

# **CBC Monkstown Park**

## **Admissions Policy**

2021/2022



**Date of Ratification February 2019**

**Planned Date for Review March 2020**

### **1. Type of School**

CBC Monkstown Park is an all boys fee charging Catholic voluntary secondary school under the patronage of the Edmund Rice Schools Trust.

### **2. Characteristic Spirit**

The characteristic spirit of our school is based on the vision and values of the Edmund Rice School Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of CBC Monkstown Park, namely:

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

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

CBC Monkstown Park is a Catholic school in the tradition of Blessed Edmund Rice. It is a school rooted in Catholic values in education and we expect nothing but excellence from ourselves as educators and demand nothing but excellence from our pupils. The Good News of the Gospel and the celebration of the sacraments forms and informs how we treat all members of our school community.

We are rooted in the parish and community of St Patrick's Parish, Monkstown.

St. Patrick's Church is within walking distance of the campus and our school gathers in church for prayer and in the College on numerous occasions throughout the school year such as:

- The Opening of School Year Mass
- November Memorial Services
- Advent Prayer and Carol Services
- Mass for Catholic Schools Week
- Lenten Liturgy
- Blessed Edmund Rice Feast Day
- 6<sup>th</sup> Year Graduation Mass
- Many of our pupils are involved in charitable activities in the parish.

Each year we are involved in celebration of Catholic Schools Week and in May we mark Blessed Edmund Rice's feast day, an event at which the entire school comes together to celebrate. Students also participate in numerous charitable activities that support the College Ethos, such as the Immersion Trip to Zambia and the College's Charity Committee.

The CBC Admissions Policy is available on the school website and from the school office. This policy has been approved by our trustees, the Edmund Rice Schools Trust. The CBC Admissions Policy welcomes all students for whom the school can provide an appropriate education.

The Board of Management, having regards to the facilities, personnel, plant and resources sets the number of places in each year group. For the academic year 2021-2022 this number is set at 96. The Board of Management reviews annually the Admissions Policy.

### **3. Operating Context**

CBC Monkstown Park operates within the legal context of

- Relevant sections of:
  - Education Act 1998
  - Education Welfare Act 2000
  - Equal Status Act 2000- 2011
  - 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 CBC Monkstown Park 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). 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.

CBC Monkstown Park 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 and school fees. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, CBC Monkstown Park 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, subject only to available resources and support for the ethos of the school.

#### **4. Eligibility for Admissions and Procedure for Admissions**

This section sets out the policy of the school with regard to eligibility of applicants and admission procedures and for entry into First Year 2021/2022.

##### **4.1 To be eligible for admission boys must:**

- *Have reached the required age, 12 on 1<sup>st</sup> January in the calendar year following the child's entry into First Year.*
- *Have normally completed Sixth Class in Primary School*
- *Be willing in conjunction with their parents to accept the school ethos as expressed in the ERST Charter.*
- *Be willing, with parents/guardians to accept the school Code of Behaviour. Confirmation, in writing, is required that parents/guardians and students accept the Code of Behaviour.*
- *Be willing to take an Assessment Test.*

#### **4.2 Applications to CBC are treated in the following priority:**

1. Brothers and step-brothers of current and former pupils in CBC Monkstown Park
2. Pupils from our feeder schools: Monkstown Park Junior School and The Harold Boys' School Dalkey and The Harold School Glathule.\*
3. Sons and step-sons of past pupils.\*\*
4. Grandsons, step-grandsons and nephews of past pupils.\*\*
5. Sons of members of teaching and non-teaching staff who have at least one year's service in the school.
6. All other applicants based on date and time the application is received.

\* *Applicants must complete 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class in a feeder school.*

\*\* *A past pupil is defined as having completed their secondary education by sitting a State Exam, either Junior or Leaving Certificate in CBC Monkstown Park Senior Secondary School.*

Please be advised that sibling (ie twin/triplet) applications are considered as one application.

Application forms are available from the College Website or, upon request, from the College Office and must be completed and submitted with a €100 application fee which is deductible from First Year fees if the application is successful.

The Board of Management may deviate from the priority above in individual cases on stated humanitarian grounds.

#### **5. Allocation of Places in First Year 2021**

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

The closing date for applications for entry to First Year is the last Friday in April of 4<sup>th</sup> class. Applications received after that date, regardless of priority, will be placed on a waiting list according to the date and time received and processed only after all other applications have been processed.

Written offers of places will be posted to parents/guardians on the first Friday in May when the student is in 4<sup>th</sup> Class. Parents must accept the place within 21 days by payment of a non-refundable deposit of €1,000 (inclusive of initial €100 application fee where previously paid) and providing evidence of age and evidence of willingness to accept the school ethos and evidence of acceptance of the school code of behaviour. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn. A second non-refundable deposit of €1,000 will be due when the boys are in 5<sup>th</sup> class, by the 30<sup>th</sup> of March of that year. Both payments are offset against First Year fees.

