



Edmund Rice College, Carrigaline, Co. Cork

Enrolment Policy 2019/ 20 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: This means that in Edmund Rice College 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: This means that in Edmund Rice College 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 parish.
- Excellence in teaching and learning: This means that in Edmund Rice College 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: This means that in Edmund Rice College 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: This means that in Edmund Rice College 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.

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 2019/ 20 Entry

Edmund Rice College, Carrigaline will only offer first year, second year, third year and fourth year (Transition Year) in school year 2019/ 20.

Enrolment in 1st year 2019/ 20

Enrolment is open to all eligible boys and girls in sixth class in primary school (2018/ 19) 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.

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 Acts 2000 - 2011;

- The Education for Persons with Special Educational Needs Act 2004;
- Data Protection Acts 1998 and 2003;

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/ Cycle Programme. A full range of both core and option 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 Transition Year programme will be made available to all students in the year immediately following the Junior Certificate/ Cycle.

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 2019/ 20 Entry

This section sets out the policy of Edmund Rice College in relation to enrolment procedures and admission criteria for entry into first year 2019/ 20.

Students Eligible for Admission to First Year 2019/ 20

To be eligible for admission to first year 2019/ 20 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:
- Parent(s)/ guardian(s) of applicant must submit completed application form on or before the closing date (Friday, 5th October 2018).

Enrolment Procedures 2019/ 20

The following enrolment procedures will apply for students seeking entry to first year in Edmund Rice College in September 2019/ 20:

- To apply parents/guardians will complete the official Edmund Rice College, Carrigaline Application Form 2019/ 20 which will be available from the school and the school website.
- Any student applying for a place in the special class for students with a diagnosis of ASD 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 2019 will be available from May 2018.
- The closing date for receipt of completed application forms for first year 2019/ 20 will be **Friday, 5th October 2018**. 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 (i.e. offered a place in 1st year 2019/ 20). Please see note 9 of appendix 1.

Allocation of Places First Year 2019/ 20

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 2019/ 20 (maximum of 6 places in the special class for students with a diagnosis of ASD and a minimum of 94 places in the mainstream school). 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 either to the ERC Board of Management or the Department of Education and Skills or both 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.

Criteria for Enrolment in Edmund Rice College Special Class for Students with a Diagnosis of Autistic Spectrum disorder (ASD) – 1st year 2019/ 20

- The applicant must have an ASD professional's report which clearly specifies a diagnosis of Autism. The diagnosis must be determined by the DSM V, ICD 10 criteria, Gillberg and Gillberg's (1989) or other recognised diagnostic tool acceptable to the ASD Admissions Panel team.
- The ASD professional's report must have been completed with a second level mainstream setting in mind.
- The applicant must also furnish the school with the following relevant documentation where possible:
 1. A Clinical Diagnostic report
 2. A cognitive assessment which includes an estimation of Cognitive Function.
 3. A speech and language assessment (within the last two years)
 4. An occupational therapy assessment (within the last two years)

5. All reports and information from any support services involved with the student.

If necessary, applicants may be asked to supply further information including any additional documentation relevant to the student's needs which would have an impact on educational planning.

- The applicant must have cognitive functioning above the range of mild general learning disability and supporting documentation must specify that the student has the adaptive skills to learn and successfully negotiate school life in a mainstream environment.
- The applicant should have accessed mainstream education to a level consistent with that expected of students within the ASD Special Class.
- In the allocation of places in the ASD Unit additional criteria which have priority include an assessment of needs and the ability of the school to provide appropriate care and education for the applicant, taking the Duty of Care of the applicant, other students and the staff into consideration.
- Staff from Edmund Rice College may visit the applicant's primary school and may interview the principal and any relevant personnel involved in the student's education to that point. They may also meet with the applicant and conduct observations of the student in his/her current educational setting.
- Admission is subject to a place being available and resources being sanctioned prior to the admission of the students. Admission is subject to the number of places sanctioned by the Department of Education & Skills. The limit under Health and Safety guidelines is a maximum of **six** students as sanctioned by the DES. Thereafter, a waiting list will apply. If the number of applicants exceeds the number of places available the following ranked criteria will apply:
 1. Siblings (including fostered children) of students already attending Edmund Rice College, Carrigaline
 2. Children of current staff members as well as current and former Board of Management members
 3. Eligible students attending the following primary schools in no particular order of preference
 - 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
 4. Applicants who attend schools other than those listed above or are home schooled but who are resident in the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy.
 5. All other on time eligible applicants.

