

# Coláiste Éamonn Rís

## Secondary School

Wexford

### Admissions Policy\*

## 2017-2018



Loch Garman

**Under the Trusteeship of  
The Edmund Rice Schools Trust (ERST)**

\*The Admissions Policy is reviewed each year and this version (March 2017) supersedes all previous versions which are no longer valid.

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Mission Statement:

To develop responsible individuals who will participate fully in a changing society and to carry out this task in a Christian environment. Page

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# **Admissions Policy-Coláiste Éamonn Rís**

## **Background and Context**

The Education Act 1998 (Part 1 Section 6C) states that the Act seeks “to promote the right of parents to send their children to the school of the parent’s choice having regard to the rights of the patron and the effective and efficient use of resources”.

In accordance with part IV Section 15(d) of the Act, the school is “obliged to publish a policy concerning admission to and participation in the school, including the policy in relation to the expulsion and suspension of pupils and admission to and participation by pupils with disabilities or who have other special educational needs, and ensure that as regards that policy principles of equality and the right of parents to send their children to a school of the parent’s choice are respected and such directions as may be made from time to time by the Minister, having regard to the characteristic spirit of the school and the constitutional rights of all persons concerned, are complied with” having regard to sections 15(e) (f) and (g) on the Act.

## **Policy Statement**

It is the policy of Coláiste Éamonn Rís to welcome all boys who meet the admissions eligibility criteria and for whom the school can provide an appropriate education within the resources and facilities available. The school aims to provide an integrated and inclusive education. The Admissions Policy is reviewed annually and updated as necessary by the Board of Management. It is also subject to approval by the Edmund Rice Schools Trust.

## **SCHOOL PROFILE**

Coláiste Éamonn Rís is a Voluntary Catholic Secondary School for boys only, operating under the Trusteeship of the Edmund Rice Schools Trust (ERST). The school Admissions Policy is informed by the Edmund Rice Schools Trust Charter. The school subscribes to the holistic vision expressed in the five key elements that constitute the Edmund Rice Schools Charter. These are:

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

These charter values are reflected in the daily life of the members of the school community. The school engages with Bride Street Parish through our school chaplain, Fr. James Cullen. The school community comes together each September to celebrate our school Mass at the beginning of the new academic year. A Graduation Mass is celebrated in May, marking the end of our Sixth Years’ secondary school life in Coláiste Éamonn Rís. Much work is done in school supporting various charities through no uniform days and through the work of the Cumann Éamainn Rís, the school’s peace and justice group, inspired by the vision of Edmund Rice. Students participate as helpers on the Ferns Diocesan Pilgrimage to

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Lourdes each year. The school also regularly participates in the Edmund Rice Immersion Project to Zambia. The school's vision and commitment to providing a caring inclusive education is evidenced in the decision to set up an ASD Unit in the school.

For further information on the Edmund Rice Schools Trust and the Edmund Rice Schools Trust Charter, see [www.EdmundRiceSchoolsTrust.ie](http://www.EdmundRiceSchoolsTrust.ie)

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 active Parents' and Students' Councils.

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 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 maximum access and participation in the school.
- 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.

Any queries arising from the Admissions Policy may be addressed to the Principal or Deputy Principal at Coláiste Éamonn Rís, Thomas Street, Wexford Town. Information is available also on the school website [www.wexfordcbs.ie](http://www.wexfordcbs.ie)

Coláiste Éamonn Rís is deemed to be a Data Controller under the provisions of the Data Protection Acts 1988-2003. Further details on the collection, retention and use of personal data by the school are set out in the Data Protection policy which can be viewed on the school website.

## Courses and Subjects Offered

Coláiste Éamonn Rís follows the Curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30). The programmes offered are the three year Junior Cycle programme and the two year Leaving Certificate programme. The subjects offered in each programme are set out in the table below. An optional Transition year programme is offered immediately after the Junior Cycle is completed.

<u>Junior Cycle Subjects</u> (3years)	<u>Leaving Certificate Subjects</u> (2years)
Religion	Agricultural Science
Irish	Religion
English	Irish
Maths	English
History	Maths
Geography	History
Science	Geography
Business Studies	Physics
French	Chemistry
German	Biology
Art	Business
Technical Graphics	Accounting
Classical Studies	Art
Materials Technology (Wood)	Construction Studies
P.E.*	German
S.P.H.E*	French
C.S.P.E*.	Design & Communication Graphics
Music	Music
	Classical Studies

Subject to sufficient demand and resources, the Board of Management reserves the right to determine, on an annual basis, the range and level of subjects as well as the minimum number of students necessary to justify the offering of a particular subject. The Principal is responsible for allocating students to subject classes.

Where there are more student applications for a particular subject than available places, preference will be given to:

- a) those who return their subject choice forms on time,
- and,
- b) Those who indicate a higher preference for the particular subject in their subject choice list.

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## **School/House Examinations**

Formal house examinations are held at Christmas for all students and at the end of the school year (summer) for non-state exam classes. 'Mock' examinations are completed by third year (Junior Cycle) and sixth year (Leaving Certificate) students during February/March of their examination year. Third year and sixth 'mock' examination papers are corrected externally and students pay a fee for the examination papers and their correction.

Students who do not sit scheduled house examinations for any reason may be required to sit such examinations at an alternative time before being permitted to proceed with their studies.

## **Extra-curricular Activities**

In addition to academic learning, the school places a strong emphasis on extra-curricular activities as part of the holistic development of students.

### **Sporting Activities**

Participation in sporting activities provides opportunity for skills development and teamwork as well as contributing to the promotion of fitness, health and good discipline. The range of sporting activities in which students may participate and/or represent the school includes; Gaelic Football and Hurling; Soccer; Rugby; Golf; Table Tennis and Athletics.

### **Artistic Activities**

The school recognises that the development of artistic skills and talents is equally important and, apart from optional subjects such as Art and Music, students have the opportunity to participate in talent shows and joint staging of musicals with other schools from time to time.

### **Charitable Activities**

The school participates in the ERST Immersion Project on a periodic basis. The Immersion Project aims to be transformative in the lives of those students taking part. The Project involves travelling to a third world country to participate in education and/or health related activities for a week to ten days at a time. The school/students also support local charities through fundraising activities from time to time.

