



Coláiste Éanna

C.B.S.

Admissions Policy

(2011)

**Colaiste Eanna,
Christian Brothers School,
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**This Policy is available at the School Office and on the School Website*

Section A. Mission Statement.

Colaiste Eanna is a Voluntary Catholic Secondary School for boys, founded by the Christian Brothers and now under the Trusteeship of the Edmund Rice Schools Trust [ERST]. It is the policy of the school to accept for enrolment boys who respect and whose parents respect the religious and educational philosophy of the ERST Charter, as set out in its Mission Statement.

Mission Statement.

Colaiste Eanna is a Catholic Secondary School for boys in the tradition of Blessed Edmund Rice. As a community, we aim to nurture mutual respect among all members in a safe environment. The personal, social, spiritual and academic development of all is promoted. The school is committed to providing an ordered learning environment, which encourages the school community to realise its full potential

Section B. Operating Context.

1. Underlying Principles.

In developing this policy, the Board of Management has, within the parameters of the financial and resource support available through the Department of Education and Science and other sources, paid due regard to the provisions of the Education Act, 1998, the Education Welfare Act, 2000 and the Equal Status Act, 2000. In this regard the Board, through its Admissions Policy, supports the following principles:

- Nurturing faith, Christian spirituality and Gospel-based values;
- Promoting partnership;
- Excelling in teaching and learning;
- Creating a caring school community;
- Inspiring transformational leadership;
- Inclusiveness, especially in relation to enrolment of boys who are either disadvantaged or have special needs, subject to the terms of the Equal Status Act, 2000, Section 4;
- Parental choice as enshrined in Article 42 of the Constitution and the Education Act, 1998, Section 6 (e), while, at the same time, having due regard to the ethos and characteristic spirit of the school;
- Equality of access to and participation in the school for boys;

- Respect for diversity of traditions, values, beliefs, languages and ways of life in society, while, at the same time, having due regard to the ethos and characteristic spirit of the school.

2. School Resources.

The financial and teaching resources of the school are provided by a combination of:

- Department of Education and Science grants and teacher allocations,
- Voluntary contributions by parents and guardians,
- Local fundraising.

The implementation of school plans and policies must have due regard to:

- the funding and resources available,
- curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998.

The Board of Management reserves the right, in consultation with the Trustess, to alter services offered by the school, in line with available resources.

Section C. School Details.

1. Colaiste Eanna is a Voluntary Catholic Secondary School for boys, under the trusteeship of ERST. It is grant-aided by the Department of Education and Science.

Principal: John F. O' Sullivan.

Deputy Principal: Susan McCabe.

Guidance Counsellor: Maeve Browne

Programme Co-Ordinator: Sean O' Murchu.

Board of Management:

Chairperson: Mr. Paddy Collings.

Members: Ms. Helen McGrath, Ms. Marion Logue, Ms. Mary O' Durcain, Mr. Paul Conway, Mr. Michael Sheedy, Mr. Ger Flaherty, Mr. Peadar O' Ceallaigh.

2. Organisation.

Parents' Council: There is an active Parents' Council. Meetings are generally held

at 7.30 pm. on the second Tuesday of every month.

Student Council: The Student Council comprises eight senior cycle boys, four from 6th year and four from 5th year. Each year in April/May, an election is held for four positions on the council. These are vacated by the departure of the 6th year students from Colaiste Eanna. This election is based on the principles of Proportional Representation and is carried out among the Senior Cycle Students only.

The Student Council serves as a vehicle for student participation in the operation of the school. Meetings are held during lunch time and generally take place on a weekly basis.

3. Teaching Resources and Curriculum.

Number of Teachers:

There are currently 26 full-time teachers on the teaching staff, along with some Pro-Rata teachers. Teacher allocation is determined annually by the Dept of Education and Science and may vary from year to year.

