



## **Admission Policy of Coláiste Éanna**

**School Address: Hillside Park, Ballyroan Road, Rathfarnham,  
Dublin 16. D16 E248**

**Roll number: 60342R**

**School Patron: The Edmund Rice Schools Trust.**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

Coláiste Éanna will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. Coláiste Éanna will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

The policy was approved by the school patron on [date]. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Coláiste Éanna's admission process are set out in the school's annual admission notice which is published annually on the school's website at

least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

## **2. Characteristic spirit and general objectives of the school**

“Coláiste Éanna is an all-boys Catholic voluntary secondary school with a Catholic ethos under the trusteeship of the Edmund Rice Schools Trust.

‘Catholic Ethos’ in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

a) the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects; and

(b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the students in the Catholic faith,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Coláiste Éanna shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.”

## Mission Statement

Coláiste Éanna 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.

## Operating Context

### Underlying Principles

The Board of Management develops this Admissions Policy based on the Edmund Rice Schools' Trust Charter and the legal imperatives set out under the various Acts of the Oireachtas.

### The Charter

The Board through its Admissions Policy supports the following principles as set out in the Edmund Rice Schools Trust Charter:

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

### **Nurturing faith, Christian Spirituality and Gospel-based values**

*Edmund Rice Schools in partnership with the home and the parish are dedicated to providing and developing a Catholic that cultivates a living faith, foster Christian spirituality and educates people in Gospel based values.*

(The Edmund Rice Schools Trust Charter, p9.)

The Gospel is at the heart of what we do in Coláiste Éanna. Coláiste Éanna is a Catholic school in the tradition of Blessed Edmund Rice. It is a school rooted in Catholic values in education, and we expect nothing but excellence from ourselves as educators and demand nothing but excellence from our students. Catholic education demands nothing less. The Good News of the Gospel and the celebration of the sacraments forms and informs how we treat all, Catholic and non-Catholic, within our school community.

All within our school community are called to reflect on his or her spirituality, to find meaning for his or her life which is centred around others and a desire to do good. This is asked of all people whether they are of the Catholic faith tradition, other faiths or of none.

Religious Education is central to our ethos. Religious Education is scheduled for two class periods per week for each year group. The integrity of Religious Education class time is protected and supported.

Our school community gathers in the Church of the Holy Spirit, Ballyroan, for liturgies and celebration of the Eucharist:

- Beginning of school year Mass in September
- November Service to remember deceased members of families and our community
- Advent Carol Service
- Liturgy to mark Catholic Schools' Week
- A Mass to mark the farewell of our Leaving Certificate Class

A Chaplain directs the spiritual life of our community.

Students are encouraged to play an active role in the liturgical role of the Church and are asked to serve as Ministers of the Eucharist and the Word.

An annual formal retreat is arranged, as far as this is practicable, for each year group to offer opportunities for students to reflect on their spiritual journey.

Student Groups:

- An active Ember Group fosters and promotes Christian spirituality among the school community.
- An Advocacy Group and a Peace and Justice Group promotes awareness of social, peace and justice issues within the school community.
- The School Choir and Musicians enhance liturgies with their singing and music.

### Promoting Partnership

*The Edmund Rice School is a welcoming community, where people are actively involved, their views are valued and their contribution is affirmed as they learn and grow together. Working together as partners improves the quality and effectiveness of the school. A spirit of partnership makes it easier to implement decisions and actions needed to achieve excellence.*

(The Edmund Rice Schools Trust Charter, p14.)

The Parent(s)/Guardian(s) is/are recognised as the primary educators of their children and all stakeholders are invited and expected to take a full part in school life.

#### Parents/Guardians

Formal Parent/Guardian–Teacher Meetings take place for each year group: first to third, transition year, fifth and sixth. An additional sixth year Parent/Guardian-Teacher Meeting takes place after the 'mock' examinations.

Parents/Guardians are supplied with assessment reports and can request to make contact with any member of the teaching staff, Year Head, Deputy Principal and Principal.

Parents/Guardians are automatically members of the Coláiste Éanna Parents Association and may be elected by fellow parents/guardians to the Executive Committee, who in turn nominate two members to the Board of Management.

#### Students

A Student Council is elected to represent students in all year groups. A teacher is assigned to liaise with the Council and attend Council meetings. The Principal and Deputy Principal are

committed to engage with the Council and to formally reply to issues raised. Members of the Student Council are invited to address the Board of Management on an annual basis.

