



## **Admissions Policy**

### **1. Introduction**

The 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 the 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 of students, teachers, parents, management and staff, where the students 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 students, parents, teachers, trustees, management and the community at large.

#### **4. Operation Context**

(a) The College operates within the context of:

- (i) The religious educational philosophy of the Capuchin 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 College supports the principles of:

- Inclusiveness and Partnership
- Transparency
- Equality
- Parental choice in relation to enrolments
- Diversity
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(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 College does not discriminate in its admission of a student to the school on the grounds of civil status, family status, religion, sexual orientation, disability, race, special educational needs, a member of the Traveller community or gender in accordance with section 7(2) of the Equal Status Act 2000, as amended. As a boys-only school, the school does not discriminate by virtue of section 7(3)(a) of the Act where it refuses to admit applicants who are not male.

(e) 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 (Admission to Schools) Act 2018
- The Equal Status Act 2000, as amended
- The Safety, Health and Welfare at Work Act 1989

- (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) nominees of the Trustees, two (2) nominees of the teachers and two (2) nominees of the parents of students attending the College.
- (c) Senior management of the College is composed of the Principal and two (2) Deputy Principals.
- (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 Department of Education and Skills provides an annual allocation of teaching posts to service the curriculum in the College.

- (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 available to view on the school website ([www.stfranciscollege.ie](http://www.stfranciscollege.ie)).
- (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.
- (i) The College formulates an annual school calendar in compliance with the Department of Education and Skills guidelines.
- (j) The school day begins at 9.00am and finishes at 3.45pm except on Wednesday when school concludes at 1.15pm.
- (k) Supervision of students extends for 15 minutes before classes commence, except in the case of College-sponsored activities or courses.
- (l) Parent-Teacher meetings are held throughout the school year. Parents are invited to contact their son's year head or class teacher if they are concerned about any matter.
- (m) The College authorities are committed to the safety and wellbeing 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.
- (n) The Board of Management requests an annual voluntary contribution to cover extra costs incurred by extra-curricular activities, printing and other expenses. The contribution is requested on an annual basis 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 result in any discrimination against any student.

## 6. Application Procedures

- (a) Application forms for enrolment will be available at any time from the College office for 5<sup>th</sup> and 6<sup>th</sup> class students. **The submission of an application form does not guarantee a place in the College.**
- (b) An Information Night for parents and 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) Decisions made in relation to admissions are made by the Board of Management in accordance with school policy under the rules outlines 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 1<sup>st</sup> of January in the calendar year following their entry to first year.

## 7. Criteria for Enrolment

- (a) The Board of Management has set the maximum numbers of places available in 1<sup>st</sup> year for 2021/2022 at 130.
- (b) The Board of Management will set a maximum limit on the number of places available in each year group 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.
- (c) All applicants for enrolment will be notified of the result of their applications within 21 days of the closing date for applications.

- (d) To ensure a place in the College, parents/guardians must notify the College of their acceptance of the place within 14 days of the offer of a place having been made. The appropriate contribution as outlined in 5(n) above should accompany registration at this stage.
- (e ) 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 in order as follows:
- i) The three places as outlined in 7 (d) above
  - ii) Sons of the staff of the College
  - iii) Brothers of present students
  - iv) Brothers of past students
  - v) Applicant whose parent, grandparent or uncle attended the College
  - vi) Living within the catchment radius as per the admissions map
  - vii) All other applicants
- (f) In the event of an excess of applicants for places in categories (v) (vi) and (vii), random selection will be carried out under the direction of the Board of Management. If twins are involved in random selection, the drawing of one twin will automatically mean that his brother will also be offered a place. The remaining applicants will be notified of their number on the waiting list and will be offered a place should it arise. This waiting list will cease to operate on the Monday before the first day of the 2022/2023 school year.
- (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 and educational aims of the College.
- (i) Parents and student applicants will be required to sign a declaration stating that they have read and accept school policies, the terms of the Code of Behaviour as

published on the school website ([www.stfranciscollege.ie](http://www.stfranciscollege.ie)) and that they will co-operate with school authorities in their implementation.

## **8. Special Educational Needs**

- (a) In accordance with the College's Franciscan ethos, 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 from the primary or other school in advance of his entry to St. Francis College subject to parental permission.
- (b) The Principal and/or the 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**

Students may transfer to St. Francis College subject to:

- The availability of space in the College at the time of application in accordance with section 7(a) and (b) above and as determined by the College's ability to accommodate the student in the year group and in individual classes.
- The Completion of the College's Transfer Form
- The terms of the Admissions Policy being applied
- Consultation with the Educational Welfare Officer, if appropriate

## **10. Right of The Board to Refuse**

The school respects the diversity of values, beliefs and traditions, languages and ways of life in our school and in the wider community. The Board shall take into account the past records of students applying for entry to the school. The Board of Management of

St. Francis College reserves the right to refuse an application for enrolment in exceptional circumstances. Such an exceptional circumstance could include the following:

-In the opinion of the Board of Management, the student poses an unacceptable risk to themselves, to other students, to school staff or to school property.

### **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 forty-two (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 annually and/or at the commencement of each new Board.

(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 11<sup>th</sup> September 2019 and is valid for 1<sup>st</sup> Year admissions for the 2021/2022 academic year and for transfers into the College from date of ratification.

Signed: 

Date: 