## **LEAVING CERTIFICATE PROGRAMME**

The leaving certificate is a two year course where students study Irish, English, Mathematics and four other subjects. The list of subjects on offer is shown in the table on page 4 above. In addition to those subjects, students study Religion as a non-examination subject and may opt to take the Leaving Certificate Vocational Programme (LCVP) also.

## **LEAVING CERTIFICATE VOCATIONAL PROGRAMME (LCVP)**

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The LCVP is a Leaving Certificate with a strengthened vocational dimension. It has a focus on self-directed learning, enterprise, work and the community. Its content is delivered through a series of modules added on to the subjects studied for the traditional leaving certificate.

## Entry Requirements

Students applying to take the LCVP Module, can opt to take it as one of their Leaving Certificate subjects. In order to qualify for this programme, students

- Must be enrolled for the traditional Leaving Certificate Programme.
- Must study a Modern European Language. This condition can be fulfilled by studying a language at Leaving Certificate level (French/German) **or** by participating in a language class organised by the school.
- Must study the correct subject combinations as laid down by the Department of Education and Science. These are available for inspection in the school during school hours.

## Selection Procedure

- Students fulfilling the above **Entry Requirements** may apply to take the LCVP Module.
- Should there be more applications than there are places available, the allocation of places will be by lottery.

## Transition Year

**The Transition Year Programme in Coláiste Éamonn Rís is a one year non-compulsory programme which comes immediately after completion of the Junior Cycle.** The aim of the programme is:-

- ◆ To provide a good academic basis for beginning the Senior Cycle (Leaving Certificate) Course.
- ◆ To develop aspects of the curriculum which tend not to be catered for in other courses.
- ◆ To further develop teamwork through task oriented projects.
- ◆ To develop links between school and the wider community.
- ◆ To encourage students to become more responsible for their own development.
- ◆ To introduce students to a wide range of cultural and sporting activities.
- ◆ To help prepare students to become responsible members of society.

**The core subjects in Transition Year are:**

English	Irish	Mathematics	Religion	Science	P.E.
Enterprise	Environmental Studies	Drama	History	Computer Studies	
Cultural Studies (Chinese Language and Culture)		Career Guidance	Road Safety		

There is also a Work Experience module where students spend one/two weeks in a real work environment. Note that subjects and activities for Transition Year students may change from year to year.

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The maximum number of places available on the TY programme will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

Acceptance on to the Transition Year Programme is contingent on the school being of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his participation will not prevent any other participating student(s) from benefiting from the programme. Decisions in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student and his teachers.

### **Application Procedure for Entry on to the Transition Year Programme**

#### **1. T.Y. Application Procedures**

- 1.1 Early in third year, the TY Programme Co-ordinator will visit all third year classes. He/she will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the completed application form, will be critical factors in gaining entry to the programme. Similarly, attendance, application, attitude to work and behaviour will be important factors.
- 1.2 A formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme.
- 1.3 Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). This application form will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.
- 1.4 **Applications will be deemed valid only if they are fully completed and submitted to the School Secretary within the specified deadline (3.30pm on the second Friday in March). Applications will be date-stamped only when considered valid.**
- 1.5 Any application received subsequent to the stated deadline (3.30pm on the second Friday in March) will be considered **only** after students whose applications were submitted on time have been processed.

#### **2. The Transition Year Admissions Committee:**

- 2.1 The Transition Year Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Transition Year Coordinator, Deputy-Principal and Year Head of the current third year students, or a nominee of the Principal to replace one of the above who may be unavailable for any reason.
- 2.2 Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.
- 2.3 The criteria outlined in 1.1(above), the Application Form and the professional advice and judgements of the teaching staff will be critical factors in determining a student's application for admission on to the Transition Year Programme.



- 2.4 The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.

### **3. Offer & Acceptance of Places**

- 3.1 Places will be offered in writing to successful applicants within 10 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal (See Section 6, below).
- 3.2 Students accepting a place must complete and return the Acceptance Form within the date specified, along with the first moiety of the Transition Year fee, currently €200. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited.
- 3.3 Students accepting a place must comply with the school's Code of Behaviour and specifically pay regard to the terms of the Code as it applies to TY students.

### **4. External Applications:**

Any application to transfer to Coláiste Éamonn Rís from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. Should places in Transition Year become available, applications from external candidates will be considered by the Transition Year Admissions Committee following completion of the `Offer and Acceptance of Places` process for internal candidates.

### **5. T.Y. Programme Fee:**

**The Programme Fee for Transition Year is set annually by the Board of Management and is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €400 and is payable in two moieties, half made payable on acceptance of the placement and remainder made payable on the first day back in August.** In addition, students will be required to pay separately for participation in some specific activities/trips undertaken during the course of the year.

### **6. Appeals:**

In any case where a student is not offered a place by the T.Y. Admissions Committee, an appeal on his behalf may be made in writing to the Principal within 10 school days of notification that a place is not being offered. The appeal will be heard and determined within 10 school days of receipt of the appeal. In the case of such an appeal being rejected by the by the Principal, a further and final appeal may be made in writing to the Board of Management within 10 school days of the date on which the Principal issues his written decision rejecting the first appeal. The final appeal will be heard by the Board of Management at its next scheduled meeting.

## Voluntary Contributions

The school receives funding from the Department of Education and Skills on a per capita student basis. However, in order to supplement this funding, the school asks all parents to make an annual contribution towards the cost of running the school. These contributions assist in meeting the costs of sports activities, photocopying, reports, postage, etc. The current contribution requested has been set at €80 per student or €100 per family. This contribution includes a premium payable for Personal Accident Insurance cover (for school related activities) for all students.

## Enrolment Process/Procedures

### **Enrolment Numbers**

In autumn each year the Board of Management decides the number of first year students that the school can accommodate and will accept for the following school year. This decision is taken having regard to the facilities, personnel, and resources available, the number of students for whom the school can provide an appropriate education (including in the Aspergers Unit) and, safety, health and welfare considerations.

