

Coláiste Éamonn Rís

Secondary School Wexford

Thomas Street

Wexford Roll

Number: 63640R

Admissions Policy



Loch Garman

School Patron: The Edmund Rice Schools Trust (ERST)

1. INTRODUCTION

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The school patron approved the policy on 16th September 2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Coláiste Éamonn Rís admission process are set out in the school's annual admission notice that is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

2. SCHOOL ETHOS & CHARACTERISTIC SPIRIT

Coláiste Éamonn Rís is a Voluntary Catholic Secondary School with a Catholic ethos for boys only. It operates under the Trusteeship of the Edmund Rice Schools Trust (ERST).

'Catholic Ethos' in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and

(b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith, and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Coláiste Éamonn Rís shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school."

The school's Admissions Policy is informed by the ERST Charter. The characteristic spirit of our school is based on the holistic vision and values of the ERST Charter and in particular on the five key elements of the Charter namely:

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

Nurturing faith, Christian spirituality and Gospel-based values means that in Coláiste Éamonn Rís we live our Catholic Faith, experience God, respect the beliefs and values of each member of the school community and work for social and ecological justice.

Promoting partnership means that in Coláiste Éamonn Rís we make everyone feel welcome, build a Christian community with a shared vision and mission, recognise the voice of students, parents and staff, and are involved in our parish.

Excellence in teaching and learning means that in Coláiste Éamonn Rís we have high expectations of our teachers and students, nurture the development of all aspects of our lives, respond to a changing world, use technology responsibly and creatively to enhance our learning and promote learning as a life-long enterprise.

Creating a caring school community means that in Coláiste Éamonn Rís we show care and compassion as exemplified in the life of Jesus, respect and celebrate the dignity of each person, seek to help those who are disadvantaged or in need in society and speak up for those whose voice is not heard.

Inspiring transformational leadership means that in Coláiste Éamonn Rís we motivate people to work towards the vision of Blessed Edmund, inspire the minds and hearts of our students to have courage and confidence to stand up for what we believe in, lead by giving good example and take responsibility for our actions.

In Coláiste Éamonn Rís, the ERST 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 his 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 the State programme in Religious Education which is suitable for students of all faiths and those of no faith
- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way.

We hope that the gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviours of all members of the school community, and will find expression in their respect and care for one another. The school is open to and welcomes all who share this vision and wish to benefit from it.

In practical terms, the ERST charter values are reflected in the daily life of the school. The school engages with Bride Street Parish through our school chaplain. 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 Éamonn 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 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 Class in the school.

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

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; Basketball 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.

3. Admission Statement

Coláiste Éamonn Rís will not discriminate in its admission of a student to the school on any of the following grounds:

- (a) the gender ground* of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Coláiste Éamonn Rís is a school whose objective is to provide education in an environment that promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Coláiste Éamonn Rís is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

**Coláiste Éamonn Rís is an all-boys school and will not discriminate where it refuses to enrol a girl applying for admission to the school.*

Coláiste Éamonn Rís is a school which has established four classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to these classes a student who does not have the category of needs specified.

Coláiste Éamonn Rís will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Coláiste Éamonn Rís will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. Categories of Special Educational Needs catered for in the school/special class

Coláiste Éamonn Rís, with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with an ASD diagnosis who are in possession of a psychological report that explicitly states that they require the support of such special classes. Admission to these classes is subject also to the sanction of the NCSE.

5. Admission of Students

Coláiste Éamonn Rís shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to

him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

c) Coláiste Éamonn Rís provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

d) Coláiste Éamonn Rís is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

e) The special classes attached to Coláiste Éamonn Rís provides an education exclusively for students with an Autistic Spectrum Disorder (ASD) and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes. have the specified category of special educational needs provided for in this class. The following evidence is required in support of such an application:

Professional report(s) outlining:

- Diagnosis of Special Educational Needs

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for

f) **Enrolment Numbers** The number of first year places available will be communicated to parents at a Pre-Enrolment Information Night for parents of potential first year students. Attendance at the Pre-Enrolment Information Night is strongly encouraged but is not taken into account when processing admissions.

Admissions Criteria

Parents and Guardians: Please read the criteria below very carefully and make sure you have full accurate details on your son's application for enrolment form. The offer of a place will be based solely on the information you put on the application for enrolment form.

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 an Application for Enrolment Form. Application for Enrolment Forms will be available at the Pre-Enrolment Information Night meeting (see paragraph above titled Enrolment Numbers) or may be downloaded from the school's website www.wexfordcbs.ie. or may be collected by calling to, or telephoning, the school office **after** the Pre-Enrolment Information Night.