### Trustees

The Trustees appoint nominees to the Board of Management for terms of three years. The Trustees arrange for an annual audit of the financial accounts of Coláiste Éanna and receive a copy of the minutes of each Board Meeting. Directors from the Trustees office are invited to meet with the Board.

### Past Students

An active Past Students Union is being developed to act as a conduit for past students' activities and as a connection between past students, each other and the school.

### Parish and Community Groups

Relationships between the local parish, sporting groups, local schools and Coláiste Éanna are fostered in a spirit of collaboration and mutual support.

Events such as the annual Mass, to which grandparents are invited by their grandsons, who are first year students in the school, promotes the connection between the parish and Coláiste Éanna.

Ballyboden St. Enda's GAA Club and Coláiste Éanna have developed a close link over the years and this is strengthened by the sharing of resources where appropriate.

Our Transition Year students assist local voluntary groups and charities throughout the year in various activities.

## **Excelling in teaching and learning**

*Purposeful teaching and learning provide the central focus of a successful and happy school. Such an educational model is characterised by high expectations, inspiring and innovative teaching and learning methodologies together with regular evaluation. The creation of an orderly, safe and positive learning environment enables the Edmund Rice School to attain excellence in all dimensions of education.*

(The Edmund Rice Schools Trust Charter, p17.)

Teaching and learning is at the heart of all that we do in Coláiste Éanna. Teaching and learning underpins every aspect of school life, whether in our spiritual lives or in how we care for others. However, we recognise that for many in our school community 'excelling in teaching and learning' is reflected in achieving high grades in assessments and examinations. All students are encouraged to strive for excellence, and we emphasise high academic standards and hard work, leading to sound intellectual and moral criteria and good study habits. The development of creativity in all its forms among students is encouraged and promoted.

### Curriculum

Coláiste Éanna offers a broad range of subject areas at Junior Cycle and Leaving Certificate. The school offers an optional Transition Year Programme to students after Junior Cycle and facilitates those who wish to undertake the Leaving Certificate Vocational Programme at senior cycle.

Wellbeing is an intrinsic element of the school curriculum.

During their studies, students are encouraged to take increasing responsibility for their own learning and decision making, and in doing so, develop their skills and talents for life-long learning.

### ICT in Education

Keeping up to date with technology and technological resources is a priority in every area of the school's curricula. Development of students' skills in ICT is promoted.

### The School Library

The school library is a facility which fosters literature appreciation, reading for pleasure and research based studies.

## **Creating a Caring School Community**

*An Edmund Rice School fosters in its members the sense of care, compassion and community that characterised Jesus' life. These values are reflected in the quality of relationships between all the school partners, and in every interaction between the school and outside agencies and communities.*

(The Edmund Rice Schools Trust Charter, p18.)

### Student Support Team

The Student Support Team consists of the School Guidance Counsellor, Principal, Deputy Principal, Anti-Bullying Programme Coordinator, SEN Coordinator and Chaplain. This team meets with Year Heads of each year group to identify vulnerable students and students in crisis.

The team meets each week to evaluate support strategies which were put in place to assist students. The meetings are chaired by the Guidance Counsellor.

### The Anti-Bullying Team

Coláiste Éanna is passionate about 'recognising, rejecting and reporting' bullying. Every support will be afforded to assist the Anti-Bullying Team, working with the entire school community, in dealing with bullying in accordance with the Department of Education and Skills Circular 0045/2013.

The team is led by the Anti-Bullying Programme Coordinator.

### The Tutor System

Each class is assigned a tutor who meets with his/her tutor class on four days a week. The tutor is a significant person for the students to approach if they are in difficulties. The tutor is an important support to the Year Head and Student Support Team.

### Social Awareness

The school, in its duty as an educator, prepares its students for more than success in assessments and examinations. Each teacher has a responsibility to promote social awareness and justice in his/her subject discipline.

The Student Council is charged with creating awareness and fund-raising for charities they nominate.

Coláiste Éanna is committed to taking part in the India Immersion Project, where a group of Transition Year and Fifth Year students visits Kolkata, India, every two years. The fund-raising element of the IIP particularly supports *Calcutta Connect*, a group run by Coláiste Éanna past students in the streets of Kolkata.

The Advocacy Group participates in the work of Edmund Rice Education Beyond Borders (EREBB), which endeavours to promote global solidarity and offer a transformational education for justice and liberation.

The Peace and Justice Group promotes awareness of social justice issues in the school and assists the Student Council's fund-raising activities for various charities.

#### Code of Behaviour

Mutual respect underpins the management of discipline and behaviour in Coláiste Éanna. Positive behaviour is promoted through the Positive Attitude in Coláiste Éanna (PACÉ) programme. The Code of Behaviour is promoted by the Principal and responsibility for overseeing this is delegated to the Year Head assigned to each year group.