Curriculum:

Colaiste Eanna follows curricular programmes laid down by the Department of Education and Science. These may be amended from time to time in accordance with the Education Act, 1998, Sections 9 and 30. ***Religion is a core subject on the curriculum at Coláiste Éanna and integral to the ethos of the school. All students are expected to participate in the study of Religion.***

Junior Cycle:

All students take the following subjects at Junior Cycle:

Irish (excepting cases where official exemptions apply under formal DES Guidelines), English, Maths, History, Geography, Business, Science, C.S.P.E, S.P.H.E, Religion.

In addition, students choose one Practical Subject - Art, Technical Graphics or Materials Technology (Wood). Furthermore, they choose French or Spanish as a Modern European Language.

The school's capacity to offer a particular non-core subject will depend on the resources available to the school and on the level of demand for that subject in any particular year.

Where applications for a particular subject exceed the number of places available, places will be offered on the basis of when preferences were expressed in writing to the Deputy Principal.

The Board of Management reserves the right to amend these

provisions on an annual basis.

Senior Cycle:

All students study Irish (excepting cases where official exemptions apply under formal DES Guidelines), English, Maths, French or Spanish and Religion.

In addition to the above core subjects, students select three additional subjects from a list of options. The options offered are based on the choices of each group of incoming Fifth Year students and are designed to satisfy the choices of the maximum number of students possible.

The school's capacity to offer a particular non-core subject will depend on the resources available to the school and on the level of demand for that subject in any particular year.

Where applications for a particular subject exceed the number of places available, places will be offered on the basis of when completed Option Forms were returned to the Deputy Principal. Advice from the Guidance Counsellor to relevant students, their parent(s)/guardians and the Principal may also be considered, if appropriate.

Each student may choose, in consultation with his teachers and parents, between Higher and Ordinary level in all subjects. Students, in consultation with teachers and parents, may pursue Foundation Level in English, Irish and Maths.

The following subjects are currently on offer at Senior Cycle:

Irish	English	Maths	French	Religion
History	Geography	Physics	Biology	Chemistry
Business	Accounting	Economics	D.C.G.	Art
Spanish	Construction			

Programmes:

The school operates a Transition Year Option for boys, in Fourth Year. Numbers are limited and determined annually by the Board of Management. Admission criteria are outlined in `Admission Policy for Entry into the Transition Year Programme` (**Below**).

The Leaving Certificate Vocational Programme is available to students whose subjects conform with qualifying criteria laid down by the Department of Education and Science (Details are available from the Programme Co-Ordinator).

4. Extra-Curricular Activities:

Students are invited and encouraged to participate in a wide variety of sports and other activities. Each year, the school competes in inter-school competitions in Basketball, Hurling, Gaelic Football, Table Tennis, Athletics and Golf.

Teams enter Business Quiz Competitions, Inter-School Debate Competitions, Student Enterprise Awards, the Young Scientists' Competition, the Young Social Innovators Initiative, Gaisce Awards and Edmund Rice Awards. Students also participate in the India Immersion Programme, organised by the Christian Brothers.

There is an annual School Tour to a continental destination for Second Years.

Students regularly participate in cultural and educational outings.

Transition Year students complete the ECDL Computer Course and Colaiste Eanna is a recognised accrediting centre.

A Newsletter `Colaiste Eanna News` is currently published once a term.

The Positive Attitude in Colaiste Eanna aims to create a positive environment for teaching and learning. The overall objective is to remove low-level misbehaviour by focusing on recognizing, endorsing and rewarding good behaviour in the different teaching groups and individuals within those groups.

At the end of the year, exceptional performance and achievement are acknowledged during Awards Night and Graduation Night.

5. Other Information:

Opening Hours: Classes are timetabled from 8.45 am to 3.50 pm on Monday, Tuesday and Thursday; from 8.45 am to 3.10 pm on Friday and from 8.45 am to 12.55pm on Wednesday (half-day). Morning break takes place from 10.55 am to 11.05 am each day, apart from Wednesday, when it takes place from 10.45 am to 10.55 am. Lunch break runs from 1.05 pm to 1.50 pm.

