

ADMISSION POLICY

Midleton CBS Secondary School

Midleton

Co Cork

Admission Policy for 2018-2019

1. Type of School

Midleton CBS Secondary School is 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 Midleton CBS 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.

In Midleton CBS Secondary School, 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.

Transition Year:

Students will normally complete Transition Year before entering the Established Leaving Cert programme. Exceptions to this can only be made by the Principal, subject to appeal to the Board of Management.

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.
- Each year we are involved in celebration of Catholic Schools Week and in May we mark Blessed Edmund Rice's feast day. Every two years boys from our Fifth years take part in the Edmund Rice Schools Trust World Immersion Programme in India where we have established links with the Christian Brothers Schools.

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

Midleton CBS Secondary School operates within the legal context of

- Relevant sections of:
 - Education Act 1998
 - Education Welfare Acts 2000-2011
 - 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 Midleton 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.

Midleton CBS 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, Midleton CBS Secondary School 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 1st 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 that will be issued following acceptance for admission.

4.2 Admission Procedures

- To apply, parents/guardians should complete the official Midleton CBS 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 www.midletoncbs.ie

- The application form for entry into First Year in Autumn 2018 will be available from **October 9th 2017**.
- The closing date for receipt of completed applications for First Year for the school year 2018/19 is **4pm Tuesday 21st November 2017**.
- 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.

5. Allocation of Places in First Year 2018/2019

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 **150** 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:

- (1) Applicants who have a sibling currently attending the school.
- (2) Applicants who have a sibling who is a past Leaving Certificate graduate of the school.
- (3) A son of a member of the staff who has at least three years service in the school at the closing date for applications.
- (4) Applicants whose father was a past graduate of the school.
- (5) Applicants from the feeder primary school: Midleton CBS Primary who have been pupils from 3rd class.
- (6) Applicants from the feeder primary schools: St. Colman's N.S. Cloyne, Bishop Ahern N.S. Leamlara, Scoil Naomh Eoin Ballincurrig, Whitegate N.S., St. John the Baptist N.S. Midleton, Scoil Mhuire N.S. Knockraha, Scoil Iosaf N.S. Castlemartyr, Ballintotis N.S., Sacred Heart N.S. Glounthaune, Scoil Realt na Mara N.S. Ballycotton, St. Fergal's N.S. Killeagh, Clonpriest N.S., Scoil Iosagain N.S. Aghada, Scartleigh N.S. Saleen, Holy Family N.S. Shanagarry, St. Mary's Boys N.S. Carrigtwohill, Scoil Chlíodhna Community N.S. Carrigtwohill, Ballycraheen N.S., Little Island N.S., Inch N.S. Killeagh, Kilcredan N.S., St. Peter's N.S. Dungourney, Gaelscoil Mainistir na Corann N.S., Midleton Educate Together N.S., St John the Baptist N.S. Midleton.
- (7) 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 a nominee of the Board of Management and the Principal
 - b) All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Siblings (e.g. twins and triplets) will be treated as a single application, although all names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.
 - 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.

TRANSFER FROM OTHER SECOND-LEVEL SCHOOLS

Pupils may transfer into the school at any time subject to:

- The School Admissions Policy.
- The school being satisfied with the reasons for the transfer.
- Information will be requested from the student's former / present school concerning attendance, discipline record, educational progress, disabilities & special needs, etc. [Education (Welfare Act) 2000
- The school regarding the move in the best interests of the student. (consequences of midyear transfer and subject choices may be considerations here).
- Available space
- Consultation with the Educational Welfare Officer if appropriate.

Parent(s)/Guardians applying to transfer their child from another second-level school will be supplied with the Admissions Policy, Code of Behaviour, Application Form, and Prospectus etc

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

Midleton CBS Secondary School 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.

Entry to the Special Needs Unit for Autism

The development of an Autistic Spectrum Disorder Programme is based on the philosophy of educational *inclusion* such that children with specialised needs should receive their education within the least restrictive and most normalised setting of the school's mainstream classrooms and activities.

Applications will only be considered in the year of entry of the candidate to C.B.S Midleton ASD Programme.

All applications must be accompanied by an assessment carried out by an Educational/Clinical Psychologist, approved by the Department of Education and Skills, recommending the candidate as suitable for consideration for entry to an Autism Spectrum Disorder Unit/ Special Class.

Following receipt of a completed application, supported with all required documentation, applications will be considered in conjunction with the Special Educational Needs organiser for the area.

