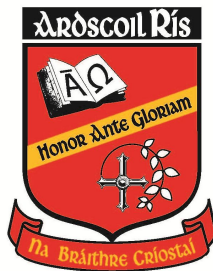


# Admission and Enrolment Policy

2012-2013



Ardscoil Rís  
Edmund Rice Schools Trust School  
North Circular Road  
Limerick

Ardscoil Rís is a Catholic School under the  
Trusteeship of the Edmund Rice Schools  
Trust

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## **Mission Statement**

Ardcoil Rís aims to promote the spiritual, personal, physical, cultural, aesthetic and academic development of its pupils. The school aims to create a community where pupils are imbued with Christian values of respect, justice and integrity. The school community encourages pupils to become involved in a variety of extra-curricular activities. Life skills are reinforced through participation in such activities as music, debating, quizzes, work experience programme, enterprise, foreign exchange, drama, concerts, charitable fundraising and *gaisce*.

The Admission Policy is issued by the Board of Management in accordance with the provisions of Section 15(d) of the Education Act 1998 and all related legislative and regulatory requirements. The Policy is intended to reflect and to give full effect to:

1. The Mission Statement.
2. The rights and obligations of the Patron as set out in the Education Act and related legislation.
3. The Religious and Educational Philosophy of the Edmund Rice Schools Trust Charter.
4. The guidelines, regulations and programmes set down by the Department of Education and Science and / or by the Patron.
5. The funding and resources made available currently to the school by the DES and from any other sources.

The school supports the principles of inclusion, equality of access and participation in the school, parental choice in relation to enrolment and applications for admission to the school. In this context, the school respects diversity of traditions, values, beliefs, languages and ways of life within the community it serves today. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998.

Parent(s) / Guardian(s) seeking admission of their child / children to the school are invited to read this policy carefully.

## **General Information**

Ardcoil Rís, situated on the North Circular Road, Limerick, is a Roman Catholic Voluntary post-primary school for boys. It is under the Trusteeship of the Edmund Rice Schools Trust and is grant-aided by the Department of Education and Science.

## **Structure of the Board of Management**

The Board of Management comprises four nominees of the Patron which includes the Chairperson, Mr. Adrian Cantillion plus two nominees of parents and two nominees of the teaching staff. The Principal Ms. Bríd de Brún is secretary to the Board but is not a member of the Board.

## **Parents' Council and Students' Council**

Ardcoil Rís has an active and vibrant parents' council and students' council.

## **Staff and Resources**

At present there are 49 whole-time teachers in the school consisting of the Principal – Bríd de Brún, Deputy Principal – Ms. Nodlaig O’Grady, Guidance Counsellors - Mr. Michael Gleeson and Ms. Maria Goodwin, Learning support teacher – Ms. Moira Wallace and Chaplain/Counsellor –Mr Pat Walsh. In addition there are two secretaries, one caretaker and two full-time cleaning assistants.

## **Pupils and Programmes**

There are 747 pupils enrolled in the school at present. Pupils are prepared for the:

- DES Junior Certificate and Leaving Certificate examinations
- The Transition Year Programme, which is optional
- The Leaving Certificate Vocational Programme, which is optional

The financial and teaching resources of the school are provided by a combination of DES grants, voluntary contributions, fundraising and teacher allocations. The voluntary contributions supplement the shortfall in DES funding. Tax relief under Section S848A of the Taxes Consolidation Act 1997 is available on contributions where applicable. Implementation of school planning and school policy must have due regard to resources and funding available.

## **Regulations**

The school operates within the regulations laid down by the DES and follows the curricular programmes prescribed by the DES. These may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998 and the regulatory and statutory requirements arising from the Education Acts and all related legislation.

The BOM must comply with DES guidelines in relation to class size, staffing provision, accommodation and the health and safety and welfare of children, which affect also the number of new enrolments that the school may admit in any one year.

The Board of Management endeavours to carry out its duties in accordance with section 15(1) of the Education Act 1998, related legislation and any DES or Patron guidelines currently available.

## **Extra-Curricular Activities**

The school has a very strong tradition in sporting, cultural, musical and educational activities. It has an active Environmental Committee also and is involved in organising school tours, ski trips, rugby tours, charitable works and visits to India

## **Information with respect to Admission**

The school has 120 places available for first year enrolment in the 2012-2013 school year. In order to allocate the number of places available, the BOM shall apply the selection criteria referred to in this policy and in the admission/application form, in the manner explained in this policy, and the school shall apply same in accordance with its mission statement, the law

and the recommendations and guidelines of the Patron and the DES as and where arising.

### **Enrolment Policy**

The current admission policy takes place against a background of a certain shortage of places versus the number of probable applications for the forthcoming year. The rationale of the policy is to allocate the available places fairly and transparently.

The Board of Management has appointed a sub-committee of three people to handle the application and enrolments on behalf of the school. The subcommittee consists of the School Principal, Deputy-Principal and one nominee only of the Board of Management. The sub-committee will take responsibility for processing all applications and the random selection process.

