

# *Coláiste Choilm*

## *ADMISSION and ENROLMENT*

**Reviewed March, 2011.**

This policy is prepared in accordance with the Education Act 1998. In doing so the Board of Management of Coláiste Choilm trusts that parents will be assisted in relation to enrolment matters. However, if further information is needed it may be obtained from the School Principal.

## SCHOOL DETAILS:

**School Name:** Coláiste Choilm

**Address:** Dublin Road  
Swords  
Co. Dublin

**Contact Details:** Phone: 01-8401420  
Fax: 01-8400331  
e-mail: [colchoilm.ias@eircom.net](mailto:colchoilm.ias@eircom.net)

### Staff and Management:

**School Principal:** Mr. David Neville

**Deputy Principal:** Mr. Cathal Boyle

### Board of Management:

Trustee Members :	Mr. Alfred Bryan (Chairperson) Mr. Maurice Kealy Ms. Marie O'Donoghue Mr. Noel Murray-Hession
Staff Members:	Ms. Kate Sheils Ms. Joan Parsons
Parents Members:	Mr. Colm Shanahan Ms. Lesley Davey

### Teachers:

Total number:	38 teachers including the Principal
Also:	1 Career Guidance Counsellor 2 Learning Support teacher 1 Resource teacher

**Opening Times:** Mornings 8.50 a.m. – 1.00 p.m.  
Afternoon 2.00 p.m. - 4.00 p.m.  
Half-day Wednesday

**Holidays:** As per Department of Education & Science regulations

## **TYPE OF SCHOOL**

Coláiste Choilm is a single sex boys' Catholic Secondary School under the trusteeship of The Edmund Rice Schools Trust - ERST - whose religious and educational philosophy is inspired by the vision of its founder, Blessed Edmund Rice. Coláiste Choilm subscribes to this holistic vision expressed in the following five key elements:

- Nurturing faith, Christian spirituality and gospel-based values
- Promoting partnership
- Excelling in teaching and learning
- Creating a caring school environment
- Inspiring transformational leadership

## **SCHOOL MISSION STATEMENT**

The aim of Coláiste Choilm is to provide a holistic education which is driven by a Catholic ethos. We strive to create a safe environment which fosters inclusion, honesty, dignity and respect. The school community encourages the individual in their pursuit of excellence. We aim to promote among students a sense of pride in their school.

Within the context of the Department of Education & Science regulations and programmes, the rights of the Trustees as set out in the Education Act 1998 and the funding and resources available the school supports the following principles:

- Inclusiveness. In particular in relation to the enrolment of children with disabilities and special educational needs.
- Equality of access and participation in the school
- The right of parents to enrol their children in the school.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

*While the school is a Catholic school applications on behalf of non- Catholic boys are welcome.*

## FUNDING

Adequate funding is a critical factor in the provision of a quality education service and all school policies must have regard to the resources and funding available. The sources of funding are outlined below.

### **Department of Education and Science**

Coláiste Choilm operates in the free education scheme which means the school is non-fee-paying being grant-aided by the Department of Education and Science (DES). This funding is dependent on the number of pupils and by itself is inadequate to meet all the financial needs of the school. Consequently, it is necessary to raise funds in other ways.

### **Voluntary Contribution:**

The school strives to provide a high standard of education to its students. To achieve this aim it is imperative that school facilities, teaching aids and equipment are of the highest standard and up to date. To meet the shortfall in funding parents are invited to contribute a voluntary sum each year.

The amount requested is €250 per family per year (subject to annual revision). This is a recommended figure. If parents wish to pay a sum other than €250 it will be gratefully accepted. The school management recognises that this is a voluntary contribution and is most grateful to parents who assist the school community in this way.

There are a number of methods of payment:

- Payment of a lump sum. This is usually paid on the annual registration day which is held between Mid-May and Mid-June.
- By Direct Debit. A form is usually completed when a student commences in the school.
- By payment of regular instalments throughout the year.

**Facility Fee:** This fee, which is currently €60 per annum (subject to annual revision), is levied on all students to cover the cost of photo-copying, postage, printing and personal accident insurance for each student., There is an expectation that parents will pay this fee which is collected each year in April

**Transition Year Fee:** A fee is collected from each participant to partially cover the extra costs in the running of the Transition Year. This fee is decided annually.

**Examination Fees:** Under DES regulations, fees are paid to the Department for students taking the Junior and Leaving Certificate examinations.

