



St. Joseph's Secondary School, Newfoundwell, Drogheda, Co. Louth.

Admission and Re-enrolment Policy for 2018 - 2019

1. Type of School

St. Joseph's Secondary School is an all-boys Catholic voluntary secondary school under the patronage of the Edmund Rice Schools Trust.

2.0 Characteristic Spirit

The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary Schools, namely:

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

For further information on the Edmund Rice Schools Trust and the Edmund Rice Schools Trust Charter, see www.EdmundRiceSchoolsTrust.ie

2.1 Our Vision

Through quality teaching and learning in an atmosphere enlivened by the vision of Edmund Rice, we in St. Joseph's strive to empower students to achieve their full potential.

2.2 Mission Statement

Our school recognises that each pupil who enrolls is unique and has different gifts as well as different needs.

It is our wish that pupils leave us with enhanced self-confidence and with skills and attitudes which will enable them to lead lives satisfying to themselves and lives which may contribute to the betterment of society.

We recognise that a pupil's development is closely linked to a good self-image and so we strive to present the school's total curriculum in such a manner as to allow all to realise their full potential.

We see ourselves as working in partnership to develop the gifts and to meet the needs of all. We regard our school as an educational establishment with a Christian ethos characterised by care and justice.

In St. Joseph's Secondary School, the Edmund Rice Schools Trust Charter values are underpinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds—spiritual, ethnic, language, special needs—as a gift that will enrich the community of the school and promote the growth and learning of all. We value each student and their family. We welcome and are sensitive to each one, seeking to respond to their individual needs through:

2.3 The Curriculum: We provide a broad range of subject areas, encouraging students to take increasing responsibility for their own learning and decision-making.

2.4 Pastoral Care: We support and challenge our students to make the most of their time in school, providing programmes of language support, help with study, and personal counselling where necessary, developing links with family and working in partnership with parents and guardians.

2.5 Faith Development: We have a special commitment to developing the spiritual dimension of the lives of our students. Faith formation and the Religious Education programme play a key role.

- Students follow the State programme in Religious Education which is suitable for students of all faiths and those of no faith.
- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way.

We hope that the Gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviours of all members of the school community, and will find expression in their respect and care for one another.

The school is open to and welcomes all who share this vision and wish to benefit from it.

3.0 Operating Context

St. Joseph's Secondary School operates within the legal context of

- Relevant sections of:
 - Education Act 1998
 - Education Welfare Act 2000
 - Equal Status Acts 2000-2011
 - Education for Persons with Special Educational Needs Act 2004
 - Disability Act 2005
 - Education Act (Miscellaneous Provisions) 2007
 - Data Protection Acts 1988 and 2003: The school is a Data Controller under the Data Protection Acts. Data provided to St. Joseph's Secondary School in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998) and the Data Protection (Amendment) Act (2003). We rely on parents/guardians to provide us with

accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child's personal data, you should write to the school Principal.

- Children First: National Guidance for the Protection and Welfare of Children. 2017.

St. Joseph's Secondary School also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills, DoES.
- The rights of trustees as set out in the *Education Act, 1998*
- The Edmund Rice Schools Trust Charter
- The Articles of Management of Catholic Secondary Schools
- The regulations of the DoES and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the *Education Act, 1998*.
- The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the DoES, voluntary contributions, and occasional fundraising. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, St. Joseph's Secondary School is a school that

- Is inclusive in intake.
- Supports the principle of equality of access to and participation in education.
- Recognises and supports the rights of parents to choose with regard to admission in St. Joseph's Secondary School.

- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.

3.1 Funding

St. Joseph's Secondary School is a voluntary secondary school within the free education system. The school operates within the regulations laid down from time to time by the DoES. The financial and teaching resources of the school are provided by a combination of voluntary contributions, fund raising, DoES grants and teaching allocations.

3.2 Board of Management

A Board of Management manages the school, which delegates the day to day running of the school to the Principal.

The term of office of the current Board of Management is from the 15th of October 2015 to the 14th of October 2018. The next term of office will be from the 15th of October 2018 to the 14th of October 2021.