The school aims to

- Provide a fair and transparent system of enrolment for pupils
- Make reasonable provision and accommodation for children, including children with disability and special educational needs in accordance with relevant legislation, with due regard to the efficient use of resources provided by the DES
- Allow for full participation by all children, subject to resources being available and allowing for Health and Safety implications

The Board of Management welcomes applications from children with special educational needs. It will access, with the permission of the parent(s) / guardian(s) the child's records from primary school(s) / Individual Educational Reports, medical reports, psychological reports and any other information pertaining to the child's educational needs. It is important that this information is supplied with the acceptance form by 7<sup>th</sup> February 2012 so that the school can apply to the Department of Education and Science for the required resources to assist the school in meeting the child's educational needs. The Principal or Deputy Principal and other key school personnel may meet with the parent(s)/guardian(s) of a child with special needs and in some instances may need to meet also with the professionals working with the child's family.

### **Selection Criteria**

All applications received on or prior to the closing date will be examined by the sub-committee to determine which children have maximum eligibility in accordance with the school's selection criteria as outlined in this policy and the mission statement and the ethos of the school. The school shall firstly select from all the applications submitted those applications made on behalf of a boy whose parents are seeking an education in the Catholic tradition. You are advised to read the Religious Education Policy for Ardscoil Rís. No priority will be given, based on the date of application, provided that the application form has been submitted by the closing date.

### **Right to Refuse Enrolment**

Ardscoil Rís 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 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.

### **First Round**

The school shall select all applications firstly from children whose parent(s)/guardian(s) are seeking an education in the Catholic tradition for their son and in the following priority from numbers 1 - 4, a child:

1. who has a brother in attendance or previously attended the school (Section 11 of Application Form)
2. who is a permanent resident in the parish of the Holy Rosary as defined by parish boundaries, regardless of which primary school he attends (Section 1 of Application Form)
3. who is the son of a staff member of the school
4. who is the son of a past pupil of the school (Section 111 of Application Form)
5. random selection of pupils for remaining places.

In the very unlikely event that the number of applicants in each of 1, 2, 3 and 4 above exceed the number of places available then the date of birth of each child shall be used to determine maximum eligibility starting with category one and then going to two, three, and four. The oldest child in each category will have the greatest priority.

It is the responsibility of the parent/guardian of any applicant who is claiming Right of Entry under any of the above categories to clearly indicate this on their application form. Please see Specimen Form on Page 10.

Claims of Right of Entry submitted after the Closing Date cannot be considered.

Any applicant who gives false information regarding his eligibility under Right of Entry will subsequently forfeit his place, or right to a place, if the school becomes aware of same.

Any applicant who designates a school other than Ardscoil Rís as his school of first choice on the Limerick Area Post-Primary Schools Application Form shall be deemed to have forfeited his right of entry to Ardscoil Rís, should such exist, for first round offers.

### **Application Procedures**

- Limerick Area Post-Primary Schools as defined in “Schedule Three” have agreed to operate a Common Application Procedure for 2012-2013.
- Application to Ardscoil Rís shall be in accordance with the Common Application Form known as “Schedule One” and in accordance with the policy.
- Application forms shall be given to primary schools during the first term. Completed application forms must be returned to Ardscoil Rís on or prior to the closing date.
- Parents and pupils will be invited to an Open Night on 3<sup>rd</sup> October 2011 in accordance with the common application procedure.
- Application forms are available also from the school office. The completed application

form must be returned by the date specified on all advertisements and literature circulated. Please see Schedule Three for relevant dates.

- It is the responsibility of the applicant / parent(s) / guardian(s) to ensure that application forms are received by the school and those who return application forms by post / courier must retain proof of postage / delivery.
- All Applications received will be date stamped and a copy of the Application Form will be returned to parent(s)/guardians(s) as proof of receipt. In the event of a query the copied Application Form returned to you must be produced. The school accepts no responsibility for copied Application Forms which may be lost/delayed in the post.
- The school makes it clear also that the DES rules state that Secondary School pupils must be aged twelve years on the 1<sup>st</sup> January in the calendar year following the child's entry into 1<sup>st</sup> year. A Birth Certificate will be required prior to acceptance of a child into the school.
- In the current circumstances of limited available places, the school is obliged to make it clear that no late applications can be considered.
- In the event that a pupil is allocated a place, the school makes it clear that it is conditional upon the prospective pupil and his parents/guardians accepting his place by the notified date and time, i.e. 7<sup>th</sup> February 2012 at 1200 noon. Failure to accept a place by this time and returning the completed documentation will result in the place being offered to another student.
- In the event that a pupil is allocated a place, the school makes it clear that it is conditional upon the prospective pupil attending a meeting at the school for the purpose of sitting an assessment test. The assessment test is taken by pupils who have been offered a place and it is used to facilitate the allocation of pupils into mixed ability classes in first year. This assessment test will take place on Tues 28<sup>th</sup> Feb 2012. The results are used also to indicate pupils who may need further assessment for learning support.
- In the event that the pupil does not attend the assessment test without a satisfactory explanation then following discussions with the parent(s)/guardian(s) the prospective pupil may lose his allocated place.
- Places are allocated as soon as is practicable but not later than twenty one (21 days) after the closing date.
- One application form only may be returned for each child.
- The final decision regarding all enrolment rests with the Board of Management.
- The Board of Management reserves the right to refuse application for admission in exceptional circumstances.

