

Admission Policy of Coláiste Éamann Rís, Cork City

School Address: St. Patrick's Road, Cork

Roll Number: 62540I

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.

The policy was approved by the school patron on **24th September 2025**. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for Coláiste Éamann Rís' 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 hard copy on request to any person who requests it.

2. Characteristic Spirit and General Objectives of the School

Coláiste Éamann Rís is a co-educational Catholic 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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- a living relationship with God and with other people

- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- the formation of the pupils in the Catholic faith

The 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 Section 15 (2)(b) of the **Education Act 1998**, the Board of Management of Coláiste Éamann Rís shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school. This is 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.

Our ethos and characteristic spirit are based on the vision of Blessed Edmund Rice.

Coláiste Éamann Rís aims to provide an integrated, inclusive and holistic education focusing on the full development of every student. The school aims to be fully inclusive and especially mindful of those who are disadvantaged.

Coláiste Éamann Rís strives for excellence in all aspects of teaching and learning and promotes the development of the school community in accordance with the five key elements of the **ERST School Charter**:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership
- Excellence in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

In the spirit of the ERST Charter, Coláiste Éamann Rís promotes these key values, taking into account emerging needs in the broader community. The school endeavours to achieve excellence at all levels in partnership with parents, staff, students, trustees and the local community.

Coláiste Éamann Rís endeavours and aspires to:

- assist students to develop a sense of responsibility to their faith

- promote academic excellence to the full potential of each and every student
- nurture each individual's self-esteem and confidence
- create an environment where students grow in maturity
- encourage the development of leadership qualities and life-skills in all
- provide the opportunity for the physical development of every student

Coláiste Éamann Rís supports the principles of:

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

While recognising and acknowledging the rights of ERST as trustees as set out in the Education Act 1998, Coláiste Éamann Rís will operate within the context and parameters of Department of Education and Youth regulations and programmes and the funding and resources available.

3. Admission Statement

Coláiste Éamann Rís 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.

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

- the gender ground of the student or the applicant in respect of the student concerned
- the civil status ground of the student or the applicant in respect of the student concerned
- the family status ground of the student or the applicant in respect of the student concerned
- the sexual orientation ground of the student or the applicant in respect of the student concerned
- the religion ground of the student or the applicant in respect of the student concerned
- the disability ground of the student or the applicant in respect of the student concerned
- the ground of race of the student or the applicant in respect of the student concerned
- the Traveller community ground of the student or the applicant in respect of the student concerned
- 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**, these grounds shall be construed in accordance with Section 3 of the **Equal Status Act 2000**.

Coláiste Éamann Rís 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 Éamann Rís 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 Éamann Rís is a school which has established a class, with the approval of the Minister for Education and Youth 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

Coláiste Éamann Rís, with the approval of the Minister for Education and Youth, has established five classes to provide an education exclusively for students with Autism.

For admission to the Special Class please see Appendix 1

5. Admission of Students

This school shall admit each student seeking admission except where:

- a) the school is oversubscribed (see Section 6)
- 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

The special class attached to Coláiste Éamann Rís provides an education exclusively for students with Autism, 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 (as outlined in Section 4).

The special class attached to Coláiste Éamann Rís provides an education exclusively for students with autism 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. The following evidence is required in support of such an application:

- Professional report(s) outlining:
Diagnosis of Autism: DSM-IV/V or ICD-10/11 (psychologist, psychiatrist, or multidisciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for *autism*.

6. Oversubscription

In the event that the school is oversubscribed, the school will apply the following selection criteria in the order listed below to those applications received within the timeline set out in the Annual Admission Notice:

Category 1

A boy or girl whose brother or sister is registered as a student in Coláiste Éamann Rís on the closing date for applications.

Category 2

A son or daughter of a past pupil of Coláiste Éamann Rís (Deerpark CBS), up to 25% of the total intake.

Category 3

A son or daughter of a member of the staff of Coláiste Éamann Rís who has at least 3 years' service on the closing date for applications.

Category 4

Children whose principal private residence falls within a two-mile radius of the school as evidenced on an Ordnance Survey Map.

Category 5

Applicants from Edmund Rice Primary Schools who have completed at least three years in that school on the closing date for applications.

Category 6

All other applicants.

If two or more students are tied for a place in any category, a lottery will apply in allocating places within that category.

