



Roll No. 63430G



Borris Road,  
Portlaoise, Co.  
Laois.



(057) 863 5041

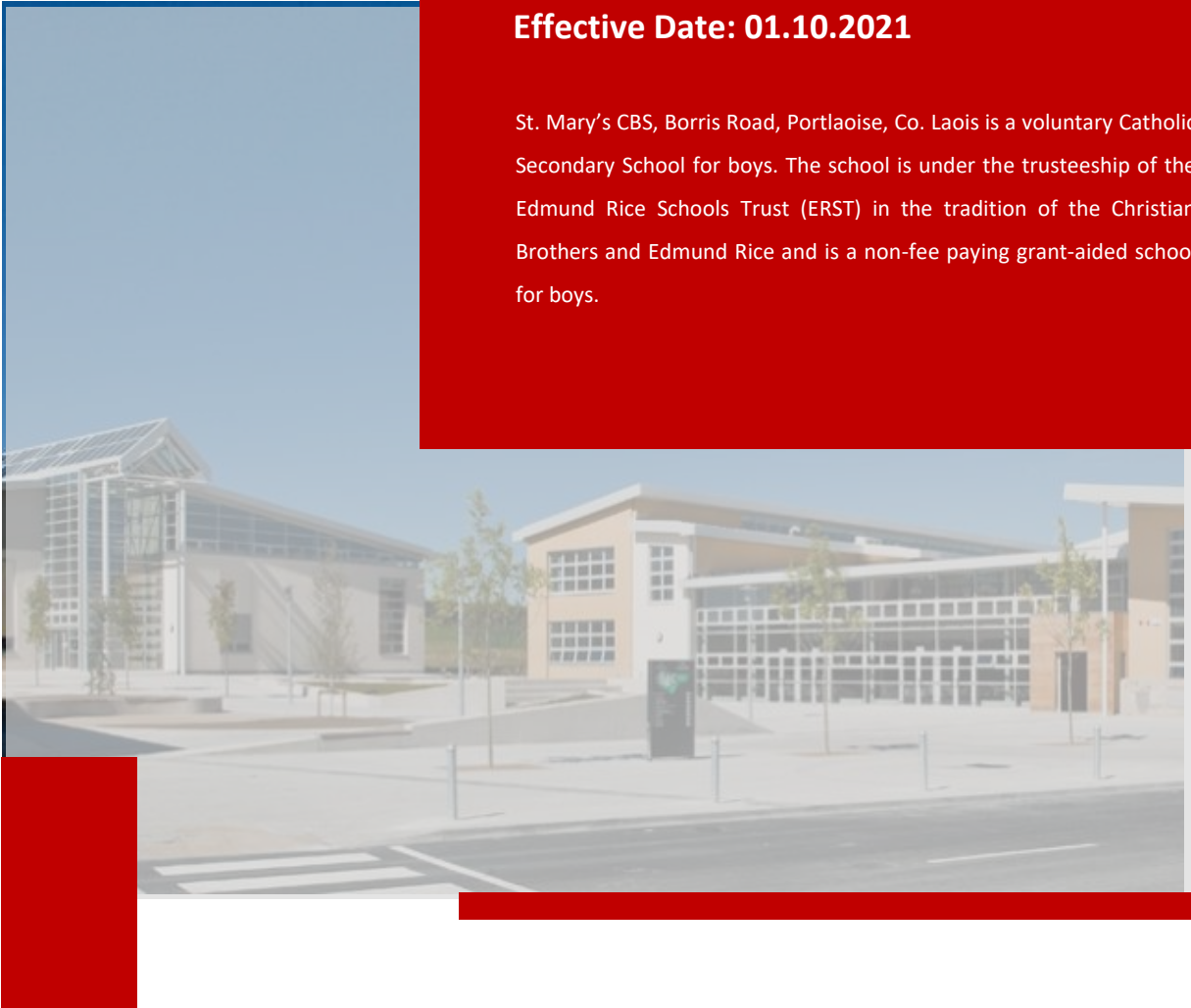


stmarys@portlaoiseCBS.com

# ADMISSIONS POLICY

**Effective Date: 01.10.2021**

St. Mary's CBS, Borris Road, Portlaoise, Co. Laois is a voluntary Catholic Secondary School for boys. The school is under the trusteeship of the Edmund Rice Schools Trust (ERST) in the tradition of the Christian Brothers and Edmund Rice and is a non-fee paying grant-aided school for boys.



**APPROVED BY**

Edmund Rice Schools Trust

**DATE ISSUED**

01.10.2021

# 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 policy was approved by the school patron on 2<sup>nd</sup> April 2021.

