

**EDMUND RICE SECONDARY SCHOOL**

CARRICK-ON-SUIR

**Mount St. Nicholas, Carrick-on-Suir, Co. Tipperary, E32 PO39 Tel. 051 640522**

**Admissions Policy 2023-2024- Edmund Rice Secondary School, Carrick -on -Suir**

**1 Introduction:**

On behalf of the Board of Management of Edmund Rice Secondary School, Carrick-on-Suir, Co. Tipperary, we would like to invite you to read our school’s Admissions policy for the school year 2022-2023. It has been set out in accordance with

* The relevant legislation of the State namely the Education Act 1998 and
* The ethos of the school as agreed by all our partners in education.

After reading this document it should be clear as to the school’s policy regarding enrolment. It should also be obvious as to how the school caters for pupils with special needs. If for any reason parents of prospective students have outstanding questions, the Principal will be delighted to give clarification.

The Board of Management of Edmund Rice Secondary School,Carrick-on-Suir will notify all primary schools in the locality of the school Admissions Policy and notify the general public of its availability through the school website ([www.erss.ie](http://www.erss.ie)) , school social media accounts and the local media.

## **2 Type of School**

Edmund Rice Secondary School is a voluntary Catholic Secondary School under the trusteeship of the Edmund Rice Schools Trust. The school has operated continuously in Carrick-on-Suir since its foundation in 1805. At present it is a single sex school with only boys accepted for enrolment but we have active co-operation with neighbouring Scoil Mhuire, Greenhill, Carrick-on-Suir. Our school is inspired by the vision of Edmund Rice with the central purpose of the school being the religious, moral, intellectual, physical and social education of our students in an atmosphere of Christian care and concern. Edmund Rice Secondary School, Carrick-on-Suir, fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

**3 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 an Edmund Rice Secondary School, namely:

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

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

In Edmund Rice Secondary School,Carrick-on-Suir 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 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.

**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.

**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 a 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.
* 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.
* We encourage students to become actively involved in charitable organisations, e.g. Young St. Vincent de Paul and to show concern for less well off in our local community
* At Edmund Rice Secondary School,Carrick-on-Suir we foster care for the environment. All members of the school community are encouraged to take an active interest in respecting, appreciating, enjoying and preserving the natural environment and the wonders of God’s creation.

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

**4 General Information**:

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| School name | Edmund Rice Secondary School, Carrick-on-Suir |
| *School Address* | Mount St. Nicholas, Carrick-on-Suir,Co.Tipperary |
| *Phone number*  *Mobile* | 051 640522 |
| *Fax number* | 051 640522 |
| *E mail address* | [principal@erss.ie](mailto:principal@erss.ie)  info@erss.ie |
| *Web site address* | www.erss.ie |
| **Principal** | Ms. Majella Gleeson |
| **Deputy Principal** | Ms. Linda Barry |
| **Guidance Counsellors** | Ms. Aileen O’ Keeffe |
| **Learning Support** | Ms. Rachel Moriarty |
| ***Hours of opening*** | The school is open from 9 a.m.to 3.50 p.m. After 4.00 p.m. the school is only open to those:  -At supervised activities like sports or study.  -Those involved in extra- curricular activities |

*The following bodies are also associated with the school:*

**1 Student Council**

This is a democratically elected body. It comprises of 11 students representing the six distinct years in the school. It is consulted on relevant issues including anything to be included in the School Plan.

**2 Parents Council**

This is a representative group of parents who meet together with the Principal and /or Deputy Principal in the school on a regular basis. As valued partners in the educational life of the school they are consulted on most matters especially any involving the School Plan. Activities include raising funds to supplement school resources.

**3 Board of Management**

This body is responsible for the overall running of the school. It comprises:

* *4* nominees of the Trustees.
* *2* parents representatives
* *2* teachers representatives

The Principal of the school acts in the capacity as secretary to the Board of Management and is responsible for the day to day running of the school. The Board of Management is elected for a three- year period though in most cases it is possible to serve two consecutive terms.

Please note: Up to date contact details for the Students Council, the Parents Council and the Board of Management are available on [www.erss.ie](http://www.erss.ie)

**5 Operating Context**

Edmund Rice Secondary School, Carrick-on-Suir 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 Edmund Rice Secondary School, Carrick-on-Suir 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.

Edmund Rice Secondary School, Carrick-on-Suir 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 occasional fundraising[[1]](#footnote-1). Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, Edmund Rice Secondary School, Carrick-on-Suir 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.

