



ADMISSIONS POLICY

1. INTRODUCTION

This Admission Policy Statement has been devised and published by the Board of Management of St. Francis College following collaboration and consultation with the respective partners in education involved in the school.

2. ETHOS

St. Francis of Assisi was a man of great insight and deep faith, who lived the values of Christ's gospel in a simple, yet remarkable way. This Franciscan way has been an inspiration to countless millions of men and women down through the centuries and is, today, the guiding force of St. Francis Capuchin College, Rochestown.

Community was the special form in which St. Francis lived the Gospel and must also be a special mark of the college. Our aim is to create a community made up pupils, teachers, parents, management and staff, where the pupils may grow academically, physically, spiritually, socially, emotionally and morally.

We do this by offering a curriculum based on sound educational principles which promotes the harmonious growth of the whole person. (Ethos: St. Francis College).

3. MISSION STATEMENT

St. Francis College Rochestown, an all boys Catholic Secondary School under the Trusteeship of the Capuchin Franciscan Order, aims to provide an environment which promotes in a harmonious manner the physical, academic, spiritual, social and moral growth of the whole person.

We respect and value all of creation but particularly the dignity of each individual within the college community. We strive to fulfil this mission in a spirit of collaboration and partnership between Pupils, Parents, Teachers, Trustees, Management and the Community at large.

4. OPERATING CONTEXT

- (a) The College operates within the context of:
 - i) The religious educational philosophy of the Capuchin Franciscan Order and the rights of that congregation and Trustees as set out in the Education Act 1998
 - ii) The Department of Education and Skills regulations and programmes.

- (b) The School supports the principles of:
 - Inclusiveness and Partnership
 - Transparency
 - Equality
 - Parental choice in relation to enrolments
 - Diversity.

- (c) The primary aims of the College Community are:
 - The holistic development of the students
 - The development and enhancement of students' self confidence and general life skills and attitudes enabling them to lead lives which are socially productive.
 - The promotion of the ethos of the College.

- (d) The Board of Management of the college is committed to the successful implementation of all relevant legislation, particularly the following:
 - The Education Act 1998
 - The Education (Welfare) Act 2000
 - The Equal Status Act 2000
 - The Safety, Health and Welfare at Work Act 1989.
- (e) The enrolment of a boy must not constitute a threat to the health and/or safety of students of the College or its staff. An independent expert will be appointed by the Board of Management to advise.
- (f) The College's Educational Programmes and the operation of the facilities are subject to adequate resources and staffing allocations being made available by the Department of Education and Skills.
- (g) The College operates within the regulations laid down from time to time by the Department of Education and Skills.
- (h) The College follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended occasionally in accordance with Sections 9 and 30 of the Education Act 1998.

5. SCHOOL DETAILS, ORGANISATIONS, PROGRAMMES AND ACTIVITIES.

- (a) St. Francis Capuchin College is an all boys voluntary Catholic Secondary School under the trusteeship of the Irish Province of the Capuchin Franciscan Order.
- (b) The College is grant aided by the Department of Education and Skills and is managed by a Board of Management which is composed of eight members. These are appointed as follows:
 - Four (4) representatives of the Trustees,
 - Two (2) representatives of the Teachers, and

Two (2) representatives of the Parents of Students attending the College.

The Members of the Current Board of Management are:

Fr. Sean Donohoe OFM Cap, Chairperson Fr. John Manley OFM Cap Mrs. Olivia Moriarty Mr. Finbarr Bracken	}	Trustee Reps.
Mr. Patrick Croke Ms. Catherine Slattery	}	Teacher Reps.
Mrs. Evelyn Coleman Mrs. Ursula Butler	}	Parent Reps.

- (c) Senior management of the College is composed of:
Mr. Diarmuid O'Mathuna, Principal and Mr. Dan O'Regan, Deputy Principal.
- d) A Parents' Association operates within the College in co-operation with the Board of Management.
- (e) A Students' Council operates within the College under the direction of the Board of Management.
- (f) The teaching staff which are employed to service the curriculum currently consists of 38 teachers and may vary from time to time.
- g) The College offers a three year Junior Cycle, followed by Transition Year and a two year Leaving Certificate programme. The subjects, Pastoral and other services and extra curricular activities on offer are outlined in the prospectus which is available from the College office.
- (h) Students are invited to share fully in the promotion of the College's ethos by becoming involved in the varied extra curricular activities on offer in the college.

- (J) The College formulates an annual school calendar in compliance with the Department of Education and Skills guidelines.
- (k) The school day begins at 9.00 a.m. and finishes at 3.45p.m.except on Wednesday when school concludes at 1.15p.m.
- (l) Supervision of students extends for 30 minutes before classes commence and for 15 minutes after classes end, except in the case of college-sponsored activities or courses.
- (m) Parent-Teacher meetings are held throughout the school year. Parents are invited to contact their son's class teacher if they are concerned about any matter.
- (n) The College authorities are committed to the safety and well being of all those who study and work in the college's environs and it is expected of students that they will observe safety regulations and guidelines at all times.
- (o) The Board of Management requests an annual voluntary contribution to cover extra costs incurred by extra curricular activities, printing, and other expenses. This is necessary as the capitation grant received from the Department of Education and Skills does not provide sufficient funds.

