



Approved by Edmund Rice Schools Trust

September 2023

ADMISSIONS POLICY 2024-2025

ST MARY'S CBS PORTLAOISE

BORRIS ROAD,
PORTLAOISE,
CO LAOIS.
R32C923

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.

This policy was approved by the school patron, ERST, in September 2023.

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 and 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.

- 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

St Mary's CBS Portlaoise 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. St Mary's CBS Portlaoise 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 special class

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. Admission of Students

This school shall admit each student seeking admission except where:

- i) The school is oversubscribed (please see "Oversubscription Section" below for further details)
- ii) 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
- iii) 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.
- iv) 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.

- v) 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, when 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:

- 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 the school:

- 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:

- 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 15](#) below in relation to applications received outside of the admissions period and 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.

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:

(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 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 St Mary's CBS 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.
- (v) 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 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 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 in relation to 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-

- (a) an application for admission of a student to the school, or
- (b) 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, who has 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. The non-instructional nature of the RE class, the emphasis on studying world religions and the opportunity for inter-faith dialogue will be pointed out in these discussions. 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 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 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/her own personal journey which will be encouraged and respected. Students who opt out of RE class cannot be offered extra tuition or study periods.

18. Reviews / Appeals

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.
- 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.
- 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.

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)
- 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)
- 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 Skill

APPENDIX A

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 enrolment 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 is 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 recognized special classes.

APPENDIX B
APPLICATION FOR SOLAS

Borris Road,
Portlaoise,
Co Laois.
R32C923



Phone: 057 8635041
stmarys@portlaoiseCBS.com

Application to Enrol in *Solas* ASD Class for the 2024-2025 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 2024/2025.

Signature Parent/Guardian

Date: ___/___/___

Print Name

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

APPENDIX C
1st YEAR APPLICATION
2024-2025



St. Mary's CBS Application Form

1st Year 2024/2025 School Year

A copy of the school's Admission Policy and this Application Form for Admission for the 2024-2025 school year is available as follows:

- To download at: <https://www.portlaoisecbs.com>
- Distributed through our main primary feeder schools during the week of September 4th 2023
- On request: By emailing stmarys@portlaoisecbs.com or by writing to St. Mary's CBS, Borris Road, Portlaoise, Co. Laois.

Applicant's Details

SURNAME _____ FORENAME _____

ADDRESS _____

DATE OF BIRTH _____ PPSN _____ EIRCODE _____

MOTHER'S MAIDEN NAME _____ APPLICANT'S NATIONALITY _____

Parent / Guardian Details

LEGAL GUARDIAN 1	LEGAL GUARDIAN 2
FULL NAME _____	FULL NAME _____
ADDRESS _____ _____	ADDRESS _____ _____
EIRCODE _____	EIRCODE _____
DAYTIME CONTACT NO _____	DAYTIME CONTACT NO _____
MOBILE NO _____	MOBILE NO _____
EMAIL ADDRESS _____	EMAIL ADDRESS _____
RELATIONSHIP TO APPLICANT _____	RELATIONSHIP TO APPLICANT _____

Do you attend a primary school within the catchment area of Portlaoise Parish, Stradbally & Timahoe, that meet the admissions criteria and have fully completed the admission procedure? YES NO

If YES, please name school here _____

OFFICE USE ONLY

RECEIVED: _____ RECEIVED BY: _____ OFFER MADE: YES / NO

I / We the undersigned, being the Parent(s) / Guardian(s) of the above named-candidate, hereby apply for his admission to the school.

I / We have read and understood the school's Admission Policy and agree to respect the school's Code of Behaviour.

Legal Guardian 1 Signature _____ Date _____

Legal Guardian 2 Signature _____ Date _____

Data Controller Board of Management, St. Mary's CBS, Borris Road, Portlaoise, Co. Laois.

Personal Identifiable Information (School) We collect personal identification information from prospective students to assess their application for enrolment in accordance with our School Admissions Policy.

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Applicant Name; Surname; Date of Birth;
- Legal Guardian(s) Name; Address; Phone Number; Mobile Number;

How we use collected information

We use this personal data for to assess your application for enrolment in accordance with the School Admissions Policy.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students who are enrolled in the school, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. For those students who are not enrolled, we will dispose of your application form once the school year starts. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in the school Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances; in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.

Sharing your personal information

We do not sell or trade personal identification information to others.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances; in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.

APPENDIX D
LEAVING CERT APPLIED (LCA)
ADMISSION POLICY

LCA Programme Admissions Policy

All students who complete the Junior Certificate or Transition Year are free to apply for a place in the LCA Programme.

