



BOARD OF MANAGEMENT

St. Paul's C.B.S.

Nth. Brunswick St., Dublin 7.

Phone: 8720781 Fax: 8723160

Admissions Policy

Introduction

St Paul's C.B.S. is a Catholic Secondary school for boys now under the Trusteeship of the Edmund Rice Schools Trust. In keeping with the philosophy and vision of Edmund Rice, founder of the Christian Brothers, the school is a Christian community that has, as its aims, the spiritual formation, academic preparation and cultural development of its pupils. This Admissions Policy should be read in conjunction with the school's Religious Education policy.

The Five Key Elements of an Edmund Rice School are:

- Nurturing faith, Christian spirituality and Gospel-based values;
- Promoting partnership in the school community;
- Excelling in teaching and learning;
- Creating a caring school community;
- Inspiring transformational leadership.

Mission statement:

The mission statement of St. Paul's C.B.S. is "to support students, parents and teachers as they co-operate in the cultivation of an atmosphere of Christian care and concern. This endeavour contributes towards the self-realisation of all the students". The provision of a learning environment that allows all students to achieve their full potential is implicit in this statement.

Applications for Enrolment

St. Paul's C.B.S. has an open and inclusive admissions policy subject to the enrolment criteria outlined below.

Application forms will be distributed to the feeder schools in September of the year prior to enrolment. For applicants not attending these feeder schools, information, forms etc. may be obtained by contacting the school office (Tel. 01 – 8720781). All completed Application Forms must be returned to St. Paul's CBS by 3pm on Friday 6th December 2013.

Our mission is to support the school community in its pursuit of excellence and in so doing to continue the caring and Christian ethos of Edmund Rice.

Based on the number of applications received in any given year, the Board of Management will decide on the number of First Year classes that can be formed.

Student numbers in practical classes will be limited to 24 (Construction Studies will be limited to 18 due to the space restrictions in that room) and the Board of Management reserves the right to limit the numbers in some classes taking into account the special educational needs of the students in those classes.

Enrolment Criteria

- Boys, having reached the required age: 12 years old on the 1st January in the calendar year following the pupil's entry into First Year.
- Having completed 6th Class in Primary School or equivalent.
- Be willing to respect the school ethos and to participate in Religious Education.
- The student and his parent(s)/guardian(s) must be willing to accept the School's Code of Conduct. Signed confirmation of this is required.

In cases of excess applications for places available, the school prioritises as follows:

1. Brothers of present pupils.
2. Boys attending our feeder primary schools in the following order of priority:
 - St. Paul's Primary C. B. S., Nth Brunswick St., Dublin 7
 - St. Gabriel's N.S., Cowper St., Dublin 7
 - Plás Mhuire Boys N.S., St. Mary's Place, Dublin 1
3. Brothers of past pupils.
4. Sons of past pupils.
5. All other applicants.
6. All late applications for first year places received after the deadline for receipt of applications will be placed at the end of the school's waiting list and will be dealt with after all applications received on time have been processed by the Board.

Applicant with Disabilities and Special Educational Needs

St. Paul's CBS is committed to using the financial and personnel resources provided by the Dept. of Education and Skills to make all reasonable provision for applicants with disabilities or special educational needs. This is to ensure that all of our students are free to participate in the life of the school as far as is reasonably practicable.

To ensure that St. Paul's CBS is best placed to plan for the needs of its students, the Board of Management must be notified of a student's disabilities or special educational needs at the time of application. This notification must be in writing and included with the application form. Any additional information, expert reports etc., should be included, as they will help in the assessment of each individual case and will assist the Board of Management as it works to secure all necessary supports for the student.

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Application Procedure for Transfer Students

All enquiries for admissions should be directed to the school office (Phone Number: 01-8720781) and application forms are available by either calling in person or by post.

In the interests of our students preparing for State examinations the Board of Management will not admit transfer applicant students into 3rd Year or 6th Year classes.