The school will open to receive students at 8.30 am. No responsibility is accepted for students arriving before that time. No responsibility is accepted for students after 4.05 pm on Monday, Tuesday and Thursday, after 3.25pm on Friday and after 1.10pm on Wed, unless participating in an organised, school-related activity. Students are expected to be in class prior to 8.45 am. Students arriving late in the morning or after lunch will have their lateness

recorded and monitored. Students are expected to serve an after-school detention on the morning or afternoon on which they are late, in accordance with the school's policy on Late-Coming.

At lunchtime, students may remain in the hall in the main building or on school grounds. Alternatively, they may leave school property. It is the responsibility of parents/guardians to decide whether they wish their son(s) to remain on school property or not and to instruct their sons accordingly. Parents/guardians must formally advise the school of their decision in this regard on enrolment. The school does not accept responsibility for ensuring that students comply with parents'/guardians' decisions in this regard.

Parent-Teacher Meetings:

Parent-Teacher Meetings for Third Years and Sixth Years take place in the first term. All other Parent-Teacher Meetings will have taken place before the end of second term. The dates for all Parent-Teacher Meetings are noted at the beginning of the Student Journal. Parents/Guardians may, by appointment, meet with Subject Teachers or Year Heads outside of these times.

Voluntary Contributions: In order that the school may provide a comprehensive education for all its students and provide for their personal and extra-curricular needs, the Board of Management deems it necessary to seek a Voluntary Contribution from all parents and guardians who are in a position to contribute. These monies compensate for the shortfall in Government Funding, especially in relation to upkeep and maintenance of school buildings and grounds and the provision of technical equipment and support, of a general nature. It is also used to support the curricular and extra-curricular programme in the school.

Section D. Procedures.

Colaiste Eanna accepts applications from boys only. All decisions in relation to enrolment of boys in Colaiste Eanna are made by the Board of Management of the school, in accordance with School Policy, the Education Act (1998), the Education Welfare Act, (2000), and the Equal Status Act, (2000).

It is a condition of enrolment at Colaiste Eanna that all students and their parents/guardians sign and accept the Code of Behaviour and that they acknowledge in writing that they respect the religious and educational philosophy outlined in the ERST Charter. The Board of Management will not enrol a student who fails or whose parents/guardians fail to satisfy these conditions of enrolment.

1. Incoming First Years.

The school will admit, each year, the number of boys determined by the Board of Management as being feasible. *For the school year 2012 – 2013, this number will be 90 students, similar to that decided previously for 2011/2012.*

In deciding on the number of boys to be admitted, the Board will have due regard for the relevant Department of Education and Science provisions in relation to class size, staffing allocation and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children. The Board of Management, in cases where the number of applications exceeds the number of available places, reserves the right to give priority to members of the Catholic Faith. The decision in relation to the number of boys to be admitted each year will be taken by the Board of Management in a timely manner.

The BOM reserves the right of access by the Principal to all information relevant to the educational and personal welfare of applicants and will seek such from parents/guardians/primary schools.

Where the number of applicants is greater than the number of available places, the Board of Management will apply the following selection criteria in relation to applications received no later than 3.30pm on the second Friday in October of the year preceding intended enrolment in Colaiste Eanna:

- 1.1 Boys who have present or who have had past brothers in the school;
- 1.2 Sons' of current staff;
- 1.3 Applicants from Ballyroan Boys N.S. and St. Mary's N.S, Rathfarnham. In the event of the number of applicants from these two schools exceeding the number of available places, places will be offered on the basis of when applications were received by the School Secretary. Students not offered places in this instance will have their names placed on a `Waiting List`, on the basis of when their applications were received by the School Secretary.
- 1.4 Applicants from Primary Schools within the traditional catchment area that have established a tradition of sending boys to Colaiste Eanna. Available places will be offered after applicants at 1.1 to 1.3 have been accommodated. Places will be offered on the basis of when applications were received by the School Secretary. Proximity of home to school will be used as a deciding factor where applications were received on the same date and at the same time. Students not offered places in this instance will have their names placed on a `Waiting List`, on the basis of when their applications were received by the School Secretary but will rank after applicants at 1.3, above.