#### Admissions Policy

Coláiste Éanna is an inclusive school. All students are welcomed to our school irrespective of their intellectual ability, ethnic background, religion or socio-economic status subject to fulfilling the criteria in the Admissions Policy.

#### Child Protection

Coláiste Éanna is fully committed to the provisions of the Child Protection Procedures for Primary and Post Primary Schools (DES, 2017). To this end, the Board of Management reviews the Child Protection Policy annually, the Principal provides a Child Protection Oversight Report at each Board of Management meeting and the Staff of Coláiste Éanna engage in Child Protection Training.

### **Inspiring Transformational Leadership**

*In their commitment to leadership, all members of the school community – the Board of Management, parents, staff and students – take ownership of the vision so that it becomes a reality in their school.*

(The Edmund Rice Schools Trust Charter, p23.)

#### The Principal

The Board of Management governs the school on behalf of the Trustees and the day to day leadership and management of the school is delegated to the Principal.

The Principal as leader of the school community has overall responsibility for the successful implementation of all five elements of the Edmund Rice Schools Trust Charter. Working closely with the Deputy Principal, the Principal creates a vision for the school which is a clear picture of a preferred future that motivates staff, students and parents to develop, share and own the vision so it permeates all facets of school life.

To this end the Principal and Deputy Principal engage in training and networking opportunities on a regular basis.

#### Teachers

Teachers, including those who hold posts of responsibility, are encouraged to play their roles as leaders within the school.

#### Student Body

Members of the Student Council are elected by their peers to represent the views of the student body. They are encouraged to be leaders within the school and to have an influence and input in shaping and owning the vision of the school.

#### Anti-Bullying Programme

The Anti-Bullying Programme asks that every student be a leader within his peer group and, in his leadership, supports the aims of the programme. Throughout their time in Coláiste Éanna, students are given classes and presentations to enforce a culture that 'recognises, rejects and reports' bullying behaviour. Students are empowered to report any bullying behaviour they may observe.

#### Co-curricular and Extra-Curricular Activities

In Coláiste Éanna, opportunities to participate in a wide range of co-curricular and extra-curricular activities that suit various aptitudes and interests are offered to students. In these activities, transformative leadership is encouraged and developed among students.

This list below is indicative only and activities may change from time to time:

- Advocacy Group
- Basketball
- Chess
- Choir
- Debating
- Drama
- Ember Group
- Film Club
- Gaelic Football
- Golf
- Green Schools Programme
- Hurling
- India Immersion Programme
- Music
- Peace and Justice Group
- School Musical
- Soccer
- Table Tennis

*Reflecting a desire to nurture the full development of every member of the school community, the Charter will help to ensure that Edmund Rice schools will continue to be places of hope, happiness, courage and honest struggle, where everyone is valued and where the mission of the Edmund Rice Schools Trust is realised.*

(The Edmund Rice Schools Trust Charter, p26.)



### 3. Admission Statement

Coláiste Éanna will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Coláiste Éanna is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Coláiste Éanna is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

Coláiste Éanna is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

### 4. Categories of Special Educational Needs catered for in the school / special class

Coláiste Éanna with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of ASD Moderate

General Learning Disability. Please see Section 19 of this policy which outlines the admissions process for admission to our ASD class.

## 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Coláiste Éanna provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

Coláiste Éanna is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

“The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.”

Subject to the above, the selection criteria are as follows:

1. Brothers of students currently enrolled in Coláiste Éanna.
2. Students who have brothers who are past students\* of Coláiste Éanna.
3. Sons of current full-time staff members.
4. Applicants from Ballyroan Boys N.S. and St. Mary's N.S, Rathfarnham.
5. Sons of past students\* of Coláiste Éanna, up to a maximum of 25% of the total places available.
6. Applicants from Primary Schools within the **traditional** catchment area that have established a tradition of sending boys to Coláiste Éanna.  
The Rathfarnham Parish School, St. Colmcille's S.N.S (Knocklyon), Scoil Treasa N.S. (Firhouse), Scoil Mhuire N.S. (Ballyboden), Edmondstown N.S., Gaelscoil Chnoc Liamhna N.S., Divine Word N.S., (Marley Grange), Rathfarnham Educate Together, Whitechurch N.S. (C. of I.) and The Good Shepherd N.S. fall into this category.
7. Applicants from other Primary Schools where a tradition as in Category 7 above, is emerging.  
Holy Rosary N.S. (Ballycragh), Our Lady's Boys' N.S. (Ballinteer) and the Muslim N.S. (Clonskeagh), fall into this category.
8. Other applicants.  
Remaining available places will be offered after applicants from category 1 to 7 have been accommodated.

