



EDMUND RICE COLLEGE, CARRIGALINE, CO. CORK

Enrolment Policy 2018/ 19 Entry

Section A: Edmund Rice College

Edmund Rice College (ERC), Carrigaline is a co-educational voluntary secondary school with a Roman Catholic ethos operating under the patronage of the Edmund Rice Schools Trust (ERST) and based on the vision of the founder of the Christian Brothers, Blessed Edmund Ignatius Rice.

Edmund Rice College provides an integrated and inclusive education for boys and girls who qualify from Carrigaline and surrounding areas. The school provides a holistic education focusing on the full development of every student. The school is fully inclusive and especially mindful of those who are disadvantaged.

Edmund Rice College strives for excellence in all aspects of teaching and learning and promotes the development of the school community in accordance with the five key elements of the ERST school charter:

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

In the spirit of the ERST Charter, Edmund Rice College promotes these key values taking into account emerging needs in the broader Carrigaline community. The school endeavours to achieve excellence at all levels in partnership with parents, staff, students, trustees and the local community.

The school endeavours and aspires to:

- assist students to develop a sense of responsibility to their faith;
- promote academic excellence to the full potential of each and every student;
- nurture each individual's self-esteem and confidence;
- create an environment where students grow in maturity;
- encourage the development of leadership qualities and life-skills in all;
- provide the opportunity for the physical development of every student.

Edmund Rice College supports the principles of

- Inclusiveness
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society

While recognising and acknowledging the rights of ERST as trustees as set out in the Education Act 1998, Edmund Rice College operates within the context and parameters of Department of Education and Skills (DES) regulations and programmes and the funding and resources available.

Section B: Edmund Rice College Enrolment Policy 2018/ 19 Entry

Edmund Rice College, Carrigaline will only offer first year, second year and third year in school year 2018/ 19.

Enrolment

Enrolment is open to all eligible boys and girls in sixth class primary schools or equivalent. To be eligible for enrolment students must be 12 years of age on or before 31 December of the year in which they enter first year. In no particular order of preference, all applicants from the following primary schools and areas are eligible to apply:

- Scoil Mhuire Lourdes, Carrigaline;
- St. John's National School, Carrigaline;
- Gaelscoil Carrigaline;
- St. Mary's Church of Ireland National School, Carrigaline;
- Carrigaline Educate Together National School;
- Shanbally National School;
- Ballygarvan National School;
- Ringaskiddy Lower Harbour National School;
- All applicants who attend schools other than those listed above but who are resident in the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy.

Provided there are places remaining after all eligible applicants from the above named schools and areas have been offered places, applicants from other primary schools will also be accepted in accordance with procedures in this enrolment policy.

Aim of this Enrolment Policy

The aim of this enrolment policy is to ensure that proper and reasonable procedures are in place and that all decisions in relation to enrolment are seen to be fair and transparent.

Legal Basis for this Enrolment Policy

This policy has been put in place by the ERC Board of Management in order to abide by the relevant sections of the following Acts of the Oireachtas:

- The Education Act 1998;

- The Education Welfare Act 2000;
- The Equal Status Act 2000;
- The Education for Persons with Special Educational Needs Act 2004;
- Data Protection Acts 1998 and 2003;
- Other relevant legislation including the forthcoming Schools Enrolment Bill (Act).

Students with Special Educational Needs

Students with special educational needs are welcome in Edmund Rice College. When a student with special needs applies for admission to the school, the Board of Management requests an up to date medical/psychological report together with the student's individual education plan, if such exists. In general, it is expected that such students are fully integrated in mainstream classes.

While the Board of Management recognises the rights of parents/guardians to enrol a student in their school of choice, the school's ability to admit students with special needs is dependent on the appropriate resources, both financial and personnel, being provided by the DES.

Exceptional Cases

The Board of Management reserves the right not to enrol any student in exceptional cases such as:

- A student with special needs such that, even where additional resources are available, the board of management cannot meet these needs or provide the student with an appropriate education;
- In the opinion of the Principal and the Board of Management, the student poses an unacceptable risk to other students, school staff or school property.

School Resources

The financial resources of the school are provided by a combination of grants from the DES, voluntary contributions from parents, fundraising and other school generated income. Teaching resources are provided by the DES.

Admission to the school is subject to the resources available including classroom accommodation, class size, teaching resources and financial resources.

Curriculum

The school provides the broadest possible curriculum subject to available resources and parental and student choice. The school follows the curricular programmes prescribed by the DES in accordance with sections 9 and 30 of the Education Act 1998. Students entering first year commence a three year Junior Certificate Programme. A full range of both core and choice subjects in accordance with DES guidelines is available to all students subject to teaching and financial resources. Religion and physical education are also an integral part of the curriculum on offer.

A voluntary transition year programme will be developed and made available to all students in the year immediately following the Junior Certificate.

Students entering senior cycle will be commencing the traditional Leaving Certificate programme with the option of taking other programmes to be determined by the ERC Board of Management. As well as the core subjects of English, Mathematics and Irish, students will be able to choose from a wide range of optional subjects across the whole spectrum including the sciences, languages, technological subjects, business subjects, art, music and home economics among others.

Sports and extra-curricular activities are available to all students throughout their stay at school and physical education is an integral part of the curriculum throughout the school.

Religious education is an integral part of the ethos and educational structure of the school.

Section C: Application Procedures and Admission Criteria to Edmund Rice College 2018/ 19 Entry

This section sets out the policy of Edmund Rice College in relation to enrolment procedures and admission criteria for entry into first year 2018/ 19.

