



EDMUND RICE COLLEGE, CARPENTERSTOWN/CASTLEKNOCK, DUBLIN 15

Enrolment Policy for September 2017

Section A: Edmund Rice College

Edmund Rice College, Carpenterstown/Castleknock is a co-educational voluntary secondary school with a Roman Catholic ethos operating under the patronage of the Edmund Rice Schools Trust (ERST) and based on the vision of Blessed Edmund Ignatius Rice.

Edmund Rice College (ERC) will aim to provide an integrated and inclusive education for boys and girls, who qualify from Carpenterstown/Castleknock, and surrounding areas. The school will aim to provide a holistic education focusing on the full development of every student. The school will aim to be fully inclusive and will be especially mindful of those who are disadvantaged.

Edmund Rice College will strive for excellence in all aspects of teaching and learning and will promote the development of the school community in accordance with the five key elements of the ERST school Charter:

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

In the spirit of the ERST Charter, Edmund Rice College will promote these key values taking into account emerging needs in the broader Carpenterstown/Castleknock community. The school will endeavour to achieve excellence at all levels in partnership with parents, staff, students, trustees and the local community.

The college endeavours and aspires to:

- assist students to develop a sense of responsibility to their faith;
 - promote academic excellence to the full potential of each and every student;
 - nurture each individual's self-esteem and confidence;
 - create an environment where students grow in maturity;
 - encourage the development of leadership qualities and life-skills in all;
 - provide the opportunity for the physical development of every student.
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Edmund Rice College will support the principles of

- Inclusiveness.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

While recognising and acknowledging the rights of ERST as trustees as set out in the Education Act 1998, Edmund Rice College will operate within the context and parameters of Department of Education and Skills regulations and programmes and the funding and resources available.

Section B: Edmund Rice College Enrolment Policy 2017

Enrolment:

Enrolment will be open to all eligible boys and girls in sixth class primary schools or equivalent. To be eligible for enrolment students must be 12 years of age on or before 31 December of the year in which they enter first year. In no particular order of preference, all applicants from the following primary schools and areas are eligible to apply:

- St Brigid's National School, Castleknock;
- St. Patrick's National School, Diswellstown;
- Scoil Thomais, Laurel Lodge;
- Scoil Mhuire, Mount Sackville;
- Church of Ireland National School, Castleknock;
- Castleknock Educate Together National School;
- Scoil Choilm Community National School, Luttrellstown;
- All applicants who attend schools other than those listed above but who are resident in the planning areas of Carpenterstown and Castleknock.

Provided there are places remaining after all eligible applicants from the above named schools and areas have been offered places, applicants from other primary schools will also be accepted in accordance with procedures in this enrolment policy.

Aim of this Enrolment Policy

The aim of this enrolment policy is to ensure that proper and reasonable procedures are in place and that all decisions in relation to enrolment are seen to be fair and transparent.

Legal Basis for this Enrolment Policy

This policy has been put in place by the Edmund Rice College Board of Management in order to abide by the relevant sections of the following Acts of the Oireachtas:



- The Education Act 1998;
- The Education Welfare Act 2000;
- The Equal Status Act 2000- 2011;
- The Education for Persons with Special Educational Needs Act 2004;
- Data Protection Acts 1998 and 2003;
- Other relevant legislation including the forthcoming Schools Enrolment Bill (Act).

Students with Special Educational Needs

Students with special educational needs are welcome in Edmund Rice College. When a student with special needs applies for admission to the college, the board of management will request an up to date medical/psychological report together with the student's individual education plan, if such exists. In general, it is expected that such students will be fully integrated in mainstream classes.

While the board of management recognises the rights of parents/guardians to enrol a student in their school of choice, the college's ability to admit students with special needs is dependent on the appropriate resources, both financial and personnel, being provided by the Department of Education and Skills.

Admission to the school will be determined following consultation between the school principal and the relevant specialist authorities.

School Resources

The financial resources of the school will be provided by a combination of grants from the Department of Education and Skills, voluntary contributions from parents, fundraising and other school generated income. Teaching resources will be provided by the Department of Education and Skills.

Admission to the school will be subject to the resources available including classroom accommodation, class size, teaching resources and financial resources.

Curriculum

The school will follow the curricular programmes prescribed by the Department of Education and Skills in accordance with sections 9 and 30 of the Education Act 1998. Students entering first year will commence a three year Junior Certificate Programme. A full range of both core and choice subjects/modules in accordance with Department guidelines will be available to all students subject to teaching and financial resources. Religion and physical education will also be an integral part of the curriculum on offer.

Students entering senior cycle will be commencing the traditional Leaving Certificate Programme with the option of taking other programmes to be determined by the Edmund Rice College Board of



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Edmund Rice Schools Trust

Edmund Rice College, Carpenterstown/Castleknock

Management. As well as the core subjects of English, Mathematics and Irish, students will be able to choose from a wide range of optional subjects across the whole spectrum including the sciences, languages, technological subjects, business subjects, art, music and home economics among others.

Sports and extra-curricular activities will be available to all students throughout their stay at school and physical education will be an integral part of the curriculum throughout the school.

Religious education will be an integral part of the ethos and educational structure of the school.

