

ADMISSISONS POLICY

Méanscoil na mBráithre, Ráthluirc, Co. Chorcaí.

Definitions:

“the school” refers to the Christian Brothers Secondary School, Baker’s Road, Charleville, Co. Cork. (or Méanscoil na mBráithre, Ráthluirc, Co. Chorcaí).

“the current Admissions Policy” refers to the Admissions Policy (called the policy) dealing with applications for, on or prior to the [date] for the forthcoming school academic year September 2003 to June 2004.

“child” means a person resident in the State who has not yet reached the age of 18 years and who will be eligible for post primary education in the school by being aged (12 years) on the 1st of January in the calendar year following the child’s entry into 1st year in accordance with the requirements of the Department of Education & Science.

“The Patron” refers to the trustees of the Christian Brothers schools in Ireland and their educational office at St. Helen’s Dublin.

“the enrolment sub committee” refers to the sub-committee appointed by the Board of Management to handle applications in the current academic year and such sub-committee shall ordinarily comprise the school Principal, the school Deputy Principal and another nominee to be named in advance by the Board of Management.

References to “the locality” or to the “demographic area” or alternatively “the catchment area” shall be taken to mean or refer to those schools as defined by the list of “feeder schools” which is a comprehensive list of schools dependent on the School to provide access to a reasonable number of post primaries places for that (feeder) school in any one academic year.

“Feeder schools” refers to those schools set out as above.

“Maximum eligibility” refers to those applicants who have the greatest degree of eligibility for admission to the school in accordance with the selection criteria described in this Policy.

The ‘DES’ refers to the Department of Education & Science.

The Board of Management (or "the Board") refers to the Board of Management of the School established under section 14 of the Education Act 1998.

"the closing date" refers to the closing date for receipt of applications for enrolment for the forthcoming School Year September 2003 to June 2004 which closing date shall be up to and including the close of business to wit the last Friday in February.

The "1998 Act" refers to the Education Act 1998.

The Schools Mission Statement and Enrolment Policy

The School's primary aspiration is to create an educational environment conducive to the intellectual, moral, spiritual and physical development of its students and the self-fulfillment of all partners within the school community.

This enrolment policy seeks to reflect that Mission within the resources available to the school.

Section B.

Operating Context

The Enrolment Policy is issued by the Board in Accordance with the provisions of Section 15(d) of the Education Act 1998 and all related legislative and regulatory requirements.

The Board supports the underlying principles of the Education Act 1998 within the context of the resources available to the school.

This Policy is intended to reflect and to give full effect to

- * The Mission Statement of the School
- * The Religious and Educational Philosophy of the Christian Brothers.
- * The rights and obligations of the Patron as set out in the Education Act(s) and related legislation.

The Board wishes to clarify that the current Policy is prepared within the context of

- * The parameters of all guidelines, regulations, and programmes currently made available by the DES and/or by the Patron.

- * The Funding and resources currently made available to the school by the DES and from any other sources.

Within the above context, the school supports the principles of

- * Inclusiveness
- * Equality of access and participation in the school
- * Parental choice in relation to enrolments
- * Respect for diversity of traditions, values, beliefs, languages and ways of life within the community it serves today.

Resources:

The school operates within the regulations laid down by the DES. It follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 20 of the Education Act 1998 and the regulatory and statutory requirements arising from the Educational Acts and all related legislation.

General Information

School Information:

Name:	C.B.S., Charleville, Co. Cork.
Telephone/Fax:	063/81789
Email:	rathluirccbs.ias@tinet.ie
Website:	www.charlevillecbs.com

The School is a Roman Catholic Voluntary School for boys under the trusteeship of the Christian Brothers.

Staff and Resources.

At present there are 16 permanent full time teachers in the school and 5 EPTs.

Number of Pupils, Exams and Resources.

There are presently 223 pupils in the school. Students are prepared for the DES Junior Certificate and Leaving Certificate.

L.C.V.P. class is part of the curriculum.

Transition Year is also part of the curriculum.

The financial and teaching resources of the school are provided by a combination of DES Grants, Voluntary contributions, fund raising and teacher allocations. The voluntary contribution supplements the shortfall in DES funding. Implementation of the school plan and school policy must have due regard to resources and funding available.

General information with respect to admissions.

The school has 60 places in any one year to admit new applicants.

The Board of Management will appoint a subcommittee of 3 people to handle the Applications and Enrolments on behalf of the school. This subcommittee shall consist of the School Principal, Deputy Principal and one nominee of the Board of Management. This committee shall take direct responsibility for processing all applications and in any year when applications outnumber available places, the procedures and lottery to determine same.

Rationale of Policy.

