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Admissions Policy of Edmund Rice College Phoenix Park

School Details

Address:	Phoenix Park Racecourse, Navan Road, Castleknock, Dublin 15.
Roll Number:	68306H
School Patron:	The Edmund Rice Schools Trust

Ratification and Review

Date of ratification:

Chairperson of the Board of Management	Principal

Signed: _____ _____

Date of next review: September 2027

Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Table of Contents

School Details 1

Ratification and Review 1

1. Introduction 4

2. Characteristic spirit and general objectives of the school 5

3. Admission Statement 6

4. Categories of Special Educational Needs catered for in the school/special class 7

5. Admission of Students to First Year 2027/28 7

6. Oversubscription 8

7. What will not be considered or taken into account 9

8. Decisions on Applications 10

9. Notifying applicants of decisions 11

10. Acceptance of an offer of a place by an applicant 11

11. Circumstances in which offers may not be made or may be withdrawn 12

12. Sharing of Data with other schools 12

13. Waiting list in the event of oversubscription 12

14. Late Applications 13

15. Procedures for admission of students to other years and during the school year 13

16. Application to the Special Class (Phoenix) 18

16.1 Admission Provisions for the Special Class 18

16.2 Oversubscription - Special Classes 19

16.3 Selection criteria in order of priority 21

16.4 Selection process 22

16.5 Late applications 23

16.6 Second/third-round offers of a place 23

16.7 Acceptance of a place 23

16.8 Refusal 24

16.9 Withdrawal of an offer 24

17. Declaration in relation to the non-charging of fees 25

18. Arrangements regarding students not attending religious instruction 25

19. Reviews/appeals 25

19.1 Review of decisions by the board of Management 26

19.2 Right of appeal 27

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.

Edmund Rice College Phoenix Park 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.

Edmund Rice College Phoenix Park will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

The policy was approved by the school patron on X. 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 Edmund Rice College admission process are set out in the school's annual admission notice which 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.

The digital application form for admission is placed on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Edmund Rice College is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of the Edmund Rice Schools Trust.

'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 Edmund Rice College 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."

Characteristic spirit

Edmund Rice College will aim to provide an integrated and inclusive education for boys and girls from Carpenterstown/Castleknock, and surrounding areas. The school strives to provide a holistic education focusing on the full development of every student. The school aims to be fully inclusive and will be especially mindful of those who are disadvantaged. Edmund Rice College will strive for excellence in all aspects of teaching and learning and will promote the development of the school community in accordance with the five key elements of the ERST school Charter: Nurturing faith, Christian spirituality, and Gospel-based values;

- Promoting partnership;
- Excellence in teaching and learning;
- Creating a caring school community;
- Inspiring transformational leadership.

In the spirit of the ERST Charter, Edmund Rice College will promote these key values taking into account emerging needs in the broader Carpenterstown/Castleknock community. Our root beliefs of **Generosity, Compassion, Faith, and Courage** will also be actively encouraged within our school community. The school will endeavour to achieve excellence at all levels in partnership with parents, staff, students, trustees, and the local community.

The college endeavours and aspires to:

- assist students to develop a sense of responsibility to their faith;
- promote academic excellence to the full potential of each and every student;
- nurture each individual's self-esteem and confidence;
- create an environment where students grow in maturity;
- encourage the development of leadership qualities and life skills in all;
- provide the opportunity for the physical development of every student.

3. Admission Statement

Edmund Rice College will not discriminate in its admission of a student to the school on any of the following:

(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.

Edmund Rice College 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.

Edmund Rice College is a school whose objective is to provide education in an environment which 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.

Edmund Rice College is a school which has established special classes (Phoenix), 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 the special classes (Phoenix) a student who does not have the category of needs specified.

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

Edmund Rice College with the approval of the Minister for Education and Skills, has established four special classes (Phoenix) to provide an education exclusively for students with Autism Spectrum Disorder (ASD).

5. Admission of Students to First Year 2027/28

This school 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.

Edmund Rice College 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.

The four special classes (Phoenix) within Edmund Rice College provide an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to Phoenix, where the student concerned does not have the specified category of special educational needs provided for in the special class. The following evidence is required in support of such an application:

Professional report(s) outline:

- Diagnosis of Special Educational Needs (*e.g. Autism: DSM IV/V or ICD 10/11; psychologist, psychiatrist, multi-disciplinary report*)

AND

- A demonstration of the understanding of the 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 the 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 Autism Spectrum Disorder

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, 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.