**6 Programmes**

Pupils at Junior and Senior Cycle follow a core programme, with a number of optional subjects. Religious education and physical education are part of the core programme for all students.

E.R.S.S. also offers the Transition Year Programme and the Leaving Certificate Vocational Programme as an alternative enhanced Leaving Certificate.

The provision of all courses and subjects is contingent on the budgetary allocation provided by the Department of Education and Skills and therefore courses can only be offered when viable.

Parents of prospective students should also be aware of the school’s policy on Bullying, Substance Abuse, Attendance and Mobile Phones which are available on [www.erss.ie](http://www.erss.ie)

A copy of the school calendar will be supplied to all parents/guardians in first term of each school year and will also be available on [www.erss.ie](http://www.erss.ie)

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**7 ENROLMENT PROCEDURES**

**7.1 Students eligible for admission to First Year 2023-2024.**

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.

**7.2 Admission Procedures.**

Applications should be made to the Principal, Edmund Rice Secondary ,Carrick-on-Suir , on the official school application form. Applications may be made at any time. However they should be received before the closing date of ………...of the school year prior to admission and will be assessed as per the procedures outlined below. A deposit of €50 should accompany each application for school fees.

An Open Night for intending pupils and their parents will usually be held in the school in first term of each school year. Pupils in local primary schools will be notified in advance and a general notice will appear in the local media in advance of the “Open Night” on the school website [www.erss.ie](http://www.erss.ie) , on school social media pages and in the local media.

**7.3 CODE OF BEHAVIOUR**

It is very important that parents familiarize themselves with the school’s Code of Behaviour. This document contains a list of the rules, regulations and sanctions laid down by the school, the Department of Education and Skills and in some cases the State. It is expected that the parents of every pupil will sign up to the Code of Behaviour. However, attendance in the school in school uniform will be taken as implicit acceptance of the Code of Behaviour.

**7.4 UNIFORM**

A condition of enrolment to Edmund Rice Secondary School, Carrick-on-Suir is that all students must wear the school uniform. This comprises:

* Shirt-grey
* Jumper-black, V necked (must include embroidered school crest)
* Tie- grey and black striped
* Trousers- grey, boot cut
* Shoes-black
* School Tracksuit

**7.5 Special Needs**

The school will endeavour at all times to adopt policies and practices which are inclusive towards students with special needs. The Board of Management of Edmund Rice Secondary School, Carrick-on-Suir welcomes pupils with special educational needs and will seek from the Department of Education and Skills the necessary resources to best serve the needs of such students. In order to assess these needs the school will access the student’s records from primary school, with the permission of the boy’s parents, well in advance of entry into the school. We will do this to establish the educational and training needs of your child relevant to his disability or special needs .We will then be in a position to apply to the Department of Education and Skills for the necessary resources to support your son. The Board of Management will therefore:

* Instruct the School Principal or a staff member to meet the parents/guardians of the student to discuss his needs and the school’s capability to meet those needs.
* Request a copy of the student’s medical records/psychological report/ individual educational report if available and/or
* Request immediate assessment
* Request from the Department of Education and Skills the necessary resources, prior to enrolment, for the needs of the student e.g. special needs assistant, specialised equipment or furniture, learning support, transport or other where appropriate.

**8.1 ALLOCATION OF PLACES 2023-2024**

The Principal of Edmund Rice Secondary School,Carrick-on-Suir, on behalf of the school’s Board of Management, will decide on the allocation of places in accordance with

* Criteria laid down by the Board of Management
* Department of Education and Skills Rules. Secondary students must be aged 12 on January in the calendar year following the student’s entry into first year. A copy of the student’s Birth Certificate (Full) must be supplied to the school before a place can be offered to a student
* Department of Education and Skills provision of staff
* Department of Education and Skills provision of resources to meet the needs of students with Special needs
* Department of Education and Skills provision of physical space in relation to classroom accommodation and the health and safety of students.

**8.2 ORDER OF PRIORITY IN ALLOCATING PLACES**

A maximum of 60 places will be available in First Year for the school year 2023-2024

In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

1. Brother of present/past pupils

2. Boys living in the school’s catchment area.

3. Sons of staff members

4. Sons of past pupils

5. Boys from outside the catchment area on a first come first served basis.

6. Other applicants, based on date of submission of application form.

For the purposes of this policy statement “catchment area” is defined as…the parishes of Clonea, Crehana, Rathgormack, Windgap, Owning, Templeorum ,Newtown Upper ,Ballyneale, Grangemockler, Piltown, Portlaw, Carrick-on-Suir, Carrickbeg whose national schools have been our traditional feeder schools.