An Assessment Test takes place during December of 6<sup>th</sup> Class, on a date to be decided by the Board of Management, which all incoming First Year students must sit. Failure to sit for this test may result in the forfeiture of the place in the school. This test is used to assess attainment levels in order to best cater for students according to their needs. It takes place many months after the enrolment process has been completed and consequently has no bearing on a decision to enrol a student or not.

An Information Evening for all parents/guardians of incoming students is held in the spring before entry. This is a vital part of our enrolment process. Parents/guardians are required to attend this meeting.

On completion of the enrolment process a request will be made for all relevant information to be made available from the student's previous school, including such matters as attendance record, behaviour issues, special education needs etc. This will assist the school in making appropriate education provision for each student.

The following will be available to parents on the College Website or directly from the College Office:

- CBC Monkstown Park Admissions Policy & CBC Monkstown Park Code of Behaviour
- Edmund Rice School Trust Charter

#### **Retention Periods on Application Forms:**

- a) when places are offered: from time of application to 7 years post leaving certificate year**
- b) when places are offered & then declined: 12 months from declined date**
- c) when places are offered on waiting list: 3 years from time of application**

## **6. Special Educational Needs**

In welcoming applications on behalf of boys with special educational needs, the school will use the resources, both financial 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 reasonable and practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept boys with particular needs is dependent on the resources, suitable to the needs of the individual students, being supplied by the Department of Education and Skills.

School Management and parents must cooperate, from the earliest possible time, to establish the special educational needs of the students *and* the resources required to meet those needs and the submission of a well-researched request to the Department of Education and Skills Special Education Needs Organiser (SENO) seeking the allocation of appropriate resources. Parents are encouraged to contact

the school well in advance of the admissions process should they feel their son has special education needs in order to process applications within the deadline for the year of entry for their son. In making provision for special educational needs students, the College should be informed if the student has had access to any of the following resources:

- Special Needs Assistant or Classroom Assistant
- Special Class
- Help, for specific or general needs, from any resource teacher
- Assistance with behavioural modification.
- Psychological assessment. Report to be provided.
- Any additional resources to help with special needs.
- Help in areas such as visual impairment; hearing impairment; general learning disability or emotional disturbance
- Any issues in relation to travel or mobility

If an expert report is provided it should include a workable strategy for addressing the student's needs, allowing for the resources available. The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be met. Final confirmation of a place may, in exceptional cases, have to be withheld until the Department of Education and Skills confirms that the necessary resources are to be allocated and will be in place for the start of the student's academic year. In exceptional cases, even with additional resources provided by the Department of Education and Skills, the school may not be able to provide an appropriate education due to the nature of a particular student's special educational needs.

Parents are advised to check the College Website for other information.

## **7. Transfer of a student from another school**

The school will make every reasonable effort to facilitate a boy seeking a transfer to our school. The Board of Management, having received all relevant information from the applicant's previous school, will decide on applications for admission to any other year other than First Year by applying the following criteria:

- Is the transfer possible based on class size and availability of places?
- Is the transfer in agreement with the school's Admission Policy?
- Is the transfer in the best interest of the boy?
- Is the transfer in the best interest of the school?
- Is the transfer of education benefit to the student?
- Are willing in conjunction with their parents to accept the school ethos as expressed in the Edmund Rice School Trust Charter.
- Are willing, with parents/guardians to accept the school Code of Behaviour. Confirmation, in writing, is required that parents/guardians and students accept the Code of Behaviour.

Where necessary, the school may consult with the Educational Welfare Officer.

Where a student is considered for a place the decision will be taken by the Board of Management in consultation with the student's parents/guardians, his former school and 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. A decision will normally issue with 21 working days of the application.

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Such an exceptional case could include the following:

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. Appeals**

The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of a recognised school concerned published under section 15(d) of the Education Act 1998. Education (Welfare) Act (Section 19 (1)).

Should a student's application for admission to the school be refused the parents/guardians have the right to appeal to the Secretary General of the Department of Education and Skills, (Education Act 1998, Section 29 (d)). The parents/guardians must be informed in writing of the Board's decision and the reasons why the student was not accepted should be clearly stated. The parents/guardians right to appeal must be made within 42 calendar days from the date of the decision of the Board of Management was notified to the parents/guardians concerned (circular M48/01).

An appeal may be made to: *The Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough, Dublin 1.*

**Note:** Having regard to the desirability of resolving grievances within the school where possible, the parties to an appeal under Section 29, i.e. the appellant and the

school's Board of Management will be asked to consider the matter in the first instance at local level to see if an accommodation can be reached. As a general rule, appeals will only be considered by an appeals committee under Section 29 where the parties are unable to resolve the issue at local level. (Circular M48/01)

#### **9. 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 2021. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by September 2019.

#### **10. Ratification and Publication**

This policy was ratified by the Board of Management on February 4<sup>th</sup> 2019 and agreed for publication by the Edmund Rice Schools Trust.