The number of first year places available will be communicated to parents at an Information Night for parents of potential first year students. The Information Night is held in October or November and parents who have submitted a Registration of Intention to Enrol Form to the school will be invited to attend the Information Night.

### **Intention to Enrol**

A Registration of Intention to Enrol Form is an expression of interest form (see page 20). Registration of Intention to Enrol Forms are available from the school office during school hours (9.00am-4.30pm, Monday to Friday) or may be downloaded from the school's website [www.wexfordcbs.ie](http://www.wexfordcbs.ie). Completed Registration of Intention to Enrol Forms may be submitted electronically to [admin@wexfordcbs.ie](mailto:admin@wexfordcbs.ie). Or by post/hand to: The Principal, Coláiste Éamonn Rís, Thomas Street, Wexford Town, Postcode Y35 XV 02.

**Submission of a Registration of Intention to Enrol Form does not guarantee a place in the school. Actual enrolment is subject to the criteria set out in the Admissions Procedures as amended from time to time.**

## Eligibility for Admission to First Year

The eligibility criteria for admission to First Year is as follows:

Boys:

- Whose parent(s)/guardian(s) have completed and submitted both i) a Registration of Intention to Enrol Form and ii) an Enrolment Form;
- Who have completed sixth class in Primary School;
- Who will have reached the required age (12) on the 1<sup>st</sup> January in the calendar year immediately following entry into first year;
- Who are willing in conjunction with their parents to respect the school ethos;
- Who are willing, with parents/guardians to accept and adhere to the school Code of Behaviour and all other school policies

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- Who are willing to take an assessment test which is used only to assess achievement levels in order to best facilitate students according to their needs.

Admission to the school is subject also to the conditions set out in the paragraph titled “Offers of Places” below.

### Admissions Criteria

Parent(s)/Guardian(s) who wish their son(s) to be considered for enrolment in first year in the school are required to complete and submit i) a Registration of Intention to Enrol Form and subsequently ii) an Enrolment Form. Enrolment Forms will be available at the Information Night meeting (see paragraph titled Enrolment Numbers above) or may be collected by calling to or telephoning the school office after the Information Night.

The closing date/time for receipt of Enrolment Forms for entry into First Year in September each year will be notified to Parent(s)/Guardian(s) at the time the Enrolment Forms are issued.

In the event of the school receiving more First Year Enrolment applications than there are places available, the following criteria, and in the following order, will apply in allocating places.

Applicants who are:

1. Brothers of current or past pupils of Coláiste Éamonn Rís;
2. Sons of staff members of Coláiste Éamonn Rís;
3. Sons of past pupils of Coláiste Éamonn Rís;
4. All other applications received on or before the closing date for receipt of Enrolments.

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category. In the event of applications from brothers (twins, triplets etc.) being included in the lottery and one or more of the brothers being offered a place or places by lottery, the school will make a place/s available for the remaining brother/s.

The lottery will be supervised by the Chairperson of the Board of Management and at least two of the following:

- A solicitor
- The Principal
- A nominee of the Parents’ Council

All applicants within the category will have their names entered for the lottery and names will be drawn until all available places have been allocated. When all places have been allocated, the remaining names of applicants in this category will continue to be drawn by lottery to establish the order of applicants on a waiting list for places.

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If, for any reason, a place becomes available, it will be offered to the next highest placed applicant on the waiting list.

### **Late Applications**

Applications for enrolment received after the closing date for applications will be held on file but will be considered only if the waiting list has been exhausted and further places become available.

The waiting list will remain in place until the 30<sup>th</sup> September immediately following commencement of the relevant school year at which time it will be terminated.

### **Offers of Places**

Offers of First Year places will be made in writing to the parents/guardians of the applicant within 21 days of the closing date for receipt of Enrolment Forms. Acceptance of places must be received by the school in writing within the timeframe specified in the letter of offer. Failure to return an acceptance of offer within the specified timeframe will be deemed to be a decision not to accept the offer. In such circumstances, the offer will stand withdrawn without further notice and the place will be offered to the next highest placed applicant on the waiting list.

Any parents/guardians who accept a place offered on behalf of an applicant and subsequently decide not to send their son to Coláiste Éamonn Rís should communicate this decision to the Principal in writing as soon as possible to facilitate an offer of the place to an applicant on the waiting list.

Admission to the school will be confirmed in writing by the Principal and is subject to:

- Parents/guardians giving a full and accurate disclosure of all relevant details requested on the enrolment application form;
- The capacity of the school to meet the educational needs of the applicant;
- Parents/guardians and applicant reading and signing acceptance of the school rules/regulations/code of behaviour;
- Parents/guardians accepting their role in supporting the school in the areas of discipline and homework.

### **Decisions to Refuse Admission**

Where the school decides that it is not in a position to offer a place in the school to an applicant, the parents/guardians will be notified in writing of the decision and of the reason for the refusal within twenty one days of the closing date for the receipt of Enrolment Forms. The notification will include information on the right to appeal the decision as well as an appeal application form. Details of appeals procedures are set out in the Appeals Section below (see page 18-19).

## **POST ENROLMENT PROCEDURES**

### **Assessment Test**

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Students enrolled for First Year in the following school year are required to sit an Assessment Test in February or March preceding the start of that school year. The date of the Assessment Test will be communicated to parents/guardians early in the year.

### **Allocation to Classes**

Incoming first year students are allocated to classes on a mixed ability basis. At the beginning of second year, students are allocated into higher or ordinary level classes in the core subjects of Maths and Irish

### **Information Evening**

An Information Evening for parents/guardians of all incoming First Year students is held in March or April preceding the start of the relevant school year. This is a vital part of the enrolment process where parents/guardians are given information about school policies and practical advice on supporting their sons throughout their time in the school. It also offers parents/guardians the opportunity to seek clarification on any aspect of the school rules, curriculum, uniform policy etc. Parents/guardians of all incoming First Year students are strongly encouraged to attend this meeting particularly where the student will be the first enrolled from the family. The date of the Information Evening will be notified to parents/guardians in good time.

