



## St. Aidan's C.B.S., Whitehall, Dublin 9

Tel: 01 837 7587

secretary@staidanscbs.ie

www.staidanscbs.com

### ADMISSIONS POLICY (2016/17)

#### INTRODUCTION

---

St. Aidan's C.B.S. is a Voluntary Catholic Secondary School for boys operating under the Trusteeship of the Edmund Rice Schools Trust (ERST). *As such it is informed by the ERST Charter which includes the five key elements as guiding principles for this policy:*

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

#### MISSION STATEMENT

---

**St. Aidan's CBS is an ERST school which is committed to providing a holistic education for each student and instilling the life skills needed through the following ways:**

**By nurturing faith:** St. Aidan's CBS recognises the importance of faith in the school community. It is faithful to the life of Jesus Christ and aims to develop the whole person.

**By promoting partnership:** St. Aidan's CBS recognises the importance of developing positive partnerships with parents/guardians, students and the wider community. We embody the principles of inclusiveness, we respects the earth, we foster a sense of belong to parish and we promote networking.

**By excelling in teaching:** St. Aidan's CBS focuses on purposeful teaching and learning. We nurture the holistic development of students, recognise the uniqueness of every student, promote personal and professional development and raise awareness of the interconnectedness of the world in which we live.

St. Aidan's CBS uses information technology with critical awareness in an ever changing world.

**By creating community:** St. Aidan's CBS strives to develop a sense of community, it aims to identify and serve the needs of the students through academic and extra-curricular activities. St. Aidan's CBS promotes care, respect and responsibility to all those in the community. We work with local charities in an effort to promote social justice. St. Aidan's CBS prides itself on fostering care for the environment. St. Aidan's CBS seeks to provide a safe and respectful environment for all partners of the school.

**By inspiring leadership:** St. Aidan's CBS encourages ownership of the vision of the school and ensures that all members of our community share leadership roles. St. Aidan's CBS encourages the active participation of parent/guardians, students and the wider community in leadership roles. We promote spiritual and moral values under the guidance of Blessed Edmund Rice and this encourages a positive and worthwhile work ethos.

Within the context of the Department of Education and Skills regulations and programmes, the rights of the Trustees/Board of Management as set out in the Education Act 1998 (Section 15 (1), (2)), and the funding and resources available the school supports the following principles :-

- Inclusiveness, particularly with reference to the enrolment of students with a disability or other special educational needs
- Equality with respect to maximum access and participation in the school
- Parental choice in relation to choice of school, having regard for the characteristic spirit of the school
- Respect for the diversity of beliefs, languages, traditions and ways of life in society

St. Aidan's C.B.S. Admissions Policy welcomes all students for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education.

Each year the Board of Management may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, plant and resources. A maximum of **120 boys** will be accommodated in First Year for September 2016.

All queries arising from the Admissions Policy may be addressed to Mr. Pat Keating, Chairperson of the Board of Management, St. Aidan's C.B.S., or to Mr. Brendan Harrington, Principal/Sec. B.O.M., St. Aidan's C.B.S. Whitehall, Dublin 9.

## **STUDENTS WHO ARE ELIGIBLE FOR ADMISSION**

---

- Having reached the required age of 12 on the 1<sup>st</sup> January in the calendar year following the child's entry into First Year
- Having completed Sixth class in Primary School
- Be willing to accept the school ethos
- Be willing with parents/guardians to accept school Code of Discipline.
- Be willing to take an Assessment Test.

## **Criteria for the allocation of places**

**Places will be allocated to new first year student applicants in the following order of priority:**

1. **Brothers** of present and past pupils
2. Sons of members of staff of St. Aidan's C.B.S.
3. Boys from the feeder school of Holy Child BNS, Larkhill. (*Boys being admitted from Holy Child BNS, Larkhill must have been enrolled in that school from 3<sup>rd</sup> class onwards prior to entry into St. Aidan's C.B.S.*)
4. Boys living in the Parish of Larkhill/Whitehall
5. Any remaining places will firstly be offered to pupils randomly selected from Our Lady of Victories Primary School Ballymun Road, St Fiachra's Beaumont and St. Patrick's BNS, Drumcondra (in no particular order) and then to pupils randomly selected from schools not listed above.

