

The Abbey School, Tipperary.

Admissions Policy 2015

Our Mission

The Abbey School, in the tradition of Edmund Rice, cares for all its students. We strive to help each reach his full potential academically, socially, in sport and in extra – curricular activities. By our own example we lead our students to put Christian values into practice in their dealings with others. We encourage them to be concerned and participative citizens in their local community, nationally and in Europe and to be aware of their responsibilities to the poor and marginalised of the Third World.

Introduction

The Board of Management of The Abbey School, Tipperary is setting out its Enrolment Policy in accordance with the provisions of the Education Act 1998 Section 15 (d) and it trusts that by doing so, parents will be assisted in relation to enrolment matters.

Furthermore the Chairperson of the Board of Management, Mr. Michael Martin and the Principal, Mr. John Kiely will be happy to clarify any matters arising from the policy.

The Board asserts that within the

- Context and parameters of the Department of Education and Skills regulations and programmes
- Rights of the Trustees as set out in the Education Act
- The Charter of the Edmund Rice Schools Trust
- Funding and resources available

That the school supports the principle 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.

GENERAL INFORMATION

NAME: The Abbey School

Telephone No: 062 52299

E mail: abbeyoffice@eircom.net

Principal: Mr. John Kiely

Deputy Principal: Mr. Pat Donovan

- The Abbey is a Catholic Voluntary School for boys under the trusteeship of the Edmund Rice Schools Trust
- All of the Board's policies are informed by the ERST Charter of which the five key elements are :
 1. Nurturing Faith, Christian Spirituality and Gospel-based Values
 2. Promoting Partnership in the School Community
 3. Excelling in Teaching and Learning
 4. Creating a Caring School Community
 5. Inspiring Transformational Leadership
- At present there are 27 permanent whole-time teachers (including the Principal), 3 part-time teachers and 3 Special Needs Assistants in the school.
- The school has a capacity for 460 boys as determined by the Board of Management.
- Students are prepared for the Junior Certificate, Leaving Certificate and Leaving Cert. Applied. An optional Transition Year Programme is also provided. Parents and students should be aware that the Leaving Cert. Applied Programme is offered subject to there being a minimum of twelve applicants.
- The financial and teaching resources of the school are provided by a combination of Department of Education and Skills grants, fund-raising and teacher allocations. The school is also the sole beneficiary of the Erasmus Smith Trust Fund. Implementation of school policy must have due regard to the resources and funding available.
- The School operates within the regulations laid down by the Department of Education and Skills and follows the curricular programmes prescribed by the Department of Education and Skills. These may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.
- The Board of Management must comply with Departmental Guidelines in relation to class size, staffing provisions, accommodation and the health and welfare of children.
- The School has an active Parent Consultative Council which all parents are eligible to be members of. There is also a Student Council through which the views of students are sought.
- Details of the wide range of extra-curricular activities provided are outlined in the School Prospectus "An A-Z Guide for Students and Parents".

Enrolment Policy

Rationale

- The Abbey School has capacity for an intake of 84 First Year boys in 2015, as determined by the Board of Management. These students will have been in Sixth Class in a recognised National School last year. Provision can be made for students from abroad.
- Under the provision of the Equal Status Act 2002 section 7.3 (c) preference may be given to Roman Catholic boys and those with an affiliation to the Edmund Rice ethos. Any further places would be given to students of other religious affiliations.
- If there are more than 84 applicants, selection criteria will, of necessity, apply in order
- To provide a fair system of enrolment for students.
- To retain the Edmund Rice ethos.
- To have regard for the efficient use of resources.
- To use the resources provided by the Department of Education and Skills in order to make reasonable provision and accommodation for all students, including students with disability and special educational needs, in accordance with relevant legislation.
- To allow for full participation by all students subject to resources being available and having regard to Health and Safety legislation.

Selection Criteria

When there are more than 84 applicants the following criteria will apply:

Sixth Class boys in the following categories will, on application, receive a place, except in very exceptional circumstances:

- Brothers of present students
- Brothers or sons of former students
- Applicants with an affiliation to the Edmund Rice ethos (Equal Status Act 2000).

Examples could be a son of current or former staff members of an Edmund Rice School or a boy transferring from another second-level Edmund Rice School due to his family re-locating to the Tipperary area.

Remaining places will be allocated by lottery. If a lottery is necessary it will be held in public in the school; relevant parents and students will be given a minimum of one weeks notice in writing and the lottery will be supervised by a member of An Garda Siochna.

The Board of Management will retain a number of discretionary places to cater for exceptional circumstances: an example might be a case where one twin was admitted by lottery and the other was not offered a place.

