

CBS Ennistymon – Admissions Policy 2019-2020

1. Type of School

CBS Ennistymon is a Voluntary Secondary School for boys under the patronage of the Edmund Rice Schools Trust (ERST). The school caters for students from 12 – 18 years approx. The school offers a holistic approach to education with extensive arts and sports programs. We focus on the importance of a value-based Christian education in the Catholic tradition.

We endeavour to educate our students so that as emerging adults they will have the confidence and skills necessary to participate fully;

- In community life
- In family life
- In their work life
- In leisure

2. Characteristic Spirit

The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of CBS Ennistymon, 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 Edmund Rice Schools Trust Charter, see www.EdmundRiceSchoolsTrust.ie

In CBS Ennistymon, the Edmund Rice Schools Trust Charter values are underpinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds—spiritual, ethnic, language, special needs—as a gift that will enrich the community of the school and promote the growth and learning of all. We value

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each student and their family. We welcome and are sensitive to each one, seeking to respond to their individual needs through:

The Curriculum: We provide a broad range of subject areas, encouraging students to take increasing responsibility for their own learning and decision-making. Students take 9 subjects to Junior Certificate and the option of some Short Courses. The school has a vibrant and well subscribed Transition Year. The school offers a large range of subjects at Leaving Certificate level. The range of subjects on offer is further extended by co-operation with two other post primary schools in the locality. The school also offers LCVP.

Pastoral Care: We support and challenge our students to make the most of their time in school, providing programmes of language support, help with study, and personal counselling where necessary and developing links with family, working in partnership with parents and guardians.

The school facilitates after-school study and after school clubs in Music, Maths and Applied Maths

Faith Development: We have a special commitment to development of the spiritual dimension of the lives of our members. Faith formation and the Religious Education programme play a key role.

- Students follow the State programme in Religious Education which is suitable for students of all faiths and those of no faith.
- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way. The school links with the Christian Brothers and the local clergy in liturgical celebration
- The school maintains active links with the parish including a start of year mass, and an advent mass celebrated in the parish church.

We hope that the gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviours of all members of the school community, and will find expression in their respect and care for one another.

The school is open to and welcomes all who share this vision and wish to benefit from it.

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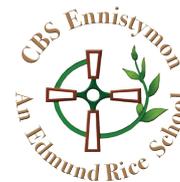
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3. Operating Context

Edmund Rice Secondary School operates within the legal context of

- Relevant sections of:
 - Education Act 1998
 - Education Welfare Act 2000-2011
 - Equal Status Act 2000
 - Education for Persons with Special Educational Needs Act 2004
 - Disability Act 2005
 - Education Act (Miscellaneous Provisions) 2007
 - Data Protection Acts 1988 and 2003: The school is a Data Controller under the Data Protection Acts. Data provided to CBS Ennistymon in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998) and the Data Protection (Amendment) Act (2003) and General Data Protection (GDPR) 2018. We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child's personal data, you should write to the school principal.

CBS Ennistymon also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills
- The rights of trustees as set out in the *Education Act, 1998*
- The Edmund Rice Schools Trust Charter
- The Articles of Management of Catholic Secondary Schools
- The regulations of the Department of Education and Skills and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the *Education Act, 1998*.
- The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the Department of Education and Skills, voluntary contributions, and

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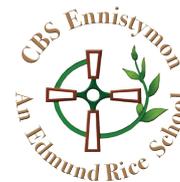
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fundraising¹. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, CBS Ennistymon is a school that

- Is inclusive in intake
- Supports the principle of equality of access to and participation in education
- Recognises and supports the rights of parents to choose with regard to admission in secondary school
- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.

4.1 Students eligible for admission to First Year

To be eligible for admission to First Year, students must

- Have reached the age of 12 years by 1st of January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations)
- Have completed Sixth Class in Primary School or its equivalent
- Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school [see section on characteristic spirit above]
- Be willing, in conjunction with their parents/guardians, to accept the school's Code of Behaviour
- 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.
- Be willing to complete the detailed student data form that will be issued following acceptance for admission.

4.2 Admission Procedures

1

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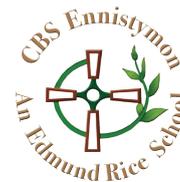
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- To apply, parents/guardians should complete the official Edmund Rice Secondary School **Application Form**, which will be issued through the feeder Primary Schools and which will also be available from the school office and website..
- The application form for entry into First Year in Autumn 2019 will be available from Monday **7th September 2018**
- The closing date for receipt of completed applications for First Year for the school year 2019/20 is **Friday 26th October 2018**
- When an application form, properly completed and signed, is received, it will be marked with the date on which it was 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
- Late applications will be considered only after all applications received on time have been fully processed.
- Successful applicants will be issued with the detailed **Enrolment Form** which must be returned with a deposit by the **23rd November 2018**

5. Allocation of Places in First Year 2019/20

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

As soon as possible but not later than two weeks after the closing date for receipt of completed application forms, the Board of Management shall make a decision in respect of each application, and inform the 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 complete an **Enrolment Form** and 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 **60** places will be available in First Year for the school year 2019/20. In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

Offer of Places

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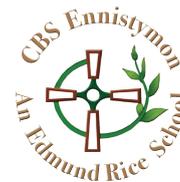
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Pupils will be offered places strictly in the following order:

- A. Applicants who have a sibling currently attending the school.
- B. Applicants from the feeder primary schools. See Appendix 1
- C. Applicants who have a sibling who is a past pupil of the school
- D. Other applicants.