- Application for admission to Leaving Certificate Applied is open to all students in 3rd/TY/5th year and is made via the Leaving Certificate Applied Application Form. (Appendix E)
- An external school candidate must adhere to the current school Admissions Policy before applying for a place on the LCA Programme.
- A closing date will be indicated on the application form and late applications may not be considered.
- The total number of students that can be accommodated in Leaving Certificate Applied in any school year will be determined by the Board of Management subject to the 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.
- Senior options information evenings for parents are held during January-March of the year of entry. These are scheduled in the school calendar and parents are reminded of these events on the school app.
- The information evenings deal with the programme options available to students after the Junior Certificate, namely, Transition Year, The Established Leaving Certificate, and The Leaving Certificate Applied Programme.
- Leaving Certificate Applied application forms are distributed to the parents on this information night and are available from the Programme Coordinator/School Office thereafter.
- The application form and any other relevant documentation must be returned to the School Office/submitted online by the closing date (date on application form).
- It is the responsibility of each student and his parents/guardians to ensure that the application form is returned in full and on time. Late applications will be processed only after all applications submitted on time have been processed and finalised.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- All students who apply for Leaving Certificate Applied are called for interview, which takes place on a date specified on the school app.
- The selection committee, which includes any two of the following:
 - Programme Coordinator
 - Leaving Certificate Applied Coordinator
 - One Deputy Principal
 - member of LCA core team

will process all applications received as per the criteria for admission and the marking scheme outlined below and applicants will be listed in order of merit based on marks received.

- 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.
- Where a student is deemed to be unsuitable for Leaving Certificate Applied and fails to meet the most basic aspects of the selection criteria (e.g., failure to meaningfully engage with the application process, non-attendance, serious breaches of Code of Behaviour), he will be informed in writing of his unsuitability for the programme and advised to consult with the Guidance Counsellor regarding the pursuit of other senior cycle options.

- Any candidate currently enrolled in St. Mary's CBS, and completing their Level 2 Learning Programmes will automatically be offered a place in the LCA programme.

2.2 Application Procedure

- Students in 3rd Year will be made aware of the programme during College Awareness Week (November of the year prior to entry to senior cycle)
- Career Fit allows Transition Year students to be aware of future careers and the courses available to get to college/further education.
- LCA Coordinator meets with each 3rd year class group and TY class group, in January of the year prior to entry to senior cycle to inform all suggested candidates.
- LCA and Year Heads meet with students who present as suitable for the programme.
- 3rd Year and TY Class tutors discuss the programme with their tutor groups.
- Guidance Counsellors discuss the best option for the student's following consultation.

LCA Programme Information issued to Parents/Guardians of Prospective Students

- Parents are invited to an information evening during January-March of the year prior to entry to senior cycle to inform all parents/guardians of the programme.
- LCA coordinator / Programme coordinator / core team may meet with parents of students who present as suitable for the programme.
- LCA coordinator/ Programme coordinator/ core team may call parents of students who present as suitable for the programme to discuss the programme.
- LCA programme information and details are also available through the school app.

Each applicant will be considered on his own merit. In order to be considered for the programme, the student must complete and submit the Application Form **within the deadline specified**.

2.3 Selection Criteria

All applications are reviewed, and students will be invited to present for interview.

- Application form completed and signed by parents/guardians.
- Staff meeting to get opinions on applicants' suitability.
- Factors of consideration:
 - Age – TY may be a better option if student is 16 leaving school
 - Behaviour (past and present)
 - Academic ability
 - Attendance, school completion
 - Future career options
 - Suitability / Level of need
- Meeting with current 3rd/Transition Year tutor and year head(s) to discuss applicants.
- Meeting may be arranged with candidates who come up at earlier Care Team Meetings regarding suitability and behaviour.
- This is conducted with:
 - Programme Coordinator / LCA Coordinator
 - Principal / Deputy Principal
- Parents brought in for a meeting with Coordinators if required.
- Accepted students informed of entry by Programme Coordinator / LCA Coordinator and a letter is sent home.
- Students who are advised to take an alternative option to LCA are informed by Programme Coordinator / LCA Coordinator.

- Letter of acceptance, LCA contract and work experience guidelines to be signed by student and parent/guardian

A student is assessed as suitable for the programme based on how well he meets the criteria outlined below:

- The student's record of compliance with the School's Code of Behaviour
- A demonstrated ability to meet the 90% attendance requirement for this course.
- The student's submission of the application form.
- The student's performance at interview (see Appendices for Marking Scheme)
- The student's expressed level of interest in the Leaving Certificate Applied programme.
- The recommendations of the student's teachers.
- The student's class work record (completion of projects, capacity to meet deadlines, etc.)

2.4 Offer & Acceptance of Places

After the interview process, all students will be informed by letter/email of the outcome of their application 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 to the Board of Management. See Appeals Process below.

The student will receive one of the following responses regarding his application:

1. He will be informed that he has secured his place in the Leaving Certificate Applied programme for the following academic year. Within the date specified, he must then submit the following to the School Office:

- Completed Acceptance Form (see Appendices)
- Completed LCA Contract (see Appendices)

These forms must be signed by the applicant and witnessed by a parent/guardian.

Failure to return these forms to the School Office within the specified time frame will result in the student's offer of a place being forfeited and the place will be offered to the next student on the waiting list.

2. The student is informed that the number of successful applicants has exceeded the available places and he has been put on a waiting list **in order of merit**. The student is advised to meet with the guidance counsellor to discuss alternative senior cycle options. He will be notified immediately if a place becomes available. Should that student not accept the place offered, it will be offered to the next person on the waiting list; this process will continue until all places have been accepted and filled.