Application for Enrolment forms cannot be accepted prior to 1st October of the year preceding the year for which enrolment is applied.

Eligibility for Admission to First Year

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

- Boys:
 - whose parents/guardians have completed & submitted an Enrolment form; ○ who have completed sixth class in Primary School;
 - who will have reached the required age (12) on the 1st 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
 - who are willing to take an assessment test that 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 following paragraphs.

6. Oversubscription for Admission to First Year

In the event that the school is oversubscribed (receives more applications than there are places available in First Year), the school, when deciding on applications for admission, will apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice.

Applicants who fall into the following categories:

- 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 (up to a maximum of 25% of total number of places available as set out in the annual Admissions Notice);
- 4- All other applications received on or before the closing date for receipt of Enrolment Forms.

Coláiste Éamonn Rís reserves the right to seek documentary evidence from parents/guardians that applicants satisfy the criteria set out above.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Where there are fewer places available than there are applicants in a given category, a lottery will apply in allocating places within that category. When a lottery is required, all applicants within the category will have their names entered for the lottery and names will be drawn until all available places in that category have been allocated. The remaining names of applicants in the category will continue to be drawn by lottery to establish the order of applicants on a waiting list for places.

Based on past experience of application numbers, it is possible that lotteries will be required for both category 3 and category 4 applicants. In such circumstances, the category 3 lottery will take place first and applicants who do not secure a place in that lottery will have their names entered for the category 4 lottery also.

N.B. In the event of applications from brothers (twins, triplets etc.) being included in a lottery and one or more of the brothers being offered a place/s by lottery, the school will make a place/s available for the remaining brother/s.

Lotteries will be supervised by at least two of the following:

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

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

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- a. a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- b. the payment of fees or contributions (howsoever described) to the school;

- c. a student's academic ability, skills or aptitude; other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student meets the criteria for admission to the special class.
- d. the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- e. a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- f. a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than:
 - 1. Siblings of a student attending or having attended the school and;
 - 2. Parents of a student having attended the school subject to a maximum of 25% of the available spaces as set out in the school's annual admission notice being allocated to this category of applicant.
- g. the date and time on which an application for admission was received by the school; this is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on Applications

All decisions on applications for admission to Coláiste Eamonn Rís will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application for enrolment form received during the period specified in our annual admission notice for receiving applications
- Timely receipt by Coláiste Éamonn Rís of an application for an enrolment form - Applications for enrolment received after the closing date/time for receipt of completed Enrolment Forms will be held on file but will be considered only if waiting lists has been exhausted/terminated and further places become available. Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

Please see [section 14](#) below in relation to applications for places in years other than the First Year intake group.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Coláiste Éamonn Rís, you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned, and,
- (ii) whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Coláiste Éamonn Rís where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

13. Waiting Lists in event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Coláiste Éamonn Rís were unsuccessful due to the school

being oversubscribed will be compiled and will remain valid up to the 31st May of the school year in which admission is being sought.

Placement on the waiting list of Coláiste Éamonn Rís is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's First Year intake group are as follows:

A student who wishes to apply to transfer into Coláiste Éamonn Rís from another school must complete and submit a Student Transfer Application Form for consideration by the Principal, on behalf of the Board of Management. Transfers will normally take effect from the beginning of a school year.

While the school will seek to accommodate transfer requests, any application to transfer in from another school must satisfy the following conditions:

- Receipt of an acceptable student report (work-rate/behaviour/attendance) from the current/previous school attended;
- Adequate capacity being available in the school and/or the requested year group;

Sufficient compatibility between subjects available in the school and those being studied by the applicant.

In considering a transfer application, the school may:

- Consult, where it considers it appropriate, with the parents/guardians of the student and, if necessary, with the Education Welfare Officer;
- Consult with the current or previous school(s) of the student;
- Seek the views of staff;
- Require the student to undertake an assessment test.

In reaching a decision on a transfer application, the Principal, on behalf of the Board of Management must be satisfied that the transfer would be of educational benefit to the student and, that the transfer would be in the interests of both the student and the school.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:
During the school year, boys will be considered for transfer into the school only if

- a) they are moving into the Wexford region, **or**,
- b) there is mutual agreement on the transfer between both schools involved.

Where the Principal, on behalf of 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.