TRUSTEE APPOINTEES:

Mr. John Mc Eneaney, (Chairperson)

Mr. Frank Bradley

Mr. Cyril Gillen

Ms. Emma Coffey

PARENTS REPRESENTATIVES:

Ms. Imelda Kavanagh

Mr. Andrew Ford

TEACHER REPRESENTATIVES:

Mr. Brian Mc Cole

Ms. Anne Mac Namee

SECRETARY TO BOARD:

Mr. David Madden (Principal)

3.3 Parents' Council

All parents whose children attend the school are eligible to become members of the Parents' Council. Meetings are held monthly in the school during the academic year and the Annual General Meeting is held in September or early October. The officer board for the 2016 – 2017 school year is:

Ms Elaine Mc Cann, Chairperson

Ms Caroline Maguire, Secretary

Ms Margaret Mc Keown, Treasurer

Ms Paula Thornton, PRO

3.4 Past pupils Union (PPU) St Joseph's CBS Whitaker Alumni.

St. Joseph's Secondary School has an active PPU. The Union exists to motivate the students and to promote and honour the memory of the founder of the Christian Brothers, Blessed Edmund Rice. The PPU sponsor the Peadar Mc Cann Awards which recognise and honour the students with the best overall Junior and Leaving Certificates each year. The Awards also recognise co-curricular and extra-curricular achievements. In addition, each graduating student is presented with a PPU tie at a special Celebration Mass for Leaving Certificate students each May. The current President is Mr. Sean O Briain.

3.5 Curriculum

The school provides tuition for:

- (1) Junior Certificate.
- (2) Leaving Certificate.
- (3) Leaving Certificate applied.
- (4) Leaving Certificate Vocational Programme.

The school also offers students the optional opportunity to pursue a Transition Year Programme. The number of places available in TY are set by the Board of management on a year by year basis. The application procedures are set out in the Policy for the Allocation of Places in Transition Year. This Policy may be viewed on the school's website www.droghedacbs.ie

3.6 Subjects on offer

Junior Certificate:

Irish, English, Maths, History, Geography, Science, German, French, Spanish, Technical Graphics, Art, Classical Studies, Business, Music, Technology, Materials Technology (Wood), Computer Studies, Religious Education, Physical Education, Civics, Social & Personal Education (CSPE) and Social, Personal & Health Education (SPHE).

Leaving Certificate:

Irish, English, Maths, Applied Maths*, History, Geography, Physics, Chemistry, Biology, Agricultural Science, Art, Business, Accounting, Economics, Classical Studies, French, German, Spanish, Design and Communication Graphics, Technology, Construction Studies, Music*, Religious Education, Guidance & Counselling and Physical Education.

*Outside of school hours.

Leaving Certificate Applied.

Business, Communicative German, Communicative Irish, Computer Studies, Career Guidance, Art Portfolio, Social Education, English and Communication, Leisure & Recreation including Physical Education, Mathematical Applications, Religious Education, Graphics & Construction Studies.

3.7 General information

School Times:

School commences each morning at 8.50 am. There is a 15 minute break at 10.50 am and a lunch break between 1.05pm and 1.55pm. School finishes at 3.55pm on Monday and Tuesday and 3.15 on Wednesday, Thursday and Friday. The school operates both a class by class electronic roll call and a biometric attendance system to record student attendance.

Communications:

The school operates an “Open Door” policy with parents being invited to contact the school office whenever they feel it necessary to do so. Please make an appointment through the school office. Parents receive a minimum of four Newsletters each academic year. In addition, parents are encouraged to participate in the relevant Parent-Teacher meetings, which are usually held during the first two terms of the academic year. The school website www.droghedacbs.ie is updated regularly and parents are advised to use this facility to check on the school calendar, opening and closing dates, exams, etc. The student’s Homework Journal is also a means for parents to keep in touch with their son’s tutor and teachers. A special section is included to enable parents to send messages to their son’s tutor. Each student is supplied with a Homework Journal each September.

Information Evening/Open Night:

An Information Evening/Open Night is held annually in October to allow prospective parents to visit the school and to see the facilities at first hand.

Voluntary Contributions:

The Board of Management, conscious of the shortfall in funding, asks parents to make a voluntary contribution of €96 per family to help defray expenses, particularly in the area of extra-curricular activities. Parents/Guardians are encouraged to pay by bank standing order for convenience. The Board of Management will be sympathetic to families who are experiencing financial

hardship and arrangements can be put in place to assist families in these circumstances.