*\* 'Past Student' refers to a student who has completed his full senior cycle programme in Coláiste Éanna.*

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Places will be offered on a priority basis to applicants whose home (***i.e. the front door of the principal, primary residence***) is located within the shortest distance to a defined point on the Coláiste Éanna campus (***i.e. the front door to the Edmund Rice Schools Trust (ERST) Building***).

The measurement will be calculated on an OS map available in the school, using a straight line measurement from the home of the applicant to the defined point on the Coláiste Éanna campus, overseen by a nominee of the Board of Management who is not a member of the board, in cases where a dispute arises.

Applicants who are unsuccessful in attaining a place will be placed on a waiting list, ranked in priority according to the above selection criteria.

## 7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (f) subject to section 62(10) of the Education (Admissions to School) Act 2018, a student's connection to the school by virtue of a member of his family attending or having previously attended the school;
- (g) the date and time on which an application for admission was received by the school; this is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.  
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to Coláiste Éanna will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Coláiste Éanna, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Coláiste Éanna where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.
- (v) "The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school."

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Coláiste Éanna were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Coláiste Éanna is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## 14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

## 15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as outlined below.

- Applications will be assessed on the availability of places in any given year group. Where any year group is oversubscribed, the selection criteria set out in this policy will be applied.
- Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be refused until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list in date order of receipt until the number of available places in the relevant year group has been established by the Principal.
- The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

### **The application procedure is as follows:**

1. The Parent(s)/Guardian(s) must submit to Coláiste Éanna a fully completed official school Application Form on behalf of their son.
2. The reasons for a student seeking a transfer will be clearly stated in writing by the applicant's parent(s)/guardian(s) to the Principal of Coláiste Éanna.
3. The Parent(s)/Guardian(s) will submit to the Principal copies of the student's school reports from his previous school(s), along with any educational or psychological report or other reports which may be relevant to the application.
4. The Principal or Deputy Principal will meet with the student and his parent(s)/guardian(s). Attendance at this meeting, while not compulsory, is encouraged. The parent(s)/guardian(s) will be invited to discuss subject options and also their willingness to support the school's ethos.
5. The Principal will make an offer of a place to an applicant who has satisfied the entry criteria provided:
  - (a) there is space for the student in the relevant year
  - (b) that the applicant meets 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

- (c) that the student and his parent(s)/guardian(s) subscribe to the ethos statement and the Code of Behaviour of Coláiste Éanna
6. Prior to commencement in Coláiste Éanna the applicant must, along with his parent(s)/guardian(s), sign and accept the school's Code of Behaviour and acknowledges that they respect the religious and educational philosophy outlined in the school's Mission Statement.

### **Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:**

The Parent(s)/Guardian(s) must confirm their acceptance in writing of an offer of a place within two weeks of the date of the offer of a place.

In accepting an offer of admission from Coláiste Éanna, the parent(s)/guardian(s) must indicate—

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
- (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

The Parent(s)/Guardian(s) should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

### **Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:**

An offer of admission may not be made or may be withdrawn by Coláiste Éanna where—

- (i) it is established that information contained in the application is false or misleading;
- (ii) an applicant fails to confirm acceptance of an offer of admission within two weeks of the date of the offer of a place;
- (iii) the parent/guardian of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student;
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;
- (v) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

### **Oversubscription to the year group other than First Year:**



In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy see [Section 6](#) above. In the unlikely event that there are two or more students tied for a place or places in any of the selection criteria categories set out in [Section 6](#) above, then the position on the waiting list (for places in a year group other than First year) will be determined on a priority basis to applicants whose home (***i.e. the front door of the principal, primary residence***) is located within the shortest distance to a defined point on the Coláiste Éanna campus (***i.e. the front door to the Edmund Rice Schools Trust (ERST) Building***).

Offers of any subsequent places in the year group other than First Year that become available during the school year will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### **Sharing of Data with other schools:**

Applicants should note that the provisions of [Section 12](#) above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

## **16. Declaration in relation to the non-charging of fees**

The board of Coláiste Éanna or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for parents/guardians of students and students (over 18) who have requested that the student attend the school without attending religious instruction in the school:

These arrangements will not result in a reduction in the school day of such students.

