



Rosmini Community School

Admissions Policy

IMPORTANT NOTE – THE ROSMINI COMMUNITY SCHOOL ADMISSIONS POLICY IS SET OUT IN THIS POLICY DOCUMENT AND IN THE GUIDE TO THE ADMISSIONS PROCESS AS APPROVED BY THE BOARD OF MANAGEMENT – BOTH DOCUMENTS SHOULD BE READ TOGETHER

General Principles applying to the Admissions Policy

School Philosophy

We strive to:

- Create a positive climate where there is mutual respect between students and teachers and a strong sense of community.
- Encourage the student to develop an awareness of their own value combined with a care for others
- Maintain a happy, challenging and enriching environment in which students achieve, experience success and grow in self-confidence
- Strengthen home/school links and links with the local community
- Respond to the challenge of change in a creative and imaginative way to prepare the students for the opportunities which lie ahead.
- Achieve excellence in all our endeavours

The School philosophy is reflected in:

- The Pastoral Care structure where the emphasis is on growth of the whole person including the spiritual, intellectual, emotional, creative, physical, social and aesthetic.
- The wide range of curricular and extra-curricular activities offered to students.

Rosmini Community School mission statement

“Rosmini Community School aims to provide an inclusive education catering for the physical, intellectual, moral, spiritual and aesthetic development of its students in a caring and friendly atmosphere, which respects the rights of all.”

School Admissions Policy

Rosmini Community School supports the principles of:

- Inclusiveness
- Equality of access and participation in the school
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society

The Board of Management states that admission is subject to places being available and is governed by three principles:

- That in the professional judgement of the School Authority the student is suitable for enrolment.
- That in the professional judgement of the School Authority, the student, because of previous education, training or experience, is considered likely to benefit from attendance.
- That in the professional judgment of the School Authority, the school can meet the needs of the student who will contribute positively to the school community, as a full-time student engaged in a complete course of study, and in no way infringe upon the opportunities or rights of other students or staff.

In order to ensure that the school is fully aware of all the needs of all applicants, parents/guardians are required to provide the school with a full disclosure of any medical/educational/psychological reports for their child at the time of application. Failure to do so will deem an application or offer of a place void.

Closure of Admissions Procedure

Students may not normally be enrolled after the last working day of September of the school year in which classes for the course commence except in a case which is deemed by the school to be an exceptional circumstance. Applications should therefore be made well in advance of this date to ensure that there is time for any required entry assessments to be undertaken and for references and other documentation to be obtained. The school will not be responsible for inability to complete the enrolment process by the above date if all criteria for enrolment are not met.

Admissions Policy for students entering first year at the commencement of an academic year

1. Introduction

Rosmini Community School ("the School") was established to provide secondary education for children in the Drumcondra area and to make provision for children with visual impairment both inside and outside the immediate catchment area. The Patrons of the school are the Rosminian Order and the City of Dublin Education and Training Board and the Board of Management is accountable to the Patrons for upholding the particular ethos of the school.¹

2. Admissions Policy – 1st Year for September commencement.

All applications for places at the School should be submitted on the approved application form (available at www.rosmini.ie) by **the last working day on October in the year preceding entry** If you do not have access to the online form, please contact the school office at the address below by post in order for a hardcopy form to be sent to you.

Only completed forms received by the School by 5pm on the above day shall be considered by the School when allocating places.

It is the applicant's responsibility to ensure their application has been received by the school on time and a copy of the acknowledgement email from the school should be retained by the applicant as proof.

To be eligible for admission to the school, students should have completed sixth class in primary school, or its equivalent, and should have reached the age of 12 years by 31st December in 1st Year.

¹ Refer to School Ethos Statement, acceptance of which is a condition of entry to Rosmini Community School.

3. Admission Categories

The Board of Management shall prioritise the allocation of places for 1st year each September according to the following categories:

Category 1:

(i) Children who are siblings of children who attend the school currently. Children who have a visual impairment and meet the DES and NCSE requirements for enrolment in RCS.

Then

(ii) Children of permanent staff of Rosmini Community School.

(where there is an excess of applicants within this category, places available shall be offered based on random selection).

Category 2:

Children attending one of the primary schools in Drumcondra and who permanently reside in the Drumcondra postal area.

(where there is an excess of applicants within this category, places available shall be offered based on random selection).

