



Admission Policy of St. Aidan's C.B.S

School Address: Collins Avenue, Whitehall, Dublin 9

Roll number: 60481i

School Patron: The Edmund Rice Schools Trust.

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 27 April 2020. 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. Aidan's C.B.S. 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. Aidan's C.B.S is a Catholic all boys 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. Aidan's C.B.S. 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 STATEMENT

The characteristic spirit of our school is based on the vision and values of the E.R.S.T. Charter. This is reflected in the operations of our school. Below, we have outlined some examples of how this characteristic spirit can be identified in day to day school life.

By nurturing faith: St. Aidan's C.B.S., in partnership with the home and the parish, is dedicated to providing and developing a Catholic education that cultivates a living faith, fosters Christian spirituality and educates people in Gospel-based values of faith in the school community.

School life: Students in our school participate in the state Religious Education programme. This is inclusive of students of all faiths and those of no faith. As a whole school, we gather together in The Church of the Holy Child to celebrate at the beginning of the school year. Events, which seek to cultivate a living faith, are also organised by the Religion Department during Catholic Schools Week.

By promoting partnership: St. Aidan's C.B.S. recognises the importance of developing positive partnerships with parents/guardians, students and the wider community. We embody the principles of inclusiveness and mutual respect, we respect the earth, we foster a sense of belonging to parish and we promote networking.

School life: Our Parents' Council is actively involved in school life; participating in decision making and providing support. They are also involved in specific school events such as graduation evenings. The views of students are valued and this is particularly apparent with

the Students' Council who are invited to communicate with school management. Our school has also acquired Green Flags for litter and waste, water, travel and biodiversity.

By excelling in teaching and learning: We focus on purposeful teaching and learning. We nurture the holistic development of students, recognise the uniqueness of each student, promote personal and professional development, and raise awareness of the interconnectedness of the world in which we live. St. Aidan's CBS uses information technology with critical awareness in an ever-changing world.

School life: Our school, being cognizant of the differing needs, interests and learning styles of students, offers a broad range of subjects and promotes the use of innovative methodologies. School self-evaluation is important to our school. Teachers are encouraged to engage in a process of self-reflection with a view to improving practice to best suit our changing world. The school also supports continuous professional development so as to enhance the educational environment for both teachers and students.

By creating a caring community: St. Aidan's C.B.S. strives to develop a sense of community. It aims to identify and serve the needs of the students through academic and extra-curricular activities. We promote care, respect, and responsibility to all those in the community. We work with local charities in an effort to promote social justice. Our school prides itself on fostering care for the environment; we seek to provide a safe and respectful environment for all partners of the school.

School life: School management, the Care Team and our Special Educational Needs department are heavily involved in organising appropriate resources, curricula and programmes to enable all students to strive towards achieving their potential. Our pastoral care systems, policies and practices seek to develop an environment that is welcoming, includes those who are marginalised, and is free from bullying and harassment. We encourage everyone to take responsibility for the upkeep of the school and the safety of students and staff; through our Green Flags team, corridor and one-way system policies.

By inspiring leadership: St. Aidan's C.B.S. encourages ownership of the vision of the school and ensures that all members of our community share leadership roles. St. Aidan's C.B.S. encourages the active participation of parent/guardians, students, and the wider community in leadership roles. We seek to inspire hearts and minds, raise critical consciousness and cultivate a strong work ethic coupled with an enterprising spirit.

School life: Our school management team is committed to making improvements in our school; through engagement with developments in teaching and learning, improved extra-curricular facilities and supporting innovation and change. With this commitment, leadership is often assigned, delegated, shared, or inspired in others. With regular use of classroom techniques such as assessment for learning and our pastoral care systems and guidance, we encourage students to take responsibility for their own learning, development and behaviour.

3. Admission Statement

St Aidan's C.B.S. 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.

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

St. Aidan's C.B.S. 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. Aidan's C.B.S. 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.

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

5. Admission of Students

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

St. Aidan's C.B.S 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.

St. Aidan's C.B.S is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

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:

Selection Criteria for the allocation of places

Students Must:

- Have reached the required age of 12 on the 1st January in the calendar year following the child's entry into First Year;
- Have completed Sixth class in Primary School;
- Be willing to accept the school ethos;
- Be willing with parents/guardians to accept school Code of Behaviour;
- Be willing to take an Assessment Test.

Places will be allocated to new first year student applicants in the following order of priority:

1. Brothers of present and past pupils;
2. Sons of members of staff of St. Aidan's C.B.S. (with at least three years service on closing date for applications);
3. Boys from the feeder school of Holy Child Boys' National School (B.N.S.), Larkhill (*Boys being admitted from Holy Child B.N.S., Larkhill must have been enrolled in that school from 3rd class onwards prior to entry into St. Aidan's C.B.S.*);
4. Boys living in the Parish of Larkhill/Whitehall;
5. Pupils randomly selected from Our Lady of Victories B.N.S. Ballymun Road, St Fiachra's Senior School Beaumont and St. Patrick's B.N.S., Drumcondra (in no particular order).
6. All other applicants randomly selected.

A waiting list of applicants who are not allocated a place will then be compiled using the criteria as outlined above.

- **A student who is placed on a waiting list is not in any way guaranteed a place in the school.**

All successful applicants must sit an **Assessment Test** which normally takes place in **February/early March**. This test is used to assess achievement levels in order to best facilitate students according to their needs.

A meeting of parents of incoming students will be held in **April/May2021**. Attendance at this meeting by all parents/guardians is strongly encouraged.