Application Procedures

- The Principal visits traditional feeder Primary Schools during the second term and issues the School Prospectus, Application Forms and an Invitation to an Open Evening.
- Interested boys and their parents will also be invited to the Open Evening by means of advertisements in the “Nationalist” newspaper and by text to the Principal of each National School asking them to remind the Sixth class boys of the Open Night.
- The Application Form is required to be returned within a specified date. This year the closing date is Friday 13th February, 2015.
- Department rules state that Secondary School students be aged 12 on January 1st in the Calendar Year following the child’s entry into First Year. The student’s Birth Cert. must be shown to the Principal or his agent for verification purposes.
- Places are allocated in writing as soon as is practicable but not later than 21 days after the specified closing date.
- Late applications will only be considered if there are places still available in the school.
- A boy will not be allowed take up a place in the school if his Parent/Guardian does not sign a statement that they accept the official Code of Behaviour, as published by the Board of Management.
- The upper age limit for entry is 20 years on the date of application.
- The final decision regarding all enrolment rests with the Board of Management.

Review Procedures

- The Board of Management will review this policy annually
- Demographic trends will be taken into consideration
- The enrolment criteria will be reviewed on a regular basis by the Board and may change from year to year.

Further Communication

- An Information Evening for prospective boys and their parents is held during the second term.
- During the third term contact may be made with the student's Primary School as we feel that the school's knowledge of the student would help us in our work. Written Permission will be sought from Parents to allow the Primary School Authorities to disclose relevant information.
- The Principal will meet the parents of all incoming boys during the month of June.

Special Educational Needs

The Board of Management of The Abbey School welcomes boys with special needs subject to the resources of the school.

Prior to the student's admission we endeavour to identify those with special educational needs through:

- Application Form
- Personal contact at the Information Evening
- Interview with parents once accepted into the school
- Contact with the Primary School

Where necessary, the school's management may:

- Request a copy of the child's medical and psychological report
- Request the Department and/or the local Special Education Needs Organiser to provide the resources required to meet the needs of the child
- Meet the parents to discuss the school's potential to meet the boy's needs
- The School reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:
 1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education or
 2. In the opinion of the Board of Management, the student poses an unacceptable risk to other boys, to school staff or to school property.

Communication with Parents/Guardians

The school relies on parents/guardians to provide it with accurate and complete information and to update us in writing in relation to any changes in the information provided. Unless and until otherwise informed in writing, all correspondence in relation to your son will be sent exclusively to the address as provided on the enrolment form

In the case of parents who have separated, and where the school has been notified of same, the school will arrange for correspondence in relation to your child to be sent to both parents separately, if requested to do so in writing. The Principal will also try to facilitate separate parent teacher meetings on request.

Should a parent or student wish to update or access their son's personal data they should write to the school Principal and request same.

Transfer from Other Second – Level Schools

The transfer of a boy may be considered by the Board subject to:

- School authorities being satisfied with the reason for the transfer
- The school regarding the move to be in the best interests of the student
- Available space
- Consultation with the Education Welfare Officer, if appropriate
- The school being in a position to accommodate the subject choices of the transferring student
- The parents of the transferring student giving consent to the authorities of the previous school to release appropriate and relevant information in the event that they are contacted by the Abbey School Authorities.

Repeats

The school will make every effort to accommodate the students who wish to repeat the Leaving Certificate. However, this will be subject to (a) the subject options available; (b) the places available within the subject class groupings, (c) the curricular restrictions of each subject area and (d) will be in accordance with Department of Education and Skills Circular M02/95.

Data Protection

The school is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data supplied on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfill any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive, and the National Educational Welfare Board.

Right of Board to Refuse

The Board of Management reserves the right to refuse any application for admission in exceptional circumstances.

Right of Appeal and Appeal Procedures

The Board of Management advises parents/guardians that, in the event of a student being refused entry to The Abbey School an appeal may be made in writing to the Board of Management within 14 days of the decision being conveyed to the parents/guardians. If that appeal fails, a further appeal may be made under Section 29 (d) of the Education Act, 1998. The parents/guardians will be informed in writing of the Board's decision and the reasons why the student was not accepted. The right to appeal will be restated and the Application form provided (Circular M48/01). Any appeal must be made within 42 calendar days from the date on which the decision of the Board of Management was notified to the parents/guardians.

The Trustees of the Edmund Rice Schools Trust have reviewed this policy and agreed to its publication in accordance with Section 15 of the Education Act 1998. Their agreement was given on October 1st 2010.

This Policy was reviewed by the Board of Management of The Abbey School at its meeting on Tuesday 20th January, 2015. It was re-adopted with some minor amendments and comes into effect from that date.