



**Admission Policy of Coláiste Chríost Rí**

**Capwell Road,**

**Cork,**

**T12YF83**

**Roll number: 62560o**

**School Patron: Presentation Brothers 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 in August/September 2022. It is published on the school's website and will be made available in hard copy to any person who requests it.

The relevant dates and timelines for Coláiste Chríost Rí'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 forms for admission are published on the school's website and will be made available in hardcopy to any person who requests them.

## 2. Characteristic spirit and general objectives of the school

Coláiste Chríost Rí is a Catholic, all boys voluntary secondary school with a Catholic ethos under the trusteeship of the Presentation Brothers 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 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 Chríost Rí 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.

Coláiste Chríost Rí is an evolving Christian community committed to Catholic education; we pursue academic and sporting excellence within a unique Gaelic culture and tradition; our Curriculum maintains a creative balance between preparation for the workplace and development of the person.

### **3. Admission Statement**

Coláiste Chríost Rí will cooperate with the NCSE (National Council for Special Education) 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.

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

Coláiste Chríost Rí will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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 Chríost Rí is an all-boys school and does not discriminate where it refuses to admit a girl / student of another gender applying for admission to this school.

Students who are eligible to join Coláiste Chríost Rí

- Must have reached the required age: 12 on the 1st January in the calendar year following the boy's entry into First Year
- Must have completed Sixth class in Primary School or the equivalent standard of education.
- Must be willing to accept and comply with the school ethos as outlined in section 2 above.

- Must provide confirmation in writing by both the Parent/Guardian and the applicant that the applicant accepts and undertakes to comply with the Code of Positive Behaviour

#### **4. Categories of Special Educational Needs catered for in the ASD special class**

##### Applications to the special class

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#### **4 ADMISSION PROVISIONS FOR THE SPECIAL CLASS,**

Coláiste Chríost Rí has one ASD Special Class, established to cater for the special educational needs of Students with Autism.

Coláiste Chríost Rí is scheduled to open a second ASD class in September 2024.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered.

Under Department of Education and Skills and National Council for Special Education (NCSE) guidelines the maximum number of students enrolled in the Coláiste Chríost Rí ASD Special Class is six students.

Coláiste Chríost Rí's ASD Special Class will only enroll pupils whose educational needs can be met by the available professional service.

Coláiste Chríost Rí's ASD Special Class will give initial priority (upon initial opening) to applications from students already enrolled in Coláiste Chríost Rí, who received their ASD diagnosis and recommendation *after* enrolment in Coláiste Chríost Rí, and who require such support.

On initial opening, Coláiste Chríost Rí's ASD Special Class will give subsequent priority to applications for enrolment into 1st year.

Where the Special Class in Coláiste Chríost Rí is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to the provisions of this policy as well as the following conditions. The following conditions also apply to applicants when the Coláiste Chríost Rí ASD Special Class, is oversubscribed.

1. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-V/ICD 11) and supporting original documentation in order to be considered for enrolment in the Coláiste Chríost Rí ASD Special Class,
2. Students who apply must have no intellectual disability or a mild intellectual disability to be considered for enrolment in the Coláiste Chríost Rí ASD Special Class.
3. Students who apply must, in the judgement of the Coláiste Chríost Rí Steering Committee (see appendix A), have an ability to meaningfully participate in mainstream class, in order to be considered for enrolment in the Coláiste Chríost Rí ASD Special Class.
4. The Principal / Deputy Principal of Coláiste Chríost Rí, in consultation with the ASD Special Class teaching staff, will carry out the enrolment procedures as set out in item 4 below on behalf of the Board of Management of Coláiste Chríost Rí.
5. Following the finalisation of these enrolment procedures the Coláiste Chríost Rí ASD Special Class Steering Committee will, through this policy, recommend the ordering of applications for the ASD Special Class, to the Coláiste Chríost Rí Board of Management.
6. In making its decision, the Coláiste Chríost Rí Board of Management will have regard for relevant Department of Education and Skills guidelines in relation to special class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of existing and prospective students.