The lottery will be supervised by:

- a nominee of the Board of Management who is not a member of the Board of Management
- the Principal

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Twins and triplets will be treated as a single application, although both names (or all three names) will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.

When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list (see Section 13).

7. What Will Not Be Considered or Taken Into Account

In accordance with Section 62(7)(e) of the **Education Act 1998**, 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:

- a) a student's prior attendance at a pre-school or pre-school service, including naíonraí
 - 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
 - d) the occupation, financial status, academic ability, skills or aptitude of a student's parents
 - e) a requirement that a student, or his or her 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 in the case of the school being oversubscribed where section 6 of this policy applies
 - g) the date and time on which an application for admission was received by the school, subject to the application being received during the period specified in the Annual Admission Notice
-

8. Decisions on Applications

All decisions on applications for admission to Coláiste Éamann Rís will be based on the following:

- the 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 the Annual Admission Notice

(See Section 14 regarding applications received outside of the admissions period and Section 15 for applications for places in years other than the intake group.)

Selection criteria that are not included in this Admission Policy will not be used to make a decision on an application for a place.

9. Notifying Applicants of Decisions

Applicants will be informed in writing of the school's decision within the timeline outlined in the Annual Admission Notice.

If a student is not offered a place, the reasons why will be communicated in writing to the applicant. This will include, 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 their right to seek a review or appeal of the decision (see Section 18).

10. Acceptance of an Offer of a Place

In accepting an offer of admission from Coláiste Éamann Rís you must indicate:

1. 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
 2. whether or not you have applied for and are 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
-

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 Éamann Rís where:

- it is established that information contained in the application is false or misleading
 - an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice
 - 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
 - an applicant has failed to comply with the requirements of acceptance of an offer as set out in Section 10
-

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 certain information between schools in order to facilitate the efficient admission of students.

13. Waiting List in the Event of Oversubscription

In the event of there being more applications than places available, a waiting list will be compiled of students whose applications for admission to Coláiste Éamann Rís were unsuccessful due to oversubscription.

This waiting list will remain valid for the school year in which admission is being sought.

Placement on the waiting list is in the order of priority assigned to the students' applications after the selection criteria have been applied in accordance with this Admission Policy.

Offers of any subsequent places that become available during the school year will be made to those students on the waiting list, in accordance with the order of priority.

14. 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 the school's Admission Policy, the **Education (Admission to Schools) Act 2018**, and any regulations made under that Act.

15. Procedures for Admission of Students to Other Years 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:

- Students wishing to apply for a place must do so before **31 May** of the year before wishing to join the school.
- In the interests of the educational progress of the student concerned and the class group, Coláiste Éamann Rís only accepts students at the start of the school year. Transferring between schools during the school year is undesirable both academically and socially for incoming and existing students. The only exception is when the student has moved house into the area and remaining in their previous school is not feasible.
- Coláiste Éamann Rís only offers places on its LCA/TY programmes to students who have completed three years' education in Coláiste Éamann Rís. Students wishing to apply for those programmes should instead apply for 5th Year (traditional Leaving Cert).

Application Process

A letter of application must be submitted to the school addressed to:

The Principal
Coláiste Éamann Rís
St. Patrick's Road
Cork
T12 XT96

The letter must state:

- the student's name
- the school and year group they are currently attending
- a brief description of why the student wishes to change schools
- permission to contact the applicant's previous school to verify the reasons for the proposed change

Decision-Making

All decisions for admittance into Coláiste Éamann Rís are made by the Principal on behalf of the Board of Management. In making their decision, the Principal will consider:

- the school is oversubscribed
- the number of students already enrolled in the school, year group, and classes (including practical subjects)
- subject option combinations. To ensure academic continuity and manage class capacity, the school does not allow transfer students to drop existing subjects to take up new ones. Admission will only be offered if the student's current subject combination can be accommodated within the school's existing timetable and class structure
- room and class sizes
- whether the letter of application was submitted on time and all information supplied
- Coláiste Éamann Rís 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

16. Declaration in Relation to the Non-Charging of Fees

The Board of Management of Coláiste Éamann Rís, or any persons acting on its behalf, will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- an application for admission of a student to the school, or
- the admission or continued enrolment of a student in the school

17. Arrangements Regarding Students Not Attending Religious Instruction

The following are the school's arrangements for parents of students and students (over 18) who have requested that the student attend the school without attending religious instruction:

- These arrangements will not result in a reduction in the school day of such students.