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 St. Mary's CBS 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 Application Form for Admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

## 2. Characteristic Spirit & General Objectives of the School

---

St. Mary's CBS is an all-boys Catholic 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 St. Mary's CBS 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**

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

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

In an Edmund Rice Secondary School, the ERST Charter values are under-pinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds – spiritual, ethnic, language, special needs – as a gift that will enrich the community of the school and promote the growth and learning of all. We value each student and their family. We welcome and are sensitive to each one, seeking to respond to their individual needs through our Curriculum, Pastoral Care & Faith Development.

# 3. Admission Statement

St. Mary's CBS will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned;
- the civil status ground of the student or the applicant in respect of the student concerned;
- the family status ground of the student or the applicant in respect of the student concerned;
- the sexual orientation ground of the student or the applicant in respect of the student concerned;
- the religion ground of the student or the applicant in respect of the student concerned;
- the disability ground of the student or the applicant in respect of the student concerned;
- the ground of race of the student or the applicant in respect of the student concerned;
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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.

St. Mary's CBS is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Mary's CBS 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.

St. Mary's CBS 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.

St. Mary's CBS is a school which has established a class, 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 class a student who does not have the category of needs specified.

## 4. Categories of Special Educational Needs catered for in the school

St. Mary's CBS, with the approval of the Minister for Education and Skills, has established a number of classes to provide an education exclusively for students with Autistic Spectrum Disorder (ASD).

Please see Appendix A

# 5. Admissions of Students

This school shall admit each student seeking admission except where:

## Exceptions

1. The school is oversubscribed (please see “Oversubscription Section” below for further details).
2. A Parent(s) / Guardian(s) 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.
3. St. Mary’s CBS 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.
4. St. Mary’s CBS 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.
5. The special class attached to St. Mary’s CBS provides an education exclusively for students with Autistic Spectrum Disorder (ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 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:

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school.

An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

Subject to the above, the selection criteria are:

### Selection Criteria



- Category A: Students from primary feeder schools in Portlaoise Parish, Stradbally & Timahoe.
- Category B: All others up to number of places available as specified in the annual admission notice



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.

Places will be determined by a lottery. The lottery will take place in St. Mary's CBS as soon as is practicable after enrolment day. The lottery will be overseen by the school Principal and will be witnessed by the Deputy Principal, School Secretary, a nominee of the Board of Management who is not a member of the Board, and two representatives of the Parents' Association.

Each student entitled to participate in the lottery for admission will be typed by the Secretary on identical pieces of paper and placed in a drum. The Principal will draw names from the drum, one by one, until the drum is empty. The Secretary will record the outcome of the draw. Places will be offered in the order in which names were drawn until available places are filled. The remaining names will be placed on a Waiting List in the order in which the names were drawn from the drum. In the case of one or more siblings applying for admission to 1st Year at the same time, the name of each sibling will be typed on a separate piece of paper. If the name of any of the siblings is drawn, places will be offered to all the siblings.

## 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 St. Mary's CBS:

- a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at an early intervention class, or an early start pre-school, specified in a list published by the Minister from time to time.
- the payment of fees or contributions to the school.
- 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 has the category of special educational needs concerned.
- the occupation, financial status, academic ability, skills or aptitude of a student's parents.
- a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission.
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school
- 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 St. Mary's CBS will be based on the following:

### Decision Criteria



- 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 form received during the period specified in our Annual Admission Notice for receiving applications;



(Please see [Section 14](#) below in relation to applications received outside of the admissions period and [Section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school's 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.

### Notifying Applicants



- 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 18 below for further details).

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

In accepting an offer of admission from St. Mary's CBS, you must indicate

1. whether or not the parent / guardian have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
2. whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they 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 St. Mary's CBS where:

- it is established that information contained in the application is false or misleading.
- 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.
- the Parent(s) / Guardian(s) 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in Section 10 above.
- The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

## 12. Sharing 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

### Waiting List



- 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 St. Mary's CBS 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 St. Mary's CBS 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. 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

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 intake group are as follows:

- The Principal, on behalf of the Board of Management, will consider applications from parents / guardians of students wishing to transfer to St. Mary's CBS from another post-primary school. Such applications must be made on the appropriate forms available on our website. The application for admission to St. Mary's CBS will be processed and subject to the availability of a vacancy in an appropriate group/class/year.
- Students may transfer from another post-primary school subject to the following;
  - That space is available in the school, in particular with specialist subjects where the capacity is limited.
  - That the school authorities are satisfied that the reasons for the transfer are in the best interests of the student.
  - The possible problems and disruptions of studies when moving into an established class and Year group will be considered. The situation may arise where a student may have to take up or discontinue a subject.
  - The school is provided with all relevant information from the former school.
  - The transferring student fulfils all conditions set out by the Department of Education and Skills.
  - Parents / Guardians and the transferring student must accept the Code of Behaviour and Rules of the School, thereby agreeing to accept and uphold them. A student will not be accepted where he has a track record of poor behaviour.
  - The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school.
  - An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of 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:

- The Principal, on behalf of the Board of Management, will consider applications from parents / guardians of students wishing to transfer to St. Mary's CBS from another post-primary school. Such applications must be made on the appropriate forms available on our website. The Application for Admission to St. Mary's CBS will be processed and subject to the availability of a vacancy in an appropriate group/class/year.
- Students may transfer from another post-primary school subject to the following;
  - That space is available in the school, in particular with specialist subjects where the capacity is limited.
  - That the school authorities are satisfied that the reasons for the transfer are in the best interests of the student.
  - The possible problems and disruptions of studies when moving into an established class and Year group will be considered. The situation may arise where a student may have to take up or discontinue a subject.
  - The school is provided with all relevant information from the former school.
  - The transferring student fulfils all conditions set out by the Department of Education and Skills.
  - Parents / Guardians and the transferring student must accept the Code of Behaviour and Rules of the School, thereby agreeing to accept and uphold them. A student will not be accepted where he has a track record of poor behaviour.
  - The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school.
  - An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

## 16. Declaration Regarding the Non-Charging of Fees

The Board of St. Mary's CBS 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.

# 17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, has requested that the student attend the school without attending religious instruction in the school:

## Arrangements



- 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(s) / Guardian(s) 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 St. Mary's CBS 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. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, St. Mary's CBS places great importance on the religious or spiritual formation of all its students. Each student has his 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.

# 18. Reviews & Appeals

St. Mary's CBS will facilitate reviews and appeals on decisions taken by the Principal on the following basis.

## Reviews by the Board of Management



- The Parent(s) / Guardian(s) 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(s) / Guardian(s) 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 which are published on the website of the Department of Education and Skills.



**APPENDIX A**  
**ASD CLASS**  
***SOLAS* ADMISSIONS POLICY**

## Admission Policy for St Mary's CBS *Solas* (ASD Centre)

Admission to *Solas* is governed by the St. Mary's CBS Admission Policy and the additional policy and procedures below:

### *Solas*:

- Will give initial priority to applications from students already enrolled in St Mary's CBS who have received their ASD diagnosis after enrolment and have been recommended for a place in an ASD classroom.
- Will give subsequent priority to applications for enrolment into First Year according to fulfilling the Selection Criteria in Category A in our general Admissions Policy.
- Subsequent priority will then be given to applications for enrolment into First Year according to fulfilling the Selection Criteria in Category B in our general Admissions Policy.

### ELIGIBILITY FOR ENROLMENT IN OUR ASD SUPPORT CLASS

A student may be accepted for admission into the *Solas* when all of the following criteria have been met:

- The student has a diagnosis of an Autism Spectrum Disorder and is recommended for placement in an ASD support class in a mainstream post-primary school by a psychologist, psychiatrist or multidisciplinary team approved by the HSE. St Mary's CBS requests that such reports with a definitive and formal recommendation for a specialised post-primary ASD class must have been conducted within the last two years.
- A student who wishes to repeat a year in the school and previously had a place in *Solas* will also have to reapply for a place in *Solas*.
- Integration of students in mainstream is the priority of the unit. Although students attached to the support class have their own base in the ASD classroom, they will, when appropriate to the students' learning, attend mainstream classes both with and without SNA support. The student must be capable of some level of integration into the whole school environment.
- To ensure our facility best meets the needs of the student, evidence must be provided that the student is capable of integration and a multidisciplinary team must support this. St Mary's CBS classes are not high dependency unit / class / setting. Each application requires a report from the primary school outlining the student's academic, social, emotional, behavioural and physical needs. The needs of the students already enrolled in the unit will also be taken into consideration when enrolling a new student.
- By applying for a place in the ASD class, parents / guardians authorise St Mary's CBS to contact the stated primary school in advance of any offer of place to confirm and assess the information in the submitted educational / psychological reports from the parents / guardians with the application form. This is in keeping with the NCSE *Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools 2016*. (Page 4)
- Because of the particular requirements in the running of the ASD class, and as a result of the lack of available places in the Portlaoise area, in the event of oversubscription for available places from any criteria category (A or B as listed above) for our ASD class, places will be determined by a lottery. The lottery will take place in St. Mary's CBS as soon as is practicable after enrolment day. The lottery will be overseen by the school Principal and will be witnessed by the Deputy Principal, School Secretary, a nominee of the Board of Management, who is not a member of the Board of Management, and two representatives of the Parents' Association.