### **Application of a student to transfer in from another school**

The school will make every reasonable effort to facilitate a boy seeking a transfer into the school. Students who wish to transfer from other schools or who wish to join the school during the school year must submit a Student Transfer Application Form (see page 23). An application to transfer in from another school is subject to the following conditions;

- Receipt of an acceptable student report (work-rate/behaviour/attendance) from the current/previous school attended;
- Capacity available in the school and/or the requested year group;
- Compatibility between subjects studied by the applicant and the subjects available in the school;
- Discussion with staff;
- Consultation with the parents/guardians of the student and, if necessary, the Education Welfare Officer;
- Determination by the Board of Management that the transfer is in the interests of both the student and the school;
- Determination by the Board of Management that the transfer is of educational benefit to the student and
- Completion of an assessment/test by the student where deemed necessary.

During the school year students will be considered for transfer into the school only if;

- a) they are moving into the region or,

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- b) there is mutual agreement on the transfer between both schools involved.

An application in respect of a boy who has been expelled from another school will be considered by the Board of Management only when all appeal avenues have been exhausted on his behalf in respect of his previous school.

Where the Board of Management decides to accept a student on transfer a place may be offered immediately, or from the beginning of the following academic year.

### **Repeat 6<sup>th</sup> Year (Leaving Certificate) Applications**

Coláiste Éamonn Rís may allow its graduates to repeat Sixth Year to enable them to re-sit the Leaving Certificate. The facility to repeat Sixth Year is generally reserved for past pupils of the school and the following Guidelines apply:

#### **APPLICATIONS:**

1. Application Forms (see page 30) will be available in the school from the day on which the Leaving Cert results are issued.
2. Completed Application Form must be submitted before the beginning of the following School Year and must be accompanied by the relevant fees (see below)

#### **PROCESS:**

1. Applications will be assessed for feasibility/compatibility with current Option Blocks/Class spaces.
2. Applicant's Academic, Disciplinary and Extra-Curricular records will be assessed.
3. Viable candidates will be called for interview at the earliest possible date.
4. Principal, Deputy Principal and Staff will consider all viable applications.
5. The Principal will make recommendations to the Board of Management on the basis of assessments under 1-4 above.
6. Successful applicants will be offered places in order of date/time of receipt of Application Forms until all available places have been filled. Note: the number of repeat Sixth Year places available will vary from year to year.
7. In the event of more applications being received than there are places available, a Waiting List will be established based on date and time of receipt by the school of the applications.
8. Any applicant offered a place is required to inform the school of his intention to accept/reject the offer at the earliest possible time and in any event not later than one week from the date of the offer-failure to do so will be deemed a refusal of the offer of a place. In such circumstances, the offer will stand withdrawn without further notice and the place will be offered to the next highest placed applicant on the waiting list.

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Unsuccessful Candidates have the right to appeal the decision to the Board of Management. Appeals must be made in writing to the Secretary to the Board of Management not later than one week from the date of notification of the decision not to offer a place and should state clearly the grounds for the appeal. The appeal will be heard by the Board of Management at its next scheduled meeting.

## SUCCESSFUL STUDENTS

- Will attend school from the date specified by the Principal.
- Will have a full timetable and will attend all classes for the entire school year.
- Will only be allowed to continue with the Repeat Year following a successful October Assessment (*assessment of progress/productivity for each student*)
- Will adhere to the school's Code of Behaviour.
- Will undertake to work to the best of their ability.
- Will be a positive influence for the student population.

*The following fees (which are subject to change) apply to students repeating in Coláiste Éamonn Rís.*

<i>School Fee</i>	<i>€130</i>	<i>Payable to school</i>	<i>in August with application (payable by all)</i>
<i>D.E.S. Fee</i>	<i>€126.97</i>	<i>Payable to school</i>	<i>in August with application (waived for Medical Card holders)</i>
<i>S.E.C. Fee</i>	<i>€301</i>	<i>Payable to S.E.C.</i>	<i>in February through bank (waived for Medical Card holder)</i>
<i>Mocks Fee</i>	<i>€110</i>	<i>Payable to school</i>	<i>in February (payable by all)</i>

## SPECIAL EDUCATIONAL NEEDS

In welcoming applications from boys with special educational needs, the school will use the financial and staff resources, provided by the Department of Education and Skills, to make reasonable provision and accommodation for such students. The school will ensure that these students are free to participate fully in the life of the school in so far as is reasonable and practicable.

While recognising and fully supporting parents' rights to select a school of their choice for their son, the school's ability to accept students with particular educational needs is dependent on resources, suitable to the needs of the individual student, being provided by the Department of Education and Skills.

It is vital that school management and parents co-operate, from the earliest possible time, to establish the special educational needs of the student, the resources required to meet those needs and the preparation and submission of a well-researched request to the Department of Education and Skills/Special Educational Needs Organiser (SENO) seeking the allocation of appropriate resources. Parents are

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### Mission Statement:

To develop responsible individuals who will participate fully in a changing society and to carry out this task in a Christian environment. Page 15



encouraged to contact the school well in advance of the admissions process should they feel that their son has special educational needs.

### **Provision of Information**

In considering the admission of a boy with special educational needs particular information is required from the parents/guardians in addition to a completed enrolment application form. The Information required must be submitted in writing and includes the following:

Whether or not the boy previously has had access to, or received, any of the following supports/interventions?

- a special needs assistant or classroom assistant;
- a special class;
- help, for specific needs, from a resource teacher;
- assistance with modification of behaviour;
- psychological assessment (copy to be provided);
- any additional resources to help with their special needs;
- help in other areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance;
- any resources in relation to travel or mobility.

If an expert/professional report/assessment is provided on behalf of the boy, it should include a workable strategy for addressing the special needs, taking account of the resources available.

The Board of Management, having reviewed all relevant information and professional reports/assessments, determines whether and how the special educational needs of the boy can be met. In exceptional cases, final confirmation of a place in the school may have to be withheld until the Department of Education and Skills and/or the School confirms that the necessary resources to support the special educational needs are in place.

As soon as is practicable, but not later than 21 days, after a parent has provided all the relevant information required, the Board of Management will make a decision in respect of the application concerned and inform the parents in writing of its decision.

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

- 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 himself ? other students, to school staff or to school property.

