

Admissions Policy

2020 - 2021



Principal: Ms. Úna Griffin
Deputy Principal: Ms Tracey Groome

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ADMISSIONS POLICY

C.B.S. Secondary School Charleville

SECTION A: INTRODUCTION

This Admissions Policy is one of the most important documents the school has produced. It is written for parents and students who wish to find out about the school and how to apply for admission to the school.

SECTION B: WHAT THIS SCHOOL IS ABOUT

SCHOOL PROFILE

C.B.S. Charleville is a Catholic Voluntary Secondary School for boys only operating under the patronage of the Edmund Rice Schools Trust. (ERST) The school is managed by a Board of Management, is funded by the Department of Education and Skills and operates within the regulations and guidelines set down from time to time by that Department. The school has an active Parents' Council and a Students' Council.

MISSION STATEMENT

“As an all boys secondary school in the Edmund Rice tradition, C.B.S. Charleville aspires to the intellectual, moral, spiritual, physical and social formation of all members of our school community. We seek to inspire our students to reach their potential, to foster integrity, inclusivity and a spirit of service for the greater glory of God.”

FAITH DEVELOPMENT:

The faith development of our students is given priority through an extensive and creative religious education programme. All students are expected to attend religious education classes. Non-Catholic students may attend appropriate religious education classes outside of school arranged by their faith community during the timetabled religious education classes.

Students of other faiths who are not attending religious education classes provided by their faith community during timetabled religious education classes will be required to remain in the RE classroom under the supervision of the RE teacher. Parents should notify the school authorities on accepting a place if they wish their son to use appropriate scripture, literature or documentation from their own religious faith with written permission from their parents.

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 endorses the five elements contained in the ERST Charter:

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

so that 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 access to and participation in education and to promote the means whereby students benefit from education
- ❖ 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
- ❖ Implementation of the school plan and policy must have due regard to resources and funding available.
- ❖ The school operates within the regulations laid down by the D.E.S. and follows the curricular programmes prescribed by the D.E.S. These may be amended from time to time in accordance with Section 9 and 30 of the education Act 1998.
- ❖ The Board of Management must comply with D.E.S. guidelines in relation to class size, staffing provisions, accommodation and health and welfare of children.

For further information on the Edmund Rice Schools Trust and the ERST Charter, see www.erst.ie

This admissions policy seeks to reflect the Mission Statement and ERST Charter within the resources available to the school.

SECTION C: 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 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
- (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.

C.B.S. Charleville aims, with the resources available, to provide the best possible environment in order to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all students. We show special concern for the disadvantaged and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the school. We realise too, that we must cater for the changing needs of to-day's world and towards that end we frequently review our various programmes. Being keenly aware of the ever-increasing effect of outside influences on the lives of our students, we are even more concerned to maintain Christian values and practices.

SECTION D: SCHOOL DETAILS:

CONTACT DETAILS:

School Name: C.B.S. Secondary School Charleville
Address: Baker's Road, Charleville, Co. Cork.
Telephone: 063-81789
E-mail: charlevillecbs@gmail.com
Web Site: www.cbscharleville.com
Twitter: @CBSCharleville

MANAGEMENT STRUCTURE:

C.B.S. Charleville is administered by the Board of Management representing the trustees, staff and parents under licence from the Edmund Rice Schools Trust.

Chairperson of the BOM:	Pat Savage
Secretary to Board and School Principal:	Úna Griffin
Deputy Principal:	Tracey Groome

SCHOOL ORGANISATION:

Our school is organised around six year groups. Classes are organised on a mixed ability basis, with banding arrangements in Maths and Irish from 2nd Year onwards. Progress of students is monitored and contact made with parent(s)/guardian(s) when deemed necessary.

CURRICULUM:

A range of subjects and programmes is provided including; Junior Certificate, Transition Year (Optional), Leaving Certificate Established, Leaving Certificate Vocational Programme and Repeat Leaving Certificate.

SPORT AND CO-CURRICULAR ACTIVITIES:

All students are encouraged to take part in out-of-class activities. There is a wide range of sports and other activities.

OPENING HOURS:

The school runs from 9.00 am until 3:50 pm Monday to Thursday and from 9.00 am to 1.15 pm on Friday.

Morning Break is from 11.00 am to 11.15 am and lunchtime is from 1.15 pm to 1.50 pm.

SCHOOL CALENDAR:

Each year parents receive a school calendar detailing school holidays, parent-teacher meeting and other important events.

