

St David's CBS Secondary School Artane Dublin 5

1. Type of School

St David's secondary school is an all boys Catholic voluntary secondary school under the patronage of the Edmund Rice Schools Trust (ERST)

2. Characteristic Spirit

The characteristic spirit of our school is based on the vision and values of the ERST charter. The five characteristics of an Edmund Rice school underpin the operation of St David's secondary school namely:

1. Nurturing Faith, Christian spirituality and gospel based values
2. Promoting partnership
3. Excellence in teaching and learning
4. Creating a caring school community
5. Inspiring transformational leadership.

For further information on the Edmund Rice Schools Trust and the ERST charter, WWW.ERST.IE

St David's CBS is an inclusive school with an emphasis on traditional Edmund Rice values, such as Irish language, Music and Sport. We accommodate a large range of levels of academic ability. We offer a wide range of subjects, including 4 Science subjects for the Leaving Certificate.

The school marks the liturgical seasons of the Catholic Church and major events are marked with a celebration of Mass. Every two years our students participate in an Immersion project in Africa where the school has links with a Christian Brothers school. The school has a part-time Chaplain and we participate in events as part of Edmund Rice Education Beyond Borders. Our students follow the State programme in Religious Education which is suitable for students of all faiths and none.

The school offers a wide range of extra and co-curricular activities. Every effort is made to ensure that the school is affordable for all parents.

3. Operating Context

St David's secondary school operates within the legal context of the relevant sections of:

- Education act 1998
- Education welfare act 2000
- Equal Status act 2000 - 2011
- Education for Persons with Special Educational Needs act 2004
- Disability act 2005

- Education act (miscellaneous provisions) 2007
- Data protection act 1998 and 2003: The school is a Data Controller under the Data Protection acts. Data provided to St David's secondary school in respect of an application for admission is subject to the terms and provisions of the Data Protection act 1998 and the Data Protection (Amendment) act 2003. We will lie on parents/guardians to provide us with accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child's personal data, you should write to the school Principal.

St David's secondary school also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills
- The rights of trustees as set out in the education act, 1998
- The Edmund Rice Schools Trust Charter
- The articles of management of Catholic secondary schools
- The regulations of the Department of Education and Skills and the curricular programmes so prescribed which may be amended from time to time in accordance with sections 9 and 30 of the Education act 1998
- The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the Department of Education and Skills, parental contributions, and occasional fundraising. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, St David's secondary school is a school that

- Is inclusive in intake
- Supports the principle of equality of access to and participation in education
- Recognises and supports the rights of parents to choose with regard to admission in secondary school
- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.

4. Eligibility of applicants and admission procedures:

This section sets out the policy of the school with regard to eligibility of applicants and admission procedures and for entry into First Year 2018/19

4.1 students eligible for admission to First Year

To be eligible for admission to first-year students must:

- Have reached the age of 12 years by 1st of January of the calendar year following entry into First Year (as required by the Department of education and skills regulations)
- Have completed Sixth class in primary school or its equivalent.
- Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of school (see section on characteristics spirit above)
- Be willing, in conjunction with their parents guardians, to accept the school's Code of Behaviour
- Be willing to sit an assessment test. This assessment test is not an entrance examination.
- Be willing to complete the detailed student data form that will be issued following acceptance for admission

4.2 Admission Procedures

- To apply parents/guardians should complete the official St David's secondary school application form, which will be issued through the feeder primary schools and which will also be available from the school office.
- The application form for entry into first year in autumn 2018 was available from September 2016
- The closing date for receipt of the completed applications for First Year for the school year 2018/19 is 24th of October 2017
- When an application form, properly completed and signed, is received, it will be stamped with the date on which it was received
- Properly completed application forms will be acknowledged
- Incomplete application forms will not be processed but will be returned to the parents/ guardians for completion
- Late applications will be considered only after all applications received on time have been fully processed

5. Allocation of places in First Year 2018

Decisions regarding student admissions are a matter for the Board of Management. As soon as possible but not later than 21 days after the closing date for receipt of completed application forms, the Board of Management shall make a decision in respect of each application and inform the parents/guardians of the outcome in writing (as required by the education welfare act 2000).