An application to transfer/join the school in respect of a student who has been excluded from another school will be considered by the Principal, on behalf of the Board of Management, only when all appeal avenues have been exhausted on the student's behalf in respect of his exclusion from his previous school.

Further information on admission procedures for the ASD Class, Transition Year and Repeat Leaving Certificate is contained in Appendices 1, 2 and 3 attached.

15. Declaration in relation to the non-charging of fees

The board of Coláiste Éamonn Rís, or any persons acting on its behalf, will not charge fees for or seek payment or contributions (howsoever described) as a condition of an application for admission of a student to the school, or the admission or continued enrolment of a student in the school.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for parents of students and students (over 18) who have requested that the student attend the school without attending religious instruction in the school:

These arrangements will not result in a reduction in the school day of such students.

Parents of students and students (over 18) who wish to opt out of RE class should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss their options. Throughout this process, the constitutional right of the parent/ student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At Coláiste Éamonn Rís, the allocated time on the timetable for Religious Education (RE) responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, Coláiste Éamonn Rís places great importance on the religious or spiritual formation of all its students. Each student has his own personal journey that will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

17. Reviews/Appeals against decisions to refuse admission

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or, in the case of a student who has reached the age of 18 years, the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). This request must be received by the Board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 that are published on the website of the Department of Education and Skills.

Modification Clause

The Management and authorities of Coláiste Éamonn Rís reserve the right to modify details of this Admissions Policy at short notice. Such modifications may be needed in an ever-changing environment and social context. Any such change will be communicated on the school website.

This policy supersedes all previous versions of the school's Admissions Policy.

This policy was reviewed and approved by the Board of Management on 18 – 8- 2025.

This policy was reviewed and approved by the Trustees of E.R.S.T. on 16 – 9- 2025.

APPENDIX 1:

AUTISM SUITE ENROLMENT POLICY

Enrolment/Admissions Policy For Enrolment into the ASD Suite

The Board of Management of Coláiste Éamonn Rís has set out this policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status ACT 2000, the Education for Persons with Special Needs Act 2004, and Department of Education Circulars 0080/2024 and 0023/2025.

The Autism Suite was established in 2007, funded and resourced by the Department of Education and Skills. This school policy has regard to the funding, resources, services and space available. Currently the Coláiste Eamonn Ris has 4 autism special classes and this is staffed as per NCSE ratios (1.5 teachers and 2 Special needs assistants per class).

Criteria for Enrolment

Admission to the Suite is governed by procedures additional to the normal Admissions Policy and is set out below. In the event that there are more applicants than places available in the Suite, places will be allocated as per the below criteria.

1. Priority is given to current students within Coláiste Éamonn Rís who have a (new) recommendation to enrol in the ASD Suite during their time in school. Priority is given as per their seniority within the school. Should places be still available, applications from incoming first year students are considered and allocated as per criteria below.
2. Brothers of current or past students of Coláiste Éamonn Rís;
3. Sons of staff members of Coláiste Éamonn Rís;
4. Sons of past students of Coláiste Éamonn Rís;
5. All other applications.

In the event of the number of applicants in any given category exceeding the number of places available in the Suite, a lottery will be used to decide the allocation of places. In the event where the overall number of applicants is in excess of the number of available places, the students details will be kept on file subject to the annual review as set out below.

Admissions Policy & Procedures for Autism Suite

The student 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. When applying for a place in the school, also indicate on the

admission form that you wish to apply for a place for your son in the autism suite. Parents are required to notify NCSE by 1 October where a student requires special class placement. This applies to existing students enrolled in mainstream classes who require a special class place also.

Procedures

Parents/guardians must complete an application form for potential enrolment of their child into the ASD Suite class. This application, along with the specified paperwork, is due to be returned once the student has received their place within the Coláiste Éamonn Rís's mainstream enrolment. When the family indicate that their child wishes to accept their place into the mainstream school, they can then apply for enrolment into the ASD Suite. Parents/guardians must provide the reports/assessments/documentation necessary to the school to allow an informed decision to be made on the application within two weeks.

Criteria for Admission to the Suite

The following documents will be required in respect of applicants seeking a place in the Suite.

- i) The student applying for a place in the facility must have a psychological/psychiatric report which clearly specifies a diagnosis of ASD. Diagnosis must be determined by the DSM IV, V, ICD 10/11 criteria, or other recognised diagnostic tool acceptable to the Admissions Advisory Panel.
- ii) This report must state severe or complex needs arising from his ASD diagnosis and a description of the complex needs.
- iii) A recent psychological report stating that, in light of the severe or complex needs, an autism special class attached to the mainstream school is the most appropriate educational placement for the student. Report must provide reasons as to why this is the most appropriate setting for the student.
- iv) A letter from the NCSE confirming that the student is known to them and that the student has the required diagnosis and recommendation for a special class for autism.