Subject to the above, the selection criteria are as follows:

Should the number of children seeking enrolment in any year exceed the number of places available, the following criteria will be used to prioritise children for enrolment:

1. Siblings of current and past pupils (who have completed their Leaving Certificate or equivalent) at Edmund Rice College;
2. Children of staff members of Edmund Rice College;
3. Children who are resident in the catchment area. They **must be resident in the catchment area at the time of making the application**;
4. Students who attend the following primary schools in no particular order;
    - Castleknock Educate Together National School;
    - Church of Ireland National School, Castleknock;

- Scoil Choilm Community National School, Luttrellstown;
- Scoil Mhuire, Mount Sackville;
- Scoil Oilibheir, Coolmine;
- Scoil Thomais, Laurel Lodge;
- St. Brigid's National School, Castleknock;
- St. Patrick's National School, Diswellstown
- St Mochta's National School, Porterstown, Clonsilla;
- St Francis Xavier National School, Roselawn, Blanchardstown;
- Scoil Bhríde Cailíní, Blanchardstown;
- Scoil Bhríde Buachailí, Blanchardstown;
- Pelletstown Educate Together National School, Pelletstown;

5. Any remaining applicants.

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:

Under each category of admission, where the number of applicants exceeds the number of spaces available, a lottery will apply. The lottery will be conducted by a member of school staff and an independent observer.

It may be deemed necessary to check the validity of the information provided by parent(s)/guardian(s) at any point in the process.

In addition, if the Special Class is oversubscribed priority may be given to

- Students already enrolled in the school with the required diagnosis as outlined in Section 4 and the supporting evidence as outlined in Section 5.

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

(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) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;

(d) the occupation, financial status, academic ability, skills, or aptitude of a student's parents;

(e) a requirement that a student, or his or her 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 the school, or having attended the school (all of whose second-level education was in this college); (2) parents or grandparents having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

(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.

Edmund Rice College will consider the offer of a place to every student seeking admission to the school, unless the following applies:

(1) The Parent fails to confirm in writing that s/he accepts the Student Code of Positive Behaviour and that he/she shall make all reasonable efforts to ensure compliance with such Code by the Student.

(2) The student seeking admission to the special class (Phoenix) does not have the category of special educational needs specified by the Minister of Education and Skills in respect of Phoenix.

8. Decisions on Applications

All decisions on applications for admission to Edmund Rice College will be based on the following:

- Our school's admission policy;

- The school's annual admission notice;
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

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.

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.

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

In accepting an offer of admission from Edmund Rice College 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 Edmund Rice College 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 list in the 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 Edmund Rice College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Edmund Rice College 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. Acceptance must be confirmed within one week.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

Where Edmund Rice College is not oversubscribed, all Students will be offered a College place.

A Student applying for admission to a year group other than First Year but seeking admission to the Special Class should see Section 16 of this Admission Policy.

Admission Provisions (other than First Year)

15.1.1 Oversubscription

15.1.2 Selection criteria in order of priority

15.1.3 Late Applications

15.1.4 Second/third-round offers of a place

15.1.5 Acceptance of a place

15.1.6 Refusal

15.1.7 Withdrawal of an offer

15.1.8 Appeals

15.1.1 When the number of applications exceeds the number of places available, the published selection criteria as set out at section 15.1.2 below will apply and a waiting list shall

be compiled which shall remain valid only for the school year in respect of which the applications are made.

Where Edmund Rice College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list, subject to the provisions of Section 16. regarding the Special Class.

For the avoidance of doubt, if a Student does not receive a place in the College for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Student during the dates specified by the College as being the period when it will accept applications to all years other than the First Year Group.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

Where the College is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the College.

Where the Transition Year Programme and the Leaving Certificate Applied Programme in Edmund Rice College are oversubscribed, a Student applying for admission to such programmes in the relevant year group, will, subject to this policy, be placed in the appropriate waiting list already compiled by the College, which will contain the names of Students enrolled in the College who have been placed on an internal waiting list for these programmes.

15.1.2 Selection criteria in order of priority Edmund Rice College will apply the following criteria for admission to a year group other than First Year:

- Siblings of current and past pupils (who have completed their Leaving Certificate or equivalent) at Edmund Rice College;
- Children of staff members of Edmund Rice College;
- Children who are resident in the catchment area. **They must be resident in the catchment area at the time of making the application;**
- Students who attended the following primary schools in no particular order;
    - · Castleknock Educate Together National School;
    - · Church of Ireland National School, Castleknock;
    - · Scoil Choilm Community National School, Luttrellstown;
    - · Scoil Mhuire, Mount Sackville;
    - · Scoil Oilibheir, Coolmine;
    - · Scoil Thomais, Laurel Lodge;
    - · St. Brigid's National School, Castleknock;
    - · St. Patrick's National School, Diswellstown 9
    - · St Mochta's National School, Porterstown, Clonsilla;
    - · St Francis Xavier National School, Roselawn, Blanchardstown;
    - · Scoil Bhríde Cailíní, Blanchardstown;
    - · Scoil Bhríde Buachailí, Blanchardstown;
    - · Pelletstown Educate Together National School, Pelletstown;
- Any remaining applicants.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted. Applications received after the closing date as stated in the Admissions Notice will be treated as late applications and will be processed based on the date/time of application.

All applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the College

still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the College. This process is continuously carried out against all selection criteria until all available places have been offered and accepted. Where two or more applications are tied in the foregoing selection process, Edmund Rice College will apply a random lottery to those applications.

The process for this lottery is as follows:
In the event of any category being oversubscribed each Applicant's name will be placed into a lottery and a draw will take place. The draw will be overseen by a member of the school staff and an independent observer.

As an example, if the College were in a position to offer places to all Applicants in categories one and two and cannot offer a place to Applicants in category three and subsequent categories, then a draw will take place; this draw will be made for Students placed in category three and then a separate draw will be conducted for each subsequent oversubscribed category.

15.1.3 Late Applications:
An application received by Edmund Rice College after the closing date published by Edmund Rice College and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Edmund Rice College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the College before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time the College received them. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Edmund Rice College is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within Edmund Rice College. An Acceptance Form will be issued to the Applicant for completion and return to the College within 1 week of issue.

15.1.4 Second/third-round offers of a place:

Where a Student is in receipt of an offer of a place within Edmund Rice College but does not accept the offer, or the College withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second round of offers. This process will continue throughout third and fourth rounds etc. until all places within the College have been filled.

15.1.5 Acceptance of a place:

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the College. The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the Admission Notice. Failure to fully complete and return the Acceptance Form to the College by the date set out in the College Admission Notice, or within 1 week of issuing by the College if it is a late application or if it is a second/third-round offer, will result in withdrawal of an offer, in line with the grounds for withdrawal as set out below.

15.1.6 Refusal:

Where a student in respect of whom an application is being sought has not been offered a college place, the Applicant will be provided in writing with:

15.1.6.1 The reason(s) that the student was not a offered a place in Edmund Rice College.

15.1.6.2 Details of the Student's place on the waiting list, if applicable, and

15.1.6.4 Details of the Applicant's right to appeal the decision.

An offer of admission may not be made where:

15.1.6.5 The information contained in the application is false or misleading in a material respect.

15.1 7 Withdrawal of an offer

An offer of admission will be withdrawn where:

15.1.7.1 The information contained in the application is false or misleading in a material respect, or

15.1.7.2 The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the College for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 1 week.

If an offer of a place is withdrawn by the College, the Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application in line with section 15.1.4 above.

15.1.8 Appeals

For information relating to an Applicant's right to appeal a decision of Edmund Rice College regarding admission to a year-group other than First Year, see section 19.

16. Application to the Special Class (Phoenix)

16.1 Admission Provisions for the Special Class

Edmund Rice College has four special classes (Phoenix), which were established to cater for the special educational needs of students with Autism/Autistic Spectrum Disorders. These

classes aim to provide for students who are unable to avail of Special Needs Education Provision (SEN) in mainstream for the entirety of the school week, with the support and encouragement to access post-primary education and to integrate into mainstream education at a level appropriate to the student. Students will be encouraged to participate in mainstream classes and may fully transition to mainstream education with the support of the care team and the wider Edmund Rice College community.

Only applications in respect of students whose needs fall within the category of special educational needs provided for by the special classes (Phoenix) will be considered. In this respect, the school requires that such needs of the student be verified in a Relevant Report preceding the student's application to the special class (Phoenix).

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outline: • Diagnosis of Special Educational Needs (*e.g. Autism: DSM IV/V or ICD 10/11; psychologist, psychiatrist, multi-disciplinary report*)
AND
• A demonstration of the understanding of the 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 the 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 Autism Spectrum Disorder

Where the special class (Phoenix) in Edmund Rice College is not oversubscribed, all children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the special class subject to sections 7 (1) and 7 (2).

16.2 Oversubscription - Special Classes

When the number of applications exceeds the number of places available, the published selection criteria, as set out at section 16.3 below, will apply and a waiting list shall be

compiled which shall remain valid only for the school year in respect of which the applications are made. Where Edmund Rice College is in a position to offer further places that become available in the special classes (Phoenix) for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

Where an application is made on behalf of a Student for both the special class (Phoenix) and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/ he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

For the avoidance of doubt, if a Student does not receive a place in the special class (Phoenix) for a given academic year, but s/he wishes to be considered for admission to the special class (Phoenix) in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications for the special class (Phoenix).