Facility Fee:

The parents/guardians of each student pay an annual facility fee of €100 towards the provision of such services as postage, photocopying, classroom consumable materials, house examinations, personal insurance, CAT 4 tests, study skills workshops, guest presenters, etc. The Facility Fee includes the cost of the Homework Journal and 24 hour 365 days per year insurance cover for each student. The Board of Management will be sympathetic to families who are experiencing financial hardship and arrangements can be put in place to assist families in these circumstances.

4. Eligibility of applicants and admission Procedures:

This section sets out the policy of the school with regard to eligibility of applicants and admission procedures and for entry into First Year and entry to any other year group in the 2018 – 2019 school year.

4.1 Students eligible for admission to First Year

To be eligible for admission to First Year, students must

- Have reached the age of 12 years by 1st of January of the calendar year following entry into First Year as required by Department of Education and Skills regulations.
- Have completed Sixth Class in Primary School or its equivalent.
- Be willing, in conjunction with their parents/guardians, to accept the characteristic spirit of the school. Please see section on characteristic spirit above.
- Be willing, in conjunction with their parents/guardians, to accept the school's Code of Behaviour and sign a form to this effect at the start of each school year.

- Be willing to sit an Assessment Test, CAT 4, Cognitive Aptitude test, the date for which will be communicated in writing to the parents/guardians of the students accepted for admission at the school. This Assessment Test is not an entrance examination as the student has already been allocated a place in the school.
- Be willing to complete the detailed student data form that will be issued following acceptance for admission.

4.2 Admission Procedures

- To apply, parents/guardians should complete the official St. Joseph's Secondary School Application Form, which will be issued through the feeder Primary Schools and which is also available from the school office and from the school website www.droghedacbs.ie
- The closing date for receipt of completed applications for First Year for the school year 2018/2019 is **the 30th of January, 2018**.
- When an application form, properly completed and signed, is received, it will be recorded by the office staff with the date on which it was received. The receipt part of the enrolment form will be returned to the parent/guardian as evidence of submitting the application.
- Incomplete application forms will not be processed and will be returned to the parents/guardians for completion.
- Late applications will be considered only after all applications received on time have been fully processed.
- It is the parents/guardians responsibility to inform the school office if there is a change of address at any time by the parents/guardians.
- It is imperative that parents fill in the **correct year** that they are applying for a place for their son. In the event that it is discovered that the wrong year is entered, the application will be entered for the correct year at the bottom of the list for the correct year.

5. Allocation of Places in First Year 2018 - 2019

Decisions regarding student admissions are a matter for the Board of Management.

As soon as possible but not later than 21 days after the closing date for receipt of completed application forms, the Board of Management shall make a decision in respect of each application, and inform the parents/guardians of the outcome in writing (as required by the *Education Welfare Act 2000*).

When a place in the school is offered, parents/guardians will be required to confirm in writing their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.

A maximum of **180** places will be available in First Year for the school year 2018 - 2019.

St. Joseph's Secondary School, is a boys only voluntary secondary school, which operates a policy of open enrolment. Students are accepted irrespective of social or ethnic background or academic achievement and in accordance with the Equal Status Act 2000. **Enrolment for first year students is on a “first come” basis, provided the applicant and his parents/guardians accept the Ethos and Code of Behaviour of the school. The student must also have commenced first level education to be eligible to apply for a place in St. Joseph’s.** Applications are numbered and dated as they are received by the general office. It is the parents/guardians responsibility to ensure they apply for the correct year. An application from an adult for a place in the school will not be considered. Parents may check their son's place on the waiting list at any time. Students who have brothers currently enrolled will be prioritised ahead of all other students on the waiting list for a place if and when one becomes available. After brothers on the waiting list have been offered a place, all other students on the waiting list will be offered a place as they become available based on their number on the waiting list. Places will come available if and when the school is informed in writing by the parents/guardians who have a place that their son will not be availing of the place.

All decisions in relation to the enrolment of students in St. Joseph's Secondary School are made by the Board of Management of the school in accordance with school policy, the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000.

