

Admission and Enrolment Policy

2020-2021



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

Table of Contents

Mission Statement	Page 3
General Information	Page 3
Structure of the Board of Management	Page 3
Parent Council and Student Council	Page 4
Staff and Resources	Page 4
Pupils and Programmes	Page 4
Regulations	Page 4
Extra Curricular Activities	Page 4
Information with respect to Admission	Page 5
Enrolment Policy	Page 5
Selection Criteria	Page 5
Right to Refuse Enrolment	Page 6
First Round	Page 6
Application Procedures	Page 7
Review and Appeals Procedures	Page 8
Transfer of Students from Other Post-Primary Schools	Page 8
Repeat Leaving Certificate Students	Page 8
Review Procedures	Page 9
Schedule One – Application Form	Page 9
Schedule Two - Dates 2020-2021	Page 9
Schedule Three – Limerick Area Post-Primary Schools	Page 10
Appendix One – Definitions	Page 10

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 Skills 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 Sections 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 Skills.

Structure of the Board of Management

The Board of Management comprises four nominees of the Patron which includes the Chairperson, Mr Philip Jones, plus two nominees of parents and two nominees of the teaching staff. The Principal, Mr Tom Prendergast, is Secretary to the Board of Management but is not a member of the Board.

Parent Council and Student Council

ArdSCOIL Rís has an active and vibrant parent council and student council.

Staff and Resources

At present there are 54 whole-time teachers in the school consisting of the Principal – Mr. Tom Prendergast, Deputy Principals – Mr. Pat Walsh, Ms Nicola Cunningham, Guidance Counsellors - Mr. Michael Gleeson, Ms. Maria Goodwin and Resource Co-Ordinators Ms Aoife McCarthy & Ms Kay Collins. In addition there are three administrative staff and a caretaker.

Pupils and Programmes

There are 749 pupils enrolled in the school at present. Pupils are prepared for the:

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

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 Board of Management must comply with DES guidelines in relation to class size, staffing provision, accommodation, the health, 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. We are also involved in organising school tours, charitable works and the India Immersion Programme.

Information with respect to Admission

The school has 120 places available for first year enrolment in the 2020-2021 school year. In order to allocate the number of places available, the Board of Management shall apply the selection criteria referred to in this policy and in the Admission/Application Form, in the manner explained in this policy. 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 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, a 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 12.00 noon on 5th February 2020 so that the school can apply to the Department of Education and Skills for the required resources to assist the school in meeting the child's educational needs. The Principal or Deputy Principals 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 as well as 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

Ardcoil 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
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 who is a current student in the school or a brother who previously attended the school and completed his Leaving Certificate examination at the school
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
3. who is the son of a staff member of the school
4. who is the son of a past pupil who has completed his Leaving Certificate examination at the school
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. Where right of entry is not claimed by the applicant on the application form by the closing date, the school cannot be held responsible for that omission. Such applications will be processed under random selection.

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 Ardcoil 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 Ardcoil 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 2020-2021
- 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 16th September 2019 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 Two for relevant dates.
- It is the responsibility of the applicant/parent(s)/guardian(s) to ensure that application forms are received by the school. If an application form is hand delivered to the school office, a receipt will be immediately issued by the office staff for same to the person who delivers it. It is the responsibility of the parent/guardian to retain this receipt as proof of the hand delivery of the form. Those who return forms by post/courier must retain proof of postage/delivery.
- All applications received will be date stamped. The forms will be checked for completion. If incomplete, the form will be returned for completion. If completed, 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 1st January in the calendar year following the child’s entry into 1st 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. **5th February 2020 at 12 noon**. Failure to accept a place by this time and not 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 Tuesday 25th

February 2020. The results are used also to indicate pupils who may need further assessment for learning support. All pupils are obliged, unless formally exempted by the regulations of the Department of Education and Skills or in accordance with the Irish Constitution to take all subjects offered as part of the school curriculum.

- 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, safety and welfare considerations
- Information in relation to the child's disciplinary record
- Consultation with the Educational Welfare Officer if appropriate

Repeat Leaving Certificate Students

Ardscoil Rís does not have a designated Repeat Leaving Certificate class group and any student who is offered a place to repeat the year will have to join the regular sixth year group. There are currently no places available for students to repeat the Leaving Certificate year in the 2020-2021 school year. However, if places become available for any reason prior to September 2020, prospective students will be required to fill out an application form and to return it to the school Principal by August 31st 2020.

All applications for a place to repeat Leaving Certificate will be considered in accordance with :

- The school's Admission and Enrolment Policy
- The school being satisfied with the reason(s) for the applicant given to repeat
- The school regarding the repeat in this school to be in the best interest of the student
- The school regarding the repeat in this school to be in the interest of existing students
- Available space in classrooms
- Places available in the subject groups which student wishes to repeat
- Number of subjects that repeat student wishes to study and issues regarding supervision of students
- Health, safety and welfare considerations
- Information in relation to attendance and punctuality record
- Information in relation to work ethic and effort to date
- Information in relation to disciplinary record
- Overall contribution to the school over previous five/six years
- Students will be required to pay, if relevant, the repeat Leaving Certificate fee for the Department of Education and Skills on application to repeat
- Students will be required to study a minimum of six subjects at the school
- Students will be required to follow the Religious Education Programme
- Students will be required to be in attendance for the full school day

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 Application 2020-2021

- Open Night Monday 16th September 2019 from 7.00pm-9.00pm.
- Closing date for receipt of completed application forms is Monday 13th January 2020 at 12.30pm.
- Letters informing parent(s) guardian(s) of successful applications to be posted on Tuesday 28th January 2020.
- Letters informing parent(s) guardian(s) of unsuccessful applications to be posted on Wednesday 29th January 2020.
- Closing date for acceptance of places must be made by Wednesday 5th February 2020 at 12.00 noon.
- Common Registration date and Entrance Examination at Ardscoil Rís is Tuesday 25th February 2020.

Schedule Three

Limerick Area Post-Primary Schools

Ardcoil Mhuire, Ardscoil Rís, Castletroy College, Coláiste Chiaráin, Coláiste Mhichíl, Coláiste Nano Nagle, Crescent College Comprehensive S.J., Gaelcholáiste Luimnigh, Laurel Hill Coláiste FCJ, Laurel Hill Secondary School FCJ, Limerick Educate Together SS, Mungret Community College, St. Clement's College, St. Munchin's College, Thomond Community College, Salesian Secondary College Pallaskenry, Villiers Secondary School.

Appendix One

Definitions

“The school” refers to Ardscoil Rís, North Circular Road, Limerick, (or Ardscoil Iognáid Rís, Cuarbhóthar Thuaidh, Luimneach) a recognised Edmund Rice Schools Trust school in Limerick. School roll 64201T.

“The current Admission Policy” refers to the Admission policy (the policy) dealing with applications for the 2020-2021 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 1st of January in the calendar year following the child's entry into 1st 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 13th January 2020 at 12.30pm.

“Resident” refers to a boy who has lived in the parish of the Holy Rosary as his primary residence for a minimum of two years on the closing date of applications. Acceptable 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.

Approved by the Board of Management on the 5th September 2019.