The contribution is requested on reenrolment to cover such items as twenty four hour personal accident insurance for all students, journals, lockers and photocopying of materials for the convenience of the students etc. Inability to pay will not discriminate against re enrolment.

6. APPLICATION PROCEDURES

- (a) Application forms for enrolment will be available at any time from the College office. The

submission of an application form does not guarantee a place in the college.

- (b) An Information Night for parents of prospective students will be held at a time and date to be decided by the Board of Management. This will be advertised in the local press. **THE CLOSING DATE FOR RECEIPT OF APPLICATIONS WILL ACCOMPANY THIS ADVERTISEMENT.**
- (c) Information regarding enrolment procedures will be circulated to Principals of Primary Schools from which students have traditionally transferred to St. Francis College and to any new school which may open in the area. This information will also be available in the College office.
- (d) The Principal, Deputy Principal or other teachers, as appropriate, will be available by prior appointment to meet parents who may wish to discuss the enrolment process.
- (e) Decisions made in relation to admissions are made by the Board of Management in accordance with school policy under the rules outlined by the Department of Education and Skills. To be eligible for admission to the school a boy must be twelve (12) years of age on the 1st of January in the calendar year following their entry to first year.

7. CRITERIA FOR ENROLMENT

- (a) The Board of Management will set a maximum limit on the number of places available in the college in any given year. Such limits will be based on the availability of resources, facilities and staff in addition to the fact that certain maximum class sizes will pertain in certain subjects.
- (b) All applicants for enrolment will be notified of the result of their applications as soon as possible after the closing date for applications

but not later than twenty one (21) days after the closing date.

- (c) To ensure a place in the college, parents/guardians must notify the college of their acceptance of the place within fourteen (14) days of the offer of a place having been made. The appropriate contribution as outlined in 5(o) (ii) above must accompany registration at this stage.
- (d) By direction of the Board, up to three (3) places may be allocated to students at the discretion of the trustees. This allocation is subject to the closing date for receipt of applications as outlined in 6 (b) above.
- (e) The criteria for decision making on applicants are as follows:
 - i) The three places as outlined in 7 (d) above
 - ii) Sons of staff of the College
 - iii) Brothers of present or past pupils
 - iv) Sons of Past Pupils
 - v) All other applicants
- (f) In the event of an excess of applicants for places in category (v) random selection will be carried out under the direction of the Board of Management. The remaining applicants will be placed on a waiting list and offered places should they arise. This may arise through parents/guardians failing to register their son with the school within 14 days of their receipt of an offer of a place.
- (g) The College will assess the academic standards of all those accepted. This assessment will not be used as a criterion for the exclusion of any student from the college.

- (h) The College authorities endeavour to provide an ordered learning environment which fosters discipline and respect. Acceptance of a place in the college is deemed to be an acceptance of the ethos, educational aims, policies and code of behaviour of the college.

- (j) Parents and student applicants will be required to sign a declaration stating that they have read and accept the terms of the Code of Behaviour and that they will co-operate with school authorities in its implementation.

8. SPECIAL EDUCATIONAL NEEDS

- (a) The Board of Management will ensure that steps are taken at an early stage to identify boys with Special Needs who may be applying for admission. To ascertain the ability of the college to cater for the needs of such a student and become familiar with his needs, it will be necessary for the college to access the student's records and individual educational programme for the primary or other school in advance of his entry to St. Francis College.
- (b) Subject to the provision and availability of the necessary resources, the Principal and/or relevant teacher will arrange to meet with the parents/guardians (and/or other professionals working with the child) to discuss the student's needs and the college's capacity to meet those needs.

9. TRANSFERS FROM OTHER SECOND LEVEL SCHOOLS

Pupils may transfer to St. Francis College subject to:-

- The provisions of the Admission Policy
- The College being satisfied with the reasons for the transfer
- The College regarding the move as being educationally sound and in the best interests of the applicant
- The availability of space in the College
- Consultation with the Educational Welfare Officer

10. RIGHT OF THE BOARD TO REFUSE

Under the terms of the Education Act 1998 and the Department of Education and Science circular M48/01, St. Francis College reserves the right to refuse application for admission in certain circumstances.

11. RIGHT OF APPEAL

Under Section 29 of the Education Act 1998, parents/guardians of students, or students over the age of 18 years, who have been refused admission to the College, have the right to appeal such a refusal by the Board of Management to the Secretary General of the Department of Education and Skills. Appeals must be lodged within 42 days of having been informed of such refusal.

12. REVIEW OF THE ADMISSION POLICY

- (a) The Board of Management of Saint Francis College will review this policy from time to time, but in any case at the commencement of each new Board, in consultation with the relevant partners.
- (b) The Board may, subject to relevant legislation, and subject to Department of Education and Skills regulations, alter or amend any section of the policy as appropriate.
- (c) This Policy was ratified by the Board of Management on 23rd Jan 2013 and replaces all previous Admissions Policies.

SIGNED **Fr. Sean Donohoe OFM Cap.**

(CHAIRPERSON BOARD OF MANAGEMENT)

DATE **23.01.14**