St. Colmcille's N.S (Knocklyon), Scoil Treasa N.S.(Firhouse), Scoil Mhuire N.S.(Ballyboden), Holy Rosary N.S. (Ballycragh), Edmonstown N.S and Gaelscoil Chnoc Liamhna N.S fall into this category.
- 1.5 Applicants from other Primary Schools where a tradition as in 1.4, above,

is emerging. Available places will be offered after applicants at 1.1 to 1.4 have been accommodated. Places will be offered on the basis of when applications were received by the School Secretary. Proximity of home to school will be used as a deciding factor where applications were received on the same date and at the same time. Students not offered places in this instance will have their names placed on a `Waiting List`, on the basis of when their applications were received by the School Secretary but will rank after applicants at 1.4, above.

Divine Word N.S (Marley Grange), Rathfarnham Educate Together, Muslim N.S.(Clonskeagh), fall into this category.

- 1.6 Other applicants, on the basis of when their applications were received;
- 1.7 Where the number of places available has not been filled by applications received no later than 3.30pm on the second Friday in October of the year preceding intended enrolment in Colaiste Eanna, remaining places will be offered on the basis of when the applications were received by the School Secretary after the aforementioned October deadline i.e. on a `First Come- First Served` basis, subject to 1.8, below.
- 1.8 Suitability of the curriculum available to the student, in the judgement of the Board of Management, after consultation with the primary school concerned.

Applications will be accepted from boys in Fourth Class and upwards in the case of students to whom Sections D 1.1 to 1.4 apply (See Application Procedures Section D.2). Applications will be accepted from boys in Fourth Class upwards in the case of students to whom Sections D1.1 to 1.4 do not apply but places will be offered only after students to whom Sections D1.1 to 1.4 do apply have been accommodated.

Parents will be notified *in writing* of the Board's decision within 21 days of the closing date for receipt of completed application forms, as set out in Section 2.7 below, and/or receiving relevant information as prescribed by the Board of Management and the Minister of Education and Science, under the Education Welfare Act, 2000, and Section D (3), below.

2. Application Procedures.

This Policy is subject to annual review by the Board of Management.

- 2.1 The school will admit the number of boys determined by the Board of Management as feasible. This will be determined each year in a timely manner and all relevant Primary Schools will be informed. ***For the school year 2011/2012 this number will be 90 students.***
- 2.2 Boys must be aged 12 years on the 1st. January in the calendar year following the child's entry into First Year. A full Birth Certificate must accompany the Application Form.
- 2.3 Application Forms are available, on request, from the school office.

2.4 Application Forms may also be available to boys in October during visits to traditional `Feeder Schools` by the Principal or other school personnel. The School Brochure may also be presented to prospective students during these visits.

Alternatively, the Principal may forward application forms and other relevant data to the Principals of `Feeder Schools` in place of personal visits to the schools.

2.5 An `Information Event` for prospective students and parents/guardians may be organised by the school to enable students and parents/guardians to view the school and to speak to school personnel. Where this is to take place, adequate notice will be given to relevant parties.

2.6 Applications are accepted from primary school boys from Fourth Class upwards. Places are offered in accordance with criteria outlined in Section D (1), above.

2.7 *Applications will be deemed valid and date-stamped only when the following criteria are satisfied:*

- Applications are submitted no later than 3.30pm on the second Friday in October of the year preceding intended enrolment.
- Application Forms are completed in full, to include student's PPS Number and all other requested information;
- Applications include signed agreement by parents/guardians and students to uphold and respect the school's Mission Statement;
- Applications are accompanied by the Applicant's Birth Certificate (Long Version) and one passport-style photograph signed on the rear by the student;
- A non-refundable administration fee of €100.00 is submitted with the application (Allowance may be made for extreme and verifiable personal circumstances in relation to the non-refundable administration fee. This will be at the sole discretion of the Principal).

2.8 Applications are recorded according to the date and time of receipt in the school and in accordance with the criteria outlined in 2.7, above.

