



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust



Admission Policy of Edmund Rice College, Carrigaline, Co. Cork P43 XC84

School Address: Carrigaline, Co. Cork P43 XC84

Roll number: 68264R

School Patron: The Edmund Rice Schools Trust (ERST)

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.

Edmund Rice College 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. Edmund Rice college will comply with any direction served on the Board or the patron under section 37A and 67 (4)(b).

The policy was approved by the school patron on 1st December 2022. 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 Edmund Rice College 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 (www.ercarrigaline.ie) and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Edmund Rice College is a co-educational Catholic 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 Edmund Rice College 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."

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.

3. Admission Statement

Edmund Rice College 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.

Edmund Rice College 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.

Edmund Rice College 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.

Edmund Rice College is a school which has established 3 classes, with the approval of the Minister for Education and Skills, which provide an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

Edmund Rice College, with the approval of the Minister for Education and Skills, has established 3 classes to provide an education exclusively for students with a diagnosis of Autistic Spectrum Disorder (ASD).

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

Edmund Rice College 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.

The 3 special classes attached to Edmund Rice College provide an education exclusively for students with a diagnosis of Autistic Spectrum Disorder (ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

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:

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 and siblings of past pupils of Edmund Rice College, Carrigaline subject to the number of applications not exceeding the number specified in the annual admission notice. These applicants are deemed to be Category 1 applicants. The sibling must be attending Edmund Rice College, Carrigaline at the time of application or a past pupil (a pupil who completed either the Junior Cycle or Senior Cycle programme in the school prior to leaving the school).
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 in categories 1 and 2 not exceeding the number specified in the annual admission notice. These applicants are deemed to be Category 2 applicants.

3. Thirdly, enrolment will be granted to all eligible students attending one of the following seven primary schools in no particular order of preference, subject to the number of applications in categories 1, 2 and 3 not exceeding the number specified in the annual admission notice. These applicants are deemed to be Category 3 applicants:
 - Holy Well National School, Carrigaline (new school established in September 2020 following the amalgamation of Scoil Mhuire Lourdes, Carrigaline and 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 in categories 1, 2, 3 and 4 not exceeding the number specified in the annual admission notice. 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 in categories 1, 2, 3, 4 and 5 not exceeding the number specified in the annual admission notice. These applicants are deemed to be Category 5 applicants.
6. Where applications are received from two or more siblings, if one sibling is allocated a place, all siblings will be allocated places provided the number specified in the annual admission notice is not exceeded.
7. Late applications will be processed 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.

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:

Places will be filled by lottery. The lottery will be supervised by a nominee of the Board of Management who is not a member of the board. A separate lottery will be held for each of the categories detailed above. All applications will be checked 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 the number specified in the annual admission notice) 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.

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; other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her 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 siblings of a student attending or 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.

8. Decisions on applications

All decisions on applications for admission to Edmund Rice College 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 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below 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 Edmund Rice College, 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 Edmund Rice College 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 Edmund Rice College 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 Edmund Rice College 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:

The Principal on behalf of 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 Admissions Policy
- The Principal being satisfied with the reasons for the transfer
- The Principal 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 Principal 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 Principal 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.

The procedures of the school in relation to the admission of students who are not already admitted to the school after the commencement of the school year in which admission is sought are as follows: as above.

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

The board of Edmund Rice College 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 Religious Education (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 Edmund Rice College the allocated time on the timetable for RE 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, Edmund Rice College places great importance on the religious or spiritual formation of all its students. Each student has his/her 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 for a review 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 for a review 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). The request for a review 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). The request for a review 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.