



## **Admission Policy of Coláiste Rís**

**School Address: Chapel Street, Dundalk, Co. Louth.**

**Roll number: 63880o**

**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.

The policy was approved by the school patron on 20<sup>th</sup> December 2022. 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 the Coláiste Rís 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 Rís is a Catholic co-educational 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 pupil, 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 pupils 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 Rís 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."

The characteristic spirit of Coláiste Rís is based on the vision and values of the ERST Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary School, namely:

- Nurturing faith, Christian spirituality and Gospel-based values,
- Promoting partnership,
- Excellence in Teaching and Learning,
- Creating a caring school community,
- Inspiring transformational leadership.

For further information on the Edmund Rice Schools Trust and the ERST Charter see [www.erst.ie](http://www.erst.ie)

In Coláiste Rís, the ERST Charter values are reflected in everything that we do.

- This is seen first and foremost in the warmth of welcome for all who visit our school.
- We believe that we must do everything to get our students to achieve their full potential. This is achieved in the very broad range of subjects offered and the desire to help students realise their strengths and from there working to be the best they can be. Our teachers strive to be positive role models and work with our students to strive for excellence in teaching and learning.
- One of the findings of our most recent WSE Report was that the school has fostered a positive school climate, characterised by mutually respectful relationships, care for students' wellbeing and a focus on their holistic development.
- We aim to further the message of the Gospel. Practically this meant in the last year:
  - That the start of First Year and the end of Sixth Year were marked by Year Group Eucharistic celebrations;
  - That a November Mass of Remembrance took place for deceased members of the teaching staff;
  - That Year Group Penitential Services were held at Christmas;
  - That Year Group Retreats took place for non-exam classes;
  - That our 5th Years climbed Croagh Patrick to mark Edmund Rice Day and simultaneously raised funds for SOSAD.
- We work to cultivate a spirit of fairness and to provide an education in the spirit of Edmund Ignatius Rice where all our students get the very best chance possible regardless of background.
- We strive to develop our young students into school leavers who are ready to take their place in society.
- The school is open to and welcomes all who share our vision and wish to benefit from it.

### **3. Admission Statement**

Coláiste Rís 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 Rís 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 Rís 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 Rís 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 Rís will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

#### 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 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 Rís 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:

### **Eligibility of Applicants and Admission Procedures:**

This section sets out the policy of the school with regard to eligibility of applicants and admission procedures and for entry into the school.

#### **Students eligible for admission to First Year**

To be eligible for admission to First Year, students must:

- 3 Have reached the age of 12 years by 1<sup>st</sup> of January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations);
- 4 Have completed Sixth Class in Primary School or its equivalent;
- 5 Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school [see section on characteristic spirit above];
- 6 Be willing, in conjunction with their parents/guardians, to accept the school's Code of Behaviour;
- 7 Be willing to sit an Assessment Test, the date for which will be communicated in writing to the parents/guardians of the students accepted for admission at the school. This Assessment Test is not an entrance examination as the student has already been allocated a place in the school.
- 8 Be willing to complete all requested student data forms that will be issued when a place is offered.

### **ADMISSIONS PROCEDURES**

Coláiste Rís Secondary School supports the principles of inclusiveness, equality of access and participation in the school. First year applications are accepted irrespective of social background, gender or academic achievement.

#### **Enrolment Criteria:**

**Offers of places will be made to applicants in the following order**

1. Brothers and sisters of students who have attended or are attending Coláiste Rís;
2. Children of the current staff of the school (who have at least one year of service in the school by the September before admission);
3. Pupils **from the current academic year's 6<sup>th</sup> classes from CBS Primary School, Dundalk** who have done at least one full year in the CBS Primary School.
4. Students on the waiting list where before 1<sup>st</sup> February 2020 offers have been confirmed in writing up until the year 2025/2026.

Once the above criteria have been satisfied, **remaining applicants whose applications have been received by the date specified in the annual admissions notice will be offered places by random selection.**

**Decision Making:** The decisions relating to applications are made by the Principal of the school in accordance with the published criteria in the school's Admissions Policy.

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:

Once the above criteria (under section Enrolment Criteria) have been satisfied, places will be offered to the allocated number of applicants by lottery

## **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 or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, siblings of a student attending or having 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 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Coláiste Rís 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 Rís, 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 are 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 Rís 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 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.

## **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 Rís 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 Rís 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 follows:

**Admission to other than first year:**

The normal and usual point of entry to the school is First Year. It is only in **exceptional circumstances** that a student is accepted into any other year group. Admissions to other years and during the school year will be considered on a case by case basis. Decisions in such cases will depend on:

1. The subjects we can provide;
2. The numbers in all classes that a successful applicant would hope to attend; in this regard the size of Colaiste Rís classrooms (given the age profile and development of the school plant) prevents more than twenty-six students in a significant number of the rooms.
3. The current dynamic within a particular group within the school.

Coláiste Rís reserves the right to consult with the authorities of an applicant's previous school and request certain information e.g.

1. Academic reports;
2. Attendance records;
3. Behavioural records
4. Educational progress reports;
5. Special needs requirements.