It is a condition of admission that all students must agree in writing to abide by the School Code of Behaviour.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above applicants will be randomly selected

7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, in the case of the school wishing to include selection criteria based on siblings of a student attending or having attended the school
- (g) the date and time on which an application for admission was received by the school; this is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to St. Aidan's C.B.S 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 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 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. Aidan's C.B.S, 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. Aidan's C.B.S. 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 St. Aidan's C.B.S 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. Aidan's C.B.S 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 school will make every reasonable effort to facilitate a student seeking a transfer to our school. The principal on behalf of the Board of Management will decide on applications for admission to any other year other than First Year by applying the following criteria to whether or not a transfer

- .. is in agreement with school Admissions Policy
- .. is in the best interest of the student
- .. is in the best interest of the school
- .. is of educational benefit to the student

All relevant information from the former school must be made available. A consultation with the Educational Welfare Officer may be necessary.

Where a student is considered for a place, the decision will be taken by the principal on behalf of the Board of Management, in consultation with the student's parents/guardians, his former school, and the education welfare officer. The timing of an offer will also be decided by the principal on behalf of the Board of Management with regard to the stage of the academic year.

All such applications will be considered on an individual basis, subject to the availability of a place at the time of application. Application forms are available from the school office on request. A copy of this Admissions Policy will accompany each application form.

Applicants must meet the school's entry criteria, and furnish a full and honest reason for seeking a placement in St. Aidan's C.B.S.

Applicants must complete the application form, giving all of the details required. Incomplete forms will be returned to Parents/Guardians. Parents/Guardians should sign the application form and date it. Parents/Guardians are required to provide an emergency contact phone number.

Applicants will be required to furnish details about their prior second-level education including copies of their last two school reports that set out the actual results of in-house examinations. Where an applicant has attended more than one second-level school they may be required, at the discretion of the Board, to submit reports from each school. Where appropriate, applicants may be required to submit copies of the results of any state examinations which they have sat.

Applicants are required to submit a reference from their previous school(s). Applicants may be required to complete a further information form regarding their child's educational progress before a place can be offered. Where the school considers it to be necessary an applicant may be required to provide a current education psychological assessment report. Failure to complete any of the necessary documentation listed above or to supply any other relevant documentation requested by the school may result in the board being unable to offer a place to an applicant.

The school may not be in a position to make a decision until later in the school year when its current students have given an indication to the school authorities of their intention to return to the school. In the case of applications for senior cycle courses, this will certainly be the case until the school has surveyed its own students about their preferences for senior cycle. (Please also read previous 'Special Needs' section on P.5 of this document).

A decision will be made in respect of each application following the timing above and the selection criteria set out below and is subject to the class size limitations imposed by the Board of Management for different subject areas and the capacity of the school to provide the academic subjects sought by the student at an appropriate level i.e. higher/ordinary.

Enrolment Criteria: Applicants, must meet any criteria laid down by the Department of Education and Skills from time to time e.g. applicants must not have already spent six years at second-level or apply for a course which would necessarily result in their spending longer than six years at second level.

All students entering the school must supply a Birth Certificate or other appropriate identification as determined by the school (returnable to the parent/guardian), a copy of which will be retained on school files/records.

The behaviour/disciplinary record of a student in their previous school(s) shall be an important factor. The school reserves the right to refuse to admit a student whose behaviour in their previous school has been deemed unsatisfactory, or is a cause for health and safety concerns or where there has not been a satisfactory level of co-operation between the previous school and the student's parent(s)/guardian(s). The attendance record of a student in their previous school shall also be an important factor.

The availability of suitable places in any given year group shall be of paramount importance and shall be one of the determining factors of admission.

In the case of students with special needs, the Board, having received the relevant information, will make a decision and inform the parents in writing of this decision.

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 timing of an offer will be decided by the Principal on behalf of the Board of Management with regard to the stage of the academic year.

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

The board of St. Aidan's C.B.S. 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 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 St. Aidan's C.B.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, 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. Aidan's C.B.S. 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.

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 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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

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

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

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

Right of appeal

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

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

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

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

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

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

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

Appendix 1

LEAVING CERTIFICATE VOCATIONAL PROGRAMME (L.C.V.P.)

The criteria that will apply in selecting students for L.C.V.P. are as follows:

- Students must be studying subjects in line with the combinations set out by the Department of Education and Skills.
- Students who are not studying a foreign language must attend compulsory language classes run by the school.

TRANSITION YEAR PROGRAMME

The Transition Year (T.Y.) is a one-year programme which comes immediately after completion of the Junior Certificate. The Board of Management will decide the maximum number of students that can be accommodated on the T.Y. Programme. No student is automatically guaranteed a place on this programme. The criteria that will apply in selecting students for T.Y. are as follows:

- 90% attendance in ThirdYear is essential (in the case of absences, certified illness can be counted towards the 90%)
- A record of positive behaviour is essential. A suspension for serious misbehaviour during ThirdYear may, in case of exceptional circumstances discount any applicant, as may a series of minor incidents reported by a selection of teachers.
- Punctuality is essential in T.Y. A pupil who has been late regularly for school in junior cycle may not be considered for entry.
- Pupils will need to have shown a willingness to cooperate with teachers, to work to the best of their ability, and to take part in activities outside the classroom.
- Applicants must agree to pay a fee to cover the additional expenses arising from their participation in the programme and to organise their own work placements.

Each applicant is unique. The T.Y. co-ordinator, in considering the criteria above, may interview some students to gather further information. This affords students the opportunity to demonstrate their suitability for the programme.

Should a student's application for admission to T.Y. be refused the parents/guardians can contact the T.Y. co-ordinator who will organise a meeting to outline the reasons for the decision. If an agreement has not been made, the parents/guardian can appeal to the Board of Management in writing.