Students Eligible for Admission to First Year 2018/ 19

To be eligible for admission to first year 2018/ 19 a student must

- Have reached the age of 12 on or before 31 December of the year in which they enter first year;
- Have completed sixth class primary school or its equivalent;
- Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school;
- Be willing, in conjunction with parents/guardians, to accept the school's code of behaviour;
- Be willing to sit a standardised assessment on a date to be communicated in writing to the parents/guardians of students following acceptance for enrolment in the school;
- Be willing to complete the student data form which will be issued following acceptance for enrolment.

Enrolment Procedures 2018/ 19

The following enrolment procedures will apply for students seeking entry to first year in Edmund Rice College in September 2018/ 19:

- To apply parents/guardians will complete the official Edmund Rice College, Carrigaline Application Form 2018/ 19 which will be available from the school and the school website.
- Any student with special educational needs should supply supporting documentation and/or reports from the relevant specialist authorities with the application form.
- The application form for entry into first year in September 2018 will be available from May 2017.
- The closing date for receipt of completed application forms for first year 2018/ 19 will be **Friday, 6th October 2017**. All applications are to be submitted to:

Board of Management,
Edmund Rice College,
Carrigaline,
Co. Cork

- When an application form, properly completed and signed, is received it will be stamped with the date on which it is received.
- Properly completed application forms will be acknowledged by email.
- 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 First Year 2018/ 19

Decisions regarding student admissions are a matter for the Board of Management of Edmund Rice College.

Within 21 days of the closing date for receipt of completed application forms, the Board of Management will make a decision in respect of each application and inform 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 100 places in first year will be available for the school year 2018/ 19. In the event that applications for enrolment exceed this number, then the criteria and process outlined in Appendix 1 will apply.

When an applicant is refused admission to the school, the parents/guardians of the student concerned may appeal the decision in the first instance to the ERC Board of Management. If the parent/guardian is not satisfied with the Board's decision a formal appeal may be made to the Department of Education and Skills under Section 29 of the Education Act 1998. The appeal must be made within 42 calendar days of the date on which the decision was notified to the parents/guardians by the Board of Management.

The following enrolment procedures will apply for students seeking entry to second year or third year 2018/ 19 or to first year 2018/ 19 after the start of the school year:

The Board of Management may approve the enrolment of a student in Edmund Rice College at a time other than the beginning of first year subject to

- The provisions of the Enrolment Policy 2018/19 Entry
- The Board being satisfied with the reasons for the transfer
- The Board regarding the move as being educationally sound and in the best interests of the applicant and students currently attending the school
- The availability of space in the school and in particular in the teaching groups required

To be considered for enrolment the following procedures will apply:

- A transfer application form must be completed by parents/ guardians and submitted to the Board of Management at the earliest possible opportunity. The form may be obtained from the school office.
- The enrolment application process will include an interview by the Principal and/ or Deputy Principal in consultation with the Guidance Counsellor and relevant Year Head
- The Principal of the school from which the student proposes to transfer will be informed of the requested enrolment. Details will be requested relating to the student's attendance, behaviour and such other matters relating to the student's educational progress.
- The Board of Management of Edmund Rice College requires that relevant school reports, together with any vital or important information relating to the student's academic history, health, behaviour and any other matter are submitted to the school authorities for consideration prior to enrolment.
- Any student with special educational needs should supply supporting documentation and/or reports from the relevant specialist authorities with the transfer application form.

Review

This policy will apply for 2018/ 19 entry and will be reviewed by the Board of Management for subsequent years.

Ratification

This policy was ratified by the Edmund Rice College Board of Management on 8th March 2017 and agreed for publication by the Edmund Rice Schools Trust as patron of the school.

Signed *Padraig Barrett*

Date *8th March 2017*

Chairperson of the Edmund Rice College Board of Management

Edmund Rice Schools Trust

Signed _____

Date _____

Appendix 1

Enrolment Policy - First Year September 2018/ 19

Procedure for allocating places if applications for enrolment exceed 100.

The number of school places in first year September 2018/ 19 will not exceed 100. Where the number of applications exceeds the number of places available, places will be allocated to on-time applicants in accordance with the following criteria:

1. Firstly, enrolment will be granted to siblings (including fostered children) of students already attending Edmund Rice College, Carrigaline.
2. Secondly, enrolment will be granted to all eligible students attending the following primary schools in no particular order of preference or resident in the areas specified, subject to the number of applications not exceeding 100:
 - Scoil Mhuire Lourdes, Carrigaline;
 - St. John's National School, Carrigaline;
 - Gaelscoil Charraig Uí Leighin;
 - St. Mary's Church of Ireland National School, Carrigaline;
 - Carrigaline Educate Together National School;
 - Shanbally National School;
 - Ballygarvan National School;
 - Ringaskiddy Lower Harbour National School
3. All applicants who attend schools other than those listed above but who are resident in the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy.
4. In the event that the number of on-time applicants above exceeds 100, places will be filled by lottery.
5. Where applications are received from two or more siblings, then if one sibling is allocated a place, all siblings will be allocated places provided the total number to be enrolled is not exceeded.
6. In the event that the number of applicants from the schools listed above is less than 100, places will be offered to all other on-time applicants. If necessary this will happen on a lottery basis.
7. Late applications will be considered only after all on-time applicants have been offered places and will be offered on a first-come, first-served basis. Late applications will be date stamped on receipt by the school. Applications received on the same date will be placed on the waiting list in order determined by lottery.