

St. Benildus College

January 2017

Enrolment Policy

This Policy supersedes all pre-existing policies and has been ratified by the Board of Management of St. Benildus College on Wednesday 25th January 2017. This Policy applies to students enrolling for September 2020 and subsequent years.

1. Rationale

- 1.1 The Principles underpinning this Policy Statement have been approved by the Board of Management and are in accordance with the following Acts of the Oireachtas (i) Education Act 1998; (ii) Education (Welfare) Act 2000; (iii) Equal Status Act 2000 and also Circular Letter M51/93 issued on 02.12.1993 by the Minister for Education.

2. School Ethos

- 2.1 St. Benildus College is an all boys Catholic Voluntary Secondary School which subscribes to the religious and educational philosophy of the De La Salle Order under the Trusteeship of the Le Chéile Schools Trust. It is the policy of the College to accept for enrolment boys who respect, and whose Parents respect, the religious and educational philosophy of the Le Chéile Charter.

The ethos of St. Benildus College is derived from the educational philosophy of St. John Baptist De La Salle, which is committed to providing a quality education for the whole person within a Catholic community.

All aspects of college life fully subscribe to the La Sallian ethos with Catholicism at its core.

3. Policy Statement

- 3.1 St. Benildus College attaches great importance to: (i) its obligation to work in and for the community it serves and (ii) the provision of a value-based, Christian education in the Catholic tradition.
- 3.2 St. Benildus College endeavours to accommodate a variety of student backgrounds and abilities, including any student with a disability or other special educational needs.
- 3.3 In order to preserve the stated Catholic ethos of St. Benildus College, priority will be given to pupils who profess the Roman Catholic Religion as per The Equal Status Act 2000, Section 7, sub sections 3 and 4. The Board of Management, in cases where the number of applications exceeds the number of places available, reserves the right to give priority to boys of the Catholic Faith. Non-Catholic enrolment will only be considered in the event of being under subscribed. Parents of non-Catholic students should be aware that they need to know and support the goals of the College and that formal religious education classes are an integral part of the curriculum for all students.

Category 1:

In deciding on the enrolment of students, **priority** will be given to Roman Catholic students in the following order:

- a. Roman Catholic students with brothers currently or previously enrolled.
- b. Roman Catholic students whose fathers were previously enrolled.
- c. Roman Catholic students from national schools which have been the traditional source of students for St. Benildus College at year of intake i.e. First Year.

Divine Word National School, Marley Grange, Rathfarnham, Dublin 16.
Holy Cross National School, Upper Kilmacud Road, Dundrum, Dublin 14.
Jesus and Mary Primary School, Our Lady's Grove, Goatstown Road, Dn. 14.
Our Lady of the Wayside, Kilternan, Dublin 18.
Our Lady's Boys National School, Broadford Rise, Ballinteer, Dublin 16.
St. Attracta's Senior National School, Meadowbrook, Dublin 16.
St. Laurence's Boys National School, Upper Kilmacud Road, County Dublin.
St. Olaf's National School. Balally Drive, Dundrum, Dublin 16.
St. Patrick's National School, Glencullen, Dublin 18.

[This list is arranged alphabetically].

- d. Roman Catholic students from other national schools in the locality:
Carysfort National School, Convent Road, Blackrock, County Dublin.

Gaelscoil Thaobh na Coille, Belarmine, Stepside, Dublin 18.
Holy Trinity National School, The Gallops, Leopardstown, Dublin 18.
Oatlands Primary School, Mount Merrion, Blackrock, County Dublin.
Queen of Angels National School, Wedgewood, Dundrum, Dublin 16.
Scoil San Treasa, The Rise, Mount Merrion, County Dublin.
St. Bridget's Boys National School, Foxrock, Dublin 18.
St. Mary's National School, Lamb's Cross, Sandyford, Dublin 18.
St. Patrick's Boys National School, Hollypark, Blackrock, County Dublin.
Taney Parish Primary School, Sydenham Villas, Dundrum, Dublin 14.

[This list is arranged alphabetically].

- e. Other Roman Catholic students not included in a) to d) above.

Category 2:

Other applicants will be considered in the following order: -

- a. Students with brothers currently or previously enrolled.
 - b. Students whose fathers were previously enrolled.
 - c. Students from national schools in the local community.
 - d. Students from other national / primary schools.
- **In the event that applications exceed places available in either Category 1 or Category 2 the date of application will determine the order of offers of places.**
 - **All applicants must comply with the Enrolment Procedure outlined below. No place will be granted to any student who has not complied with all Enrolment Procedures 4.1 to 4.10 inclusive.**
 - **Unsuccessful applicants will be added to a numbered waiting list. Position on this list will be determined by the priorities outlined in the College Enrolment Policy, taking into account the date of received applications. Late applications will be placed at the end of this waiting list also according to the date of the received application.**

4. Enrolment Procedure

- 4.1 The Board of Management will set a maximum limit on the number of places available in the school in any given year. The Board will set such limits based on the availability of facilities and staff, and bearing in mind that certain agreed maximum class sizes will pertain in certain subjects, for example twenty four students in practical and science subjects.
- 4.2 All applications must be submitted in writing and should be made on the official Application Form.