VOLUNTARY SUBSCRIPTION:

There is a significant gap between State funding to school and the real cost of educating your son. The school prides itself in maintaining very high standards in all areas of the educational service offered. To maintain these high standards the school has to rely on voluntary

subscriptions. Further details of the Voluntary Subscription are contained in the letter issued to all parent(s)/guardian(s) prior to the start of each academic year.

SECTION E: APPLYING TO COME TO OUR SCHOOL:

1. The Principal and/or the Deputy Principal visit Primary Schools to speak to 6th classes and teachers during the first term of each year.
2. 6th class students from each Primary school and their parents are invited to an Open Evening in the first term of 2019/2020 school year for intending students at the school where they can see at first hand the school facilities and meet with the staff. This will be advertised in local papers and through visits by school management to the feeder primary schools.
3. Application Forms will be made available at the Opening Evening and from the school secretary's office up to the closing date for applications.

Application Forms are available by calling to or telephoning the School Office (063-81789)

GENERAL REQUIREMENTS FOR ALL STUDENTS APPLYING:

Eligibility:

1. Male students from approved feeder primary schools:
2. Who will have reached the required age of 12 on the 1st January in the calendar year following the child's entry into First Year. (The school must require that a Birth Certificate be produced with the application in order to comply with the above Department of Education and Skills requirement).
3. Who will have completed Sixth Class in Primary School or equivalent
4. Who are willing, in conjunction with their parents, to support the school ethos.
5. Who are willing, with parents/guardians, to accept the school Code of Behaviour, practices, procedures and all other existing school policies.
6. Who are willing to take an Assessment Test. All students are expected to sit this test at a designated time. This test is used to assess attainment levels in order to best cater for students according to their needs. It takes place after the enrolment process has been completed and consequently has no bearing on the decision to enrol a student or not.

Requirements:

As part of the Admissions Process, parents will be expected to;

1. Complete the Application Form and submit it before the closing date.
2. Ensure that all the required information is submitted to the school.
3. Accept in writing the school ethos as outlined in Section B of this document.
4. Accept in writing the school Code of Behaviour (separate document) and undertake to make “all reasonable” efforts to ensure your son’s cooperation with the Code.

Assessment Tests:

Assessments Tests to ascertain learning needs will be conducted after students are enrolled in the school. All students must participate in these tests which will provide information to enable the school to make the best possible education available to each student.

Application Form:

An Application form must be completed for each student seeking enrolment in the school. All the relevant information must accompany the Application. False or inaccurate information will render an application invalid.

Incomplete application forms will not be processed but will be returned to the parents/guardians for completion.

Closing Date:

The closing date for applications is contained in the Application Form. October 18th 2019. The submission of an Application Form does not imply that the student has been admitted to the school.

All applications, which have been submitted by the closing date, will be processed by the Principal and Deputy Principal.

Enrolment:

The school will reply within 21 days after the closing date indicating whether the student has been accepted for enrolment, and if accepted, offering a place in the school.

When a place in the school is offered, parents/guardians will be required to confirm in writing their acceptance of the place. **If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.**

Late Applications:

Late applications for First Year will be accepted subject to the following;

1. Application Form and all relevant information being submitted.
2. Such applicants will be placed on a separate waiting list and can only be considered when the enrolment process is completed in respect of all applications received on time.
3. Availability of a place in the school.
4. The criteria for admission will be applied by the Principal and Deputy Principal.
5. The final decision regarding admission to the school lies with the Board of Management.

The school will, as far as is practicable, reply within 21 days, indicating whether the student has been accepted for enrolment, and if accepted, offering a place in the school.

Criteria for Admission:

The Board of Management will determine the number of places it can offer to First Year Students. There are 72 places for students commencing First Year in 2020. The following procedure will be used in selecting students where there are more applicants than places available. If we are over-subscribed then applications will only be considered if they are submitted by the closing date.

1. Students who have a brother or have had a brother in the school
2. A student who is a child of a staff member of the school.
3. Students from the feeder schools. (Appendix 1)
4. A student who is a child of a past pupil of the school.
5. For all other applicants thereafter on a lottery basis.

If there are insufficient places available to meet demand in a particular category, it will be necessary to allocate these places on the basis of an independently adjudicated draw. Following the lottery, a waiting list will be established from which students will be subsequently offered a place should one arise. In the event of a lottery the Parent(s)/Guardian(s) of the relevant students will be invited to witness the lottery. The lottery will be carried out in Charleville CBS under the direction of the Principal.

The allocation of places will be communicated in writing as soon as possible but not later than twenty-one days after the closing date.

