

C.B.S SECONDARY SCHOOL

MIDDLETON, CO CORK

021-4631555

ADMISSIONS POLICY

Formulated – Academic Year 2002/2003

Last Amended – 28/02/2008

(The Board of Management reserves the right to amend this policy at any time.)

MISSION STATEMENT

Our school aspires to being a caring Christian centre of learning, where the promotion of Irish culture, values of respect for self and others, honest endeavour and efforts to achieve full potential are nurtured.

SECTION A

ETHOS

The School

The school is a voluntary secondary school, with a Roman Catholic ethos, operating under the trusteeship of the Christian Brothers and rooted in the vision of the founder Blessed Edmund Rice. The Board of Management consists of eight members, four nominated by the Trustees, two by the parents and two by teaching staff.

Our aim

Our enrolment policy aims to provide integrated and inclusive education for boys who qualify from our traditional catchment area.

Our policy, having regard to the principles and requirements of a democratic society, promotes respect for the diversity of values, beliefs, languages and ways of life in society, provided that the parents elect, on their son's behalf, to abide by the rules and ethos of the school. Our policy promotes the integration of children with special educational needs, including those with disabilities, provided that this is in the best interest of the child.

While we recognize and fully support parents' rights to have a school of their choice for their children, our ability to accept students with special needs, is dependent on the relevant resources being provided by the DES¹.

While recognizing applicants' rights to admission we consider that we have an overriding responsibility to our present school community, and in particular students already enrolled, to an education without undue disruption. We therefore reserve the right to refuse admission to any applicant whose behaviour we consider would be detrimental to the education of other students in the school, basing our value judgements on the principles of natural justice.

¹ Department of Education and Science.

In practice, qualifying student are those boys:

- Who have completed sixth class in a primary school or have reached an equivalent educational standard
- On whom a report from the primary school with regard to behaviour, attitude and suitability has been submitted if requested by the principal.
- Who are willing and able to adopt the school ethos.
- Who together with parent(s)/guardian(s) are willing to sign the school enrolment forms.
- Who undertake not to infringe on the rights of anyone in the school community.
- Who are willing to attend religion classes. If he is not of the Roman Catholic faith, he must be willing to attend religion classes without participation, unless other arrangements are made with the DES or others to provide additional resources.
- Who are willing to attend for an Assessment Test.

SECTION B

OPERATING CONTEXT

The purpose of this section is to set out the Board of Management's support for the underlying principles of the Education Act, within the context of the resources available to the school from various sources.

Taking cognisance of and operating within:

1. The context and parameters of DES regulations and programmes.
2. The rights of the Patron as set out in the Education Act.
3. The Religious and Educational Philosophy of the Christian Brothers.
4. The funding and resources available.

The Board supports the following underlying principles:

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

It should be noted that the school does not have the services of a full-time ex quota learning support teacher. Hence the reluctance to accept pupils severely remedial as we could not offer these pupils the time and attention they need. In both behavioural and remedial situations each case is considered on its merits.

School Resources

- The financial and teaching resources of the school are provided by a combination of: DES grants and teacher allocations, voluntary contributions by parents, fund-raising by the school itself, Past Pupils Union and Parents Council.
- The school operates within the regulations laid down, from time to time by the DES.
- The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

SECTION C

ANNUAL PROSPECTUS

(to be attached – updated annually in the first term)

SECTION D

PROCEDURES FOR ENROLMENT

APPLICATION FOR ENROLMENT

Application for Enrolment forms are distributed to prospective pupils as follows:

- A. During visitation by Principal/Rep. to Primary Schools.**
- B. During School “Open Evening.”**
- C. From School Office, during School hours.**

Enrolment Application Form: (Sample available in Appendices).

Details Required:

- Name(s)
- Address and Telephone No.
- Parent(s)/Guardian(s) details.
- Primary School Education details.
- Details of Family members who have previously attended the School.

The Enrolment Application form also informs student and parents of:

- Date, Time and Venue of Assessment Test.
- Closing Date for Application for Enrolment Form.
- Date and Venue of “Open Evening.”

CRITERIA FOR SELECTION IN THE EVENT OF EXCESS APPLICATIONS

In the event of an excessive number of applications, preference will be given in the following order:

- 1. Brothers of present pupils.**
- 2. Brothers of past pupils.**
- 3. Sons of past pupils.**
- 4. Sons of staff members.**
- 5. Students attending primary schools which have traditionally sent pupils to the school.**
- 6. Those outside the above categories.**

A lottery will apply at any of the above stages, if the number applying to enrol exceeds the quota for that year i.e. the lottery will be applied at the marginal stage to determine the cut off point. Those drawn up to the cut off point in the marginal stage group will be offered enrolment. The remainder of that group will be drawn and put on a waiting list in the order in which they were drawn. The same will apply to any lower stage groups. If vacancies arise, offers of enrolment will be made strictly in the order in which they were drawn.