All documentation supporting admission into the autism class is due by 10th January of year of proposed entry into autism suite.

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 agencies or professional involved in the education of the applicant.

The Admissions Advisory 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 Suite will be reviewed by an Admissions Advisory Panel that will consist of:

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

The function of the Admissions Advisory Panel will be to:

- review all information and documentation relevant to an applicant for a place in the Suite;

-verify the facility's suitability in meeting the needs of the applicant;

Review Process Individual placements in the Suite are subject to review. Such a review will be carried out by school staff with parents and students annually. Given the possibility of significant changes in the child's educational development, they may require enrolment in a more suitable setting.

Colaiste Eamonn Rís



Wexford CBS

Application Form for Enrolment into the ASD Class

Admission into this special class is subject to availability and your son must meet all the criteria below to be considered. Please return this form along with acceptance of place in the school.

If you have any queries relating to the ASD class please email gforde@wexfordcbs.ie or phone 9141391

Student's Name:		P.P.S. Number:	
Date of Birth:			
Diagnosis:			

Details of School most recently attended

Name:		Contact Number:	
Resource Teacher:		Class Teacher:	

Could you please tick to confirm you have provided the following documents:

1.	Copy of Psychological/psychiatric report that clearly specifies a diagnosis of ASD. Diagnosis must be determined by the DSM IV/V or ICD 10/11 or other recognised diagnostic tool acceptable to the admissions advisory panel.	
2.	A recent psychological report stating that the student has severe or complex needs arising from his autism diagnosis and a description of those complex needs.	
3.	A recent psychological report which recommends that, in light of the severe or complex needs, an autism special class attached to a mainstream school is the most appropriate educational placement for the student. Report must provide reasons as to why this is the case.	

4	A letter from the NCSE confirming that the student is known to them and that the student has the required diagnosis and recommendation for a special class for autism.	
5	Signed the declaration and dated this application form	

If there is an issue with any of the aforementioned documents, could you please contact the school immediately.

We the undersigned, wish to apply for an ASD class place for our son _____ for the academic year coming.

We have enclosed the relevant documents which are required for an ASD class Application as outlined in the checklist above.

Signature of Parents / Guardians

Signed: _____ Date: _____

Signed: _____ Date: _____

Appendix 2

Transition Year

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

- Live the values of the ERST Charter and in particular on the five key elements of the Charter and in particular:
 - work for social and ecological justice through teamwork and task-oriented projects.
 - nurture the development of all aspects of our lives through a wide range of cultural and sporting activities,
 - seek to help those who are disadvantaged or in need in society and speak up for those whose voice is not heard through links between school and the wider community.
 - inspire the minds and hearts of our students to have courage and confidence to stand up for what we believe in and prepare students to become responsible members of society.
- ☐ 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.

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 approximately 16 days during the year in a real work environment. Note that subjects and activities for Transition Year students may change from year to year.

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.

Transition Year Application Procedures

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. Applications will be date-stamped only when considered valid.**
- 1.5 Any application received subsequent to the stated deadline 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 €275. 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 € 500 and is payable in two moieties, the first moiety payable on acceptance of the placement and the remainder 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.

Appendix 3

Repeat 6th 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 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 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 decisions on behalf of the Board of Management based on 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.

7. The number of repeat Sixth Year places available will vary from year to year. 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.

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 APPLICANTS

- 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 apply to students repeating the Leaving Certificate in Coláiste Éamonn Rís. Note that the actual amount of the fees will be notified to applicants at the time of application.

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

APPENDIX 4:

LCA Programme Admissions Policy

All students who complete the Junior Cycle are free to apply to the LCA programme.

The total number of students that can be accommodated in LCA in any school year will be determined by the Board of Management, subject to resources available to the school, including physical classroom accommodation, class size, teaching and financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission.

Admissions Procedures

1. All 3rd year and TY students will be briefed by the Guidance Counsellor on the Post Junior Cycle educational programmes and subject choices available at Coláiste Éamonn Rís. These programmes include Transition Year, the Leaving Certificate Established (LCE), the Leaving Certificate Vocational Programme (LCVP), the Leaving Certificate Applied Programme (LCA).
2. An information evening in relation to Post Junior Cycle Educational Programmes will also take place for Parents/Guardians of students in Third and Transition Year. Brochures will be handed out at this information session. (See Appendix 1)
3. Following the information evening, students will fill in their subject choices online. There will also be an option if students wish to apply for LCA. A further application form will then be provided. It is recommended that students wishing to apply for the LCA Programme also fill in their subject choices online.