### **Review and Appeal Procedures**

Section 29 of the Education Act 1998 provides for an appeal process to the Secretary General

of the DES. Normally such an appeal must be made within 42 days of the notification of refusal by the school.

### **Transfer of Students from Other Post-Primary Schools**

Pupils may transfer to Ardscoil Rís subject to:

- The school's Admission and Enrolment Policy
- The school being satisfied with the reason(s) for the transfer. Information will be requested from the child's previous school(s) concerning attendance, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer as per Section 20 of the Educational Welfare Act and discipline record.
- The school regarding the move to be in the best interest of the child.
- The school regarding the move to be in the best interest of existing students.
- Available space.
- The school's curricular provision being suitable for the child.
- Health and Safety considerations.
- Information in relation to the child's disciplinary record.
- Consultation with the Educational Welfare Officer if appropriate.

### **Repeat Leaving Certificate Students**

It is unlikely due to numbers at the school that there will be places available for Repeat Leaving Certificate students in 2012-2013.

### **Review Procedures**

The Board of Management will review the Admission Policy annually in line with evolving legislation and practice, including the Education Acts, the Equal Status Act and all related statutory and regulatory requirements.

### **Schedule One**

Common Application Form - as attached

### **Schedule Two**

Dates relating to Applications 2012-2013

- Open Night Monday 3<sup>rd</sup> September at 7.30pm-9.30pm.
- Closing date for receipt of completed application forms. Monday 16<sup>th</sup> January 2012 at 12.30pm.
- Letters informing parent(s) / guardian(s) of successful / unsuccessful applications to be posted on Tuesday 31<sup>st</sup> January 2012.
- Closing date for acceptance of places must be made by Tuesday 7<sup>th</sup> February at 12.00 noon, 2012.
- Common Registration date and Entrance Examination at Ardscoil Rís is Tuesday, 28<sup>th</sup> February 2012

### Schedule Three

#### Limerick Area Post-Primary Schools

Ardcoil Mhuire, Ardcoil Rís, Castletroy College, Coláiste Chiaráin, Coláiste Mhichíl, Crescent College Comprehensive S.J., Gaelcholáiste Luimnigh, Laurel Hill Coláiste FCJ, Laurel Hill Secondary School FCJ, Presentation Secondary School, St. Clement's College, St. Enda's Community School, St. Munchin's College, St. Nessian's Community College, Salesian Secondary College Pallaskenry, Salesian Secondary School, Scoil Carmel Secondary School, Villiers Secondary School.

### Appendix One

#### Definitions

**“The school”** refers to Ardcoil Rís, North Circular Road, Limerick, (or Ardcoil Iognáid Rís, Cuarbhóthar Thuaidh, Luimneach) a recognised Edmund Rice Schools Trust school in Limerick.

**“The current Admission Policy”** refers to the Admission policy (the policy) dealing with applications for the 2012-2013 school year.

**“Child”** means a person resident in the state who has not yet reached the age of 18 years and who will be eligible for post-primary education in the school by being aged twelve (12 years) on the 1<sup>st</sup> of January in the calendar year following the child's entry into 1<sup>st</sup> year in accordance with DES guidelines.

**“DES”** refers to the Department of Education and Skills.

**“The Board of Management”** (or “the Board”) refers to the Board of Management of the school established under Section 14 of the Education Act 1998.

**“The 1998 Act”** refers to the Education Act 1998.

**“The enrolment sub-committee”** refers to the sub-committee appointed by the Board of Management to handle applications in the current academic year and such sub-committee shall ordinarily comprise the school Principal, the school Deputy Principal and another nominee to be named in advance by the Board of Management.

**“The Patron”** refers to the Edmund Rice Schools Trust.

**“The closing date”** refers to the closing date for receipt of completed applications for enrolment for the forthcoming school year, i.e. Monday 16th January 2012 at 12.30pm.

**“Resident”** refers to a boy who lives in the parish of the Holy Rosary for a prolonged period of time. Evidence of residency may be requested by the Board of Management

**“The Parish”** refers to the subdivision of the Catholic Diocese of Limerick into the Parish of the Holy Rosary.

**“Guardian”** means a person having the right and duty by law of protecting the person, rights and welfare of the child.

Board of Management Approved 28<sup>th</sup> September 2011.