Once application for admission has been approved, a **Confirmation of Enrolment Form** (see

appendices) will be issued requesting more detailed information for school records purposes as outlined below:

- Parental consent given/denied for permission to leave school grounds at breaks.
- Emergency Contact Numbers.
- Details of medical conditions, medical card details if relevant and parental consent for medical first aid.
- Any disabilities or special educational needs
- Religion.
- Previous schools attended.
- Reasons for transfer from other Post Primary Schools.
- Any other relevant information that the school may deem to be of importance.
- **Parent(s)/Guardian(s) signatures accepting the school's Code of Discipline, including acceptance of the school's Policy on Alcohol, Tobacco and Volatile Substances.**

A Student's Enrolment is confirmed by parents/guardians fully completing and returning this form and having met the criteria outlined in Section 'A'. **Acceptance of a place implies acceptance by parents/guardians and pupils of the school's policies and procedures.**

DECISION-MAKING PROCESS

- Decisions made in relation to admission are made by the Board of Management in accordance with school policy.
 - Decisions will be notified to parents within 21 days of the Assessment Test by posting a **Confirmation of Enrolment Form** (see appendices).
 - In the event of excess applications the criteria for selection will be as outlined in Section D above.
 - The Board will have regard for any relevant DES provisions re class size, staffing, provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.
 - DES Rules: secondary school students must be aged 12 on 1st January in the calendar year following the child's entry into first Year. (Birth Certificates will be required).
 - The Code of Ethics and Discipline of this school is founded on mutual respect and co-operation between all members of the school and community and on the principles of natural justice.
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- We, as a school, expect student behaviour, which is appropriate to learning and positive development of self.
 - Parents/Guardians are expected to co-operate and abide with the school in supporting the school Code of Discipline and encourage their children to abide by this code.
 - The Board of Management of the school has the ultimate responsibility for managing all aspects of our Discipline Policy.
 - The Principal, along with the staff, will aim to administer this code consistently and fairly.

SPECIAL EDUCATIONAL NEEDS

The Board of Management will welcome pupils with special educational needs. Having been informed of such needs, the School will liaise with the feeder primary school in order to assess the student's needs well in advance of entry to the school. Where relevant, the school will apply to the Department of Education and Science for the resources to support the student. There is a clear need for ongoing liaison between the second level school, parents/guardians and the feeder primary school to allow for access to this information.

The Board of Management will therefore endeavour:

- To take steps at an early stage to identify children with special needs who may be applying for admission to the school, and to become familiar with their needs.
 - To request a copy of child's medical / psychological report/ Individual Educational Report, if available.
- or**
- To request immediate assessment
In order to assist the school in establishing educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.
 - Having gathered all the relevant information, the Board will assess how the student's needs can be met.
 - If further resources are required, the DES will be requested to provide the resources e.g. special needs assistant, specialised equipment or furniture, transport etc.
 - Requests to the DES will be in writing and made at an early stage.
 - The principal or his representative will meet the parents to discuss the child's needs and school's capability to meet the child's needs.
 - It may be necessary in certain cases to have a full case conference involving all the professionals working with the child / family.
 - The Board of Management will do all it possibly can to identify, plan and provide for the needs of a special needs or disabled child seeking admission to the school.

TRANSFERS 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 Sect. 20.

- The school regarding the move in the best interests of the student. (consequences of mid year 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, Prospectus etc

RIGHT OF THE BOARD TO REFUSE

“ The school reserves the right to refuse enrolment to any student in exceptional cases.

Such an exceptional case could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Science, 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.”

[cf. Section 29 Education Act 1998 and Circular M48/01]

RIGHT TO APPEAL

Parents have the right to appeal a refusal by the school to enrol a student under Section 29 of the Education Act. In such circumstances parents will be advised in writing of this right and the application form and supporting documents made available as per Circular M48/01.

Code of Ethics and Discipline

- See appended the School’s Code of Ethics and Discipline (including reward system, discipline procedures and the school’s policies on suspension and expulsion). **It is a Condition of Enrolment that parents/guardians accept in writing the School’s Code of Discipline, including acceptance of the school’s Policy on Alcohol, Tobacco and Volatile Substances.**
- **Parents will be required to sign and return a statement saying that they have read and agree with the School’s Code of Ethics and Discipline** (as provided for under the Education (Welfare) Act 2000 Section 23 (1) – see section D above.

APPENDICES

- Enrolment Application Form and Confirmation of Enrolment Form.
- School Prospectus.
- Code of Ethics and Discipline including:
 - School rules & standards of behaviour.
 - Discipline system, suspension and expulsion policy.