

Coláiste Choilm

ADMISSION and ENROLMENT

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
K67 KW30

Contact Details: Phone: 01-8401420
Fax: 01-8400331
e-mail: colchoilm.ias@eircom.net
Website: www.colaiستهchoilmswords.ie

Staff and Management:

School Principal: Mr. David Neville

Deputy Principal: Mr. Cathal Boyle

Board of Management:

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| 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. Graham White Ms. Sandie McDermott |

Teachers:

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

Opening Times: Mornings 8.50 a.m. – 1.00 p.m.
Afternoon 1.40 p.m. - 3.40 p.m.
Half-day Wednesday

Holidays: As per Department of Education & Skills 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

Coláiste Choilm Secondary School is a Catholic school in the tradition of Blessed Edmund Rice. It is a school rooted in Catholic values in education and we expect nothing but excellence from ourselves as educators and demand nothing but excellence from our pupils. The Good News of the Gospel and the celebration of the sacraments forms and informs how we treat all, believers and non-believers alike, within our school community.

We commence our school year with a celebration of the Eucharist and conclude the year with a mass for our graduating students. Throughout the year, the school celebrates various occasions such as Advent and Lent with prayer services. We encourage our students to attend these celebrations, when possible, in our local parishes. A call to prayer/reflection is also proclaimed at noon daily.

Each year we are involved in celebration of Catholic Schools Week and in May we mark Blessed Edmund Rice's feast day, an event in which the entire school comes together to share. Coláiste Choilm is also involved with Edmund Rice Schools Trust Word Immersion Programme, where we have established links with Christian Brother Schools in India and Africa.

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 & Skills 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.

Withdrawal from RE Class:

Religious Education (R.E.) is a core subject on the school curriculum and an integral part of the ethos of the school. All students are encouraged to participate in RE. However, this does not affect the legal rights of parents/guardians as set out in the Constitution to withdraw their son from the RE class.

If a parent/guardian wishes to withdraw their son from an R.E class, the responsibility for supervision of the student at such times lies with the parents/guardians.

OPERATING CONTEXT

Coláiste Choilm School operates within the legal context of:-

- Relevant sections of:
 - Education Act 1998
 - Education Welfare Act 2000
 - Equal Status Act 2000
 - Education for Persons with Special Educational Needs Act 2004
 - Disability Act 2005
 - Education Act (Miscellaneous Provisions) 2007
 - Data Protection Acts 1988 and 2003: The school is a Data Controller under the Data Protection Acts. Data provided to Edmund Rice 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 rely 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.

Coláiste Choilm 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, voluntary contributions. Implementation of the school plan and school policy has due regard to the resources and funding available.

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 Skills

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 Skills (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 the full amount. This is usually paid on the annual registration day which is held between April/May.
- By payment of regular instalments throughout the year by Standing Order. A form is usually completed when a student commences in the school.
- By on-line payment via Easy-Payment Plus on school website www.colaiشتهoilmswords.ie

Annual Resource Subscription: This fee, which is currently €70- per annum (subject to annual revision), is levied on all students to cover the cost of photo-copying/printing, school journal, and personal accident insurance for each student. There is an expectation that parents will pay this fee which is collected each year.

Transition Year Fee: A fee is collected from each participant to partially cover the extra costs in the running of the Transition Year. This amount 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, which is currently €100- (Entry Year 2018/2019) (subject to annual revision), is paid by incoming first year students to cover the costs incurred in the setting and marking of the assessment test.

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

Exam Subjects:

Junior Cert:

Irish
English
Maths
History
Geography
Business Studies
Science
French
German
Art
Technical Graphics
Materials Technology Wood
Technology
C.S.P.E. (Civics, Social &
Political Education)

Leaving Cert:

Irish
English
Maths
History
Geography
Physics
Chemistry
Biology
French
German
Art
Technical Drawing
Construction Studies
Business
Accounting
Economics
Technology
Design & Communication Graphics
(Technical Drawing)

Transition Year:

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

The aim of the year is to promote the personal, social, education vocational development of 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, this fee is currently €550- and is used to cover expenses involved in running the course. This fee is to be paid upfront in advance of commencing the Programme.

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 1st 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 1st 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 1st 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:

Coláiste Choilm has a two class roomed Autism Unit “An Crannog”. For further information in relation to admission procedures for same – please see Policy for Admission on page 12/13.

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 & Skills (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 1st. 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 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 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.

Refusal in exceptional circumstances:

The Board of Management reserves the right to refuse to enrol any student in exceptional cases. Such as exceptional case could arise either:

1. The student has special needs that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
Or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

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.

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 successful 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 your son(s), 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

Coláiste Choilm

Autism Class Admissions Policy

Coláiste Choilm is a single sex boy's school under the trusteeship of The Edmund Rice Schools Trust (ERST). Procedures for admissions are set out having regard for the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Education with Special Needs Act 2004.

Health Services Executive Input

Essential services are provided by the Health Service Executive to children with Autism. These services include Speech and Language Therapy and Occupational Therapy. These services are provided by outside agencies which your child has access to. Coláiste Choilm has no control over these services, merely acting as a relevant setting for their provision. All queries about these services must be addressed to the Health Service Executive and not Coláiste Choilm.

Criteria for admission

(In Accordance with Coláiste Choilm's Admissions Policy)

Applications for places will be considered by the Board in consultation with Coláiste Choilm's A.S.D. Unit Staff. Presently there are two classes in the ASD Unit which allows for a maximum of twelve students (Department of Education and Skills guidelines).

The Board of Management reserves the right to retain unto itself the right to make the ultimate and final decision in relation to suitability of any application to the school taking the overall approach, model and administration of resources into account.

Students in the ASD unit are subject to all codes, policies and school ethos

Students who enrol in the class will follow 1st, 2nd 3rd 5th and 6th year programme and will be registered with their relevant year group.

Before an application for a placement can be considered each pupil will need to meet the following criteria where priority is given:

- Students from the Primary schools living in the catchment area (Swords)
- Students living in the catchment area but not attending catchment schools. (Swords)

Autism Unit Entrance Applications

Coláiste Choilm in line with its mission statement and the principles of ERST offers an inclusive education.

The following criteria are essential for enrolment:-

- The unit caters for children who are 12 years of age or more and less than 18 years of age on Sept 1st of the school year in question.
- The Board will consider the suitability of the student to attend Coláiste Choilm taking “the least restricted environment” factor into consideration, thus providing an autistic class that is open and unrestrictive in environment and setting. Coláiste Choilm ASD class is NOT a high dependent unit.
- Applicants should have attended mainstream primary or special class placement with mainstream integration.
- Have a DSM/ICD -10 diagnosis.
- A professional report recommending access to the special class.
- All psychological and relevant reports must be presented.
- Has been integrated into mainstream classes, following the National School Curriculum.
- That the needs of the student as identified can be met within the unit.