out the results of in-house examinations. Where an applicant has attended more than one second-level school they will be required, at the discretion of the Board, to submit reports from each school and copies of the results of any State examinations.
3. Where it is considered necessary by the school, an applicant may be required to complete a further information form regarding their child's educational progress and/or to provide a current education psychological assessment report. Failure to complete any of the necessary documentation listed above or to supply any other relevant documentation requested by the school may result in an applicant being refused admission to the school.

### **Enrolment criteria**

1. Applicants must meet criteria laid down by the Department of Education & Skills.
2. The applicant and his family must agree, in writing, to allow the principal to seek all records relating to the applicant from his previous school(s).
3. Enrolment is subject to the applicant's subject choices being available (on the curriculum and not exceeding maximum class size) and not exceeding the maximum number in a year group.
4. All students entering the school must supply a Birth Certificate or other appropriate identification.

## **PROCEDURES RELATING TO ADMISSION TO SPECIFIC PROGRAMMES, SUBJECTS OR SUBJECT LEVEL**

If the demand for a specific programme, subject or subject level exceeds the number of places available then the school will make every effort, within the constraints of teaching resources to accommodate the student. Where it is not possible to accommodate all applicants then priority will be given to students from within the school and to those who have completed all application forms on time.

Students must have demonstrated acceptable standards of behaviour and attitude while in Junior Cycle years. When there is a question over the re-enrolment of a student into Senior Cycle the matter will be referred to the Board of Management.

**Entry to Transition Year (TY) see Appendix 1 at the end of this policy**

**Entry to Leaving Certificate Vocational Programme (LCVP)** requires students to have a particular combination of subjects, as laid down by the Department of Education & Skills. Entry to specific subjects will be determined by the subject choice process, where students indicate their preferred options and the school allocates classes. Subjects will only be offered if there is a minimum number of applicants for it. In normal circumstances this will be a minimum of 10 students but exceptions will be made where the school is trying to promote a new subject. Other criteria to be used include:

- The student's previous performance at that subject relative to the other applicants
- Their results in State examinations where available will also be considered.
- Where this does not satisfactorily resolve the issue, the school may survey the students' previous teacher(s) about their suitability for the subject or alternative subjects and the school may also take into account the availability of other suitable subjects available to competing applicants.

Entry to specific subject levels will be determined by the student's previous performance at that subject relative to the other applicants; their results in State examinations where available will also be considered.

#### **Admission to Repeat a Year:**

All such applications are subject to Department of Education & Science Circular Letter M2/95. Applications will be considered in the light of the class size and overall enrolment restrictions set out elsewhere in this policy. Applications must be in writing and must state the relevant Circular and the particular clause(s) being invoked in support of the application and must be accompanied by supporting documentation, as appropriate. The school must be satisfied that the applicant, in light of the special circumstances that gave rise to the application, applied himself to the best of his ability.

#### **Admission to Repeat the Leaving Cert Programme:**

The school does not operate a Repeat Leaving Certificate Programme. It does not provide any additional teaching to cover material normally covered in year 1 of the Leaving Certificate Programme. Students who apply to repeat the Leaving Certificate will be considered in the context of places available in the relevant subjects, the overall programme and overall enrolment within the school and in the context of the student's previous academic record, application to studies, attendance etc.

### **DECISION-MAKING PROCESS REGARDING ENTRY TO FIRST YEAR, OTHER YEAR GROUPS AND SPECIFIC PROGRAMMES AND SUBJECTS**

This is a matter for the Board of Management but is normally delegated to the Principal, who decides on such matters in accordance with the school's general policies. The Principal may refer any application to the Board for decision.

#### **RIGHT OF REFUSAL**

The BOM reserves the right to refuse enrolment to any student in exceptional cases.

Such an exceptional case could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Ultimately, the right to refuse admission is a matter for the Board of Management, who must balance the rights of the individual alongside the rights of the school community in line with legislation.

#### **RIGHT OF APPEAL**

Where a student is refused admission or to a specific programme within the school, they have the right to appeal this decision to the Board of Management. This appeal must be furnished within 21 days of the refusal to enrol.

The decision of the board will be made within 21 further days.

### **OTHER RELEVANT POLICIES**

All school policies, including this Admissions Policy, are available from the school or on our website. The policy also forms part of the Application for Enrolment form. You may also request a copy of any policy from the school.

### **EQUALITY OF ACCESS AND PARTICIPATION**

Guided by the principles of the school Mission Statement, CBS Roscommon will ensure no boy will be refused admission for reasons of religion, ethnicity, special education needs (unless the needs cannot be met by the school, as outlined above), disability, traveller status, asylum seeker/refugee status, family/ social status or sexual orientation.

### **PARENTS/ GUARDIANS**

The school relies on parents/guardians to provide it with accurate and complete information and to update us in writing with any changes in the information already provided. Unless and until we are otherwise informed in writing, all correspondence in relation to your child will be sent to the address indicated on the enrolment form. In the case of parents who have separated, and where the school has been notified of same, the school will arrange for both parties to receive correspondence in relation to the child, if requested to do so in writing. The principal will also try to facilitate involvement by both parties in parent-teacher meetings. Should a parent or student wish to update or access their personal data, they should write to the principal.

### **DATA PROTECTION**

The school is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data supplied on the enrolment form will be used for the purposes on student enrolment, registration – including the October Returns to the Department of Education & Skills administration, child welfare, the school texting service for parents and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills the Department of Social & Family Affairs, An Garda Síochána, the Health Services Executive and the National Educational Welfare Board.

### **REVIEW AND EVALUATION**

The implementation, monitoring, review and evaluation of this policy will be a matter for school management in conjunction with the staff, students and their families. The policy will be reviewed annually by the Board of Management.

### **ROLE OF EDMUND RICE SCHOOLS TRUST (ERST)**

Under section 15 of the Education Act (1998), the Board of management will uphold, and be accountable to the Edmund Rice Schools Trust (ERST) for so upholding the characteristic spirit of the school, as outlined in the five key elements of the ERST charter. Advice and input was given by ERST in the formulation of this policy prior to its adoption and implementation by the Board of Management of CBS Roscommon.

The publication of this Policy has the agreement of the Edmund Rice Schools Trust (as per Section 15, Education Act 1998).

**ADOPTION BY THE BOARD OF MANAGEMENT**

This policy was adopted by the Board of Management of CBS Roscommon.

Date: March 22<sup>nd</sup>, 2017

Signed:

Chairperson

Review Date: January 2018