## **Enrolment Procedures**

1. All applicants to Coláiste Chríost Rí may apply for a place in the normal manner as outlined in the Coláiste Chríost Rí admissions policy.
2. All applicants who accept places in Coláiste Chríost Rí will follow the school's enrolment procedures.
3. Applicants who wish to apply for a place in the ASD class must indicate this on the application form and must furnish the school with all the relevant documentation by the closing date specified on the application form.
4. Coláiste Chríost Rí requires that all applications for a place in the ASD class are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with an Autistic Spectrum Disorder by an approved specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry / pediatrics. Parents/guardians of applicant pupils need to provide Coláiste Chríost Rí with a full, written, original diagnostic history. Psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis.
5. Coláiste Chríost Rí must be provided with a School Transition Report completed by a psychologist in conjunction with primary school staff and parents/guardians. If no psychologist is available to complete the School Transition Report, then it should be completed by the most appropriate member of staff at the student's primary school.
6. The most recent psychological/cognitive/multi-disciplinary etc. assessment, or recent Statement of Need from a qualified professional (each must be dated within two years before the date of application) should recommend that a student needs a placement in an ASD Special Class in a mainstream post-primary setting.
7. Where a School Transition Report (completed by psychologist) or most recent psychological report or equivalent does not contain the educational placement recommendation of a psychologist, applications should have a "Statement of Need" containing an educational placement recommendation from the relevant HSE service.
8. In the year prior to potential entry into the Coláiste Chríost Rí ASD Special Class, staff will contact the parents/guardians of the applicant student and may subsequently contact the applicant's school to arrange a school visit. Parents/guardians will be made fully aware of the date, time, and nature of this visit.
9. Coláiste Chríost Rí requires that the parents/guardians of the applicant pupil if requested, agree to facilitate a SEN qualified member of the ASD Special Class team in conducting as many observations as appropriate of the pupil in his current educational placement.
10. Parents/Guardians must make available to Coláiste Chríost Rí ASD Special Class staff copies of the applicant students' work, their most recent IEP and any other relevant information, if requested.
  
11. Parents/guardians of applicant students will be informed of the decision relating to their own child's enrolment in accordance with the admissions notice for the year concerned.
  
12. Parents/guardians of students offered a place in the Coláiste Chríost Rí ASD Special Class must inform Coláiste Chríost Rí of their decision to accept or decline a place in the Coláiste Chríost Rí ASD Special class in accordance with the admissions notice for the year concerned

13. Once a pupil has been offered a place in the Coláiste Chríost Rí ASD Special Class, they will be invited to participate in a transition programme the following May in Coláiste Chríost Rí. The pupils' participation in the transition programme is considered essential in ensuring their smooth transition to their new environment, as well as in facilitating ASD Special Class staff in making any necessary academic/other reasonable accommodations for the pupil in a pre-emptive and responsible manner.

#### **4.1 Oversubscription**

When the number of applications exceeds the number of places available and all other criteria and steps of enrolment process above are met, the published selection criteria as set out at section 4.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where Coláiste Chríost Rí is in a position to offer further ASD special class places that become available for and during the school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list for that year.

#### **4.2 Selection criteria in order of priority**

Applications to the Coláiste Chríost Rí ASD Special Class will only be considered if the student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement and other criteria/enrolment process steps set out above, in the event of oversubscription, the following criteria for admission to the Special Class will apply in the following order:

1. Applicants already enrolled in the ASD special class in Bunscoil Chríost Rí
2. Brothers (including step-brothers etc.) of students who are enrolled in the school [on the closing date for admissions as stated on the school's admission notice for the year] will be offered places
3. Applicants of brothers (including step-brothers etc.) who have previously been enrolled in the school will be offered places
4. Sons (including step-sons, foster sons etc.) of members of staff and ancillary educational personnel will be offered places.
5. Once places have been allocated under the above four criteria, the remainder of the places, if available, in the class will be filled by a lottery between the remaining applicants.

- In the event that all the places in the class are allocated before all members in a criterion have been offered a place, then a lottery between all the applicants in the criterion will be used to fill the available places.
- Twins/triplets etc. will be treated as a single unit and if places are available, all will be offered a place upon qualification. In the event that not enough places are available within the class for all members of the twins/triplets etc., a decision on which applicant would take up the place will be made in consultation with the family or failing this a lottery will be used to determine which applicant(s) will be offered a place/places.
- Applicants who are not offered places will be placed on a waiting list which will exist for one year i.e., the academic year in question. Please note that places in the ASD class or on the waiting list can

only be offered to students who have applied for that academic year, i.e., being on the waiting list for a particular year will not mean an automatic place on the waiting list for the following year.

- Places on the waiting list will be allocated to applicants using a lottery.
- All lotteries used in the admissions process will be held in the presence of the ASD class steering committee. A quorum (three members) of the ASD class steering committee must be present at all lotteries.
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### **4.3 Selection process**

Coláiste Chríost Rí will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the class. This process is continuously carried out until all available places have been offered and accepted.