If a transfer Student is offered a place in the special class (Phoenix) from the waiting list, the offer is subject to there being a place available in the relevant year group for that Student. If there is not a place available in the relevant year group, the next person on the waiting list for the special class (Phoenix) will be considered for the place in question but this will not change the initial Student's place on the waiting list for the special class (Phoenix) for the remainder of that school year, i.e. if another place subsequently became available in the special class (Phoenix) during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, even if a place becomes available in a given mainstream year group, if there is a waiting list for that year group, the students on that list have first refusal at the place in the year group irrespective of any matters relating to the special class (Phoenix).

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

16.3 Selection criteria in order of priority

In the event that the school is oversubscribed, the school will, when deciding on applications for admission to the special classes, apply the following selection criteria in the order listed below (1-6) to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice.

Subject to the above, the selection criteria are as follows:

Should the number of children seeking enrolment in any year exceed the number of places available, the following criteria will be used to prioritise children for enrolment:

1. Siblings of current and past pupils (who have completed their Leaving Certificate or equivalent) at Edmund Rice College;
2. Children of staff members of Edmund Rice College;
3. Children who are resident in the education planning areas. They **must be resident in the catchment area at the time of making the application**;
4. Children who are resident in Dublin 15. They **must be resident in the catchment area at the time of making the application**;
5. Students who attend the following primary schools in no particular order;
    - Castleknock Educate Together National School;
    - Church of Ireland National School, Castleknock;
    - Scoil Choilm Community National School, Luttrellstown;
    - Scoil Mhuire, Mount Sackville;
    - Scoil Oilibheir, Coolmine;
    - Scoil Thomais, Laurel Lodge;
    - St. Brigid's National School, Castleknock;
    - St. Patrick's National School, Diswellstown
    - St Mochta's National School, Porterstown, Clonsilla;
    - St Francis Xavier National School, Roselawn, Blanchardstown;
    - Scoil Bhríde Cailíní, Blanchardstown;
    - Scoil Bhríde Buachailí, Blanchardstown;
    - Pelletstown Educate Together National School, Pelletstown;
6. Any remaining applicants.

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:

Under each category of admission, where the number of applicants exceeds the number of spaces available, a lottery will apply. The lottery will be conducted by a member of school staff and an independent observer. It may be deemed necessary to check the validity of the information provided by parent(s)/guardian(s) at any point in the process.

16.4 Selection process

Edmund Rice College will apply the selection process as follows:

Having met the criteria for admission to the special class (Phoenix), applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the special class (Phoenix). This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Edmund Rice College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. The lottery will be conducted by a member of school staff and an independent observer.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the special classes (Phoenix) is/are given to Student(s) from that year group, i.e. the selection process for the special class (Phoenix) will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the the special class (Phoenix) will be the number by which the places in the relevant mainstream year group(s) are reduced.

16.5 Late applications

An application received after the closing date published by Edmund Rice College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy. Where the special class (Phoenix) is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 7(1) and 7(2)

Where the special class (Phoenix) is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within Edmund Rice College and an Acceptance Form will be issued to the Applicant for completion and return to the school within 1 week of issue.

16.6 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within the special class (Phoenix) but does not accept the offer, the school withdraws the offer in line with the relevant provisions of this Policy, and the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the special class (Phoenix) have been filled.

16.7 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within one week of issuing by the school if it is a late application or if it is a second/third round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 1 week of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below in section 16.9.

16.8 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- The reasons that the student was not a offered a place in Edmund Rice College;
- Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;
- Details of the Student's place on the waiting list, if applicable; and
- Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 7 (1) and 7 (2), an offer of admission may not be made where:

- The information contained in the application is false or misleading in a material respect.

16.9 Withdrawal of an offer

An offer of admission may be withdrawn where:

- The information contained in the application is false or misleading in a material respect, or
- The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 1 week, or

- An Applicant has not indicated:
    - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and
    - (ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 16.5 above.

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

The board of Edmund Rice College or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

(a) an application for admission of a student to the school, or

(b) the admission or continued enrolment of a student in the school.

18. 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 Edmund Rice College the allocated time on the timetable for Religious Education 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. Students will have to provide their own text which must be relevant and not be a
text on the curriculum for other subjects in school. Alternatively, parents may remove their son/daughter from the school premises for the duration of the Religious Education class.

In line with the Edmund Rice Schools Trust Charter, Edmund Rice College places great importance on the religious or spiritual formation of all its students. Each student has his/her own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods. Refer to the Religious Education Policy for the appropriate procedure to facilitate a request from Religious Education.

19. Reviews/appeals

19.1 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 no later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 10 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 no later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 10 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 no later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 10 of this policy.

19.2 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 no later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 10 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 no later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 10 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 which are published on the website of the Department of Education and Skills.