



## ADMISSION POLICY

**CBS Secondary School, Mitchell Street. Dungarvan  
Admission Policy for 2018 /2019**

### 1. Type of School

CBS Secondary School Dungarvan is an all-boys Catholic voluntary secondary school under the patronage of the Edmund Rice Schools Trust.

### 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)

Our school is one of the leading providers of secondary education in West Waterford. We aim to give every student in our care the very best possible education in order to prepare them for life beyond school. We are a 'Learning Community' which encourages staff, students and parents to involve themselves fully in all aspects of school life. This is based on the core values of Respect, Responsibility, Integrity, Cooperation and Achievement. Our educational program is wide and varied and our record of success in the state exams is outstanding. Students find they can pursue their interests and strengths to the best of their ability, and are encouraged to achieve their personal best. We are proud of our record and of our success in helping students achieve their dreams once they leave school.

Our vision of education extends far beyond the classroom; we encourage our students to involve themselves in extracurricular activities. Students have the opportunity to participate fully on the sporting field as well as other personal interests. We expect high standards in all that we do at CBS Secondary School, Dungarvan. We encourage our students to aim high in their studies, to work hard and to be sensitive to the rights and needs of others.

In CBS Secondary School Dungarvan, 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.

CBS Secondary School, Dungarvan 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.

We are rooted in the parish and community of St. Mary's Parish, Dungarvan. St. Mary's Church is within walking distance of the campus and our school gathers in church for prayer and celebrations of the Mass. Many of our pupils are involved in charitable activities in the parish.

Each year we mark Blessed Edmund Rice's feast day with the Edmund Rice mass which is an event at which the entire school comes together to share.

### 3. Operating Context

CBS Secondary School, Dungarvan operates within the legal context of

- Relevant sections of:
  - Education Act 1998
  - Education Welfare Act 2000
  - Equal Status Act 2000-2011

- 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 Secondary 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 Secondary School Dungarvan 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<sup>1</sup>. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, CBS Secondary School Dungarvan 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.

## **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.

### **4.2 Admission Procedures**

- To apply, parents/guardians should complete the official Edmund Rice Secondary School Application Form, which will be issued through the Primary Schools and which will also be available from the school office and at the open night.
- The application form for entry into First Year in September 2018 will be available from Autumn 2017.
- The closing date for receipt of completed applications for First Year for the school year 2018/19 is on the application form.
- When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received
- 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.

#### 4. Allocation of Places in First Year 2018/19

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.

#### 5. How we allocate the available places:

##### **What happens if we have not enough places for all the applicants?**

We are likely to receive more applications than there are places available in CBS Secondary School. Having a fair and understandable process to determine which children will be offered places is very important. This section explains how we will operate this process

##### **How does the process of offering places work?**

Students whose applications have been received on time will be offered places according to the criteria below. Places will only be offered to students in a given category after all students in each previous category have been offered a place. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery. More details of the lottery are given below.

##### **What criteria do we use to offer places in first year?**

***Parents and guardians: Please read the criteria below very carefully and make sure you have full accurate details on your child's application form. The offer of a place will be based solely on what you put on the application form.***

Places will be offered to students in the following order, with places being offered to all applicants in each category whose application is received on time before places are offered to applicants in the next category. Where there are insufficient places remaining to make offers to all applicants in a given category, a lottery will apply as specified below.

**Category 1:** A boy whose brother is registered as a student in CBS Secondary School on the closing date for applications.

**Category 2:** A brother of a past pupil of CBS Secondary School.

**Category 3:** A son of a member of the staff of CBS Secondary School who has at least 3 years' service on the closing date for applications.

**Category 4:** Applicants from St. Joseph's Primary School.

**Category 5:** All other applicants.

### **How is the lottery conducted?**

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.

The lottery will be supervised by **at least 2 of:**

- a nominee of the Board of Management
- the Principal,
- a nominee of the Parent Council.

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Twins and triplets will be treated as a single application, although both names or all 3 names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.

When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

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.

The waiting list will be terminated once the first term begins.

## **6. 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.

## **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:**

CBS Secondary School Dungarvan 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 parents and staff. It is operative for the First Year intake in the school year 2017/2018. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by February each year.

This policy was approved by the Board of Management on **DATE** and agreed by the Edmund Rice Schools Trust on **DATE**.

**Proposed by:** \_\_\_\_\_ **Chairperson/Vice:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_ **Date:** \_\_\_\_\_