### **4.4 Late Applications**

An application received by Coláiste Chríost Rí after the closing date published by Coláiste Chríost Rí and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the Coláiste Chríost Rí's ASD Special Class is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath applicants whose applications were received by Coláiste Chríost Rí before the closing date for applications, as long as criteria for enrolment in the ASD Special Class, are met. Such applications will be placed on the waiting list in accordance with the date and time they were received by Coláiste Chríost Rí and subsequently Coláiste Chríost Rí's selection criteria will be applied in accordance with this Policy.

Where Coláiste Chríost Rí's ASD Special Class is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within the Coláiste Chríost Rí ASD Special Class subject to sections 4.6, 4.7, 4.8 and the same process as applies to applicants whose applications were received before the closing date will be operated *i.e.*, an Acceptance Form will be issued to the applicant for completion and return to the school within 2 weeks of issue.

### **4.5 Second/Third-round offers of a place**



Where a student is in receipt of an offer of a place within Coláiste Chríost Rí but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the ASD special class have been filled.

#### **4.6 Acceptance of a place**

If the student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

#### **4.7 Refusal**

Where a student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- The reasons that the student was not offered a place in Coláiste Chríost Rí's ASD Special Class
- Details of the Student's ranking against the published selection criteria,
- Details of the Student's place on the waiting list, if applicable, and
- Details of the Applicant's right to appeal the decision

An offer of admission may be withdrawn where:

- The information contained in the application is false or misleading in a material respect, or
- The 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 for the academic year concerned, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- An Applicant has not indicated:
  - i. whether or not he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

- ii. whether or not or he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

#### **4.8 Appeals**

An Applicant wishing to appeal the decision to refuse to admit, under section 29(9) of the Education Act 1998, may do so by completing the *Section 29 Appeal Application Form*, available at Coláiste Chríost Rí school office and submitting it to Appeals Administration Unit c/o Department of Education and Science, Cornamaddy, Athlone Co. Westmeath Tel: (0906) 483600

#### **Appendix A**

Coláiste Chríost Rí Steering Committee

The committee shall be comprised of:

- Coláiste Chríost Rí Principal
- Coláiste Chríost Rí Deputy Principal
- Coláiste Chríost Rí ASD class teacher
- A Coláiste Chríost Rí SEN teacher
- Chairperson of the Board of Management

Three members of the steering committee will constitute a quorum.

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#### **5. Admission of Students**

This school shall admit each student seeking admission to first year except where –

- a. the school is oversubscribed (please see [section 6](#) below for further details)
- b. a parent / guardian 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 positive behaviour of the school is acceptable to him/her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

#### **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:

1. All applicants from Bunscoil Chríost Rí will be offered a place
  2. The remaining places are allocated to applicants from other feeder schools on a proportional basis.
  3. The number of places made available to each other feeder school will be proportional to the calculated average number of students enrolled in 1st Year in Coláiste Chríost Rí, from the feeder school over the previous three years.
  4. The allocation of places to each of the feeder schools shall be filled using the following criteria and in the following order
    1. Brothers (including step-brothers etc.) of students who are enrolled in the school [ [on the closing date for admissions as stated on the school's admission notice for the year] will be offered places
    2. Applicants of brothers (including step-brothers etc.) who have previously been enrolled in the school will be offered places
    3. Sons (including step-sons, foster sons etc.) of members of staff and ancillary educational personnel will be offered places.
    4. Once places have been allocated under the above three criteria, the remainder of the places in the allocation will be filled by a lottery between the remaining applicants from the feeder school concerned
- In the event that the allocation is filled before all members in a criterion have been offered a place, then a lottery between all the applicants in the criterion will be used to fill the allocation.
  - Twins/triplets etc. will be treated as a single unit and if places are available, all will be offered a place upon qualification. In the event that not enough places are available within the allocation for all members of the twins/triplets etc., a decision on which applicant would take up the place will be made in consultation with the family or failing this a lottery will be used to determine which applicant(s) will be offered a place/places.
  - Applicants who are not offered places will be placed on a waiting list which will exist for one year. Places on the waiting list will be allocated to applicants using a lottery.
  - All lotteries used in the admissions process will be held in the presence of the Principal, Deputy Principal, Chairperson of the Board of Management & the chairperson of the Parents Association. In the event that one of these is unavailable then the lottery may proceed in the presence of the other three.

## **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:

Points (a) to (g) must be included here by all schools.

1. a student's prior attendance at a pre-school or pre-school service, including naíonraí,
2. the payment of fees or contributions to the school (See also Section 16 below)
3. a student's academic ability, skills or aptitude;
4. the occupation, financial status, academic ability, skills or aptitude of a student's parents;
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. 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 a selection criterion based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended; a 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).