Category 3:

Children other than those coming within Categories 1 and 2 who permanently reside in the Drumcondra postal area.

(where there is an excess of applicants within this category, places available shall be offered based on random selection).

Category 4:

All other children.

(where there is an excess of applicants within this category, places available shall be offered based on random selection).

4. The allocation of places

Priority will be afforded to children in Category 1 and then sequentially to each subsequent category within the terms of each category.

Where there is an excess of applicants within a category, any priority afforded within that category will first be applied and remaining places available shall be offered based on random selection from qualifying applicants within that category.

Multiple Sibling Applications

Where two or more siblings, who meet the admission criteria within same category at the date of application, apply to the School for admission to 1st Year for a September commencement, and where a separate and complete application form has been submitted on time for each sibling, such applications will be deemed to be one application (albeit for two places) in the event that the applications are included in a random selection process during the admissions process. This provision is intended to facilitate families with twins or siblings of close age who are applying for entry in September.

The total number of places to be allocated to children for admission in September will be determined by the Board of Management each year and will be made known at the commencement of the application process. Decisions on all applications are at the discretion of the Board of Management.

5. Acceptance of a place

Acceptance of an offer of a place in the School will be conditional on the school receiving, within the specified time period:

- a signed and completed Acceptance of Offer Form,
- written confirmation that the child is a current student of a feeder school (Category 2).
- Two original documents showing proof of address, dated within the last 90 days, demonstrating permanent residence in the area (Category 2 & 3). One must be a recent utility bill within the last 90 days (electricity, gas, phone or water) and the second must be a Bank, Credit Union, Post Office or Building Society statement dated within the last 90 days. The Board of Management reserve the right to make any and all enquiries considered necessary to verify the residential address.
- an acceptance of the School's Code of Behaviour (enclosed with the offer letter), signed by the Applicant and his/her parents/guardians indicating acceptance of the School's rules on discipline and other matters.²
- Additionally, the School does not require but requests parents to complete the relevant forms for the voluntary contribution and Revenue mandate and submit these materials too when returning the acceptance of an offer. It is important that you realise that this entirely voluntary and is not a condition of your child being offered a place in the School. It is an entirely voluntary effort on your part to assist the School.

IMPORTANT NOTE

Failure to provide evidence to support the inclusion of an application in an admission category or the presentation of evidence which is false or misleading will invalidate the application and lead to the loss of a place in the school.

Acceptance of a place in the school is taken as acceptance of all school policies.³ Refusal to sign the Code of Behaviour or to accept school disciplinary procedures will invalidate the application and lead to loss of place in the school. Demand for places in the school is high and the Board of Management is keen to ensure that places are offered to children who wish to take up the allocation. In the past some applicants have refused to notify the school that they are not taking up an allocated place in Rosmini Community School until just before the commencement of term. This has led to other applicants being deprived of a place, or only joining Rosmini Community School after already having made a commitment to another school. To prevent this situation arising, the Board of Management requires all applicants to unequivocally commit to joining the school by *1 June of each year*.

Any applicant who has not completed these steps and has not otherwise been in contact with the School Office to make alternative arrangements, shall be deemed to have forfeited their place in the School and that place shall be offered to another applicant.

7. Appeals

Appeals against the school's failure to enrol a student should be made in writing to the Board of Management who may decide if an oral hearing is necessary.

Section 29 Appeals

Section 29 of the Education Act, 1998, gives parents (and students who have reached the age of 18) the right to appeal decisions made by a school's Board of Management relating to expulsions, suspensions or refusals to enrol a student. Subsequent to a decision of any appeal of the refusal to enrol to the Board of Management, if applicants are in any way dissatisfied with the School's handling of their application, they are entitled to address an appeal to the Secretary General of the Department of Education & Skills via the Section 29 Appeals Administration Unit, Department of Education & Skills, Friar's Mill Road, Mullingar, Co Westmeath. This appeal should be lodged with the Department within 42 days of the Boards refusal to enrol. The contact phone number for this Unit is 076 110 8588 and the email address is section29@education.gov.ie. Further information is available on the website www.education.ie.

² The Code of Behaviour is available on the School Website. ³ All School Policies will be available on the School website www.rosmini.ie before the offer of places is made.