All applications to the ASD Unit will be reviewed by an ASD Admissions Panel which may consist of the following members:

- The Principal of Edmund Rice College
- The Deputy Principal of Edmund Rice College
- The Edmund Rice College SEN Coordinator and/ or one member of the Edmund Rice College SEN and ASD Team
- The Special Educational Needs Officer (SENO) assigned to the school

The ASD Admissions Panel reserves the right to appoint other members to the panel as necessary and to seek the advice of external experts if required.

The remit of the panel is:

- To review all applications and documentation relevant to a student applying for a place in the facility.
- To verify the facility's suitability in meeting the needs of the applicant.
- To meet with the applicant and their parents/guardians.
- To make recommendations based on these findings to the Edmund Rice College Board of Management.

The ASD Admissions Panel may make a recommendation with regard to an application for enrolment but the final decisions in respect of all enrolments in Edmund Rice College are made by the Board of Management. Recommendations of the ASD Admissions Panel may be appealed to the Board of Management. Decisions of the Board of Management may be appealed to Secretary General of the DES.

All placements are subject to review, at any time, at the request of the parent(s) and/or the school. The review will be carried out by the ASD Admissions Panel who may recommend that the child's needs cannot be met by the school and that the child should be enrolled in an alternative educational establishment. There will also be an annual review of places at the end of each academic year.

It is the parent's/guardian's responsibility to attend all meetings and reviews pertaining to the child's enrolment. Once a student has been offered a place in the ASD Unit they will be invited to participate in a transition programme. This is essential to ensure the student's smooth transition to their new environment. While every effort will be made to support each and every student if a student's Autism evolves into a complex educational need that cannot be met within the school's programme an alternative school placement may be sought. This will be organised in communication with the student's parents, ASD support team & school Special Education Needs Officer (SENO).

The following enrolment procedures will apply for students seeking entry to second year, third year or fourth year (Transition Year) 2019/ 20 or to first year 2019/ 20 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 2019/20 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 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 2019/ 20 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 15th May 2018 and agreed for publication by the Edmund Rice Schools Trust as patron of the school.

Signed _____

Date _____

Chairperson of the Edmund Rice College Board of Management

Appendix 1

Enrolment Policy - First Year September 2019/ 20

Procedure for allocating places if applications for enrolment exceed 100.

The number of school places in first year September 2019/ 20 will not exceed 100 (maximum of 94 places in mainstream school and 6 places in special class for students with a diagnosis of Autistic Spectrum Disorder). 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 subject to the number of applications not exceeding 100. These applicants are deemed to be Category 1 applicants.
2. Secondly, enrolment will be granted to children of current staff members as well as current and former Board of Management members subject to the number of applications not exceeding 100. These applicants are deemed to be Category 2 applicants.
3. Thirdly, enrolment will be granted to all eligible students attending the following primary schools in no particular order of preference, subject to the number of applications not exceeding 100. These applicants are deemed to be Category 3 applicants:
 - 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
4. Fourthly, enrolment will be granted to applicants who attend schools other than those listed above or are home schooled but who are resident in the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy subject to the number of applications not exceeding 100. The Board of Management reserves the right to seek proof of address. These applicants are deemed to be Category 4 applicants.
5. Fifthly, all other on time applicants subject to the number of applications not exceeding 100. These applicants are deemed to be Category 5 applicants.
6. 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.

7. In the event that the number of applications exceeds 100, places will be filled by lottery. The lottery will be supervised by the Board of Management. A separate lottery will be held for each of the categories detailed above. All applications will be checked by board members to ensure they are placed in the correct lottery. All applications will be drawn from the lottery and either placed on the list of students being offered enrolment (to a maximum of 100 students) or on the waiting list. Students will be placed on these lists in accordance with the order in which they are drawn from the lottery drum.

8. Any vacancies that arise will be offered in strict numerical order to students on the waiting list. The waiting list will cease to operate once all students on it have been offered a place or on 30th September 2019, whichever occurs earlier.

9. Late applications will be accepted 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.