Parents will be notified of the Board's decision within 21 days of the closing date for enrolment and/or receiving relevant information as prescribed by the Board of Management and the Minister for Education and Skills, under the Education Welfare Act 2000.

In deciding the number of boys to be admitted the B.O.M. will have due regard for the relevant Department of Education and Skills provisions re: class size, staffing provision and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

In the event that applications for admission exceed the number set by the Board of Management, the Board will allocate places in accordance with the following procedure:

The Board of Management will determine at the February Board of Management meeting each year the number of places to be offered to students for incoming first years. In determining the number of places to be offered the Board will take into account the accommodation available in the school building and the teaching resources made available to it by the DoES.

In the 2018 – 2019 school year the Board has set the number of first year places at 180. Each application is numbered by the general office as it is received. Applications numbered 181 and onwards will be placed on a waiting list. Students who have brothers currently enrolled in St. Joseph's on the waiting list will be prioritised ahead of all other students on the waiting list for a place if and when one becomes available. After brothers on the waiting list have been offered a place, all other students on the waiting list will be offered a place as they become available based on their number on the waiting list.

Once parents have accepted a place in St., Joseph's Secondary School on behalf of their son(s), they are informed of the date of the Assessment Test (CAT 4 test). St. Joseph's Secondary School operates a policy of mixed ability classes in all subjects in first year. The CAT 4 Assessment Test endeavours to ensure the various categories of aptitude and ability, e.g. language skills, comprehension and mathematical ability in order to ensure that the first year classes are properly balanced. The diagnostic tests, CAT 4, may also help to identify students who may need learning support or resource teaching. The school will take steps to become familiar with the needs of the students and may request a copy of the child's medical / psychological report.

ENROLMENT / RE-ENROLMENT EACH YEAR:

It is a condition of enrolment / re-enrolment of students each year that the Registration Form must be completed each year and signed by parents/guardians before a student commences school each year. By signing this Registration Form parents/guardians are accepting the school's Code of Behaviour and all relevant school Policies and that their son will abide by them and that parents/guardians will represent their son in all school related matters. An application for enrolment / re-enrolment will be refused if a parent or student refuses to recognise the terms of the School Charter and refuses to sign the Registration/Re-registration Form.

6. STUDENTS WISHING TO TRANSFER FROM OTHER SCHOOLS

In general, it is the policy of the Board of Management not to accept transfers during the school year. However in the case of students whose family have moved into the Drogheda area, and who are not enrolled in another post-primary school within the area, their applications will be considered with reference to the procedures outlined below.

Decisions on transfers from other second-level schools are made by the Board of Management. The Board in determining the decision will consider all information provided from the previous school, other relevant sources and information

provided by the parents/guardians and student to the Principal. Information from State agencies may also be considered. Boys may only transfer to St. Joseph's Secondary School in exceptional circumstances at any time, subject to:

6.1 The provisions of the school Admissions Policy.

6.2 Space being available in the year or class groups in question, and the school curricular provisions/option subjects being suitable for the applicant, i.e. that St. Joseph's has vacancies in all the option subjects that the student is currently studying in the school from which he wishes to transfer from.

6.3 Parents/guardians giving consent to data access when a student is requesting to transfer to St. Joseph's Secondary School.

6.4 Satisfactory provision of all relevant information by the former school, State agencies and the parents/guardians of the student and the student himself.

6.5 St. Joseph's Student Transfer Form must be completed by a member of the school senior management of the previous school and submitted to the Principal of St. Joseph's.

6.6 The Principal will interview the student and his parents/guardians and prepare a report for the Board of Management. The Deputy Principal may conduct the interview in the absence of the Principal. The report will include all information provided by the student's previous school, and information provided by the parents/guardians and student at the interview with the Principal/Deputy Principal. The report to the Board may include information about the student from any relevant source.

6.7 The transfer, in the opinion of the Board, being in the best interests of St. Joseph's Secondary School.

6.8 The transfer, in the opinion of the Board, being in the best interests of the student.

6.9 Consultation with the Educational Welfare Officer or other State agencies, if appropriate.

6.10 Signed acceptance by the applicant and his parents/guardians of the school's Code of Behaviour, ethos and policies if the Board offers a place to the student.

Note: The student is interviewed by the Principal/Deputy Principal in the company of all his parents/guardians. Unaccompanied students will not be interviewed and their application will not be considered.