7. 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 Coláiste Chríost Rí will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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

Selection criteria that are not included in our school admission policy will not be used to decide 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 Coláiste Chríost Rí, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

## 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 Coláiste Chríost Rí where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. 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 data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

### **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 Coláiste Chríost Rí 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 Chríost Rí 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 i.e., by lottery

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 into First Year [after the closing date for applications as stated on the school's admissions notice and before the start of school for the first-year intake]**

All applications for admission to first year 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.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application.

Late applicants to first year will be offered a place if there is a place available.

In the event that there is no place available, the name of the applicant will be added to the end of the waiting list

### **15. Procedures for admission of students other than those making an application for the intake into first year**

**The procedures of the school in relation to the admission of students other than those who apply for admission to the intake in first year**

1. An application to transfer is defined as *any application to join Coláiste Chríost Rí except those applying for the intake into first year*

2. It is not the practice of *Coláiste Chríost Rí* to accept transfers from students already enrolled in other local post primary schools, other than in exceptional circumstances.

3. Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which include any ongoing statutory appeals procedures in accordance with the Education Act 1998 or the Education (Welfare) Act 2000.

4. Where the Board of Management of *Coláiste Chríost Rí* is satisfied that exceptional circumstances do exist, the following conditions and procedures will apply:

- The parent(s)/guardian(s) of the applicant (or the applicant if over 18 years of age) should contact the school office and make arrangements for the parent(s)/guardian(s) of the applicant (or the applicant if over 18 years of age) to meet with school management to discuss the application
- At this meeting the parent(s)/guardian(s) of the applicant (or the applicant if over 18 years of age) will have the opportunity to discuss the reasons for, and provide information relevant to the proposed application, with school management
- The parent(s)/guardians of the applicant (or the applicant if over 18 years of age) must complete the *Coláiste Chríost Rí* application form.

5. *Coláiste Chríost Rí* also reserves the right to request a reference from the authorities in previous schools.

6. Completed Applications must also be accompanied by the following documentation

1. The two most recent reports from the student's previous school.
2. Any psychological / educational reports pertaining to the applicant.
3. two recent photographs of the applicant
4. A letter of application from the applicant stating why he wishes to become a student at *Coláiste Chríost Rí*.



7. Having due regard to the statutory and constitutional rights of parent(s)/guardian(s) and their children, the Board of Management of *Coláiste Chríost Rí* reserves the right to refuse any application in circumstances which might include but not be limited to the following:

- An established prior record of poor behaviour
- Lack of adequate resources to cater for the applicant's particular needs
- Insufficient educational attainment to participate in a particular course

8. If the Board of Management of *Coláiste Chríost Rí* is satisfied that the applicant has provided full and accurate information and, mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant, whilst not infringing the rights of the students already attending the school, then a place may be offered to the applicant. The Board of Management of *Coláiste Chríost Rí* reserves the right to refuse to admit a student where full disclosure of information has not been provided or where inaccurate, false or misleading information has been provided.

9. 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. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

10. In a case where a student has been permanently excluded from a school, the application may not proceed before the parent(s)/guardian(s) (or a student who is over 18 years) have been advised of their right to appeal the decision of the previous school with regard to the student. If a student was expelled from *Coláiste Chríost Rí*, application to re-enroll will not be permitted.

11. The school will inform the parent(s)/guardian(s) (or a student who is over 18 years) of this right. The school can provide an appeal application forms in this regard.

12. Where a student, who has left *Coláiste Chríost Rí* voluntarily to take up employment or to attend another educational establishment subsequently makes a formal application for readmission to *Coláiste Chríost Rí*, the school authorities shall, upon review, take a decision as to whether or not to re-admit the student to the school. Such a review would incorporate the student's

previous record in the school in relation to application to work, participation in school activities, attendance and behavior and may also include records from previous schools. The parent(s)/guardian(s) and the student will be interviewed as part of the re-entry procedure.

13. *Coláiste Chríost Rí* reserves the right to request other details relevant to the enrolment process. Decisions will be notified within 21 days of the parent(s)/guardian(s) or students over 18 years having provided all relevant data as per Section 19 Education Welfare Act 2000.

14. The following factors will be considered in respect of applications:

1. Class size
2. Availability of the student's chosen subjects
3. Availability of staff
4. Availability of appropriate accommodation
5. The rights of applicants
6. The rights and welfare of existing students/staff within the school
7. The educational attainment of the applicant in regard to the programme they wish to enroll in
8. The previous record of attendance and behaviour of the applicant

15. Prior to admission to *Coláiste Chríost Rí*, the parent(s)/guardian(s) of the applicant, and the applicant will be required to sign a form indicating their acceptance of the school's Code of Positive Behaviour.