**Registration Fee:** This fee is paid by incoming first year students to cover the costs incurred in the setting and marking of the assessment test and the Facility Fee for first year.

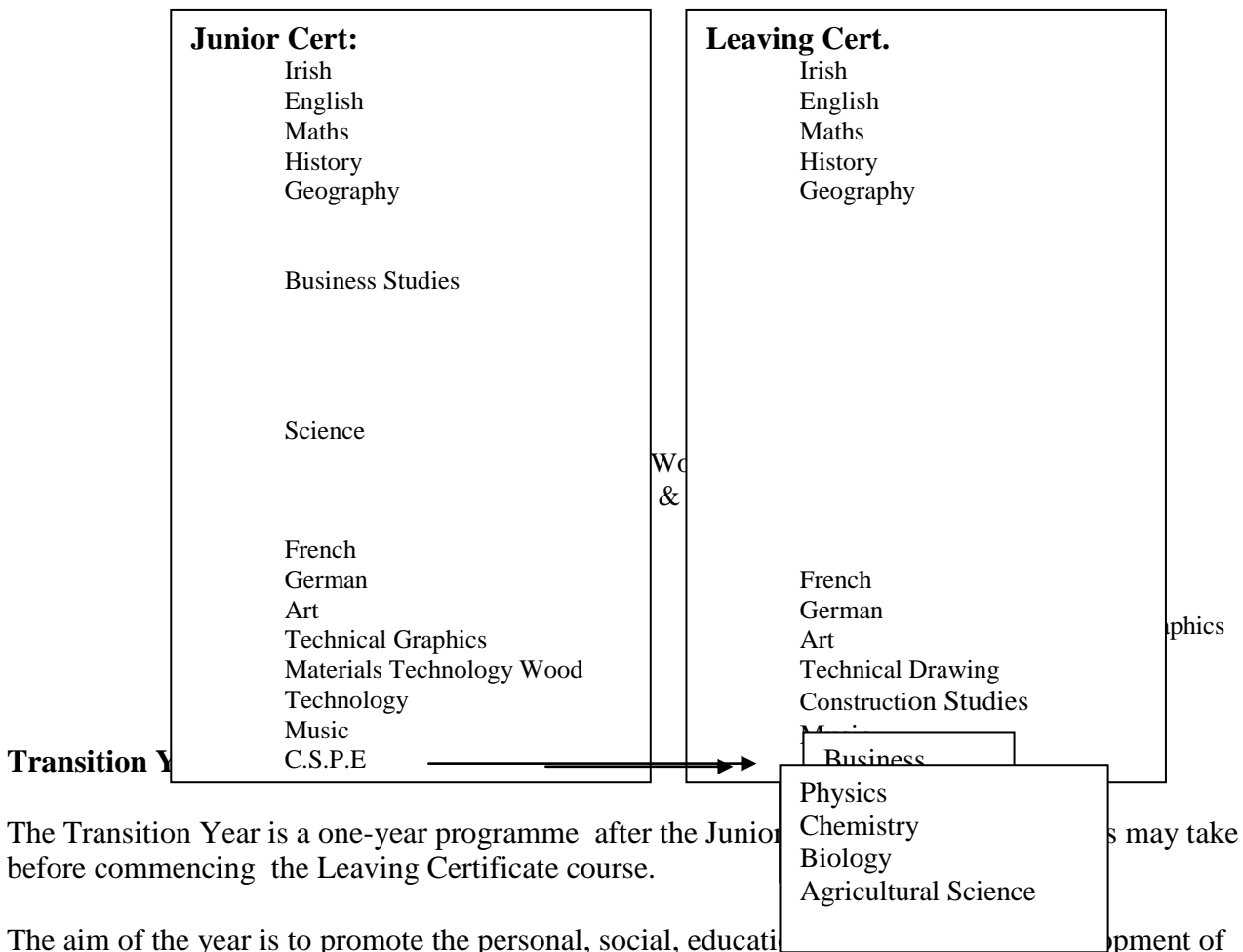
## COURSES AND SUBJECTS OFFERED

Coláiste Choilm follows the curricular programmes set down by the DES which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998. The programmes offered are the Junior Certificate, Leaving Certificate and Transition Year.

### Non-examination subjects:

- Religious Education
- S.P.H.E. (Junior Certificate only)
- P.E.
- Computer Studies
- Music (Short course for all First Year students)

### Examination subjects:



The Transition Year is a one-year programme after the Junior Certificate course. Students may take this year before commencing the Leaving Certificate course.