2.9 Applications received after 3.30 pm on the second Friday in October of the year preceding enrolment will only be considered after applications received prior to 3.30pm on the second Friday in October have been accommodated. Such applications will be placed on a `Waiting List` and will rank behind those received before the aforementioned deadline. (See Section D (1), above).

- 2.10 Boys offered a place must be willing to sit an assessment test, set and corrected by the school. This test is to allow the school to put in place (subject to available resources) proper and appropriate supports for incoming students and does not have any bearing on admission criteria. Parents will be notified of the date of this test by post. All new First Years must sit this test
- 2.11 Boys who are offered a place must, along with their parents/guardians sign and accept the school's Code of Behaviour and acknowledge in writing that they respect the religious and educational philosophy outlined in the **ERST Charter**. The Board of Management will not enrol a student who fails or whose parents/guardians fail to satisfy these conditions of enrolment.

3. Special Educational Needs.

Colaiste Eanna welcomes boys with disabilities and special educational needs. It will use the resources (financial and personnel) provided by the Department of Education and Science to make reasonable provision for such students. The school's ability to accommodate students with particular needs is dependent on the resources necessary for the needs of the individual students being made available by the Department of Education and Science.

The Board of Management reserves the right to refuse an application for admission from a student who has special needs such that, even with additional resources available from the Department of Education & Science, the Board determines that the school cannot meet such needs and/or provide the student with an appropriate education.

- 3.1 On applying to the school, parents/guardians will make the school aware that their son/ward has special educational needs and, where applicable, provide consent for the release to the school of any of the reports referred to below. Parents are also requested to outline the details of a child's special educational needs on the school's Application Form.
- 3.2 Parents/guardians will make the school aware if the boy has had access to any of the following:
- Special Needs/Classroom Assistant or Special Class.
 - Help for Specific Needs from a Resource Teacher.
 - Help with Behavioural Modification.
 - Psychological Assessment.
 - Help for Visual/Hearing Impairment.
 - Help with General/Specific Learning Disability.
 - Help for Emotional Disturbance.
 - Any resource in relation to travel/mobility etc.
- 3.3 On becoming aware of a student having special needs, the school will access relevant records from the primary school concerned. These could

include, for example, Individual Education Programme, Medical Report, Psychological Report. If an expert Report is provided, it should include a workable strategy for addressing the identified needs, taking the available resources into account.

It is incumbent on Parents/Guardians to make all necessary arrangements for the prompt transfer of such records to relevant personnel at Colaiste Eanna.

- 3.4 In the event that a Report is not available, the Principal, acting on behalf of the Board of Management, may request that the boy be assessed as soon as is practicable and that any other information which would be deemed relevant to his educational development be provided. This is to assist the school in establishing the educational needs of the child relevant to his disability or special needs and to profile the support services necessary.
- 3.5 The Principal, acting on behalf of the Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met. Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the student may be entitled

The Principal may request a meeting with the parents of the boy to discuss the application and the student's needs.

The parents may request a meeting with the Principal to discuss the boy's educational or other needs.

- 3.6 The Principal, acting on behalf of the Board of Management, may deem it necessary to delay the enrolment of a boy who has special needs, pending the provision of information, outlined above, or pending the allocation of resources from the Department of Education and Science that would allow the school to cater for needs identified from such information.

N.B. It may take some time for the Department of Education & Science to process such applications. Parents are strongly advised to inform the School as early as possible and discuss their particular situation well in advance of making an application.

- 3.7 As soon as is practicable, but not later than 21 days after a parent/guardian has provided all the relevant information, the Principal, acting on behalf of the Board of Management, shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof [Education Welfare Act, Section 19 (3)].

4. Transfer of boys from other Second-Level Schools.

It is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into an area). In general, however, transfers into Colaiste Eanna are discouraged in the overall interests of the continuity of the student's education.

Decisions in relation to transfer of boys from other second-level schools are made by the Board of Management.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area, or from a student who makes application after the commencement of the autumn school term.