Special Educational Needs:

In welcoming applications from students with special educational needs, the school will use the resources, (finance and personnel) provided by the Department of Education and Skills, to make reasonable provision and accommodation for all such students and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable. School management and parents must cooperate, from the earliest possible time, to establish the special educational needs of the student, the resources required to meet those needs and the submission of a well researched request to the Department of Education and Skills and its agencies seeking the allocation of appropriate resources. Parents are encouraged to contact the school well in advance of the admissions process should they feel that their son has special educational needs as considerable delays have been experienced by schools in receiving a response from the Department of Education and Skills to a request for special resources.

In making provision for students with special educational needs 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 or Learning Support teacher
4. Assistance with behaviour modification
5. Psychological assessment. (Report to be provided)
6. Any additional resources to help with his 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 Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be met.

C.B.S. Charleville, Learning Support and Resource policies are available from the school office.

Selection Procedures:

Application to the school by means the Application Form (Appendix 2 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 in the weeks 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. Dates and times of open evening will also be publicized and prospective students will be provided with enrolment forms on the Open Evening. Parents/Guardians will also be made aware of the date and procedure for the assessment tests.

The selection procedures will be implemented by a sub-committee appointed by the Board of Management, consisting of the School Principal, Deputy Principal, a Board Member and one Nominee of the Board.

Successful Applicants:

1. To accept his place each student and his Parent/Guardian must indicate acceptance of the School's Code of Behaviour. A Code of Behaviour contract is required to be signed at the time of acceptance of a place.
2. A meeting between parents, student and a staff member may be arranged, on a specified date, where the individual needs of the student may be addressed.
3. The school also makes contact with Sixth Class teachers in each of the feeder Primary Schools for any further relevant information, to help complete the student profile.
4. The Parent/Guardian submits all relevant information and reports pertaining to the child's learning abilities and needs.

SECTION F: ENTRY TO A CLASS OTHER THAN FIRST YEAR

(Transfer from other schools)

The final decision to admit a student from another school shall rest with the Board of Management of C.B.S. The school shall be mindful in reaching this decision of the needs and requirements of existing students and staff together with the availability of resources. In reaching this conclusion the Board of Management shall be mindful of its legal obligations to maintain discipline and safety within the school. The Board shall also be mindful in reaching this decision to consider and to ensure that good order and discipline are maintained in the school and the safety of students and staff is secured.

C.B.S. Charleville will make every reasonable effort to facilitate a student seeking a transfer to our school if he has legitimate reasons for transferring. The school reserves the right to consult with the authorities of his previous school and obtain information regarding behaviour, educational progress, subject choices, term reports, disabilities and special needs. The student will be interviewed in the company of a parent /guardian. The student is required to be truthful and honest about his disciplinary record in his previous school. As part of the application process the school will require from the student and his parents/guardians a letter detailing any positive contributions the student can make to the school.

The Principal will consult with the Educational Welfare Officer, if appropriate. The Parent/Guardian must present with the student.

The Board of Management will decide on an application for admission to any other year other than First Year by applying the following criteria:

1. There must be an available place after the general admissions criteria have been applied.
2. It is in agreement with the School Admission Policy.
3. The transfer must be in the best interest of the student with the school's curriculum provision being suitable for the student.
4. The transfer must be in the best interest of the school and the other students in the school.
5. The transfer must be of educational benefit to the student (e.g. it may not be possible to offer the student certain subject combinations, a place in a certain programme etc.)
6. The School Application Form must be completed.

7. All relevant information from the applicant's former school(s) must be made available, including:
 - (a) Copies of the two most recent school reports for the student.
 - (b) Copies of results of any State Examinations taken by the student.

In arriving at its decision the Board will consult with the student's parents/guardians, his or her former school(s) and the educational welfare officer.

The student will be interviewed (usually in the presence of his/her parent/guardian) by the Principal and one other member of staff in accordance with the criteria outlined above.

The Board of Management will examine the Principal's recommendation and decide on the application.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided the relevant information requested at 6 and 7 above, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof.

(Education Welfare Act 2000 (Section 19 (3)).

Students who are suspended or expelled from another Post-Primary school.

A student who has either been suspended or expelled from another Post-Primary school and who wishes to be considered for a place at C.B.S. Charleville shall take the following steps:

- (a) Request the standard Application Form from the school.
- (b) Complete the said Application Form fully and provide such reasonable details or documentation as may be requested by the school.
- (c) Complete an interview in the company of the parent(s)/guardian(s) with the school principal and one other staff member.
- (d) The parent(s)/guardian(s) shall be required to furnish to C.B.S. Charleville a copy of the student's school records, psychological reports and any other relevant documentation and furnish same to C.B.S. Charleville.
- (e) The parents must provide a copy of all written communications between the school and the parent(s)/guardian(s) from which the student was either suspended or expelled. A copy of reports or decision as a consequence of any disciplinary hearing at the school from which the student was expelled.