8. Student Participation

The School is a community co-educational day school, offering a Christian education through a wide curriculum of subjects approved by the Department of Education and Skills, together with sports and extra-curricular activities.

Religious Education and Assemblies are an integral part of the ethos and educational structure of the school. It is expected that students attending the School will participate in all areas of the school curriculum and students are encouraged to participate as fully as possible in the extracurricular life of the school.

Students attending the School complete five or six years of schooling before sitting the Leaving Certificate. Requests to repeat or omit a year will only be considered in exceptional circumstances. Transition Year is optional for all students.

As specified under the Education Welfare Act 2000 all students registered at the School are obliged to attend school on a regular basis and parents/guardians also have obligations in this respect.

The Board of Management of the School is committed to excellence in education and the welfare of all students in its care. Once enrolled a student is subject to all school policies and is entitled to remain as a student for as long as the discipline and rules of the school are obeyed. These rules apply in school, on school activities and where life in school is affected.⁴

9. Students with Visual Impairment

Rosmini Community School has the approval of the Department of Education and Skills to operate a special class(s) for students with a visual impairment. Students who avail of the special class facility do so in order to access the mainstream curriculum with the additional supports available at Rosmini Community School. A case conference of relevant professionals will take place in the case of each student in order to determine the student's needs and the most appropriate placement for that student.

10. Students with Special Needs/Disabilities

The school welcomes applications from all students. An applicant with a Special Educational Need/Disability must inform the School of the complete situation at the time of application. To assist the school in establishing the educational and training needs relevant to the student's special need/disability and to profile the support services required, the School will:

- Require access to the student's records from her previous school/education centre
- Require copies of the student's medical/psychological reports
- Require an assessment if deemed necessary by the school

The school will meet with the parent(s)/guardian(s) of the student concerned and with any agencies involved with the student's welfare as deemed appropriate to discuss the applicant's needs and the school's capacity to meet these needs.

If, having assessed the matter, the school is of the view that further resources (additional teaching hours, special needs assistant, specialised equipment etc), are required, the school will apply to the NCSE to request these resources in line with current processes.

9. Enrolment to 2nd to 6th Years

Applications for enrolment to years other than 1st year, will be subject the School's Higher Years Admission Policy. See Appendix 1

⁴ Refer also to the School Code of Behaviour and Anti Bullying Policy, copies of which will be made available on the School Website before places are offered.

11. Waiting List

Once all places have been allocated under this Admissions Policy a Waiting List will be established for unsuccessful and late applicants. A separate Waiting List Policy will be published by the Board of Management which will govern the operation of this list.

12. Non EU National

Applicants who are Non EU applications will proceed as above, having satisfied all the requirements of the immigration authorities and must be deemed eligible by the Department of Education and Skills to participate in the course applied for.

This policy was adopted by the Board of Management on the 14th March 2019

Higher Years Admission Policy

Applicants who have or/are attending another second level school

Rosmini Community School does not enrol students who have places in other schools except in exceptional circumstances, nor does it normally enrol students after the last working day of September of the school year in which classes for the course commence except in a case which is deemed by the school to be an exceptional circumstance.

Should the Board of Management deem that an exceptional circumstance exists, and places are available in the course/year being applied for:

An enrolment form is completed and signed by the parent(s)/guardian(s). Applications from 3rd parties are not accepted.

Copies of the two most recent school reports are required.

In order to give proper consideration to an application from a student attending another second level school, the School's Board of Management will request the Principal, or agent of the principal, to seek the following information on their behalf

- A completed Enquiry Form A from the Principal/s of the school/s that the student last attended
- A completed Enquiry Form B from the Education Welfare Officer responsible for the school that the student last attended
- A completed Enquiry Form C from the parent/s or guardian/s of the student
- A copy of the student's profile report from the Primary school the student last attended (where relevant)
- Any psychological reports that may be relevant and forwarded with the permission of the parent/guardian
- Such other matters relating to the Student's educational progress as he or she considers appropriate

As soon as practicable, but not later than 21 days, after this information has been sought and received, the School's Board of Management shall make a decision in respect of the application concerned and inform the parent in writing thereof.

Once an offer of a place has been made, Parent(s)/Guardian(s) and prospective students will be required to sign the school's Code of Behaviour, indicating their acceptance before enrolment is completed.

Please note: Rosmini Community School does not accept students who have been expelled, or in the process of being expelled, from another school.