The following is required:

- A completed application form which is available in the school.
- All applications must be received by the school on or before **4pm Tuesday 21st November 2017**.
- An Educational/Clinical Psychologist's Report recommending the candidate is suitable for placement in an Autism Spectrum Disorder Unit/ Special Class. The Autism Programme in C.B.S Midleton will cater for children with mild general learning difficulties. It will not cater for children with moderate or severe or profound learning difficulties.
- Reports from all previous schools attended. We strongly recommend that applicant students have **School Transition Reports** completed by a psychologist in conjunction with the feeder school and parents/guardians. This is especially important for applicant students who's most recent psychological, cognitive, multi-disciplinary, educational, developmental, clinical assessment etc. is more than three years old by **October 31st 2018**.
- The school requests that we are made aware of 1) any medications that the applicant pupils may be in receipt of either at home or in the course of the school day, 2) any additional medical conditions and / or dietary restrictions / requirements that the individual may have.
- The school requests that the parents / guardians of the applicant pupil, and the Principal of the feeder school, agree to facilitate a selected member / members of the ASD team in conducting as many observations as appropriate of the pupil in his current educational placement
- Signed consent from parents/guardians granting the school permission to access any relevant reports from previous schools attended.

- We require that the feeder school, with parental permission, supply C.B.S Midleton ASD Programme staff with copies of the applicant student's sample work and their most recent Individual Education Programme.
- Students who apply must have an ability to *meaningfully participate in mainstream classes* in order to be considered for enrolment in the C.B.S Midleton ASD Programme.
- The applications will in the first instance be reviewed by a steering committee, composed of the Principal, Deputy Principal, SEN Coordinator and ASD Programme teacher/Coordinator to determine their suitability for the ASD Programme.
- Parents/guardians will agree to share the content of any further reports obtained after the closing date for application with the school, e.g. Psychological, Occupational Therapy or Speech and Language reports.
- Failure to supply information may result in non-acceptance into the ASD Programme.

The following criteria will apply in allocating places in the ASD Unit:

- That there is available space. The unit will provide a maximum of 6 placements at any one time.
- That the needs of the student as identified can be met within the unit.
- The recommendation of the Special Educational Needs Organiser for the area based on the needs of the applicants.
- All recommendations from the steering committee will then be considered by the Board of Management of the school who make the final decision on all applications.

Priority will be given to those students who are, in the judgement of C.B.S Midleton ASD Programme Steering Committee, most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the C.B.S Midleton ASD Programme.

Procedures in the event that following enrolment the pupil is found not to be benefiting from their participation in the ASD Programme.

We draw close attention to **Section 3 of the Education for Persons with Special Educational Needs Act (2004)** which states that it is the responsibility of the school principal to arrange for the assessment of a child to be carried out when he/she "*is of the opinion that the student concerned is not benefiting from the education programme provided*" due to a difficulty "*that may arise from him or her having special educational needs*". In keeping with this statement we reserve the right to request additional professional psychological / psychiatric / medical assessment if, at any point following enrolment it is our professional opinion that a pupil with ASD is encountering serious difficulties which, we believe, cannot be adequately explained by autistic 'Triad of Impairment' as outlined. As further stipulated in **Section 3 of the Education for Persons with Special Educational Needs Act (2004)** we expect that such an assessment be commenced "*not later than 1 month after the principal has reached this decision and be finally completed in not later than 3 months*". In cases (following further assessment) where it is our professional opinion that the pupil poses a serious health and safety risk to himself and / or to other pupils or staff in the school & Autism

programme, the case will be referred to the Board of Management to assess suitability for continuance on the programme.

The placement of each child will be subject to regular, at least annual, review by school staff and, where relevant, professionals external to the school. At this point a decision will be made as to whether the pupil will:

- (a) Continue in the unit.
- (b) Integrate fully into the mainstream school.
- (c) Seek an alternative placement.

The Board of Management reserves the right to refuse an application for enrolment. Parents/guardians of pupils who are refused admission will be advised of their right to appeal and given information on how to do so.

Enrolment other than to First Year

Applications from students other than 1st year will initially be assessed by the steering committee and referred to the Board of Management.

Transition programme

Once a pupil has been offered a place on the programme they will be invited to participate in a transition programme to the school. We regard pupils' participation in the transition programme to be essential in ensuring their smooth transition to their new environment, as well as in facilitating ASD Programme staff in making any necessary academic/other reasonable accommodations for the pupil in a pre-emptive and responsible manner.

Related Policies:

Child Protection, Code of Behaviour/Discipline, Special Educational Needs, Pastoral Care.

9. Consultation and review:

This policy has been drawn up by the Board. It is operative for the First Year intake in the school year 2018/2019. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by March 1st 2018.

10. Ratification and Publication

This policy was agreed by the Edmund Rice Schools Trust on 20th September 2017 and ratified by the Board of Management on 3rd October 2017.

Joe Whyte

Mr Joe Whyte
Chairperson BOM