The completed form should be returned to the school accompanied by a report from the applicant's previous school or written permission for St. Paul's CBS to request this information

St. Pauls C.B.S. will make every reasonable effort to facilitate a student seeking a transfer to our school. Placing a student in class during a school term is a difficult process and wherever possible transferring students should only join a class at the beginning of a school year, i.e. on the first day of the autumn term. For any transfers from other schools the Board of Management will decide on the application by applying the following criteria,

- That all relevant information from the student's present/former school and from the appropriate Educational Welfare Officer, if applicable, is made available to St. Paul's CBS.
- That room is available in the class into which the student would, in this school's opinion, most beneficially be placed with respect to his educational needs.
- That suitable subjects are available.
- That the transfer is in agreement with the school's Enrolment Criteria, i.e. the applicant is male; has reached the required age and has completed 6th class in Primary school or equivalent; will respect the school ethos; both the applicant and his parents/guardians provide signed acceptance of the school's Code of Conduct.
- That the transfer is in the best interest of and of educational benefit to the student.
- That the transfer is in the best interest of the school and the class into which the student would be placed if accepted.
- That the Dept. of Education and Skills approves the transfer.

Admissions to Transition Year (TY)

The Board of Management has determined that the maximum number of student places in TY is 24.

It is a pre-condition for entry into TY that all applicants have:

- Minimum educational standards
- Positive attitude
- Good record of attendance
- Good record of behaviour

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Applicants from St. Paul's CBS who meet the above criteria will be prioritised for entry into TY. In the event that the number of suitable applicants is still greater than the number of available places, the allocation of places will be by independently supervised lottery.

Admissions to Leaving Cert Applied (LCA)

The Board of Management has determined that the maximum number of student places in LCA is 24. It is a pre-condition for entry into LCA that all applicants have:

- Minimum educational standards
- Positive attitude
- Appropriateness of the course for the pupil.
- Good record of attendance
- Good record of behaviour

Applicants from St. Paul's CBS who meet the above criteria will be prioritised for entry into LCA. In the event that the number of suitable applicants is still greater than the number of available places, the allocation of places will be by independently supervised lottery.

The Board's Right of Refusal to Enrol

“The Board of Management reserves the right to refuse an application for admission in exceptional circumstance. For example:

- (a) The pupil 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
- (b) In the opinion on the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.”

Appeals Procedure

Should a student's application for admission to the school be refused the parent(s)/guardian(s) have the right to appeal to the Board of Management in writing. The parent(s)/guardian(s) will be informed in writing of the Board's decision and the reasons why the student was not accepted will be clearly stated. The parent(s)/guardian(s) then have the right to appeal to the Secretary General of the Department of Education and Skills, (Education Act 1998, Section 29(d)). The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parent(s)/guardian(s) concerned (Circular M48/01).

The appeal may be made to The Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1. The appeal should be made in writing on the Application Form supplied. The Appeals Application Form should be completed in full and should state the following:

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1. The decision being appealed.
2. The grounds on which the decision is being appealed.
3. The date that the parents/guardians were informed of the decision.
4. All other relevant information. Etc. (Circular M48/01).

N.B. The school must be informed in writing of the decision to appeal. (Education Act, Section 29)

Having regard to the desirability of resolving grievances within the school where possible, the parties to an appeal under Section 29, i.e. the appellant and the school's Board of Management, will be asked to consider the matter in the first instance at local level to see if an accommodation can be reached. As a general rule, appeals will only be considered by an appeals committee under Section 29 where the parties are unable to resolve the issue at local level. (Circular M48/01).

Data Protection

St. Paul's CBS is a Data Controller under the Data Protection Act 1988 and 2003. Personal data supplied on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive, and the National Educational Welfare Board.

Contact details will also be used to notify you of school events and activities. We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your child's personal data, you should write to the School Principal."

This document is the Admissions Policy of St. Pauls C.B.S. Nth Brunswick St., Dublin 7. It supersedes all previous Admission Policies whether written, stated or implied.

Reviewed and amended by the Board of Management at the Meeting of 31st March 2014.

The Admissions Policy will be formally reviewed in 2014/2015.

Signed:

(Chairman of the Board of Management)

Date:

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