### **Foreign Exchange Students**

#### Enrolment of Foreign Exchange Students

1. Enrolment applications from foreign exchange students, or the companies representing them, will be considered on the basis of the school's capacity to provide adequately for such students.
2. The School shall consider such matters as class size, staffing, school resources and the age and needs of the student when considering any application.
3. Foreign exchange students who wish to apply for enrolment in the school must first complete the school's enrolment application form in full. The completed application form must be submitted to the school office by the 31<sup>st</sup> of July preceding the September in which the student intends to start attending the school. Applications submitted after this date will not be considered.
4. Incomplete applications will not be considered.

5. Following the school's verification of the enrolment details provided, a letter of offer shall be issued to the foreign exchange student via their agency. Upon accepting a place in Coláiste Chríost Rí, each student will be required to make themselves familiar with the provisions of the code of positive behaviour and sign same.
6. A welcome meeting will take place attended by school management and visiting exchange students at the beginning of the school year. Each visiting student must be accompanied to this meeting by a parent/guardian or a parent from the host family.
7. Students will be assigned subject options by the school Principal/Deputy Principal based upon availability of space within subject classes already established. The school reserves the right to refuse requests for subject change on the basis of class size, staffing, school resources, and the age and needs of the student when considering any application.
8. Students will follow their assigned timetable without deviation and attend all scheduled classes. Timetables will not be changed.
9. Students should note that access to school resources is based upon availability.
10. Any voluntary contributions should be paid to the school office in advance of the student taking up a place at the school.
11. Should an exchange student fail to comply with the Code of Behaviour, the school reserves the right to revoke that student's place at the school and will refer the matter to the relevant exchange agency.

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

The board of Coláiste Chríost Rí or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

Notwithstanding the above provision, once a parent/guardian of a student has been offered and has accepted a place in the school, they will be invited to make a voluntary contribution of €250 per child for first year and €170 per child per annum to every other year to cover the cost of added services such as extra-curricular activities, sports activities, travel to extra-curricular activities, photocopying and other similar services for which the Department of Education and Skills does not provide funding.

## 17. Arrangements regarding students not attending religious instruction

Students at Junior Cycle level in Coláiste Chríost Rí are expected to study the timetabled DES (Department of Education & Skills) Religious Education programme. The specification for this programme is set by the DES and focuses on developing knowledge, understanding, skills, attitudes and values to enable young people to come to an understanding of religion and its relevance to life, relationships, society and the wider world. The course is built around three interconnecting strands: Expressing Beliefs, Exploring Questions and Living our Values. No alternative subject will be offered for tuition at these times. At post Junior Cycle level, students are expected to participate in a non-examination focused Religious Education framework devised by the school.

A parent of a student, or a student who has reached the age of 18, who wishes to attend Coláiste Chríost Rí without attending religious instruction should make a written request to meet the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how the request may be accommodated by the school.

## 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.

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.

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.

### **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)

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)

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.

## Coláiste Chríost Rí

### ANNUAL ADMISSION NOTICE FOR 2024/25

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2024/25 school year are available as follows: –

To download at: [www.crcork.com](http://www.crcork.com)

On request: By emailing [info@ccrcork.com](mailto:info@ccrcork.com) or writing to: Coláiste Chríost Rí, Capwell Road, Cork, T12YF83

#### 1. Application and Decision Dates for admission to 1<sup>st</sup> Year for 2023/24

1.	The school will commence accepting applications for admission on	<b>Monday 2<sup>nd</sup> October 2023</b>
2.	The school will cease accepting applications for admission on	<b>Tuesday 23<sup>rd</sup> October 2023</b>
3.	Applicants will be notified in writing of the decision on their application by	<b>Monday 30<sup>th</sup> October 2023</b>
4.	Applicants must confirm acceptance of an offer of admission by	<b>Friday 10<sup>th</sup> November 2023</b>

Failure by an applicant to accept an offer by Friday 10<sup>th</sup> November 2023 may result in the offer being withdrawn.

1. **Number of places being made available in the 2024/25 school year**

Projected number of students in the ASD special class is six (6) i.e., the class is projected to be full on 01/10/2024

The number of places being made available in 1 <sup>st</sup> year is	108
The number of residential places is (boarding schools only)	N/A
The number of non-residential places is (boarding schools only)	N/A
The number of places being made available in the special class catering for students with ASD is	6

This policy was adopted by the Board of Management on 12/09/2023

Chairperson *Maria Walk*

Principal *Padraig Mac An Ri*