

# ADMISSIONS POLICY

## Admission Policy for 2018-2019

C.B.S James's Street, Dublin 8

### 1. Type of School

C.B.S James's Street is a co-educational 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)

In CBS James's Street, 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. The School offers the following programmes: Junior Certificate, Junior Certificate School Programme, Transition Year, Leaving Certificate, Certificate Vocational Programme and Leaving Certificate

Applied. James's Street CBS is committed to excellence and all students are challenged to reach their academic and personal potential.

### **Junior Certificate School Programme**

Subject to demand and resources the school may offer this programme.

The programme is an intervention within the Junior Certificate. It provides a curriculum framework, which will assist the school and individual teachers in adopting a student-centred approach to the Junior Certificate. It provides an opportunity for each of those students to obtain a Junior Certificate recording his level of attainment.

For further details contact Ms. Lavin, JCSP Co-ordinator

### **Transition Year**

Subject to demand and resources the school may offer this programme.

The Transition Year is a one-year programme taken after Junior Cycle that promotes the personal, social, vocational and educational development of students and prepares them for their role as autonomous, participative and responsible members of society. TY provides a bridge to enable students to make the transition from the more dependent type of learning associated with Junior Cycle to the more independent learning environment associated with the Senior Cycle. It encourages the development of a wide range of transferable critical thinking and creative problem solving skills.

For further details contact Ms.O. Crowe ,Transition Year Co-ordinator

### **At Senior Cycle level students may follow the LCVP programme**

The Leaving certificate Vocational Programme (LCVP) is an intervention designed to enhance the vocational dimension of the Leaving Certificate (established). The strong vocational focus of the LCVP is achieved by arranging Leaving Certificate subjects into Vocational Subject Groupings and through the provision of additional courses of study in work preparation and enterprise known as the Links Modules.

For further details contact Ms. N.Brady ,LCVP Co-ordinator.

### **Leaving Certificate Applied**

The school offers an alternate programme, subject to demand and resources, to the traditional Leaving Certificate called the Leaving Certificate Applied Programme . This is a continuous assessment programme and some students may find this course more appropriate to their needs than the normal Leaving Certificate course. This is a two-year programme.

For further details contact Ms.C.Cullinane,LCA Co-ordinator.

**Enrolment is limited determined year by year.**

### **Intake Policy for Leaving Certificate Applied and Leaving Certificate**

#### **Vocational**

Both of these programmes are options offered to students who have completed the Junior Cert Cycle. The suitability of students seeking entry to these programmes will be determined as follows :

- Students must meet the criteria laid down by the Dept. Of Education and Skills.
- An information meeting will be held for parents and students to explain the current criteria and programme content.

- The Programme Co-ordinator will interview students seeking entry into the programme.
- The Programme Co-ordinator may consult with the students Class Tutor and Year Head before accepting a boy into the programme.
- Where there is documented evidence to show a student has been regularly disruptive and his behaviour continues to be unsatisfactory he will be refused entry to the programme.
- The Department of Education and Skills insists on a 90% attendance rate on the Leaving Cert. Applied programme. It is unlikely that a student with a poor attendance record will be admitted to this programme.
- The reasons for refusing a student entry to the programme will be communicated to their parents/guardians in writing by the Coordinator .The parents/guardians will be given the opportunity to discuss this decision.
- Where a student has been refused entry to the programme he may appeal this decision to the Board of Management within 14 days of the date on the letter of notification.

### **Intake Policy for Transition Year**

Transition Year is optional for all 3<sup>rd</sup> year students at James's Street CBS.

An information session will be held for parents and perspective students by the Transition Year Co-ordinator.

Students will be admitted to the programme subject to resources.

If the number of applicants for the Transition year Programme exceeds the number of places available in a given school year acceptance will be determined by student interview with the Principal/Deputy Principal /the TY Co-ordinator.

A student who fails to secure a place in Transition Year may appeal the decision to the Board of Management within fourteen days of the date on the letter of notification.

## **Extra-curricular Activities**

James's Street CBS also provides for a wide range of artistic, cultural, social and sporting activities to develop the talents of all boys and to provide them with the confidence to be involved in various activities in later life. The school also places great emphasis on the development of competitive games for all its students.