Parents/Guardians of students and students (over 18) who wish to opt out of RE class should make a written request to the principal. A meeting will then be arranged with the parent(s)/guardian(s) or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parent(s)/guardian(s) or the student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At Coláiste Éanna the allocated time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, Coláiste Éanna places great importance on the religious or spiritual formation of all its students. Each student has his own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

## 18. Reviews/appeals

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. This

request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management) This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management) This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

## **19. Admission to Special Class**

Admission to the Special Class is governed by a policy and procedures additional to the Admissions Policy.

### **Special Class**

Coláiste Éanna's Special Class:

- Will give priority to applications from students already enrolled in Coláiste Éanna with a diagnosis of ASD who have been recommended for a place in an ASD classroom.
- Will give subsequent priority to applications for enrolment into First Year.

### **Eligibility for Enrolment in Coláiste Éanna's ASD Support Class**

A student may be accepted for admission into the Class when all of the following criteria have been met:

- The student has a diagnosis of an Autism Spectrum Disorder (DSM-VI or ICD 10) and supporting documentation recommending a placement in an ASD support class in a mainstream post-primary school by a psychologist, psychiatrist or multidisciplinary team approved by the HSE. Any student who wishes to repeat a year in the school and previously had a place in the class will also have to reapply for a place in the class.
- Integration of students in mainstream is the priority of the class. Although students attached to the support class have their own base in the ASD classroom, they will, when appropriate to the students' learning, attend mainstream classes both with and without SNA support. The student must be capable of some level of integration into the whole school environment.
- To ensure our facility best meets the needs of the student, evidence must be provided that the student is capable of integration and a multidisciplinary team must support this. Each application requires a report from the primary school outlining the student's academic, social, emotional, behavioural and physical needs. The needs of the students already enrolled in the ASD class will also be taken into consideration when enrolling a new student.
- The student must have a reasonable expectation of being able to follow school rules to be considered for enrolment in the ASD class.

### **Enrolment Policy for Coláiste Éanna's ASD Support Class**

The total capacity for the ASD Support Class is currently restricted to three students, as determined by the NCSE (National Council for Special Education) and the DES (Department of Education and Skills).

All applications for ASD Support Class will be considered within the context of the school's Admission Policy.

### **Application Process**

- The general enrolment application form is available from the school. All applicants must complete this form.
- Applications to the ASD Class must be submitted with a completed general application form and should be made in line with the School Admissions Policy. All necessary and supporting documentation needs to be submitted to the school by the date specified in advance. If the documentation is not submitted, the offer of the place may be withdrawn.
- Applications for enrolment will be considered for eligibility by the ASD Enrolment Committee.
- The completion of a written application form for placement of your child does not confer an automatic right to placement in the class.
- Prior to acceptance parents/guardians will be asked to attend a meeting with a member or members of the ASD committee, to ensure that the needs of their child can be met within the resources available to the school.

### **Establishment of the ASD Class Enrolment Committee**

- The Board of Management takes ultimate responsibility for enrolling students with ASD in the school.
- The Board of Management will establish the ASD Support Class Enrolment Committee to consider all applications made.
- Members of this Committee are nominated by the Board to include the Principal, the Deputy Principal, the SEN coordinator in the school and a member of the school ASD team.
- The role of the Committee is to advise the Board on matters relating to admissions to the class.
- Where a student leaves the class for whatever reason the ASD enrolment committee will make a recommendation to the Board of Management on how that place is to be filled.
- The Principal is responsible for implementing these guidelines under the direction of the Board of Management.

### **On-Going Review of Students in the Special Class**

As part of Coláiste Éanna' constant review of the student's progress and the school's ASD programme's ability to meet their needs and deliver the most beneficial educational programme the following model of evaluation will be adhered to:

Regular assessing of:

- The academic, social and behavioural benefits of the student being enrolled in the ASD programme.
- The level and quality of mainstream participation.
- Student progress in general.

In cases where it is our professional opinion that a student is not benefiting from their place in the class this will be discussed with their parents/guardians and referred to the Board of Management to assess suitability for continuance on the programme. The Board may seek advice from the Enrolment Committee.

### **Attendance**

In cases where the attendance of a student enrolled on the ASD programme is of a nature that causes the ASD programme staff and school management to be significantly concerned about their commitment and engagement to the programme and the possibility that a place is being denied to a more suitable applicant, the case for the student's removal from the programme will be referred to the Board of Management.

When a student is absent for more than twenty days in any school year a review of their placement within the special class will take place. If the absence continues a further review will take place after another twenty days. If the absence is not justified, then the student's place in the class may be in jeopardy. This will be a matter for the Board of Management.