7. Students wishing to transfer (mid-term) from other schools:

Students wishing to transfer from another post-primary school to St. Joseph's Secondary School are normally enrolled if:

- (a) There is available space.
- (b) They can furnish a legitimate and satisfactory reason for the transfer.

St. Joseph's Secondary School reserves the right to consult with the senior management of their previous school and request school reports and information regarding attendance, behaviour, educational progress and special needs. The student will be interviewed in the company of all his parent(s)/guardians. Unaccompanied students will not be interviewed and their application will not be considered. Subject choices may be limited and any transfer must be regarded as being in the best interest of the student. An application will not be accepted if all of the option subjects cannot be matched to the subjects that the student is studying in the school from which he wishes to transfer from. The interest, well-being and health and safety of all the members of St. Joseph's school community will also be taken into account. If a place is offered it will be a condition that before registering a student from another school, St. Joseph's Secondary School will provide the parents/guardians with a copy of the Code of Behaviour. As a

condition of registering such a pupil, parents/guardians will be asked to confirm in writing that the Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such Code by their son. The following documentation is required and must be supplied by the parents/guardians in advance of the interview with the Principal/Deputy Principal of St. Joseph's:

1. Attendance records.
2. Reference.
3. Subject Reports.
4. Student Transfer Form.

Satisfactory provision of all this relevant information is required from the former school. St. Joseph's Student Transfer Form must be fully completed by a member of the school senior management of the previous school and submitted to the Principal of St. Joseph's. Should any part of the form be left blank it will not be accepted. The Principal will interview the student and all his parents/guardians and prepare a report for the Board of Management. The report will include all information provided by the student's previous school from the Transfer Form, and information provided by the parents/guardians and student at the interview with the Principal. Information from State agencies or any other relevant source will also be provided in the report by the Principal to the Board.

The Board of Management will consider all relevant information before deciding on offering a place to the student or not.

8. Students who are suspended or expelled from another Post-Primary School.

After formal contact has been made with St. Joseph's Secondary School by the parents/guardians of the student, the Principal of St. Joseph's will determine whether a vacancy exists for the applicant or not. The following conditions apply:

8.1 Applications will not be accepted from students who are the subject of on-going disciplinary proceedings in another school which includes any on-going statutory appeals procedures in accordance with the Education Act 1998 or the Education for Persons with Special Education Needs Act 2004.

8.2 An application will not be accepted if all of the option subjects cannot be matched by St. Joseph's to the subjects that the student was studying in his previous school.

8.3 In the event of a place being available

(a) in the year group in St. Joseph's and
(b) in each of the subjects that the student was studying in his last school,
the student is interviewed in the company of all his parents/guardians by the Principal and Deputy Principal, subject to availability. The student is required to be absolutely honest and truthful about his discipline record in the school from which he was suspended/expelled.

8.4 If it is established by the Principal/Deputy Principal of St. Joseph's Secondary School that the student and/or his parents/guardians have not made a full disclosure of all relevant information on the application form, at the interview or in any written submission then the Board of Management will not offer a place to the student.

8.5 Contact will be made with the Principal/Deputy Principal of the school from which the student was suspended/expelled. A member of school management of the previous school must fill in a Student Transfer Form. All parts of the form must be filled in. Partially filled in forms are not acceptable and the application for a place will not be processed. The Principal of St. Joseph's will endeavour to establish that there is no danger whatsoever to St. Joseph's students or staff. Satisfactory provision of all relevant information to the Principal of St. Joseph's

Secondary School by the former school and the parents/guardians of the student and the student himself is mandatory.

8.6 The Principal and Deputy Principal of St. Joseph's, subject to availability, will interview the student and all his parents/guardians and prepare a report for the Board of Management. The report will include all information provided by the student's previous school from the Transfer Form, information from any relevant source and information provided by the parents/guardians and the student himself at the interview with the Principal and Deputy Principal. The Principal may also seek information from State agencies where appropriate.

8.7 The Board of Management of St. Joseph's Secondary School will consider all the information in the Principal and Deputy Principal's report and relevant information from any other relevant source such as State agencies when determining if a place is to be offered to the student or not. The Board of Management reserves the right to refuse an application for admission where the Board believes there is a risk to the health and safety to any member of the school community or where the Board cannot meet the educational needs of the student from its resources.