The following are catered for in this area:

- ❖ Athletics
- ❖ Table Tennis
- ❖ Quizzes
- ❖ Drama
- ❖ Mentoring
- ❖ Students' Council
- ❖ Leadership Opportunities
- ❖ Edmund Rice Awards
- ❖ Endeavour Awards
- ❖ Junior Achievement
- ❖ Fencing
- ❖ Movie Making
- ❖ India Immersion Programme
- ❖ Chess Club
- ❖ Debating
- ❖ Football
- ❖ Rugby
- ❖ Basketball
- ❖ GAA
- ❖ Yoga
- ❖ Trips
- ❖ Badminton
- ❖ Boxing

- ❖ Fishing
- ❖ MaSamba
- ❖ Dancing
- ❖ European School Tour

Provision of these activities is subject to resources and annual review.

**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
- James's Street CBS celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way. We gather in the local Church ,St James' Church at the beginning of the school year ,we have a mass in the local Church in November to remember the deceased members of the school community. We have a mass in the school Library after school hours in November to remember deceased past pupils. We have a service to mark farewell to our Leaving Certificate Class and we celebrate the Edmund Rice Feast Day.
- In James's Street CBS we have religious images and symbols, a Religious Education Noticeboard, a framed copy of the Edmund Rice Schools Charter which highlights the five Key Elements of an Edmund Rice School and a picture and statue of

Edmund Rice. There is a prayer room where students of all Religions can take time out to reflect and pray.

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.

### **3. Operating Context**

Edmund Rice Secondary School 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 Edmund Rice 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.

Edmund Rice Secondary School 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, James's Street CBS 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.
- Be willing, in conjunction with their parents/guardians, to accept the school's Code of Behaviour. Confirmation in writing, may be required ,that parents/guardians and the student accept the 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.

## 4.2 Admission Procedures

- To apply, parents/guardians should complete the official C.B.S James's St Secondary School 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
- The application form for entry into First Year in Autumn 2019 will be available from **September 2017**.
- The closing date for receipt of completed applications for First Year for the school year 2019 is March 2019.
- 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.

## 5. Allocation of Places in First Year 2018/2019

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 **30** places will be available in First Year for the school year 2018/2019. In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

### **Offer of Places**

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 who are children of past pupils.
- d) Applicants from the feeder primary schools: St.James's Primary School Basin Lane, CBS Primary Francis St., CBS Scoil Treasa Donore Avenue, St Audeons, Our Lady of Lourdes Goldenbridge.
- e) 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 two of – 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.

## **Application to a year other than first year**

James's Street CBS does not accept mid –year applications except in exceptional circumstances. In the event that a mid-year application is being considered the following steps will be followed:

a) Parents/guardians should complete the official James's Street CBS application form which is available from the school office and from the school website.

b)The student along with a parent/guardian will meet with the Admissions Committee. A **full and honest** account of the students educational history must be given to the Admissions Committee. The Admissions Committee will pass on the information to the Principal . References and reports will be got from the students current school.

c)The Principal will consult with the Board of Management . The Board of Management must be satisfied that the enrolment is in the best interests of the student and the school. The Board will consider whether admission of the applicant may have a detrimental impact on the common good of the school or a class or may be a risk to health and safety of staff and students. It will also take into account whether the school is equipped to cater for the needs of the student.

d)Parents /Guardians as well as students must be willing to accept the school's Code of Behaviour and other policies authorised by the Board of Management . Confirmation of acceptance is required in writing by both parent/guardian and student. This is done by signing the relevant part of the application form. Acceptance of a place in the school is also deemed to be a commitment to adhere to all policies and codes.

e)The consequences of enrolment/transfer at particular times of the academic year will be taken into account. Admission may be postponed until the beginning of the next academic year.

f)In the case of transfer from local second level schools, the Board must be satisfied that there are valid reasons for the transfer.

g)Consultation with the Educational Welfare Officer may take place where deemed appropriate.

h)Admission is subject to a satisfactory probationary period of one month . After this period the parent/guardian will meet the Principal and/or a representative of the school to ensure the student has adhered to the Code of Behaviour. Admission will be ratified after this review.

N.B- In all cases the Board must be confident that the school can meet the needs of each applicant before admission is granted.

## **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 James's Street 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, staff and representatives of our feeder schools. It is operative for the First Year intake in the school year 2018/19. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board.

**10. Ratification and Publication**

This policy was ratified by the Board of Management on \_\_\_\_\_ and was agreed for publication by the Edmund Rice Schools Trust on \_\_\_\_\_.