The aim of the year is to promote the personal, social, educational and cultural development of the pupils and to prepare them for their role as autonomous, participative and responsible members of society.

### Application procedure:

Students completing the Junior Certificate course may apply. There are twenty four places available which are allocated on the basis of an interview conducted by the Year Head and other Transition Year teachers. (Appendix IV). There is a fee involved for those participating in this course. At present (2010) this fee is €350 and is used to cover expenses involved in running the course.

# PARENTS AND STUDENTS

## Parents' Council:

The school has an active and thriving parents' council which meets on the first Tuesday of every month from September to June. It is a forum where parents are consulted on issues relating to the school in the broad sense and members also assist with many school activities such as policy development, information evenings and mock interviews.

At the AGM, held each year in late September, new members are invited to join and membership is open to all the parents of students attending the school.

## Student Council:

The Student Council was formed in 2001 with the intention of giving the student body a more participative role in the school community. To date, it has formulated a constitution to govern its operation and it has been a participant in sub-committees formulating school policy. The Council meets on a weekly basis. Its constitution is available on request.

## Parent-Teacher Meetings:

A parent-teacher meeting for each year group is held once per year during school time. These dates are published in the school calendar at the commencement of the school year. Parents are requested to attend the meetings as they are an important part of the educational process.

## Extra-Curricular Activities:

- Gaelic Football, Hurling, Soccer, Basketball, Badminton, Golf.
- Debating, Gaisce (President's Award), Drama.
- Each year there is a tour to a foreign destination.
- Students are encouraged to enter the Young Scientist Exhibition.

## Special meetings and events:

Meetings and events of special interest to parents and/or students are held in the evenings. They include:

- ✓ Talks on study techniques.
- ✓ Career talks
- ✓ Drug and alcohol awareness
- ✓ Mock interviews (for Sixth Year students)
- ✓ Graduation (for Sixth Year students and Transition Year students)
- ✓ Presentation Night: The efforts of students who have excelled in a particular field or who have distinguished themselves by their enthusiasm and effort are acknowledged at this event.

# APPLICATION PROCEDURES:

## **Application:**

A completed application form for your son must be forwarded to the school. These forms are available from the school office.

There is a copy of the application form in Appendix I. For the application to be valid all sections of the form must be completed.

## **Important Notes:-**

- **Where an applicant has a change of address, a fresh application form must be completed.**
- **Failure to respond to school correspondence within specified deadlines will result in the cancellation of the application.**
- **If a boy stays back in Primary School it will be necessary to re-apply for a place. This application will be processed in accordance with the enrolment criteria. An offer of a place cannot be guaranteed. A boy in this situation, who had been offered a place on his first application, will be placed at the top of the relevant waiting list.**

## **Enrolment Criteria:**

Applications will only be accepted for boys who are in attendance at primary school. Places are allocated on a **first-come-first-served** basis subject to the conditions stated below in “*Students with Special Needs*” and “*Students applying for a place who are currently attending another second level school*”

A copy of the Code of Behaviour is issued to each applicant as part of the enrolment documentation and it is a condition of entry to the school that parents/guardians give a signed undertaking on behalf of their son to abide by the Code of Behaviour.

When all places have been filled two waiting lists are formed:

1. The **Brothers'** Waiting List: To qualify for a place on this waiting list the applicant must -  
(i) be a brother of a current or past pupil and  
(ii) have applied for a place **before** September 1<sup>st</sup> in the year prior to the year of entry.
2. The **General** Waiting List: Boys who have applied after all the places are allocated are placed on this list. Brothers who apply **after** the September 1<sup>st</sup> deadline are also placed on this list but do not have priority over other applicants. Places are offered as vacancies occur after the ***Brothers*** waiting list is cleared.

**Note (i)** New entrants must have completed sixth class in primary school or its equivalent.

**Note (ii)** Secondary school students must be aged 12 on January 1<sup>st</sup> in the calendar year following the child's entry into first-year.

## **Allocation of places.**

The school has an intake of 120 first-year students each year. On receipt of an application form it will be dated, numbered, logged on computer and placed on file. Parents/Guardians will be informed within 21 days if a place is being offered or if the applicant is being placed on a waiting list. If correspondence is **not** received within this period parents/guardians are requested to contact the school.