8.8 The final decision to admit a student who has been suspended or expelled from another school will rest solely with the Board of Management of St. Joseph's Secondary School.

8.9 A copy of the School's Code of Behaviour and School Rules will be given to the parents/guardians of the student if a place is being offered to the student. The Parents/guardians and the student must sign an enrolment form whereby signing it they accept the Code of Behaviour and all relevant school Policies. Before enrolment, the educational needs of the student must be assessed. It is also essential at this stage to establish if the resources of the school can meet the student's needs.

9. Leaving Certificate Repeat Students:

Students from St. Joseph's Secondary School who wish to repeat their Leaving Certificate must apply in writing to the school stating the reasons why they wish to repeat and nominate the subjects and subject levels that they wish to study. There must be availability of a place in these subjects. The Year Head of the student concerned will be asked to ascertain the views of the applicant's teachers and if there is a consensus that repeating is in the best interest of the student who is accepted. This acceptance is conditional on the student agreeing to reasonable conditions laid down by the Principal.

Repeat Leaving Certificate students (males) from other schools may be accepted if there is a place for them. They, too, must apply in writing and satisfy the school that a repeat is in their best interests. St Joseph's Secondary School reserves the right to consult with the authorities of the school in which he sat the Leaving Certificate. Before registering, a repeat student will be provided with a copy of the Code of Behaviour and the School Rules. Parents/Guardians or the student, if he is over 18 years of age, must confirm that the Code of Behaviour is acceptable to them and that every effort will be made to ensure its compliance.

10. Repeating a Year

Students who apply to repeat a year must fulfil the conditions laid down by the Department of Education & Science (Circular M295/A Department of Education & Science).

11. Refusal in exceptional circumstances:

The Board of Management reserves the right to refuse to enrol any student in exceptional cases. Such an exceptional case could arise where either:

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 students, to school staff or to school property.

12. Appeal Procedure:

Where the Board of Management decides to refuse admission to the school, the parents/guardians of the student concerned may appeal the decision to the Department of Education and Skills under Section 29 of the *Education Act, 1998*. The appeal must generally be made within 42 calendar days of the date that the decision of the Board of Management was notified to the parents/guardians.

13. Admission of applicants with Special Educational Needs

St. Joseph's Secondary School welcomes applications from parents/ guardians of students with special educational needs. The school will use the resources (finance and personnel) provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting the rights of parents/guardians to have a school of their choice for their children, the school's ability to provide for students with particular educational needs is dependent on resources suitable to those needs being supplied by the Department of Education and Skills. Parents/guardians are encouraged to make the Board of Management aware of

any special needs as early as possible, as it may take some time for the Department to process applications for the resources needed. In order to determine the specific resources, facilities and learning support required, the Board will request a copy of the student's medical and/or psychological report. Where such a report is not available, the Board will request an immediate assessment. The purpose of the assessment report is to assist the school in establishing the educational needs of the student relative to their special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs of the student as specified in the report. The school will also request information from the student's primary school with regard to such matters as learning support and/or resource hours. Where the Board deems that further resources are required, it will, prior to the student commencing to attend the school, request the Department of Education and Skills to provide the resources necessary to meet the needs of the student as outlined in the psychological or medical report.

The Board will appoint the Principal and the Special Needs Coordinator to meet with the parents/guardians of the student to discuss the student's needs and the school's capacity to meet them. It may be necessary for the Board to postpone the attendance of a student at the school, pending the receipt of an assessment report, and/or the provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological or medical report.

The school commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given all reasonable assistance, subject to available resources, to achieve their educational potential.

14. Consultation and review:

This policy has been drawn up by the Board in consultation with the teaching staff and the Parents Council who are the representative body of the parents and guardians. It is operative for the First Year intake in the school year 2017 – 2018 and any other applications for a place in any other year group. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board by the end of December each year.

15. Ratification and Publication

This policy was ratified by the Board of Management on the 8th of January 2018, and was agreed for publication by the Edmund rice Schools trust on the 22nd of January, 2018.

Signed: *John Mc Eneaney*

John Mc Eneaney.
Chairperson of the Board of Management.