Where the school decides for any reason that it is not in a position to offer a place in the school to an applicant, the parents/guardians will be notified in writing of the decision and of the reason for the



refusal. The notification will include information on the right to appeal the decision. Details of appeals procedures are set out in the Appeals Section below.

## **Aspergers Unit**

The school currently has a special Education Unit that provides special needs support for students with Aspergers Syndrome. The Unit has limited capacity and resources with places available for a maximum of twelve students. Admission to the Unit is governed by procedures additional to the normal Admissions Policy and is set out below.

### **Admissions Policy & Procedures for Aspergers Unit**

The boy:

- must be an existing student or apply for admission to the school in the normal manner as set out in the school's Admissions policy.
- will be subject to the terms and conditions of the school's Admissions Policy.

#### **Procedures**

Parents/guardians must;

- make a written application seeking a place in the Unit for their son and this must be submitted with the standard Enrolment Form;
- provide the reports/assessments/documentation necessary (see below) to the school to allow an informed decision to be made on the application.

#### **Criteria for Admission to the Unit**

The boy applying for a place in the facility must have a psychological/psychiatric report which clearly specifies a diagnosis of Aspergers Syndrome [without significant intellectual disability]. Diagnosis must be determined by the DSM 1V, ICD 10 criteria, or other recognised diagnostic tool acceptable to the admissions panel.

The following documents (all should be recent i.e. less than two years old) will be required also in respect of applicants seeking a place in the unit.

- i) A cognitive assessment which includes an estimation of global cognitive function.
- ii) A current psychological report stating the suitability of a second level environment in meeting the boy's needs.

Evidence available must suggest that applicants must have the adaptive skills and cognitive functioning that would enable them to learn consistently in a mainstream environment.

#### **Additional Reports**

Reports from other professionals as appropriate should be included. These reports should include reports from the applicant's primary school and from any other agency or professional involved in the education of the applicant.

The Admissions Panel may ask for further reports or information which may impact on the applicants educational planning.

### **Admissions Advisory Panel**

All applications for admission to the Unit will be reviewed by an Admissions Advisory Panel which will consist of:

- the School Principal and/or the Deputy Principal
- a Resource teacher and/or Guidance Counsellor
- a Learning support Teacher in the Unit.

The function of the Admissions Advisory Panel will be to:

- review all information and documentation relevant to an applicant for a place in the Unit;
- verify the facility's suitability in meeting the needs of the applicant;
- make recommendations based on these findings to the Board of Management.

### **Role of the Board of Management**

The Board of Management, as is the case with all admissions to the school, makes the final decision on applications for admission to the Unit. In making a decision, the Board of Management will have regard to the recommendations of the Admissions Advisory Panel.

The Board of Management reserves the right to appoint other or substitute members to the Admissions Advisory Panel as deemed necessary and to seek external expert advice if required.

### **Review Process**

All placements in the Unit are subject to review at the request of the parent or the school. Such a review will be carried out by school staff with parents and student involvement where appropriate.

The outcome of any review will be examined by the Admissions Advisory Panel and by the Board of Management. In the event that a placement is inappropriate the school will liaise with the appropriate agencies in an effort to obtain a placement more suitable to the needs of the student.

## **Appeals against decisions to refuse admission**

The Education (Welfare) Act, 2000, Section 19 (1) provides that:

“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 the recognised school concerned published under section 15 (2) (d) of the Education Act 1998.” Where a decision to refuse admission is made in respect of an applicant, the parents/guardians have both an optional and statutory right of appeal as set out below.

### **Internal Appeal (Optional)**

Parents/guardians have the right to appeal a refusal to admit an applicant to the Board of Management.

An appeal must:

- be made in writing and be addressed to the Secretary to the Board of Management;
- set out the grounds for the appeal and any other relevant information;
- be received in the school within 21 calendar days from the date the decision of the school to refuse admission was notified to the parents/guardians concerned.

The Board of Management will consider any appeals at its next meeting following the last day for receipt of appeals and a decision will be conveyed to parents/guardians in writing within 7 days of such meeting.

### **External Appeal (Section 29 of the Education Act 1998)**

Parents/guardians have the right to appeal a refusal to admit an applicant to the Secretary General of the Department of Education and Skills in accordance with Section 29 (d) of the Education Act 1998.

The appeal must be made within 42 calendar days from the date of notification to the parents/guardians of the decision of the school to refuse enrolment or from the date of notification to the parents/guardians of an internal appeal being rejected.

Appeals should be made on the appropriate appeals application form which should be completed in full and should state:

- 1-The decision being appealed.
- 2- The grounds on which the decision is being appealed.
- 3- The date that the parents/guardians were informed of the decision.
- 4-All other relevant information

Completed appeals forms should be sent to:

Section 29 Appeals Administration Unit, Department of Education and Skills, Friar's Mill Road, Mullingar, County Westmeath.

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 a resolution can be reached. As a general rule, appeals will be considered by an appeals committee under section 29 only where the parties are unable to resolve the issue at local level.

**Coláiste Éamonn Rís  
Loch Garman**



**Christian Brothers  
Secondary School  
Wexford**

Principal: Mr. M. McMahon M.A., H.D.E.

Deputy Principal: Mr. J. Hegarty

Fax: 053 9146803

Phone: 053 9141391

**FORM E1**

## Registration of Intention to Enrol

*Name*

*Address*

  
  

*Date of Birth*

**PPS No.**

**E-mail address**

**Home telephone**

**Mother's mobile**

**Mother's work no:**

**Father's mobile**

**Father's work no:**

**Current Primary School**

**Year in which your son will be due to enter secondary school**

20.....

**Father's name**

**Mothers' maiden name**

**Names of any brothers in this Secondary School**

**Signed: Parents/Guardians.....Date:.....**

**Note:**

1. Submission of this form does not guarantee a place in the school.
2. Personal data collected about prospective students and their parents will be retained and used strictly in accordance with the provisions of the Data Protection Acts 1988-2003. Further details on data protection are set out in the school's Data Protection Policy document (see [www.wexfordcbs.ie](http://www.wexfordcbs.ie)).

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Principal: Mr. M. McMahon M.A., H.D.E.

