



**Colaiste Choilm
Swords**

Admission Policy

Adopted by the Board of Management on:

20th December 2022

Signed:

Tomás Ó Nuocháin

Chairperson

Table of Contents

1. Introduction	2
2. Characteristic spirit and general objectives of the school	3
3. Admission Statement	7
4. Categories of Special Educational Needs catered for in the school/special class	8
5. Admission of Students	8
6. Oversubscription	9
7. What will not be considered or taken into account	10
9. Decisions on applications	11
10. Notifying applicants of decisions	11
11. Acceptance of an offer of a place by an applicant	11
12. Circumstances in which offers may not be made or may be withdrawn	12
13. Sharing of Data with other schools	12
14. Waiting lists in the event of oversubscription	12
15. Late Applications	13
16. Procedures for admission of students to other Year Groups and during the School Year	13
17. Declaration in relation to the non-charging of fees	15
18. Arrangements regarding students not attending religious instruction	15
19. Reviews/Appeals	16
Appendix: Application/Enrolment Procedures for the ASD Centre	18



Admission Policy of Coláiste Choilm

Dublin Road, Swords, Co. Dublin

Roll number: 60383i

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.

Colaiste Choilm 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. Colaiste Choilm will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

The policy was approved by the school patron on 5/1/2023. 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 Coláiste Choilm 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

Coláiste Choilm 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 Coláiste Choilm 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."

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

For further information on the Edmund Rice Schools Trust and the Edmund Rice Schools Trust Charter, [see www.Edmund Rice Schools Trust.ie](http://www.EdmundRiceSchoolsTrust.ie)

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 called *Paidir an Lae Inniu* is also proclaimed at noon daily.

Each year we are involved in the 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 World 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.
- 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 application on behalf of
non- Catholic boys are welcome.***

OPERATING CONTEXT

Coláiste Choilm School operates within the legal context of: -

- Relevant sections of:
 - Education Act 1998
 - Education Welfare Act 2000
 - Equal Status Acts 2000-2011
 - Education for Persons with Special Educational Needs Act 2004
 - Disability Act 2005
 - Education Act (Miscellaneous Provisions) 2007
 - Education (Admission to Schools) Act 2018
 - Data Protection Acts 1988 and 2003 and the **General Data Protection Regulation (GDPR)**: The school is a Data Controller under the Data Protection Acts and the **General Data Protection Regulation (GDPR)**.

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), the Data Protection (Amendment) Act (2003) and the **General Data Protection Regulation (GDPR)**. 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 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, and occasional fundraising. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, Coláiste Choilm 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.

3. Admission Statement

Coláiste Choilm 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.

Coláiste Choilm is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Coláiste Choilm 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.

Coláiste Choilm 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.

Coláiste Choilm is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Coláiste Choilm, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD Autism Spectrum Disorder. There are 12 places available.

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.

Coláiste Choilm 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.

Coláiste Choilm 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.

The special class attached to Coláiste Choilm provides an education exclusively for students with ASD/Autism Spectrum Disorder and the school may refuse admission to this class, where 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 as follows:

Applications will be processed in the following sequence and places filled from each category in order until the number of available places is filled:

Category 1. Brothers of past or present pupils

Category 2. Students from the following feeder Primary Schools in the Swords locality: -

Holy Family National School, St. Cronan's National School, Old Borough National School, St. Colmcille's Boys National School, Holywell Education Together National School, Rivervalley Community National School, Swords Educate Together National School (Applewood), Thornleigh Educate Together National School (Applewood Village), Gaelscoil Bhrian Boroimhe, Gaelscoil An Duinninigh, St. Margaret's National School, Rolestown National School, Ballyboughal National School, Naul National School.

Category 3. Sons, grandsons or nephews of past pupils (up to a maximum of 25% of the total places available as specified in the annual admission notice.

Category 4. All other applicants by lottery for the relevant school year.

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:

Should the number of applicants exceed the number of places available, a waiting list will be compiled by lottery.

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 national,
- (b) the payment of fees or contributions (howsoever described) to the school
- (c) 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 and/or
- (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, siblings of a student attending or having attended the school and sons, grandsons or nephews of past pupils. In relation to parents and grandparents having attended, the school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.
- (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.
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

9. Decisions on applications

All decisions on applications for admission to Coláiste Choilm 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.

10. 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).

11. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Coláiste Choilm, parents/guardians must indicate:

- (i) whether or not they have accepted an offer of admission for another school or schools. If parents/guardians have accepted such an offer, they must also provide details of the offer or offers concerned and
- (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

12. 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 Coláiste Choilm 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.

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.

13. 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.

14. Waiting lists 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 Coláiste Choilm 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 Coláiste Choilm 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.

15. 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.

16. Procedures for admission of students to other Year Groups 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 parents/guardians of the applicant will be requested to complete a Student Transfer form
- Relevant data and records will be requested and must be returned to the school with the above form. Some of this data from the school currently or most previously attended includes: attendance/punctuality records, school reports, discipline record, educational assessments and other documents considered relevant by the Board of Management.
- The school authorities must be satisfied that the transfer to the school will be in the best interests of the student concerned given curricular provision, subject choices, resources and facilities available at the time of proposed enrolment, any other relevant factors affecting the educational benefits to the student seeking a place, and following review of the relevant data referred to above. The likely impact on students already in the school and the operation of the school in general is also considered.
- There being a vacancy in the year in which the student would be most appropriately placed.

- That the applicant pupil can be accommodated in all the subjects he has studied up to that point.
- The offer of a place in the school will be conditional on the signed acceptance by parents/guardians and prospective students of the school's Ethos, Codes/Policies and school practices.

Places in **Other Year Groups** are allocated, if and when places are available in relevant Year Groups, on a first-come-first-served basis, subject to the conditions stated in "Students with Special Needs"/Admission Enrolment for ASD Centre" above, and "Students applying for a place who are currently attending another second level school" as mentioned above.

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

Siblings' waiting list - If a brother of a current or past pupil applies after all places for that **Year Group** have been allocated, he will be placed on the Siblings' waiting list. As vacancies occur, applicants on this list will be given priority.

General waiting list - applicants, 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 Sibling's waiting list have all been offered places.

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:

Where a student is accepted for a place, it will be decided by the Principal on behalf of 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.

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.

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

The Board of Management of Coláiste Choilm, 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.

18. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for parents/guardians 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/Guardians 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 parents/guardians or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parents/guardians/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 Coláiste Choilm 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, Coláiste Choilm places great importance on the religious or spiritual formation of all its students. Each student has his 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.

19. Reviews/Appeals

Review of decisions by the Board of Management

The parents/guardians 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 www.education.ie

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/guardian 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.

-END-

Appendix: Application/Enrolment Procedures for the ASD Centre

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

- The ASD Centre offers places to a maximum of twelve boys only.
- 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 applicant should be provided to the school.
- The applicant must have a diagnosis of Autism/Autism Spectrum Disorder.
- 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 applicant.
- The applicant must be capable of using expressive and receptive communication: Basic skills and verbal communication which may be supported by pictures and symbols
- The applicant must have basic knowledge of primary school curriculum - basic reading, writing and maths skills
- The students in the ASD Centre are subject to the same Code of Behaviour as the rest of the school
- Should a place arise in the ASD Centre, it will be offered to current students, who meet the criteria for enrolling in an ASD class, in order from the most senior in terms of age being offered first.