4. Completed Application Forms (See Appendix 2) must be returned to the LCA Coordinator by the Closing Date specified. Late applications may not be considered. Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the LCA Programme.
5. An external applicant must firstly be accepted as a student of Coláiste Éamonn Rís by completing the Student Transfer Application Form. If accepted as a student of Coláiste Éamonn Rís, the student may then request and complete an LCA Application Form. The student is then subject to the same admission procedures as internal applicants.

Preference for the LCA Programme will be given to current Coláiste Éamonn Rís students when processing applications.

6. The LCA Coordinator will consult members of the Teaching Staff with respect to the LCA Application list, as is also the procedure for the Transition Year Application list.
7. An LCA Steering Committee will be established annually comprising of the following members: the LCA Coordinator, the SEN Coordinator, Year Heads (3rd Yr and TY), the Guidance Counsellor, Deputy Principals and the Principal.

The LCA Steering Committee will be responsible for assessing applicants and offering places.

8. Applicants will be interviewed by at least 2 staff members, one to include the coordinator.

The following criteria will help ascertain suitability for the Programme.

1. Level of interest indicated by the candidate at interview.
2. Willingness to participate fully in all elements of the LCA Programme.
3. Student's satisfactory attendance record in school.
4. Student's behavioural record over the three/four years of Junior Cycle in Coláiste Éamonn Rís, or in the case of an external candidate, the student's previous school.
5. An assessment of the student's competence and value to be derived from participation in key elements of the LCA Programme.
6. Assessment of the contribution the applicant can make to the LCA Programme.
7. The applicant's pastoral care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.

The interview will be conducted and marked according to the following marking scheme:

Criteria	Marks
Attendance	20
Interview	30

Behaviour Record	20
Personal Achievements to Date	10
Overall Suitability	20
Total	100

An Applicant must achieve an overall score of 70 or greater in order to be offered a Provisional Place on the LCA Programme.

Offer of a Place in the Programme:

Students will be given an acceptance or unsuccessful letter if their son is successful or unsuccessful in securing a place in the programme. (See Appendix 3 & 4) Students and their parents/guardians must also sign the LCA Student Contract (See Appendix 6) and complete a Specialisms Choice Form (See Appendix 5). These must be returned to the LCA Coordinator by a specified date.

Waiting List

When there are more applicants than available places, a waiting list based on the order of merit will apply. Once all students have accepted their place in Leaving Certificate Applied and the quota (as set out by the Board of Management) has been reached, the waiting list will cease on the second week of September of the academic year. In this way, students will be enabled to settle into their various programmes/year groups.

Withdrawal of an Offer

Any serious breach of the school's Code of Behaviour prior to and during the commencement of the LCA Programme may result in the withdrawal of the offer of a place on the programme.

In relation to attendance, a student who has not provided the school with proof doctor's cert/visit to dentist etc. and does not have 90% attendance may be removed from the LCA programme. A cert should be provided within a week of returning from an absence.

The student will subsequently move into TY or 5th Year of the Leaving Certificate Established Programme.

Change of Mind

A student who accepts a place on the LCA programme and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be limited due to the subject lines have been built and certain subjects having reached their student capacity.

Students who want to leave LCA or who are not meeting requirements, due to absenteeism or behaviour will have an interview with the LCA Coordinator, Guidance Counsellor, and the Deputy Principal/Principal to discuss alternative options available to the student.

Appeals Procedure

In the case of a student who is not offered a place on the LCA Programme, an appeal may be made in writing to the Board of Management within 10 school days of notification of same.

The appeal will be heard by the Board of Management at its next scheduled meeting

Sub-Appendix 1:

Information Letter for Parents

Dear Parent(s)/Guardian(s),

I write in relation to important choices that must be made in relation to your son's progression into 5th year next September.

Most of our students will commence the established Leaving Certificate Programme in September.

However, as you may be aware, we are pleased to announce that an alternative to the established Leaving Certificate is on offer to students of Coláiste Éamonn Rís.

This is the Leaving Certificate Applied Programme. Please find enclosed a brochure outlining the structure of the LCA Programme in Coláiste Éamonn Rís.

If our new Leaving Certificate Applied Programme is of interest to you and your son, and you would like more information, please come along to an information evening which will take place on _____.