Phone: 053 9141391  
Fax: 053 9146803

## **Enrolment Form**      **FORM E2**

Son's name: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Telephone no: Daytime  Home  Mobile

Is your son still interested in a place in  
Coláiste Éamonn Rís in September 2018?

Yes ☐

No ☐

**Parents/guardians are required to provide information that will be used to determine the allocation of places on a prioritised basis in accordance with the school's Admission Policy. Please complete each of the following sections.**

1. Has your son any brothers currently attending this school?      Yes ☐      No ☐

If Yes, Name/s \_\_\_\_\_ Class/s \_\_\_\_\_

Any brothers who are past pupils of this school?      Yes ☐      No ☐

If Yes, Name/s \_\_\_\_\_ Year/s of leaving school \_\_\_\_\_

2. Is either parent a member of staff of the school?      Yes ☐      No ☐

If Yes, Name \_\_\_\_\_

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3. Is the boy's father a past pupil?

Yes ☐

No ☐

If Yes, Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Year of starting CBS Secondary School \_\_\_\_\_ Date of Leaving \_\_\_\_\_

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### Special Educational Needs

If your son has special educational needs you will need to provide additional information as set out in the school's Admission Policy. The information should accompany this Enrolment Form.

The school operates an ASD (Aspergers) Unit. If your son has this condition and you wish to apply for a place in the Unit for him, you should make an additional written application and provide the information/documentation set out in the school's Admission Policy.

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### Declaration

I/we hereby confirm that the information contained in this Enrolment Form is true and accurate.

Signed:

Parent(s)/Guardian(s) \_\_\_\_\_

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

**N.B. Submission of this form does not guarantee a place in the school. Actual enrolment is subject to the criteria set out in the Admissions Policy as amended from time to time.**

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### Data Protection Notice

Coláiste Éamonn Rís is a Data Controller under the provisions of the Data Protection Acts 1988-2003. Personal data collected about prospective students and their parents will be retained and used strictly in accordance with the provisions of those Acts. Personal data is required by the school to facilitate the enrolment process and subsequently for administrative purposes in relation to students in the school.

**N.B. Information provided by parents/guardians in any application for admission to the school will be shared as necessary with the management authorities of other relevant post-primary schools in an effort to prevent the holding of a place in more than one school by any individual student.**

The school is required to transmit certain personal data to the Department of Education & Skills and parents/guardians will be requested to complete a Sensitive Personal Data consent form and Appendix A (2) Circular 0023/2016 for this purpose.

You should write to the Principal should you wish to update or access your son's personal data. Further information on Data Protection and the use of personal data is contained in the school's Data Protection Policy document which is available on the school's website. (see [www.wexfordcbs.ie](http://www.wexfordcbs.ie))

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### Mission Statement:

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**Coláiste Éamonn Rís  
Loch Garman**



**Christian Brothers  
Secondary School  
Wexford**

Principal: Mr. M. McMahon M.A., H.D.E.

Phone: 053 9141391

Fax: 053 9146803

**STUDENT TRANSFER ENROLMENT FORM FORM E3**

I wish to apply for a place in (Year) \_\_\_\_\_ for my son in Coláiste Éamonn Rís.

Student's name: \_\_\_\_\_

Student's date of birth: \_\_\_\_\_

Student's address: \_\_\_\_\_

\_\_\_\_\_

Student's PPS No: \_\_\_\_\_

Student's current school/year: \_\_\_\_\_

Reason(s) for transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In consideration of this application I consent for Coláiste Éamonn Rís to seek copies of my son's reports from his current school.

Signature of parent/guardian: \_\_\_\_\_

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

\_\_\_\_\_

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**Coláiste Éamonn Rís  
Loch Garman**

Principal: Mr. M. McMahon M.A., H.D.E.



**Christian Brothers  
Secondary School  
Wexford**

Phone: 053 9141391  
Fax: 053 9146803

## ***Acknowledgement of Registration of Intention to Enrol Form***

Dear Parent(s)/Guardian(s),

*We acknowledge receipt of your Registration of Intention to Enrol Form for your son*

*..... who will be applying for admission to*

*Coláiste Éamonn Rís Secondary School in September .....*

*We will contact you regarding further enrolment application procedures in October preceding the commencement of the school year in which you wish your son to be admitted to the school.*

*This acknowledgment of your Intention to Enrol Form is not an offer or guarantee a place for your son in the school as 1<sup>st</sup> year as places will be allocated strictly in accordance with the school's Admissions Policy.*

*Please retain this acknowledgement as evidence of receipt of your application.*

\_\_\_\_\_  
*Michael McMahon  
Principal*

***School Stamp/Date***

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**Coláiste Éamonn Rís  
Loch Garman**

Principal: Mr. M. McMahon M.A., H.D.E.



**Christian Brothers  
Secondary School  
Wexford**

Phone: 053 9141391  
Fax: 053 9146803

### ***Offer of a Place in Coláiste Éamonn Rís***

Date.....

Dear Parent(s)/Guardian(s)

I am pleased to inform you that the Board of Management can offer your son a place in the school for September 20.....

**If you intend to accept this offer of a place for your son you must complete and return the enclosed Acceptance of Offer Form so that it is received by the school on/or before Friday \_\_\_\_\_.**

**Failure to return the form by that date will be deemed a refusal of the offer and the place will be allocated to another applicant.**

In the event that you accept this offer and subsequently decide to accept a place for your son in a different school, please contact the school immediately so that the place can be allocated to an applicant on the waiting list.

The school will contact you again in February with regard to an Information Night for students who are due to commence First Year next September.

Yours faithfully

**Michael McMahon  
Principal**

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**Coláiste Éamonn Rís  
Loch Garman**



**Christian Brothers  
Secondary School  
Wexford**

Principal: Mr. M. McMahon M.A., H.D.E.  
Deputy Principal: Mr. J. Hegarty B.A. H.D.E.