When a place in the school is offered, parents will be required to confirm in writing their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.

A maximum of 82 places will be available in First Year for the school year 2018. In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

1. The applicant has a brother in the school
2. The applicant attends a local feeder primary school - St David's BNS, Scoil Ciarán, St Fiachra's, OLI, St Joseph's.
- 3 The applicant has a brother, father or uncle who previously attended the school
- 4 If the number of applicants under two or three above exceeds the number of places a lottery will be held to determine to whom the places will be allocated.
- 4 A lottery will be held for distribution of remaining places. In the event that twins are applying for places in such a lottery then they will be offered two places unless only one place remains.

Note, a lottery will be supervised by the following: The Principal of the school, a nominee of the Parents Council and the Home/School liaison teacher.

Twins and triplets will be treated as a single application although both names or all three names will be entered in the lottery. If the name of one is drawn the others will automatically be allocated places, provided there are enough places available.

When all places are filled, the remaining names will be drawn and a waiting list will be created based on the order in which each applicant's name has been drawn. The waiting list will be dispensed with on 30 September 2018

6 Refusal in exceptional circumstances

The Board of Management reserves the right to refuse to enrol any student in exceptional circumstances. Such an exceptional case could arise where either: a). The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide a student with an appropriate education or b). In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

7 Appeal Procedure

Where the Board of Management decides to refuse admission to the school the parents/guardians of the student concerned may appeal the decision to the Department of Education and Skills under section 29 of the Education act, 1998. The

appeal must generally be made within 42 calendar days of the date that the decision of the board of management was notified to the parents/guardians.

8 Admission of applicants with Special Educational Needs

St David's secondary school welcomes applications from parents/guardians of students with special educational needs. The school will use the resources (financial and personnel) provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs and will ensure that the students are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting the rights of parents/guardians to have a school of their choice for their children, the school's ability to provide for students with particular educational needs is dependent on resources suitable to those needs being supplied by the Department of Education and Skills. Parents/guardians are encouraged to make the Board of Management aware of any special needs as early as possible as it may take some time for the department to process applications for the resources needed. In order to determine the specific resources, facilities and learning support required, the Board will request a copy of the student's medical and or psychological report. Where such report is not available the Board will request an immediate assessment. The purpose of the assessment report is to assist the school in establishing the educational needs of the student relative to their special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs of the student as specified in the report. The school will also request information from the student's primary school with regard to such matters as learning support and or resource hours. Where the Board deems that further resources are required it will, prior to the student commencing to attend the school, request the Department of Education and Skills to provide the resources necessary to meet the needs of the student as outlined in the psychological or medical report.

A representative of the Board will meet with the parents/guardians of the student to discuss the student's needs and the school's capacity to meet them. It may be necessary for the Board to postpone the attendance of a student at the school, pending the receipt of an assessment report, and/or the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and medical report.

The school commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given all

reasonable assistance, subject to available resources, to achieve their educational potential.

9. ASD Unit

The enrolment criteria referred to above also apply to applicants for places in the ASD unit. In addition the following criteria apply for applicants for places in the ASD unit:

1. The ASD unit offers places to a maximum of six boys only
2. A recent psychological assessment or report from a multi disciplinary team must be provided. This may consist of clinical psychologist, occupational therapist, speech and language therapist, social worker and a physiotherapist. All reports for the boy should be provided to the school.
3. The boy must have a diagnosis of Autism/Autism Spectrum Disorder
4. There must be a recommendation by the medical professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child
5. The boy must be capable of using expressive communication: Basic skills and verbal communication which may be supported by pictures and symbols
6. The boy must have basic knowledge of primary school curriculum - basic reading, writing and maths skills

The boys in the ASD unit are subject to the same Code of Behaviour as the rest of the school

10. Consultation and review

This policy has been drawn up by the Board in consultation with parents, staff and representatives of our feeder schools. It is operative for the First Year intake in the school year 2018/19. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by 31/3/2018.

10. Ratification and Publication

This policy was ratified by the Board of Management on 10/10/2017 and was agreed for publication by the Edmund Rice Schools Trust on .