Copies of the Application Form are available from the College Office.

- 4.3 Applications for enrolment are accepted as outlined in the Enrolment Policy, copies of which are available to parents from the College Office and on the College website.
- 4.4 All completed applications are dated upon receipt and placed in a file for that particular year.
- 4.5 The College's acceptance of an Application for Admission does not guarantee a place, but simply places that student's name on file with other applicants in that year of entry.
- 4.6 The College advises all applicants by letter, on a date decided by the Board of Management, of the outcome of their application subject to the applicant fulfilling the Enrolment Procedures.
- 4.7 Parents must return the acceptance advice and the non-refundable enrolment fee of €270.00 and a test fee of €30.00 within a specified time, thus reserving a place for their son. The enrolment fee is credited against the first year's voluntary contribution with parents consent.
- 4.8 Applicants are called to the school for an Assessment Test in January/February of the year of entry. A Birth Certificate must be provided on the day of the Assessment Test. All applicants must sit the Assessment Test on the Appointed Day or in exceptional cases an alternative arrangement may be made.
- 4.9 Those who cannot be accepted at that time are placed on a numbered waiting list, ranked according to the priorities outlined on the College Enrolment Policy, taking into account the date of receipt of application.
- 4.10 The parents of students and the students who are offered a place are provided with the College Code of Behaviour and are required to confirm in writing their acceptance of this Code as a condition of enrolment.
- 4.11 Parents of incoming First Year Students are invited to attend an Information Evening at the College before the end of the school year.

5. Closing Dates, Offers of Places and Right to Refuse

The Closing dates for receipt of applications are as follows:

For enrolment in September 2020: Closing date March 10th 2017.

For enrolment in September 2021: Closing date March 16th 2018.

For enrolment in September 2022: Closing date March 15th 2019.

The Board of Management has decided to offer places for these years within thirty days of the closing dates.

The Board of Management reserves the right to refuse a place in the College to any candidate in exceptional circumstances. Such an exceptional case could arise where in the opinion of the Board of Management, the candidate would pose an unacceptable Health and Safety risk to other students, to the school staff or to school property.

6. Appeal Procedure

- 6.1 In the event of a student being refused enrolment, the parent(s) / guardian(s) of the student, or in the case of a student aged 18 years, may appeal to the College within 14 days of being informed of a refusal and within forty two days of having been informed of a refusal, in accordance with section 28 of the Education Act 1998, appeal that decision to the Secretary General of the Department of Education and Skills and that appeal shall be heard by a committee appointed under subsection 29(2) of the Education Act 1998.

7. Special Needs

Students with Special Needs

St. Benildus College welcomes students with special needs and undertakes to avail of both financial and personnel resources, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special needs in order that these, students in so far as is reasonable and practicable, may participate fully in the educational and social opportunities provided within the College.

The College needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed. This information should be communicated on the Application Form and / or on the Pupil Information Form.

In making provision for special needs students the following information is required.

Has the student had access to any of the following resources?

- Special needs assistant / classroom assistant.
- Placement in Special class.
- Access to a resource / learning support teacher.
- Psychological assessment. Report to be provided.
- Access to visual / hearing impairment aids.
- Access to assistive technology.

- Any supports in relation to travel / mobility / or other.
- Exemption from specific curricular areas.

If any professional report is provided, it should include practical strategies for addressing the needs, allowing for the resources available.

The Management of the College, having gathered all relevant information and professional documentation, will assess how the needs of special needs students can be met.

Final confirmation of a place may in exceptional cases be given when the Department of Education and Skills confirm in writing that the necessary resources are in place.

N.B.: It may take some time for the Department of Education and Skills to process such applications. Parent(s)/Guardian(s) are strongly advised to inform the school and discuss their situation well in advance of making an application.

8. Student Transfers

An application for student transfer to St. Benildus College from another secondary school must be submitted on the Application Form for Student Transfer available to download on the College Website or from the Office. It is school policy that enrolment is normally only considered for First Year.

However in certain exceptional circumstances the school will make every reasonable effort to facilitate a student seeking a transfer. The Board of Management will decide on applications for admission to any other year than First Year on the basis of the following criteria:

- The student transfer is within the terms of the school's Enrolment Policy.
- All relevant information from the student's former school(s) is made available
- The transfer is of educational benefit to the student.
- The transfer does not impact on the Health and Safety of members of the school community.
- Due account is taken of the availability of space in the school or in specific classes, the suitability/availability of the subjects taught and the levels at which they are taught and the subject options available to the student.

A consultation with the Educational Welfare Officer may be necessary. Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's parents/guardians, his former

school and the Education Welfare Officer. A place may be offered immediately, or depending on circumstances it may be better to wait until the beginning of the following academic year.

9. Review

The Enrolment Policy of St. Benildus College is subject to review by the Board of Management as considered necessary by the Board of Management.