Phone: Office 053 9141391  
Fax: 053 9146803

## Acceptance of Offer Form **Form E4**

Please place an X in the appropriate box below

I confirm that **I am accepting the offer of a place** in Coláiste Eamonn Rís, Wexford for my son for  
September \_\_\_\_\_ ☐

I confirm that **I am refusing the offer of a place** in Coláiste Eamonn Rís, Wexford for my son for  
September \_\_\_\_\_ ☐

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant's (Son's) name: \_\_\_\_\_  
(Use Block Capitals please)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's/Guardian's Contact Telephone no: Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

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**This form must be returned so that it is received in the school on or before**

**Friday** \_\_\_\_\_

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### Mission Statement:

To develop responsible individuals who will participate fully in a changing society and to carry out this task in a Christian environment. Page  
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Principal: Mr. M. McMahon M.A., H.D.E.  
Deputy Principal: Mr. J. Hegarty B.A. H.D.E

Phone: 053 9141391  
Fax: 053 9146803

### **Notification of Refusal to Enrol in 1<sup>st</sup> Year**

Parent(s)/Guardian(s) of \_\_\_\_\_

Date

Dear Parent(s)/Guardian(s)

I am writing to inform you that the Board of Management of Coláiste Éamonn Rís has now allocated all places available for 1<sup>st</sup> year enrolment for the \_\_\_\_\_ academic year. Places have been allocated strictly in accordance with the school's Admissions Policy (see [www.wexfordcbs.ie](http://www.wexfordcbs.ie)).

However, as the number of applications exceeded the number of places available, a significant number of applicants could not be offered a place. Unfortunately, your son is in this category. His name has been placed on a reserve/waiting list a number \_\_\_\_\_. We will inform you in the event of a place becoming available for your son due to the non-take up of a place already offered and accepted. Should you wish to take your son's name off the reserve/waiting list please contact the school.

#### **Appeals against decisions to refuse to enrol.**

Parents/guardians may appeal a decision to refuse to enrol an applicant. There is an internal appeal option available as well as a statutory right of appeal. Details of both appeal mechanisms are set out below and parents are encouraged to avail of the internal appeal option in the first instance as it is less formal than the statutory option and a decision on the appeal will be reached much quicker. In the event that the internal appeal is rejected, the statutory appeal option may then be pursued.

#### **Internal Appeal (Optional)**

Parents/guardians have the option of an internal appeal to the Board of Management of a decision to refuse to enrol an applicant.

Any such appeal must:

- be made in writing and be addressed to the Secretary to the Board of Management;
- set out the grounds for the appeal and any other relevant information;

- be received in the school within 21 calendar days from the date the decision of the school was notified to the parents/guardians concerned.

The Board of Management will consider any appeals at its next meeting following the last day for receipt of appeals and a decision will be conveyed to parents/guardians in writing within 7 days of such meeting.

#### **External Appeal**

Parents/guardians also have a statutory right of appeal. In accordance with the provisions of the Section 29 (d) of the Education Act, 1998, you have the right to appeal the decision not to offer your son a place in the school to the Secretary General of the Department of Education and Skills. An appeal form can be downloaded from [www.education.ie](http://www.education.ie) and follow the links for parents and community and post primary **or** by writing to Section 29 Appeals Administration Unit, Department of Education and Skills, Friar's Mill Road, Mullingar, Co. Westmeath.

Yours faithfully

**Michael McMahon**  
**Secretary**  
**Board of Management**

**Coláiste Éamonn Rís  
Loch Garman**



**Christian Brothers  
Secondary School  
Wexford**

Principal: Mr. M. McMahon M.A., H.D.E.

Phone: 053 9141391

Fax: 053 9146803

### **Information Night Letter**

xx October 201x.

Dear Parent(s)/Guardian(s)

We have an application on record for your son to attend our school commencing in September 20\_\_\_\_.

As part of the process to inform parents as to what services our school provides, we are holding an information night for parents of all prospective 1<sup>st</sup> year students in the General Purpose room of the school on \_\_\_\_\_. The purpose of the night is to assist parents in deciding which school they wish to send their sons to. We will also answer any questions that you may have with regard to the organisation and operation of the school.

This year we have well in excess of xxx applications. Attached is an Enrolment Form that you must complete and return by \_\_\_\_\_ in order to confirm that your son wishes to attend this school in September 20\_\_\_\_. In the situation where there are more applicants than places available, the following criteria and in the following order will apply when deciding who shall be admitted.

1. Brothers of current or past pupils;
2. Sons of staff members;
3. Sons of past pupils;
4. All other applications **received on or before the closing date.**

In the event of more applications than places available in any given category, an independently verified lottery will take place to determine the allocation of available places.

Finally, I wish to remind all parents to return the attached form as soon as possible whether your son wishes to attend the school or not in order to facilitate allocation of places.

Yours faithfully,

Michael McMahon  
Principal

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**Coláiste Éamonn Rís  
Loch Garman**

Principal: Mr. M. McMahon M.A., H.D.E.



**Christian Brothers  
Secondary School  
Wexford**

Phone: 053 9141391

Fax: 053 9146803

**Repeat Leaving Certificate Application Form**

**Form E5**

Completed forms must be returned to the School Secretary by \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Year Leaving Certificate was taken \_\_\_\_\_

**Subjects taken in  
Leaving Cert.**

**Level**

**Grade Achieved**

**Points**

**Subjects to Repeat**


Outline the reasons why you wish to repeat the Leaving Certificate:

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I have read and understand the school's policy/procedures for Repeat Leaving Certificate applicants and agree to abide by the conditions required for repeat students

Signed: Student: \_\_\_\_\_ Parent: \_\_\_\_\_

.....  
**OFFICE USE:** Fees: **A** €130 payable by all to school; **B** Exam fees payable to Dept. of Education  
€126.97 (waived for Medical Card Holders) Absences: \_\_\_\_\_ Bookings: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

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**Transition Year Application Form**

**Form E6**

*Places in Transition Year may be limited and are allocated in accordance with the Procedures on Admission to Transition Year (See Admissions Policy)*

**Information provided on this form will be taken into consideration in designing/customising the TY Programme for the year.**

**Completed forms must be returned to the School Secretary by \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Current Class:** \_\_\_\_\_

1. Outline the main reasons why you wish to take part in the Transition Year Programme under the following headings:

2.

Personal Development

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Social Development: \_\_\_\_\_

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Educational Development: \_\_\_\_\_

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Vocational Development: \_\_\_\_\_

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3. Outline details of any contributions you have made to school life in Coláiste Éamonn Rís to date.