It is not the policy of the Board of Management to accept transfer applications from students already enrolled in local post-primary schools, except in exceptional circumstances. Where the Board is satisfied that such exceptional circumstances do exist, the following considerations and procedures will apply:

- 4.1 The provisions of the School Admission Policy will be adhered to
- 4.2 . Places being available in the year or class group in question.
- 4.3 The reasons for seeking a transfer will be clearly stated in writing to the Principal of Colaiste Eanna;
- 4.4 Copies of the student's school reports from his previous school will be submitted to the Principal by the parents/guardians of the student.
- 4.5 The Principal reserves the right to request a confidential reference from the authorities in the previous school(s). The application will be subject to the satisfactory provision of all relevant information (as requested by the Principal) by the former school and the parents/guardians of the student. Parents/guardians will consent to the release of all such appropriate and relevant information by the school from which the student wishes to transfer to the Principal of Colaiste Eanna (**Release of Information Form attached**).
- 4.6 The Board of Management reserves the right to refuse an application in circumstances which might include an established prior record of poor behaviour.
- 4.7 The Board of Management reserves the right to refuse an application where, in the opinion of the Board, the student poses an unacceptable risk to other students, to school staff or to school property.
- 4.8 The applicant meeting with the curricular provision of the school. Applicants must study the number of subjects on offer in the particular class/year group and must also study the mandatory subjects set by the school.

- 4.9 Consultation with the Education Welfare Officer, if appropriate.
- 4.10 Signed acceptance by the applicant and his parents/guardians of the school's Code of Behaviour and the school's Mission Statement.
- 4.11 The move, in the opinion of the Board of Management, being in the best interests of the student.
- 4.12 The move, in the opinion of the Board of Management, being in the best interests of the school, taking into consideration the best interests and rights of students already enrolled in Colaiste Eanna.

5. Repeating A Year.

5.1 Students Already Attending Colaiste Eanna:

It is only in the most extreme circumstances that requests from students already attending Colaiste Eanna to repeat a year will be considered. Such requests will be considered in accordance with:

- what, in the opinion of the school, is in the best interests of the student concerned;
- what, in the opinion of the school, is in the best interests of students in the class(es) to which the student might be assigned;
- the provisions of Department of Education and Science Circular M02/95.

5.2 Students From Other Schools:

The school will consider such requests strictly in accordance with the provisions at Section 4, above.

Any such decision will strictly be in accordance with the provisions of Department of Education and Science Circular M02/95.

6. Medical.

Parents/Guardians are required to inform the school in advance where a boy has any medical condition, requiring medication during the school day or other possible medical intervention. Additional information deemed necessary by the school will then be sought and the conditions of entry clearly agreed between the parents/guardians and the school.

Where school personnel may be in a position in which they may have to administer emergency medication, parent(s)/guardian(s) will be expected to sign a document which will indemnify school staff, the Principal and the

Board of Management from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

Parent(s)/ Guardian(s) will keep the school supplied with `in-date` supplies of such medicines

7. Data Protection.

Colaiste Eanna is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data provided 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 to exchange personal data on a confidential basis with other bodies including the Department of Education and Science, the Department of Social and Family Affairs, An Garda Síochána, the Health Services Executive, the National Educational Welfare Board.

Contact details will also be used to notify you of school events or 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 son's personal data, you should write to the school Principal.

8. Right of Refusal.

The Board of Management reserves the right to refuse an application for admission from a boy in exceptional circumstances. Such a circumstance could arise where:

- a) The student has special needs such that, even with additional resources available from the Department of Education & Science, the school cannot meet such needs and/or provide the student with an appropriate education.*
- b) In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.*
- c) The student and/or his parents/guardians fail to sign and accept the school's Code of Behaviour and/or the student and/or his parents fail to acknowledge in writing that they respect the religious and educational philosophy of the Christian Brothers [ERST Charter].*

<p>The Board of Management of a recognised school shall not refuse to admit as a student in such school a boy, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school, published under the Education Act, 1998, Section 15 (2) (d). [Education Welfare Act, 2000, Section 19 (1)].</p>

9. Right of Appeal.

The Board of Management advises parents/guardians that, in the event of a boy being refused entry to Colaiste Eanna, an appeal may be made in writing to the Board of Management within 14 days of the decision being conveyed to the parents/guardians. If that appeal fails, a further appeal may be made under Section 29 (d) of the Education Act, 1998. The parents/guardians will be informed in writing of the Board's decision and the reasons why the student was not accepted. The right to appeal will be restated and the Application Form provided (Circular M48/01). Any appeal must be made within 42 calendar days from the date on which the decision of the Board of Management was notified to the parents/guardians.