Decisions on allocation of places will be notified in accordance with this Admissions policy and the Education Welfare Act (2000). Decisions regarding enrolment will be notified to parents/guardians within 21 days of the closing date of applications. To ensure a place, parents/guardians must notify the school of their acceptance of a place within 14 days of being accepted.

**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,

* 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

* In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

**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 Transition Year 2023-2024**

It is the policy of Edmund Rice Secondary School, Carrick-on-Suir to make the curriculum and resources available where possible to all students. It may, however, be necessary for insurance reasons and to comply with class size directives to limit the numbers accepted into our Transition Year. The Transition Year Coordinator in conjunction with school management will allocate places in such an event on the basis of:

* Existing pupils of Edmund Rice Secondary School, Carrick-on-Suir will get priority over boys transferring from other schools.
* The selection process will take the greater good of the school overall into consideration when allocating places and will consider the students who applied for entry into Transition Year by the deadline specified on the application form (a copy of the application form will be sent to the parents/guardians of 3rd year students in advance)
* Age – had the student already been afforded the chance to repeat a year in Edmund Rice Secondary School,Carrick-on-Suir
* Disciplinary record of the student to date.
* Family circumstances
* Health and Safety

In the event of a pupil being refused admission to Transition Year his parents/guardians have the right to appeal such a decision to the Board of Management. This appeal will be held at the next ordinary meeting of the Board. If this is not suitable the Chairperson of the Board may call a special meeting to deal with the appeal.

**10 TRANSFER OF PUPILS FROM OTHER SCHOOLS 2023-2024**

Students may transfer to Edmund Rice Secondary School, Carrick-on-Suir from another secondary school, subject to the guidelines laid out in this admissions policy. It would be in everyone’s interests if transfers took place at the beginning of the school year. Transfers at other times will only be considered in extenuating circumstances such as family relocation or bullying in previous school etc. However, the Principal of Edmund Rice Secondary School must be satisfied with the reasons for the transfer and therefore relevant information will be requested from the student’s former schools.

With the best interest of the student in mind and his educational welfare and those of existing pupils in Edmund Rice Secondary School,Caririck-on-Suir the school may decide for reasons including class size, subject choices and available resources to refuse admission at the time of application. The school may advise the parents/guardian of the pupil to reapply at the start of the following school year.

In the event of a pupil being refused admission in such circumstances his parents/guardians have the right to appeal such a decision to the Board of Management. This appeal will be held at the next ordinary meeting of the Board. If this is not suitable the Chairperson of the Board may call a special meeting to deal with the appeal.

* Where the board deems there to be a vacancy in a particular year group notwithstanding that the number currently in the year may be less than the maximum number allowable as stated in this policy.

**11 Repeat Leaving Certificate Students 2023-2024**

The school is willing to consider applications from students for places in 6th Year in order for them to repeat the Leaving Certificate examination. Applications for such places will not be considered until after the publication of the Leaving Certificate results in August each year. The Principal will, in the first instance, determine whether or not a place to repeat will be offered to a student. The decision of the Principal will be based on the following factors:

* The record (academic and disciplinary) of the student to date. If the application is from a student who attended another school, then the record of the student will be sought from that school. (If the application to repeat is from a female student, then permission will have to be sought from the Board of Management/Trustees before a place can be offered).
* The likely possibility of the student benefiting in personal and academic ways from repeating the year.
* The likely impact of the student on the incoming 6th Year classes.
* The opinions of teachers who taught the student in previous years.
* The availability of a place in the incoming 6th Year classes.

All other things being equal, preference will be given to former students of the school in the event of there being more applications for places to repeat than there are places available.

The decision of the Principal to refuse an application for a place in the school to repeat the Leaving Certificate examination may be appealed to the Board of Management.

**12 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 2022-2023. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by 1st February 2023

**Data Protection Acts 1988 and 2003: Edmund Rice Secondary School,Carrick-on-Suir is a Data Controller under the Data Protection Acts. Data provided to Edmund Rice Secondary School 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.**

This Admissions Policy was adopted by the Board of Management on 28.09.2022

This Admissions Policy was reviewed by the Board of Management on 28.09.2022

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_

1. [↑](#footnote-ref-1)