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4. What talents and abilities would you like to develop further?

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5. What foreign language are you studying for the Junior Certificate?

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6. Are there any particular areas of interest that you would like to undertake in Transition Year?

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7. What do you hope to do on completion of your Leaving Certificate?

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Declaration:

- I wish to apply for a place in Transition Year \_\_\_\_\_
- I accept the terms of the Procedures on Admission to Transition Year.
- If offered a place, I promise to engage fully with the learning experiences in Transition Year.

Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

*Note: Late applications for a place in Transition Year will be considered only after all applications submitted on time have been fully processed and finalised.*

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**Coláiste Éamonn Rís  
Loch Garman**



**Christian Brothers  
Secondary School  
Wexford**

Principal: Mr. M. McMahon M.A., H.D.E.

Phone: 053 9141391

Fax: 053 9146803

## **Transition Year Offer of Place Letter**

Dear Parent(s)/Guardian(s),

Your son has been offered a place in Transition Year for 2017-18. This offer is made subject to your son's attendance, behaviour and academic performance being exemplary for the remainder of this academic year. Please confirm your acceptance of a place for your son in Transition Year by returning this letter to me signed on or before Friday xxx. Failure to return the letter by this date may jeopardise your son's place in Transition Year. Our Transition Year programme will provide your son with many educational challenges and opportunities both in and outside of school. I hope he will embrace the challenges that lie ahead in a positive fashion and find it a rewarding and worthwhile year.

Transition Year places a considerable burden on the school's financial resources. The Board of Management has sanctioned a fee of €400 for Transition Year this year. This fee will go towards subsidising bus hire, printing, subsidising trips and outings, photocopying etc. No textbooks will be required. The fee will also cover the cost of the computer course, Microsoft Office Specialist (MOS) and the trip to Shielbaggan Outdoor Education Centre (see attached sheet for full breakdown of costs). €200 is to be paid on acceptance of a place and the remaining fee of €200 in late August on your son's return to school for the 2017-18 academic year. Alternatively the full fee may be paid at your earliest opportunity. I appreciate that some families are under tremendous financial strain. If you are in such circumstances, please feel free to contact me and we may be able to come to some arrangement that better suits your situation.

**Please note that all Transition Year students will be subject to a performance review within a month of the commencement of the programme. Under performing students will be required to move to the 1<sup>st</sup> year of the Leaving Certificate programme.**

Yours faithfully,

Michael McMahon  
Principal.

---

Transition Year place accepted on conditions set out

Signed

Student: .....

Parent(s)/Guardian(s): .....

.....

Date: .....

---

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### **Transition Year Costs 2017-18**

<b>Computer Course (MOS)</b>	<b>€60</b>
<b>Insurance/Photocopying</b>	<b>€30</b>
<b>P.E.</b>	<b>€35</b>
<b>Workshops</b>	<b>€20</b>
<b>Bus Hire</b>	<b>€60</b>
<b>Day Trips</b>	<b>€145</b>
<b>Shielbaggan OED</b>	<b><u>€50</u></b>
<b>TOTAL</b>	<b>€400</b>

**The following activities are included in the cost:**

**Gravity;**

**Adventure Alley;**

**Musical or Play;**

**Ploughing Match;**

**Song School Workshop;**

**Kilternan skiing trip.**

**Please note that individual subject teachers may organise trips and these are not provided for in the above costs. These will need to be paid for separately.**

**Coláiste Éamonn Rís  
Loch Garman**



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**Coláiste Éamonn Rís Consent Form for Sensitive Personal Data for October Return to the  
Department of Education and Skills**

Certain sensitive personal data which the Department asks post-primary schools to furnish via the "Annual Post-Primary School October Return/Examination Entries" process requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010 a copy which is available at [www.education.ie](http://www.education.ie) or on request from your child's school.

Please note that the reference to "you" in this consent form means a parent or a guardian of a student, or a student aged 18 years and over who is attending a recognised post-primary school.

*Please enter the following details in BLOCK CAPITALS*

**Name of School:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Class year of student** \_\_\_\_\_

1. **Where your child is currently in 1<sup>st</sup> Year do you or your child possess a medical card?**  
(please *CIRCLE* the appropriate answer)

YES                      NO

2. **Is your child a member of the Traveller Community \*?**  
(please *CIRCLE* the appropriate answer)

YES                      NO

*\* "Traveller Community" means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000*

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

**Parent/Guardian/Student**

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

**Please complete this form and return to your post-primary school.** This form will be retained by Coláiste Éamonn Rís and will be made available for inspection by authorised officers of the Department or from the Office of the Data Protection Commissioner.

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Mission Statement:

To develop responsible individuals who will participate fully in a changing society and to carry out this task in a Christian environment. Page 35

This policy was reviewed and approved by the Board of Management on 4<sup>th</sup> October 2010.

This policy was reviewed and approved by the Board of Management on 3<sup>rd</sup> October 2011.

This policy was reviewed and approved by the Board of Management on 7<sup>th</sup> November 2011.

This policy was reviewed and approved by the Board of Management on 11<sup>th</sup> October 2012.

This policy was reviewed and approved by the Board of Management on 10<sup>th</sup> June 2013.

This policy was reviewed and approved by the Board of Management on 21<sup>st</sup> October 2013.

This policy was reviewed and approved by the Board of Management on 30<sup>th</sup> September 2014.

This policy was reviewed and approved by the Board of Management on 7<sup>th</sup> September 2015 and its publication was agreed by the Edmund Rice Schools Trust on 7<sup>th</sup> October 2015.

This policy was reviewed and approved by the Board of Management on 9<sup>th</sup> May 2016 and its publication was agreed by the Edmund Rice Schools Trust on 16<sup>th</sup> May 2016.

This policy was reviewed and approved by the Board of Management on 27<sup>th</sup> February 2017 and its publication was agreed by the Edmund Rice Schools Trust on 24<sup>th</sup> May 2017.

This policy was reviewed and approved by the Board of Management on 2<sup>nd</sup> October 2017 and its publication was agreed by the Edmund Rice Schools Trust on 10<sup>th</sup> October 2017.