In the meantime, please do not hesitate to contact me, via email, during school hours at: lca@wexfordcbs.ie

Yours sincerely

Ms. Elizabeth Henneberry

LCA Coordinator

Sub-Appendix 2:

Application Form for LCA

Name: _____

Why do you want to do the LCA Programme?

What job/career would you like when you leave school?

Where would you like to do your work experience and why?

Place No. 1:

Place No. 2:

What do you hope to gain by doing the LCA Programme in Coláiste Éamonn Rís?

What are your hobbies and interests?

Please Note: This application form is one part of the selection process for the Leaving Certificate Applied Programme which also includes discussion with teaching staff and the Guidance Counsellor, evaluation by the LCA Steering Committee and an Interview.

Completion of this form does not guarantee acceptance on the programme.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

For office use only:

Attendance Record:

1st Year: _____

2nd Year: _____

3rd Year: _____

TY (if applicable): _____

Record of Behaviour:

Number of bookings (If applicable):

1st Year: _____

2nd Year: _____

3rd Year: _____

TY (if applicable): _____

No of merits/PAC referrals (if applicable):

1st Year: _____

2nd Year: _____

3rd Year: _____

TY (if applicable): _____

Sub-Appendix 3:

Acceptance Letter to Parents/Guardians

Dear Parent/Guardian,

I am pleased to inform that following interview your son _____ is being offered a provisional place on the LCA Programme at Coláiste Éamonn Rís for the academic year _____.

In order to confirm this offer, Coláiste Éamonn Rís requires both student and parent/guardian to read and sign the LCA Contract (enclosed) and return it to the Programme Co-ordinator by _____.

I look forward to working with you and _____ during the course of the LCA Programme.

Yours sincerely,

Elizabeth Henneberry

Programme Coordinator

Sub-Appendix 4:

Unsuccessful Letter to Parents/Guardians

Dear Parent/Guardian,

I regret to inform you that following our admissions procedure, your son _____ has been unsuccessful in being offered a place on the LCA Programme at Coláiste Éamonn Rís for the academic year _____.

Your son will now be placed in the Leaving Certificate Established 5th year class.

If you have any questions, please do not hesitate to contact me via email at lca@wexfordcbs.ie.

Yours sincerely,

Elizabeth Henneberry

Programme Coordinator

Sub-Appendix 5:

Specialism Choice Form

Name: _____

Please rank the following specialisms in order of preference.

	Graphics and Construction Studies
	Agriculture/Horticulture
	Office Administration and Customer Care
	Craft and Design
	Active Leisure Studies

Specialisms will be offered on a majority level of interest. Due to numbers needed to run each specialism, we cannot guarantee that we can offer your top two.

Please return this form to Ms. Elizabeth Henneberry along with your acceptance letter and your contract.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Sub-Appendix 6:

LCA Student Contract

The Leaving Certificate Applied teaching staff within Coláiste Éamonn Rís believe there are certain attitudes and actions that are essential to the successful completion of the Leaving Certificate Applied Programme. We have set these down in this document.

We want every prospective candidate, and their parents or guardians, to read this document and to sign the contract if they are willing to accept the requirements set out.

Attendance

Lengthy or repeated absence must be covered by a medical cert. Any holidays taken during the course of the two-year programme will not be accepted as a legitimate absence and will result in participants losing out on credits. This means that they will not achieve a high result at the end of the two years. In the case of high/prolonged unexplained absences students may lose their place on the programme.

Application to class work

We expect that every student will do their best in relation to class work. Credit will not be given for work that is not of an acceptable standard.

Work Experience

Work experience is an essential part of the Leaving Certificate Applied Programme. Students must arrange their own work experience placements and must attend work _____ during school term. It is important that students choose their work experiences carefully. It is recommended that work experience be completed in at least 2 different career areas.

Students are not allowed to complete their work experience in a work place in which they already have a part-time job. For each work experience placement, students must complete satisfactorily the Work Experience Diary. Employer Report Cards must also be returned. Failure to return or complete satisfactorily the above two

documents will result in students losing vital credits. Students will be monitored carefully on Work Experience placements and a member of the teaching staff will phone/visit and interview both the student and their employer.

Behaviour

LCA students are expected to adhere to the Coláiste Éamonn Rís rules and code of behaviour as laid out in the student journal.

I have read and understand the above LCA Student Contract and agree to abide by the requirements set out above.

Student Signature: _____

Parents/Guardians Signature: _____

Date: _____