3. The student is informed that he has been deemed unsuitable for the programme and is advised to meet with the school guidance counsellor to discuss alternative senior cycle options.

Any serious breach of the school's Code of Behaviour prior to the commencement of Leaving Certificate Applied may result in the withdrawal of the offer of a place in Leaving Certificate Applied.

A student who accepts a place in Leaving Certificate Applied and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be placed after the students who have already applied.

2.5 Appeals

Parents/Guardians of a student who is not offered a place in Leaving Certificate Applied and who take the view that the terms of this Policy were not strictly adhered to may appeal the decision to the Board of Management within 10 calendar days of receiving notification of the decision. Parents/Guardians should outline in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

Review

This policy will be reviewed regularly.

Ratification by the Board of Management

This policy was adopted and ratified by the Board of Management on

A handwritten signature in cursive script, appearing to read 'Anne Ahern', is positioned above the printed name.

Anne Ahern
Chairperson of the Board of Management

26th September 2023

APPENDIX E
LEAVING CERT APPLIED (LCA)
APPLICATION FORM

St Mary's CBS Portlaoise



Leaving Certificate Applied Application Form

Name: _____ Class: _____ Age: _____

Year Head: _____ Date of birth: _____

Address: _____

Subject	Level H / O / F	Teacher	Mock Result	Projects Completed
English				
Irish				
Maths				
History				
Geography				
Science				
French/Spanish				
CSPE	C			
Home Economics				
Technology Wood				
Engineering				
Business				
Visual Art				
Music				
Graphics				
SPHE	-			
PE	-			

Tick the box under the word that best describes your performance over the past three / four years under each of the following headings.

	Excellent	Very Good	Fair	Poor
Attendance				
Punctuality				
Relationship with teachers				
General classroom conduct				
Homework				
Interest in studies				
Keeping school rules				
Motivation				

What are your hobbies and interests?

List any career areas that interest you:

List any certificates or awards you have earned:

Briefly outline your reasons for applying for this course:

If accepted onto the Leaving Certificate Applied (LCA) Programme I agree to be a co-operative and hardworking student and I will complete all necessary work to the best of my ability. I understand that if accepted I must agree to the conditions laid down for all LCA students.

Signed: _____ (Student)

Signed: _____ (Parent/Guardian)

Date: _____

N.B. The number of places on this programme is limited and students will be asked to attend for interview to assess their suitability for the course.

All application forms should be returned to the Main Office by 4pm on _____

APPENDIX F
Annual Admissions Notice
2024/2025



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

Phone: 057 86350

Principal: Ms Maura Murphy
Deputy Principal: Mr Brian Thompson
Deputy Principal: Mr Cyril Mulligan

ANNUAL ADMISSION NOTICE FOR 2024/25

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2024/25 school year are available as follows:

To download at: www.portlaoisecbs.com

On request: By emailing stmarys@portlaoisecbs.com

In writing to: St Mary's CBS, Borris Road, Portlaoise, Co. Laois R32C923

1. Application and Decision Dates for admission to 1st Year for 2024/25

1.	The school will commence accepting applications for admission on	October 1st 2023
2.	The school will cease accepting applications for admission on	October 27th 2023
3.	Applicants will be notified in writing of the decision on their application by	November 17th 2023
4.	Applicants must confirm acceptance of an offer of admission by	December 8th 2023

Failure by an applicant to accept an offer by December 8th 2023 may result in the offer being withdrawn.

2. Application and Decision Dates for admission to ASD Solas Classes for 2024/25

1.	The school will commence accepting applications for admission to the special class on	October 1st 2023
2.	The school shall cease accepting applications for admission to the special class on	October 27th 2023
3.	Applicants will be notified of the decision on their application for admission to the special class by	November 17th 2023
4.	Applicants must confirm acceptance of an offer of admission by	December 8th 2023

Failure by an applicant to accept an offer by December 8th 2023 may result in the offer being withdrawn.

3. Number of places being made available in the 2024/25 school year

The number of places being made available in 1 st year is	168
The number of residential places is (boarding schools only)	N/A
The number of non-residential places is (boarding schools only)	N/A
The number of places being made available in the special class catering for students with ASD (meeting DSM IV/V or ICD 10 diagnostic criteria) is	0

4. Number of places in 1st year for the 2024/25 school year which were offered and accepted before 1 February 2021

The number of places for 1 st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2021 is	0
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5. The total number of applications for admission received by the school for admission in the special class catering for students with ASD (meeting DSM IV/V or ICD 10 diagnostic criteria) in the 2022/23 school year was 9

Breakdown of places allocated for Special Class for the 2023/24 school year:	
Number of places available	6
Number of applications received	9
Number of offers made and accepted under each criteria	Criteria 1: those students already enrolled in our mainstream classes with a Special Class Recommendation for ASD Special Class at Post Primary School Level and evidence of Complex Needs in line with NCSE Guidelines - <u>2 students</u> Criteria 2: 1 st year (new) applications for September 2023 with the same recommendation as above – <u>4 students</u>
Number of names placed on waiting list for the school year concerned	0

St Mary's CBS Portlaoise will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

St Mary's CBS Portlaoise will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act (1998).