Further in respect of such application the following shall apply:-

- (1.) The Board of Management reserves the right to refuse an application for admission. This decision shall be reached having considered the documentation and subsequent to the conclusion of the application procedures set out by the school.
- (2.) Where the Board of Management is of the view that the student is or may be a danger to the safety and welfare of other students or staff it may decline to accept the student.
- (3.) Regarding students who are suspended or expelled from another school the Board of Management shall have regard to its obligation to enable each student within the school to learn well and develop his full potential as a student and as a citizen while having regard to the characteristic spirit of the school.

The Board of Management will not accept applications from students currently in other Secondary Schools, during the school year, except where the family is moving into the local area.

Right to refuse admission:

The Board of Management reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include but is not limited to the following:

1. The student has special needs such that, even with additional resources available from the Department of Education & Skills the school cannot meet such needs and/or provide the student with an appropriate education or
2. In the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or to school property.

In the event of refusal, the parent has a right to appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act (1998).

Successful Applications for Transfer:

The C.B.S. Charleville Principal shall, before registering a student from another school, provide the parents/guardians with a copy of the Admissions Policy and Code of Behaviour/Suspensions-Expulsions Policy in respect of the school and may, as a condition of so registering such a student, require the pupil's parents/guardians to confirm in writing that the Admissions Policy, Code of Behaviour and all the school's policies are acceptable to them and they shall make all reasonable effort to ensure compliance with such by their child.

Where a student is considered for a place, the decision will be taken by the school, 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.

SECTION G: APPEALS

Admissions will be determined by the Board of Management in the light of all the facts presented to it and having due regard to:

- ❖ The Admissions policy
- ❖ The established practices within the school for dealing with issues /grievances which are the subject matter of the appeal, including where relevant and available, any statutory or non-statutory procedures, guidelines, regulations or other provisions in operation at anytime
- ❖ The educational interests of the student who is the subject of the appeal
- ❖ The educational interests of all other students in the school
- ❖ The effective operation and management of the school
- ❖ Any resource implications arising from the issues under appeal

Section 29 of the Education Act 1998 provides for an appeal process to the Secretary General of The Department of Education and Skills. In general, such an appeal must be made within 42 days of the notification by the school of its refusal to enrol. Full details of what is entailed in these procedures are available from the school upon request.

The Admissions Policy is published 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 Edmund Rice Schools Trust Charter
- * 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.

Parents seeking admission of their son to the School are invited to carefully read this Policy and to recognize that this Policy sets out:

1. The kind of school and education to which they are seeking to admit their son.
2. The basis of dealing with their application.

Accordingly, Parents in completing their application to the School:

1. Duly recognize and commit themselves accordingly on their own part (and on behalf of their son) to support the School ethos and Mission in the event that their son is admitted as a pupil to the School
2. Duly recognize and accept this Policy as the basis for treating their son's application for admission to the School.

The School must comply with Department of Education and Skills guidelines in relation to class size, staffing provisions, accommodation and health and welfare of children. **The Board of Management is therefore restricting the number of incoming 1st Year Students to seventy-two for entry in 2020.**

SECTION H: 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 following the forthcoming school academic year.

“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 & Skills.

“The Patron” refers to the trustees of the Edmund Rice School Trust schools in Ireland.

“the enrolment subcommittee” 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” See Appendix 3 attached.

“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 & Skills.

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 academic year and for following years. The Closing Date will be specified on the enrolment form.

The “1998 Act” refers to the Education Act 1998.

Approval

This policy has been reviewed and ratified by the Board of Management on 19th March 2019 and 30th April 2019 and agreed for publication by the Edmund Rice Schools Trust on 19th June 2019

Signed; Pat Savage

Pat Savage

Chairperson, Board of Management

APPENDIX 1 – FEEDER SCHOOLS

C.B.S Primary Charleville, Co Cork

Shandrum National School, Newtownshandrum, Co Cork

Milford National School, Milford Co Cork.

Ballyhea National School, Ballyhea, Co Cork

Dromina National School, Dromina, Co Cork

Effin National School, Effin, Co Limerick

Bruree National School, Bruree, Co Limerick

Dromin/Athlacca National School, Co Limerick

Ballyagran National School, Co Limerick