- Parents of students and students (over 18) who wish to opt out of Religious Education class should make a written request to the Principal.
- A meeting will be arranged with the parent or the student (as the case may be) to discuss their options.
- Throughout this process, the constitutional right of the parent/student (over 18) will be respected by the school.

The **Education Act 1998** requires schools to promote the moral, spiritual, social and personal development of students (Section 9(d)). At Coláiste Éamann Rís, 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 (e.g. 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 Éamann Rís places great importance on the religious or spiritual formation of all its students. Each student has his/her 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, nor will they be allowed to leave the RE class that they have been assigned.

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** and must be received by the Board not later than 21 days after the applicant has been informed in writing of the decision in accordance with Section 9 of this policy.
- The timeline within which such a review must be requested and the requirements applicable are set out in the procedures determined by the Minister under Section 29B of the **Education Act 1998**, published on the Department of Education website.
- The Board will conduct such reviews in accordance with the requirements of Section 29B procedures and 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.
- This request must be received by the Board not later than 21 days after the applicant has been informed in writing of the decision.
- Where an applicant has been refused admission due to a reason other than oversubscription, the applicant may also request a review of that decision by the Board of Management before appealing under Section 29.

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) where the refusal was due to oversubscription.
- An appeal may be made under Section 29(1)(c)(ii) where the refusal was due to another reason.
- Where an applicant has been refused admission due to oversubscription, they must first request a review by the Board of Management (see above).
- Appeals under Section 29 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which an appeal must be made, and the requirements applicable, are set out in the procedures determined by the Minister under Section 29B of the **Education Act 1998**, published on the Department of Education website.

Appendix 1: Applications for Places in the Special Classes

Applicants for the special class at Coláiste Éamann Rís must have an ASD professional's report which clearly specifies:

- **Diagnosis of Autism:** DSM-IV/V or ICD-10/11 (psychologist, psychiatrist, or multidisciplinary report)
- **Professional report(s):** demonstrating understanding of the complexity of the child's overall level of needs
- **Recommendation:** given the severity or complexity of the child's support needs, a clear professional recommendation and rationale specifying that a special class attached to a mainstream secondary school is the most appropriate placement
- **Letter from the NCSE:** confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism

The online application form must be completed by the closing date for admissions, as specified on the **Annual Admission Notice**. The professional report and NCSE letter may be submitted by post to the school office or by email to **info@cercork.ie** before that same closing date.

The number of places available in the ASD special class will be published by the Board of Management in their Annual Admission Notice. Admission is subject to a place being available and resources being sanctioned prior to the admission of the students. Admission is subject to the number of places sanctioned by the Department of Education and Skills. The recommended limit under Health and Safety guidelines is a maximum of six students per class as sanctioned by the DES.

If the number of applicants exceeds the number of places available, the following ranked criteria will apply:

1. Students already enrolled in the school who have a letter from the NCSE
2. Applicants with siblings already in the school
3. Applicants living within the school's designated catchment area
4. Applicants not in any of the above categories

In the case of oversubscription within any of the above categories, a lottery will be conducted among the applicants in that specific category to determine the offer of a place.

A compliant waiting list will be formed from the pool of unsuccessful applicants from this admissions cycle only. The lottery system will continue to be used to determine the ranked order of these unsuccessful applicants, and this order will be applied to the waiting list. This waiting list will remain valid for one year only, until the end of the school year.

All applications to the ASD Unit will be reviewed by an ASD Admissions Panel which may consist of:

- The Principal of Coláiste Éamann Rís
- A nominee of the Board of Management

The remit of the panel is:

- to review and verify all applications and documentation relevant to a student applying for a place in the facility
- in the case of oversubscription, to conduct a lottery based on the above criteria

Decisions of the ASD Admissions Panel may be appealed to the Board of Management. Decisions of the Board of Management may be appealed under **Section 29 of the Education Act 1998** to the Department of Education.

For applicants who reside outside the catchment area, parents may apply to the NCSE for Special School Transport. It is the parent's/guardian's responsibility to attend all meetings and reviews pertaining to the child's enrolment.

Once a student has been offered a place in the ASD Unit, they will be invited to participate in a transition programme. This is essential to ensure the student's smooth transition to their new environment.