- Each student entitled to participate in the lottery for admission to the ASD Classes will be typed by the Secretary on identical pieces of paper and placed in a drum. The Principal will draw names from the drum, one by one, until the drum is empty. The Secretary will record the outcome of the draw. Places will be offered in the order in which names were drawn until available places are filled. The remaining names will be placed on a Waiting List in the order in which the names were drawn from the drum.
- As a place in our ASD class becomes available the school will offer this place to the student on the waiting list.
- The available places will be offered and allocated in the waiting list order starting with Category A, then Category B until all available places have been allocated.
- Late applications from any criteria category will be processed at the end of this process.

#### ENROLMENT POLICY FOR ASD SUPPORT CLASS

The total capacity for the ASD Support Class is restricted to six students per unit, as determined by the NCSE (National Council for Special Education) and the DES (Department of Education and Skills).

All applications for ASD Support Class will be considered within the context of the school's Admission Policy.

#### APPLICATION PROCESS

- The general application form is available from the school as per the Admissions Notice. All applicants must complete this form.
- Applications to the ASD Centre must be submitted with a completed general application form and should be made in line with the School Admissions Policy. The application form for a place in *Solas* is attached as an Appendix. All necessary and supporting documentation needs to be submitted to the school by the date specified in advance. If the documentation is not submitted, the offer of the place may be withdrawn.
- Applications for enrolment will be considered for eligibility by the ASD Enrolment Committee.
- The completion of a written application form for placement of your child does not confer an automatic right to placement in *Solas*.
- Prior to acceptance, parents/guardians will be asked to attend a meeting with a member or members of the *Solas* Enrolment Committee, to ensure that the needs of their child can be met within the resources available to the school.

#### ESTABLISHMENT OF THE SOLAS ENROLMENT COMMITTEE

- Decisions on enrolment are taken by the principal on behalf of the Board of Management.
- The Principal will establish the *Solas* Support Class Enrolment Committee to consider all applications made.
- Members of this Committee are nominated by the Board to include a Deputy Principal, the SEN and *Solas* Coordinator in the school
- The role of the Committee is to advise the Principal, on behalf of the Board of Management, on matters relating to admissions to *Solas*.
- Where a student leaves *Solas*, for whatever reason, the ASD enrolment committee will make a recommendation to the Principal on how that place is to be filled.
- The Principal is responsible for implementing these guidelines under the direction of the Board of Management.

### ON GOING REVIEW OF STUDENTS IN SOLAS

As part of our constant review of the student's progress and our ASD programme's ability to meet their needs and deliver the most beneficial educational programme we follow the following model of evaluation:

Regular assessing of:

- The academic, social and behavioural benefits of the student being enrolled in the ASD programme
- The level and quality of mainstream participation
- Student progress in general

In cases where it is our professional opinion that a student is not benefiting from their place in *Solas*, and it is believed, with reason, that the student may benefit more in a different educational setting, (not mainstream) this will be discussed with parents and referred to the Board of Management to assess suitability for continuance on the programme. The Principal may seek advice from the *Solas* Enrolment Committee.

Students registered in *Solas*, subject to fulfilling the application criteria, may apply for the optional Transition Year Programme.

### **Circular 14/2017**

- St Mary's CBS acknowledges the aims and objectives of Circular 14/2017.
- In accordance with Circular 14/2017, the management and administration of the DES resources are at the discretion of the Board of Management. Circular 14/2017 does not supersede the Board's overall responsibility to manage the school.
- St Mary's CBS will not exceed the sanctioned number of places in the two ASD classes.
- It is the school's position that the application of Circular 14/2017 does not equate to using the DES SEN (General allocation model) annual allocation for the provision of the supports and resources equivalent to that of a specialized setting such as a designated ASD class or other DES recognised special classes.

**APPENDIX B**  
**APPLICATION FOR SOLAS**  
**ASD CLASS**  
**1<sup>ST</sup> YEAR**

St Mary's C.B.S.  
Borris Road,  
Portlaoise,  
Co Laois



Phone: 057 8635041

---

**Application to *Solas* ASD Class  
for the 2022-2023 School Year**

Having read the ASD Enrolment Policy above, I would now like to make application for my child:

Student's Name: \_\_\_\_\_  
to enrol in the *Solas* ASD Support Class for the academic year 2022/2023.

\_\_\_\_\_  
Signature Parent/Guardian

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

\_\_\_\_\_  
Print Name

**This form must be completed by and returned with the standard  
Enrolment Form as well as any supporting documentation**



**St. Mary's CBS Portlaoise**  
  
**Edmund Rice Schools Trust**