Excess of applicants

1. Only students whose applications have been received **on time** will be offered places in accordance with the criteria above.
2. Places will only be offered to students in a given category after all students in each previous category have been offered a place.
3. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery.

Conduct of Lottery

- a) The lottery will be supervised by at least three of the following; member of the Garda Síochána, the Principal, the Chairperson of the Board of Management, the Chairperson of the Parents Council.
- b) Siblings (e.g. twins or triplets) will be treated as joint applicants and allocation of a place to one guarantees allocation of a place to another.
- c) Names will be drawn until all places are filled.
- d) When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
- e) If a vacancy arises it will be offered to the applicant highest on the waiting list.
- f) The waiting list will be terminated when the first term begins.

6. Transfer of Students into CBS Ennistymon from another school

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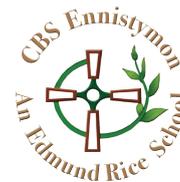
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Applications for entry from other secondary schools will be considered only if suitable places are available in the particular classes and if subject options are available. Contact will be made with the school from which the student is transferring. Information concerning the prospective student's attendance record, education progress to date, behaviour record and impact on the learning environment for other students in the classroom will be required. The Board of Management reserves the right to refuse to enrol any student seeking to transfer into the school where eligibility criteria as set out in 4.1 above are not met.

7. Refusal in exceptional circumstances:

The Board of Management reserves the right to refuse to enrol any student in exceptional cases. Such an exceptional case could arise where either:

1. The student has special needs such that, even with additional resources available from the Department of Education and 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.

8. Appeal Procedure:

Where the Board of Management decides to refuse admission to the school, the parents/guardians of the student concerned may appeal the decision to the Department of Education and Skills under Section 29 of the *Education Act, 1998*. The appeal must generally be made within 42 calendar days of the date that the decision of the Board of Management was notified to the parents/guardians.

9. Admission of applicants with Special Educational Needs

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CBS Ennistymon welcomes applications from parents/ guardians of 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 students with disabilities or special educational needs and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting the rights of parents/guardians to have a school of their choice for their children, the school's ability to provide for students with particular educational needs is dependent on resources suitable to those needs being supplied by the Department of Education and Skills. Parents/guardians are encouraged to make the Board of Management aware of any special needs as early as possible, as it may take some time for the Department to process applications for the resources needed. In order to determine the specific resources, facilities and learning support required, the Board will request a copy of the student's medical and/or psychological report. Where such a report is not available, the Board can request an assessment. The purpose of the assessment report is to assist the school in establishing the educational needs of the student relative to their special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs of the student as specified in the report. The school will also request information from the student's primary school with regard to such matters as learning support and/or resource hours. Where the Board deems that further resources are required, it will, prior to the student commencing to attend the school, request the Department of Education and Skills to provide the resources necessary to meet the needs of the student as outlined in the psychological or medical report.

A representative from the school will meet with the parents/guardians of the student to discuss the student's needs and the school's capacity to meet them. It may be necessary for the Board to postpone the attendance of a student at the school, pending the receipt of an assessment report, and/or the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological or medical report.

The school commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given all reasonable assistance, subject to available resources, to achieve their educational potential.

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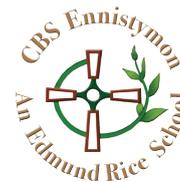
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10. Consultation and review:

This policy has been drawn up by the Board in consultation with parents, staff and representatives of our feeder schools. It is operative for the First Year intake in the school year 2019/20. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board

11. Ratification and Publication

This policy was ratified by the Board of Management on -----and was agreed for publication by the Edmund Rice Schools Trust on **19-06-2018**.

Signed _____ Signed _____

Chairperson of Board of Management Principal

Date _____ Date _____

Date of next Review : May 2019

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Appendix1

Feeder School of CBS Ennistymon.

Scoil Mhainchín Ennistymon

Mol an Oige Ennistymon

Lahinch

Liscannor

Kilfenora

Kilshanny

Kilnaboy

Corofin

Inagh

Furglan

Clouna

Clounanaha

Moy

Rineen

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STUDENT APPLICATION FORM

I wish to enrol my son as a student at Ennistymon, C.B.S. Secondary School in September 2019

STUDENT PERSONAL DETAILS

Surname _____ First Name _____

Address _____

Date of Birth _____ Primary School _____

Is transport form required? *Yes/No*

(if applicable)

Does the applicant already have a brother in school ? *(Yes/No)* Name(s) _____

Did the applicant have a brother in the school previously? *(Yes/No)* Name(s) _____

PARENT(S)/GAURDIAN(S) CONTACT DETAILS

1. Surname _____ First Name _____

Relationship _____ Address _____

(Mother/Father/Guardian)

(If different from above)

Contact Numbers- (i) Home Number _____

(ii) Mobile Number _____ (iii) Work Number _____

Email address _____

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Correspondence will be sent to one mobile & email. Is this the main contact ? Yes/No

PARENT(S)/GAURDIAN(S) CONTACT DETAILS

2. Surname _____ First Name _____

Relationship _____ Address _____

(Mother/Father/ Guardian)

(If different from above)

Contact Numbers-(i) Home Number _____

(ii) Mobile Number _____ (iii) Work Number _____

Email address _____

Correspondence will be sent to one mobile & email. Is this the main contact ? Yes/No

I confirm that I am willing to accept the characteristic spirit and Code of Behaviour of the CBS Secondary School Ennistymon

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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