Section C: Application Procedures and Admission Criteria to Edmund Rice College 2017

This section sets out the policy of Edmund Rice College in relation to enrolment procedures and admission criteria for entry into first year in September 2017.

Students Eligible for Admission to First Year 2017

To be eligible for admission to first year, students must

- Have reached the age of 12 on or before 31 December of the year in which they enter first year;
- Have completed sixth class primary school or its equivalent;
- Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school;
- Be willing, in conjunction with parents/guardians, to accept the school's code of behaviour which will be published based on Department of Education and Skills guidelines;
- Be willing to sit a standardised assessment on a date to be communicated in writing to the parents/guardians of students following acceptance for enrolment in the school;
- Be willing to complete the student data form which will be issued following acceptance for enrolment.

Enrolment Procedures 2017

The following enrolment procedures will apply for students seeking entry to first year in Edmund Rice College in September 2017:

- To apply parents/guardians will complete the official Edmund Rice College Carpenterstown/Castleknock, Application Form 2017 which will be distributed through the feeder primary schools listed in this policy. The application form will also be available from the Edmund Rice Schools Trust Office, Áras Éamainn Rís, Meadow Vale, Clonkeen Road, Blackrock, Co. Dublin, A94 YN96. and on the ERST website www.erst.ie
 - Parents/guardians of students with special educational needs should supply supporting documentation and/or reports from the relevant specialist authorities with the application form.
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- The application form for entry into first year in September 2017 will be available from 13th December 2016;
- The closing date for receipt of completed application forms for first year 2017/2018 will be Monday 30th January 2017. All applications are to be submitted to:

Edmund Rice College Carpenterstown/Castleknock Board of Management,
c/o Edmund Rice Schools Trust,
Meadow Vale,
Clonkeen Road,
Blackrock,
Co. Dublin A94 YN96.

- When an application form, properly completed and signed, is received it will be stamped with the date on which it is received;
- Properly completed application forms will be acknowledged;
- Incomplete application forms will not be processed but will be returned to the parents/guardians for completion;
- Places will continue to be allocated up to a maximum capacity of 120 for the school year 2017/2018. Late applications will be considered only after all applications received on time have been fully processed.

Allocation of Places First Year 2017/2018

Decisions regarding student admissions are a matter for the Board of Management of Edmund Rice College.

Within 21 days after the closing date for receipt of completed application forms, the board of management will make a decision in respect of each application and inform parents/guardians of the outcome in writing as required by the Education Welfare Act 2000.

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.

A maximum of 120 places will be available for the school year 2017/2018. In the event that applications for enrolment exceed this number, then the criteria and process outlined in Appendix 1 will apply.

Exceptional Cases:

The school reserves the right not to enrol any student in exceptional cases such as:



- A student with special needs such that, even where additional resources are available, the board of management cannot meet these needs or provide the student with an appropriate education;
- In the opinion of the principal and the board of management, the student poses an unacceptable risk to other students, school staff or school property.

Appeal:

When an applicant is refused admission to the school, the parents/guardians of the student concerned may appeal the decision in the first instance to the Edmund Rice College Board of Management. A formal appeal may be made to the Secretary General, Department of Education and Skills under Section 29 of the Education Act 1998. The appeal must be made within 42 calendar days of the date on which the decision was notified to the parents/guardians by the board of management.

Review

This policy will apply for first year intake in the school year 2017/2018 and will be reviewed by the board of management for subsequent years.

Ratification

This policy was ratified by the Interim Manager of Edmund Rice College on 9th December 2016 and agreed for publication by the Edmund Rice Schools Trust as trustee of the school on 12th December 2016. It will be ratified by the Interim Board of Management at its first meeting.

Signed _____

Date _____

Chairperson of the Edmund Rice College, Interim Board of Management

Edmund Rice Schools Trust

Signed _____

Date _____



Appendix

Enrolment Policy - First Year September 2017

Procedure for allocating places if applications for enrolment exceed 120.

The number of school places in first year September 2017 will not exceed 120. Where the number of applications exceeds the number of places available, places will be allocated to on-time applicants in accordance with the following criteria:

1. In the first instance, application will be granted to all eligible students attending the following primary schools in no particular order of preference or resident in the areas specified, subject to the number of applications not exceeding 120:
 - St Brigid's National School, Castleknock;
 - St. Patrick's National School, Diswellstown;
 - Scoil Thomais, Laurel Lodge;
 - Scoil Mhuire, Mount Sackville;
 - Church of Ireland National School, Castleknock;
 - Castleknock Educate Together National School;
 - Scoil Choilm Community National School Luttrellstown;
 - All applicants who attend schools other than those listed above but who are resident in the planning areas of Carpenterstown and Castleknock.
2. In the event that the number of on-time applicants above exceeds 120, places will be filled by lottery.
3. Where applications are received from two or more siblings, then if one sibling is allocated a place, all siblings will be allocated places provided the total number to be enrolled is not exceeded.
4. All provisions in this enrolment policy apply equally to all eligible applicants including children who are adopted or fostered.
5. In the event that the number of applicants from these schools is less than 120, places will be offered to all other on-time applicants on a lottery basis if necessary.
6. Late applications will be considered only after all on-time applicants have been offered places and will be offered on a first-come, first-served basis. Late applications will be date stamped on receipt by the school. Applications received on the same date will be placed on the waiting list in order determined by lottery.