This policy, along with TY Admissions Policy (below) was formally ratified by the Board of Management on Monday, 19 April, 2010, following consultation with the Edmund Rice Schools Trust.

Admission Policy for Entry into the Transition Year Programme

The Transition Year Programme in Coláiste Éanna is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

For acceptance on to the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, the student and the parents of the student concerned.

1. Application Procedures

- 1.1 Early in the third year, the Programme Co-ordinator will visit all third year classes. He will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.
- 1.2 During the Second Term, the Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. The qualities and disposition essential for successful participation in Transition Year will again be fully outlined to students at this presentation.
- 1.3 Subsequent to 1.2, a formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme.
- 1.4 Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). A **Personal Statement** must accompany each application. This Personal Statement will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.
- 1.5 The final submission date for applications will be **3.30pm on the second Friday in March**. Valid applications will be date-stamped on submission.
- 1.6 The first moiety of the Transition Year Fee, currently €250.00 (See Paragraph 9, below) must accompany each application.

1.7 Applications will be considered valid only if they are fully completed and submitted to the School Secretary within the specified deadline (3.30pm on the second Friday in March) and if accompanied by the Personal Statement and the first moiety of the Transition Year fee (currently €250.00). Applications will be date-stamped only when considered valid.

1.8 Any application received subsequent to the stated deadline (3.30pm on the second Friday in March) will be considered **only** after students whose applications were submitted on time have been processed.

2. The Transition Year Admissions Committee:

2.1 The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (chairman), Deputy-Principal and Year Head of the current third year students, or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.

2.2 Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.

2.3 The criteria outlined in 1.1(above), the Application Form, the Personal Statement and the Professional Advice and Judgements of the teaching staff will be critical factors in determining a student's admission on to the Transition Year Programme.

2.4 The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.

2.5 The Transition Year Admissions Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.

3. Offer & Acceptance of Places:

3.1 Places will be offered in writing to successful applicants within 10 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal (See Section 6, below).

3.2 Students accepting a place must complete and return the Acceptance Form within the date specified, along with the second moiety of the Transition Year fee,

currently €250.00. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited.

At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange a community care placement and work-experience placements for the specified periods during the academic year. They will be expected to present definite proposals in writing in relation to these placements.

4. External Applications:

Any application to transfer to Colaiste Eanna from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers.

Should places be available, applications from external candidates will be considered by the Transition Year Admissions Committee only after the `Offer and Acceptance of Places` process for internal candidates has been completed.

5. Programme Fees:

The Programme Fee set annually by the Board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €500.00 and is payable in two moieties (1.7 and 3.2 above)

6. Appeals

In the case of a student who is not offered a place by the T.Y. Admissions' Committee, an appeal may be made in writing to the Principal within 10 school days of the date places were offered. The appeal will be heard within 10 school days of receipt of the appeal.

In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within 10 school days of the date on which the Principal issues his written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.

Release of Information Form

(Consent to Release of Information from Other School(s) in relation to
Applications to Transfer to Colaiste Eanna)

Date:

Name of Student:

Address:
.....
.....

Date of Birth:

I/We the parent(s)/guardian(s) of
consent to(Principal of
.....) to release all appropriate and
relevant information pertaining to to the
school Principal of Colaiste Eanna CBS in the event of such information
being requested.

A request for such information is not to be understood as an indication of
a place being offered. All such decisions will be made in accordance with
the school's Admissions Policy.

Signed:Parent/Guardian
.....