The Rationale of the policy is to fairly and transparently allocate the available places in accordance with the Mission Statement, the guidelines and recommendations of the Patron and the DES and when it arises the selection criteria and the lottery referred to when demand for places outstrips places available.

The Schools goals generally.

The primary goal of the school is to fulfill its mission statement in accordance with the Law and the resources currently available to it. This admissions policy is intended also to reflect the primary goal.

The school aims to

- (a) Provide a fair system of enrolment for students.
- (b) Make reasonable provision and accommodation for students with disability and special educational needs in accordance with relevant legislation and with regard to the efficient use of resources provided by the DES (noting that the school is a 2 storey building and that its application for lift facilities to the DES has not been successful).

- (c) Allow for full participation by all students subject to resources being available and allowing for Health & Safety regulations.
- (d) Transparently allocate places in accordance with its mission statement and the selection criteria outlined in this policy statement.

Section D. Procedures

Application to the school shall be in accordance with the Application Form (attached to this policy) and in accordance with this policy.

A representative of school management will visit all Feeder schools during the first term. Feeder schools will thereby be informed that application forms are freely available from the school office. An advertisement shall be placed in the Vale Star newspaper on the week before the closing date for Applications advising the public generally of the Application Dates and where the Application forms can be obtained with particular emphasis on the closing date.

The school must also make it clear that the DES rules state that Secondary school students must be aged 12 on the 1st January in the calendar year following the child's entry into 1st Year.

The school must also require that a birth certificate be produced with the Application in order to comply with the above DES requirement. Places will be allocated as soon as is practicable but not later than 21 school worked days after the closing date.

Admissions will firstly be the basis of the school's mission as a Roman Catholic school.

If admissions are to be limited in a particular year the following criteria will apply.

1. Generally admission is on a first come first served basis from students within the catchment area (feeder schools as defined in accompanying document).
2. After the above, priority admission will be given to students who already have a brother in the school.
3. After 1 and 2 above the remaining places will be offered to students from outside the catchment area. Subject to the applications all being within

the deadline for applications all offers will be made on the basis of a lottery to determine the order in which such places will be filled.

In the event of some students not being offered places and given the possibility of appeals re same a corresponding number of places from the lottery cannot be confirmed pending the determination of the relevant appeals starting with the last place to be filled by the lottery and proceeding accordingly.

The final decision regarding all enrolment rests with the Board of Management.

Review Procedures.

The Board of Management will review the Admissions Policy biannually in line with evolving legislation and practice and including the Education Acts, the Equal Status Act and related statutory and regulatory requirements.

Rights of Board to Refuse.

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

Review and Appeal Procedures with respect to enrolments.

In the event that a parent wishes to appeal a refusal by the school to enrol his/her children.

- (1) The parent can apply to the appeals Sub-committee, which is a 3-member panel with an independent chairperson and does not include any persons involved in the original enrolment procedure. Parents are requested to serve notice of appeal to this subcommittee within 7 days of the notification of refusal to enrol and be available to attend the local appeals procedures at an early date thereafter.
- (2) Section 29 of the Education Act 1998 provides for an appeal process to the Secretary General. In general such an appeal must be made within 42 days of the notification by the school of its refusal to enrol.

Applications for admission from other Secondary Schools:

- (i) Such applications would only be considered at the start of the academic year, except in exceptional circumstances such as change of address and after consultation with the Board and when the student is transferring directly from a previous school without a lapse in his school attendance.
- (ii) As with first years, parents/Guardians and the applicant must sign the relevant policy documents.
- (iii) The following must be furnished with the application:
 - * A reference from the Principal of the previous school.
 - * Copies of all reports to date (sent directly from the previous school to our Principal, not via the student).
 - * Department examination certificates (if applicable).
- (iv) An application will only be considered if a vacancy exists in that particular year group.
- (v) The subjects mix in the curriculum in this school will match the subjects studied by the applicant in his previous school.
- (vi) The enrolment committee will make a recommendation to the Board of Management on the basis of the information presented by the Applicant.
- (vii) In the event of an appeal the decision of the Appeal Sub-committee shall be accepted and upheld by the Board of Management.

In general, it would be envisaged that all staff members will be conscious of the good name of our school, and that they will do their utmost to ensure that enrolment would be as large as possible. This would be evidenced by word and action, both within the school itself, and in the community at large.

Following longterm suspension due to serious transgressions the following procedure will apply:

- * All concerned will meet with the Principal and the class tutor in question.
- * Apologies will be tendered, where appropriate.
- * Students who offend on an ongoing basis will be dealt with as the individual case dictates.

Approval

This policy has been approved by the Board of Management on

Signed;

Chairperson