**All correspondence should be retained for record purposes.**

### **Students with special needs.**

The school welcomes students who have a disability and those who are exceptionally able. It is in the interest of all students that all necessary essential services be in place from their first day in the school. Therefore, we must advise parents that admission is subject to Department of Education & Science (DES) provision of appropriate resources. Parents of special needs students must inform the school of their son's needs and requirements. This information should be accompanied by appropriate professional documentation including all available assessments. On receipt of the required documents and information an application will be made to the DES for the necessary resources. It will take some time for the DES to process such applications so parents are advised to inform the school **at least one year before** their son is due to enter.

Confirmation of a place may only be made when the DES has sanctioned the necessary resources and when these resources are in place.

### **Students transferring from another second-level institution –**

Provision of a place in Coláiste Choilm is conditional on the following:

- ✓ The school is satisfied with the reasons for transfer. Information will be requested from the student's current/former school in this regard
- ✓ There being a vacancy in the year in which the student would be most appropriately placed.
- ✓ The school is satisfied that the move is in the best interests of the student and of Coláiste Choilm as a school community.
- ✓ That the applicant pupil can be accommodated in **all** the subjects he has studied up to that point.

Places are allocated on a first-come-first-served basis subject to the conditions stated in "Students with Special Needs" and "Students applying for a place who are currently attending another second level school"

When all places have been allocated two waiting lists are formed:

**The brothers' waiting list.** If a brother of a current or past pupil applies after all places for that year have been allocated, he will be placed on the brothers' special waiting list provided the application has been received before September 1<sup>st</sup>. in the year prior to the year of entry. When vacancies occur boys on this list will be given priority.

**General waiting list.** Boys, other than qualifying brothers of present or past pupils, who have applied after all places are allocated are put on this list. They are offered places as vacancies occur after those qualifying on the brothers' waiting list all have been offered places.

Where a student is accepted for a place it will be decided by the Board of Management, following consultation with the boy's parents and his previous school, whether such a place may be offered immediately or whether it would be more appropriate to wait until the beginning of the next school year.



# ENROLMENT PROCEDURE

## **Students applying for a place in First Year who are currently attending a primary school:**

In the October prior to the year of school entry, each applicant will receive a letter requesting written confirmation of their acceptance of the place offer. At this point parents will be asked to pay a registration fee of €80 (subject to annual revision) to cover the cost of the assessment test, personal accident insurance for the boy, stationery, printing, postage, the school journal and general administration.

### **Assessment Test**

In the February before the boy is due to enter the school he will be invited to sit an assessment test. This test consists of an age-appropriate cognitive aptitude test. A student's admission to the school does not depend on his performance in this test.

### **Information evening**

Following the assessment test, parents and students are invited to attend a short information meeting lasting approximately one hour. At this meeting information is given on general school procedures. Parents are requested to complete a student registration form which gives the required information for the students school file. ([Appendix II](#)).

An information pack, which will include a copy of the Code of Behaviour ([Appendix III](#)) and also other relevant policies, will be issued and parents/guardians will be requested to sign a consent form to indicate that they and their son understand and accept the rules on discipline and the sanctions for breaches of the code.

### **Appointment with Principal**

During the month of March the parent/s of each applicant will be given an appointment with the Principal during which there will be an opportunity to discuss in private any issues relating to their son. This will, of necessity, be a brief meeting of about five minutes duration.

### **Registration Day:**

During April parents complete the registration process by registering their son. On this day all necessary documentation i.e. birth certificate, photos, voluntary contribution arrangement etc., must be submitted to the school office.

### **Review of Policy**

The Enrolment Policy is reviewed annually by the Board of Management.

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### **IMPORTANT**

*Our enrolment procedures are strictly in line with our enrolment policy.*

*Unsuccessful applicants have a right to appeal a refusal of admission to the Department of Education & Skills under Section 29 of the Education Act 1998.*

*The school is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data supplied on the registration form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills, the Dept of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board. Contact details will also be used to notify you of school events or activities. We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your child's personal data you should write to the school Principal.*

### **Appendices**

*(Available on request)*

*Appendix I School application form*

*Appendix II Student Registration Form*

*Appendix III Code Of Behaviour*

**INCLUDE**  
✓ CODE OF BEHAVIOUR  
✓ TY INFO  
Counselling INFO  
CHRISTIAN BROTHER PHILOSOPHY  
✓ APPLICATION FORM

**9.**

Admission and Enrolment Policy  
Ratified by the Board of Management on  
Tuesday 10<sup>th</sup> May, 2011.

Signed : \_\_\_\_\_  
Chairperson – Board of Management

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