A waiting list of unsuccessful applicants will then be compiled using the criteria as outlined above.

- **A student who is placed on a waiting list is not in any way guaranteed a place in the school.**
- **Exceptional cases will be decided at the discretion of the Board of Management**

## SPECIAL NEEDS

---

### **Students with special needs:**

The school will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs in order that these students are free to participate in the life of the school in so far as is reasonable and practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources suitable to the needs of the individual student being supplied by the Department of Education and Skills.

**The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.**

In making provision for special needs students the following information is required.

Has the student had access to any of the following resources? :

1. Special needs assistant or classroom assistant.
2. Special class.
3. Help, for specific needs, from any resource teacher.
4. Assistance with behavioural modification
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with their special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be met.

Final confirmation of a place may in exceptional cases be given when the Department of Education and Skills /School confirm in writing that the necessary resources are in place.

**N.B.** : It may take some time for the Department of Education and Skills 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 application.

As soon as is practicable, but not later than 21 days, after a parent has provided, the relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents in writing thereof. Education Welfare Act (Section 19, (3)).

## Enrolment Procedure

---

**Applications are accepted during late August/early September as the pupil enters his final year in Primary School.**

Application forms are sent to the four main primary schools in the area early in September as the pupils enter sixth class.

Application Forms can also be had by calling to or telephoning the School Office.

**Final Enrolment day is 30<sup>th</sup> September 2015.**

**Completed applications must be returned before 4.00p.m. on Wednesday 30<sup>th</sup> September 2015. Completed applications received after this date will be placed at the end of the waiting list and will be dealt with on a first come first served basis. A completed application must consist of the following:**

- 1. A completed application form.**
- 2. A copy of the pupil's birth certificate.**
- 3. Two most recent school reports**
- 4. Evidence of permanent address – e.g. two recent utility bills.**
- 5. €30 Application Fee**

*As soon as is practicable, but not later than 21 days, after the deadline for completed applications, the Board of Management shall make a decision in respect of the application concerned and inform the parents in writing thereof. Education Welfare Act (Section 19, (3)).*

In the case of students with special needs, the Board, having received the relevant information, will make a decision and inform the parents in writing of this decision.

*Parents/guardians of successful applicants are requested to pay a non-refundable registration fee of €120 euro.*

All successful applicants must sit an **Assessment Test** which normally takes place in **February/early March**. Generally, this test is used to assess achievement levels in order to best facilitate students according to their needs.

A meeting of parents of incoming students will be held in **May** 2017. Attendance at this meeting by all parents/guardians is strongly encouraged.

**It is a condition of admission that all students must agree in writing to abide by the school Code of Behaviour.**

### **TRANSFER OF A STUDENT FROM ANOTHER SCHOOL.**

The school will make every reasonable effort to facilitate a student seeking a transfer to our school. The Board of Management will decide on applications for admission to any other year other than First Year by applying the following criteria:

The Board will decide whether or not a transfer :-

- .. Is in agreement with school Admissions Policy
- .. Is in the best interest of the student
- .. Is in the best interest of the school
- .. Is of educational benefit to the student

All relevant information from the former school must be made available. A consultation with the Educational Welfare Officer may be necessary.

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's parents/guardians, his former school, the education welfare officer, whether such a place may be offered, immediately, or whether it would be better to wait until the beginning of the next academic year.

All such applications will be considered on an individual basis, subject to the availability of a place at the time of application. Application Forms are available from the school office on request. A copy of this Admissions Policy should accompany each application form.

Applicants must meet the school's entry criteria, and furnish a full and honest reason for seeking a placement St. Aidan's C.B.S.

Applicants must complete the application form, giving all of the details required. Incomplete forms will be returned to Parents/Guardians. Parents/Guardians should sign the application form and date it. Parents/Guardians are required to provide an emergency contact phone number.

Applicants will be required to furnish details about their prior second-level education including copies of their last two school reports that set out the actual results of in-house examinations. Where an applicant has attended more than one second-level school they may be required, at the discretion of the Board, to submit reports from each school. Where appropriate applicants may be required to submit copies of the results of any state examinations which they have sat.

