



BOARD OF MANAGEMENT

St. Paul's C.B.S.

Nth. Brunswick St., Dublin 7.

Phone: 8720781 Fax: 8723160

ADMISSION POLICY

St Paul's CBS, North Brunswick Street, Dublin 7

Admission Policy for 2018-2019

1. Type of School

St. Paul's CBS Secondary School is an all-boys Catholic voluntary secondary school under the patronage of the Edmund Rice Schools Trust (ERST).

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 Edmund Rice 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.*

For further information on the Edmund Rice Schools Trust and the ERST Charter, see www.erst.ie

In St Paul's 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.

Pastoral Care: We support and challenge our students to make the most of their time in school. Each year we endeavour to provide a range of in-school and after-

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school activities including Behaviour for Learning support; study skills workshops; homework help; language support; life skills support; personal counselling; chess club; table tennis club, etc. As a school community, we work to develop our links with students' families and our local community. In supporting our students, we strive to work in partnership with parents and guardians.

Faith Development: We have a special commitment to development of the spiritual dimension of the lives of our school community. 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
- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way.
- We have a Sacred Space in our school which can be used by students of all faiths for times of prayer and reflection.

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

St Paul's CBS Secondary School operates within the legal context of relevant sections of:

- Education Act 1998
- Education Welfare Act 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 St Paul's 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.

St Paul's CBS Secondary School also operates within the regulatory, legal and financial context of:

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- 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, St Paul's 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 2018/19

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.

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- 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 St Paul's 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.thebrunner.ie
- The application form for entry into First Year in Autumn 2018 will be available from September 15th, 2017
- The closing date for receipt of completed applications for First Year for the school year 2018/19 is November 29th, 2017
- When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received
- Properly completed application forms will be acknowledged
- 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 2018/19

Decisions regarding student admissions are a matter for the Board of Management.

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 **48** places will be available in First Year for the school year 2018/19. 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; the maximum number of students allowed in Home Economics is 20) 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.

In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

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1. Brothers of present pupils.
2. Boys attending our feeder primary schools in the following order of priority:
 - St. Paul's Primary CBS., Nth Brunswick St., Dublin 7
 - St. Gabriel's N.S., Cowper St., Dublin 7
 - St Audeon's NS, Cook Street, Dublin 8
 - 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.

Excess of applicants

How is the lottery conducted?

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.

The lottery will be supervised by **at least 2 of:**

- a nominee of the Board of Management
- the Principal,
- a nominee of the Parent Council.

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Twins and triplets will be treated as a single application, although both names or all 3 names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.

When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant's place on the waiting list.

If a vacancy arises and an applicant is offered a place from the waiting list, the place will be offered to the applicant highest on the list. If for any reason a place is not accepted that place will then be offered to the next applicant on the waiting list.

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The waiting list will be terminated once the first term begins in 2018.

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:

- i. 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

- ii. 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. 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.

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8. 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 to engagement with the TY programme
- 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 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.

9. 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.

10. Admission of applicants with Special Educational Needs

St Paul's 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

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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.

11. Consultation and review:

This policy has been drawn up by the Board in consultation with parents, staff and representatives of our feeder schools. It is operative for the First-Year intake in the school year 2018/19. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by September 30th each year.

12. Ratification and Publication

This policy was ratified by the Board of Management on 09/10/17 and was agreed for publication by the Edmund Rice Schools Trust on 09/10/17.

Signed: _____
Chairperson

Date: _____