The student is interviewed in the company of a parent/guardian. Unaccompanied students will not be enrolled. Before registering a student from another school, Coláiste Rís will provide the parent(s) / guardian(s) with a copy of the Code of Behaviour and School Rules. As a condition of registering such a pupil parent(s) / guardian(s) will be asked to confirm in writing that the Code of Behaviour is acceptable to them and that they shall make all reasonable effort to ensure that their complies with the code.

- As a general rule we consider it unwise to move schools between 2<sup>nd</sup> and 3<sup>rd</sup> Year and as a result we don't accept school transfers into the 3<sup>rd</sup> Year group except in very exceptional circumstances which has been referred to and considered by the Board of Management
- The Board of Management of Coláiste Rís reserves the right to refuse an application for admission.

**Leaving Certificate Repeat Students:**

Students from Coláiste Rís who wish to repeat their Leaving Certificate must apply to the school stating the reasons why they wish to repeat and nominating the subjects and subject levels.

At the first staff meeting of the year the advice of teachers who taught the student during the previous year is sought. If there is a consensus that a repeat is in the best interest of the student he/she is accepted only if the student agrees to reasonable conditions laid down by the Principal and will be subject to parameters of the time table.

Repeat leaving certificate students from other schools may be accepted if there is a place for them. They too must apply and satisfy the school that a repeat is the best option for them. Coláiste Rís reserves the right to consult with the authorities of the school in which he/she previously sat the Leaving Certificate.

### **Students suspended or expelled from another Post Primary School:**

After formal contact has been made with the school the student is;

- Interviewed in the company of a parent /guardian. Unaccompanied students will not be interviewed. The student is required to be absolutely truthful and honest about his/her disciplinary record in the school from which he/she was suspended/expelled.
- Contact is made with the Principal of the school from which he/she was suspended/expelled. A student profile is taken. The Principal will endeavour to establish as far as possible that there is no danger to other students or members of staff under Health and Safety at work legislation.
- A copy of the School Code of Behaviour and School Rules will be given to the parent(s)/guardian(s) of the child.
- Before enrolment can be considered an assessment of the educational needs of the student must be made. It is essential at this stage to establish if the resources of the school can meet the student's needs.

If it is felt that there is a danger to the welfare of any student or member of staff the school will appeal to the Department of Education & Skills to cater for the needs of the student. Enrolment will not take place until such time as the Department responds in a positive manner to the needs of the student.

The decision to admit a student who has been expelled from another school will rest with the Principal of Coláiste Rís on behalf of the board and the Principal of Coláiste Rís reserves the right to refuse an application for admission.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

The normal and usual point of entry to the school is at the start of the academic year. It is only in **exceptional circumstances** that a student is accepted during the academic year. Admissions to the school during the academic year will be considered on a case by case basis. Decisions in such cases will depend on:

1. The subjects we can provide;
2. The numbers in all classes that a successful applicant would hope to attend; in this regard the size of Colaiste Rís classrooms (given the age profile and development of the school plant) prevents more than twenty-six students in a significant number of the rooms.
3. The current dynamic within a particular group within the school.

Colaiste Rís reserves the right to consult with the authorities of an applicant's previous school and request certain information e.g.

1. Academic reports;
2. Attendance records;
3. Behavioural records
4. Educational progress reports;
5. Special needs requirements.

The student is interviewed in the company of a parent/guardian. Unaccompanied students will not be enrolled. Before registering a student from another school, Colaiste Rís will provide the parent(s) / guardian(s) with a copy of the Code of Behaviour and School Rules. As a condition of registering such a pupil parent(s) / guardian(s) will be asked to confirm in writing that the Code of Behaviour is acceptable to them and that they shall make all reasonable effort to ensure that their child complies with the code.

- As a general rule we consider it unwise to move schools between 2<sup>nd</sup> and 3<sup>rd</sup> Year and as a result we don't accept school transfers into the 3<sup>rd</sup> Year group except in very exceptional circumstances which has been referred to and considered by the Board of Management
- The Board of Management of Colaiste Rís reserves the right to refuse an application for admission.

**Students suspended or expelled from another Post Primary School:**

After formal contact has been made with the school the student is;

- Interviewed in the company of a parent /guardian. Unaccompanied students will not be interviewed. The student is required to be absolutely truthful and honest about his/her disciplinary record in the school from which he/she was suspended/expelled.
- Contact is made with the Principal of the school from which he/she was suspended/expelled. A student profile is taken. The Principal will endeavour to establish as far as possible that there is no danger to other students or members of staff under Health and Safety at work legislation.
- A copy of the School Code of Behaviour and School Rules will be given to the parent(s)/guardian(s) of the child.
- Before enrolment can be considered an assessment of the educational needs of the student must be made. It is essential at this stage to establish if the resources of the school can meet the student's needs.

If it is felt that there is a danger to the welfare of any student or member of staff the school will appeal to the Department of Education & Skills to cater for the needs of the student. Enrolment will not take place until such time as the Department responds in a positive manner to the needs of the student.

The final decision to admit a student who has been expelled from another school will rest with the Principal of Coláiste Rís on behalf of the board and the Principal of Coláiste Rís reserves the right to refuse an application for admission.

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

The board of Coláiste Rís 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 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 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 or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parent/ 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 Rís 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 Rís places great importance on the religious or spiritual formation of all its students. Each student has his/her 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.