Applicants are required to submit a reference from their previous school(s). Applicants may be required to complete a further information form regarding their child's educational progress at a later date. Where the school considers it to be necessary the school may require an applicant to provide a current education psychological assessment report. Failure to complete any of the necessary documentation listed above or to supply any other relevant documentation requested by the school may result in an applicant being refused admission to the school

**Decision Making Process:** Decisions regarding admissions are a matter for the Board of Management. However, this task is normally delegated to the Principal who decides on such matters in accordance with the school's admission policy.

Admissions for any school year will be considered as soon as possible after the application is received. The school will respond to each application within 21 school days of receiving it but may not be in a position to make a decision on some applications until later in the school year when its current students have given an indication to the school authorities of their intention to return to the school in the forthcoming school academic year. This will certainly be so in the case of applications for senior cycle courses, as the school may not yet have begun to survey its own students about their preferences for senior cycle.

A decision will be made in respect of each application following the timing above and the selection criteria set out below and is subject to the class size limitations imposed by the Board of Management for different subject areas and the capacity of the school to provide the academic subjects sought by the student at an appropriate level i.e. higher/lower.

**Enrolment Criteria:** Applicants, must meet any criteria laid down by the Department of Education and Skills from time to time e.g. applicants must not have already spent six years at second-level or apply for a course which would necessarily result in their spending longer than six years at second level.

All students entering the school must supply a Birth Certificate (returnable to the parent/guardian), a copy of which will be retained on school files/records or other appropriate identification as determined by the school.

The behaviour/disciplinary record of a student in their previous school (s) shall be an important factor. The school reserves the right to refuse to admit a student whose behaviour in their previous school has been deemed unsatisfactory, or is a cause for health and safety concerns or where there has not been a satisfactory level of co-operation between the previous school and the student's parent(s)/guardian(s). The attendance record of a student in their previous school shall also be an important factor.

The availability of suitable places in any given year group shall be of paramount importance and shall be one of the determining factors of admission.

## **APPEALS PROCEDURE**

**The Board of Management reserves the right to refuse an application for admission in exceptional circumstances.**

*"The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, 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 concerned published under section 15 (2) (d) of the Education Act 1998" (Education (Welfare) Act 2000. (Section 19 (1).))*

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

An appeal may be made to **The Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1.** An appeal should be made in writing on the Application Form supplied. The Appeals Application Form should be completed in full and should state the following : 1. The decision being appealed. 2. The grounds on which the decision is being appealed. 3. The date that the parents/guardians were informed of the decision. 4. All other relevant information. Etc. (Circular M48/01).

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

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

**The school's Admission Policy is published on the school's website [staidanscbs.com](http://staidanscbs.com) and is also available by contacting the school secretary. This policy is reviewed annually by the Board of management.**

### **TRANSITION YEAR PROGRAMME**

**The Transition year is a one-year programme which comes immediately after completion of the Junior Certificate. The Board of Management will decide the maximum number of students that can be accommodated on the Transition Year Programme. No student is automatically guaranteed a place on this programme. If more students satisfy the criteria than places are available, then selection will be random. The criteria that will apply in selecting students for Transition Year are as follows:**

- 90% attendance in Third Year is essential to be considered for TransitionYear. (In the case of absences and poor record of punctuality, only those certified will count towards the 90%)
- A record of positive behaviour is essential. A suspension for serious misbehaviour during Third Year may disqualify any applicant, as will a series of minor incidents reported by a selection of teachers.
- Punctuality is essential in Transition Year. A pupil who has been regularly late for school in Junior Cert Years may not be considered for entry.
- Pupils will need to have shown a willingness to cooperate with teachers, to work to the best of their ability and take part in activities outside the classroom.
- Applicants must agree to pay a fee to cover the additional expenses arising from their participation in the programme and to organise their own work placements.

### **LCV P Programme**

**The criteria that will apply in selecting students for the LCVP Programme is that students study the subject combinations as laid out by the Department of Education & Skills and if not studying a foreign language it is compulsory that students attend extra language classes run by the school.**

