ST FINTAN'S HIGH SCHOOL

ADMISSIONS POLICY
2017-2018

St Fintan's High School, Dublin Road, Sutton is a Voluntary Secondary school for boys. The school operates under the patronage and trusteeship of the Edmund Rice Schools Trust which has appointed a Board of Management under Section 14(1) of the Education Act 1998 to manage the school on the Trust's behalf.
St Fintan's High School hereby sets out its Admissions Policy as required by the Education Act, 1998, Section 15.2 (d) and hopes that in doing so parents/guardians will be assisted in relation to matters arising.

Mission Statement

St Fintan's High School is guided by the **Vision of Blessed Edmund Rice** to:

'Promote full personal and social development in caring Christian communities of Learning and Teaching'.

The **Mission** of St Fintan's High School is:

'To provide Catholic education in the Edmund Rice Tradition'.

Characteristic Spirit

The Education Act, 1998, requires the Board of Management to 'uphold the characteristic spirit of the school ethos as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values which are characteristic of the school.'

As an Edmund Rice School, St Fintan's High School upholds the five Key Elements of the Edmund Rice Schools Trust Charter:

- Nurturing Faith, Christian spirituality and Gospel based values;
- Promoting partnership in the school community;
- Excelling 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.erst.ie.

The characteristic spirit of St. Fintan's High School is reflected in the manner in which we live out our Christian ethos in the school. St. Fintan's High School is a Catholic school which nonetheless is welcoming to, and respectful of, those of all religious beliefs and none. St. Fintan's High School celebrates diversity and values difference, and every student is valued and cherished for his uniqueness and individuality.
St. Fintan's High School is committed to the moral, social and spiritual development of each student and all students are encouraged to strive for excellence in all areas of life and work and to use their talents in the service of God and of the community. Academic excellence and participation in sport and the arts are strongly fostered and encouraged.

The Catholic ethos of the school is reflected in many ways.

- Liturgical celebrations are held throughout the school year. Mass is celebrated at the opening of the school year, Christmas and the Sixth year graduation, these being the most high profile of these events.
- Our Sacred Space in the school foyer is decorated according to the liturgical seasons and to celebrate times of special religious significance.
- Copies of the bible are available to students for class use as well as to take home.
- Religious Education is taught to all classes and students encounter our Gospel Values during R.E. lessons.
- A retreat is undertaken by all Transition Year students.
- Transition Year students are given the opportunity to participate in the Edmund Rice Community Project. Students are encouraged to live out the spirit of Edmund Rice by playing an active role in responding to the needs of others. Volunteer work is undertaken by the participants in areas such as befriending the elderly in St. Joseph's Hospital and collecting food for distribution to the needy on behalf of the St. Vincent de Paul.
- Charity work is an integral part of how we as a school foster a sense of care, compassion and community which characterised Jesus' life. An awareness of social issues and action for social justice is at the forefront of our response to our ethos as an

Edmund Rice School. We undertake an immersion trip to Zambia every second year to work with the children in New Sables School in Kabwe. We have associations with many local charities such as St. Vincent de Paul, Trócaire, Focus Ireland, Bóthar, Crosscare and the Peter McVerry Trust. Through working with and experiencing the work of these various charities students are encouraged and challenged to become agents of social change.

- Catholic Schools Week is celebrated each year in our school and is a time of special importance in our school calendar.
- Edmund Rice Day is celebrated every year in May.
- As part of living out our ethos as an Edmund Rice School we strive to foster a spirit of inclusivity in everything we do. It is our aim to embrace and celebrate diversity amongst our students. Some of the practical steps we take to achieve this include the holding of a cultural diversity day, the reading of prayers in different languages during liturgies and the study of world religions.

Operating Context

Edmund Rice Secondary School operates within the legal context of

- Relevant sections of:
  - Education Act 1998
  - Education Welfare Act 2000
  - Equal Status Act 2000
  - 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 Edmund Rice 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.

Edmund Rice Secondary School also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills
- 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 Department of Education and Skills 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 Department of Education and Skills, 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, Edmund Rice 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 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.

School Details

School name:	St. Fintan's High School
Address:	Dublin Road, Sutton, Dublin 13 D13 HN59
Contact details:	Telephone: 01 8324632 Fax: 01 8393629 E-mail: info@stfintanshs.ie Website: www.stfintanshs.ie
Principal:	Ms. Mary Fox
Deputy Principal:	Mr. Gerard Ennis
Chairperson, Board of Management:	Mr. Oliver Flynn
School Secretary:	Ms. Lynne Forbes
Opening Times:	8.45a.m. – 3.45p.m. (Monday, Tuesday, Thursday, Friday) 8.45a.m. – 12.55p.m. (Wednesday)

Supervised study is available, at an additional cost, from 3.55p.m. to 5.45p.m. on Monday, Tuesday, Thursday and Friday.
There is no supervised study on days when there is a Parent-Teacher Meeting or a Staff meeting.

Opening times may be subject to minor adjustments. The building will be open to students from fifteen minutes prior to official opening time and fifteen minutes after official closing time. Supervision is provided between these times only.

St. Fintan's is a voluntary secondary school funded by the Department of Education and Skills. However, the school requests a voluntary contribution from parents/guardians. There is also an annual charge to cover expenses including the school journal, photocopying, resource materials, postage, IT services and pupil insurance. The Board of Management emphasises the voluntary nature of all contributions. Where payment of any contribution would place financial hardship on a family this should be notified, in confidence, to the Principal.

Teaching Resources and Curriculum

There are 40 wholetime equivalent teaching posts in St. Fintan's High School including a full-time Guidance Counsellor and full-time Learning Support teacher.

Programmes

St. Fintan's High School offers a six year secondary school programme as follows:
Junior Certificate
Transition Year
Leaving Certificate

Courses and Subjects Offered

St. Fintan's High School follows the Curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30)

JUNIOR CYCLE (3 YEARS)	**SENIOR CYCLE (2 YEARS)**
Core Subjects:	
English	English
Irish	Irish
Mathematics	Mathematics
Science	Biology
Geography	Chemistry
History	Physics
Business Studies	Business
French	Accounting
Spanish	Economics
Art	History
Music	Geography
Technology	French
Classical Studies	Spanish
Religious Education	Art

German	Music
PE	Agricultural Science
CSPE	Technology
SPHE	Religious Education
Choir	Career Guidance
	PE
	RSE

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine, on an annual basis, the range and level of subjects.

Transition Year

The Transition Year programme is a one year compulsory programme which comes immediately after completion of the Junior Certificate.
The programme provides students with a valuable opportunity to build on the knowledge and skills acquired at Junior Cycle, while gaining experience of subjects offered at Senior Cycle.
The TY programme provides a breadth and balance to the students' education with an emphasis on education for maturity through personal development and social competence.
Subjects offered in transition year include all core academic subjects available at senior level as well as:

- Microsoft Office Specialist
- Computer Aided Design (CAD)
- Computer Programming
- Performing Arts Module including Annual School Musical
- Personal Development
- Psychology
- Landscape Design and Gardening
- Anthropology
- Astronomy
- Conversational German
- Media Studies
- Music
- Health Education
- Work Experience and Careers Counselling

- Chinese Culture and Language
- Yoga

This is not an exhaustive list and may change from time to time depending on teaching and other resources.
The Transition Year Programme includes a wide variety of cultural and educational outings. Many other schemes are also actively promoted during Transition Year including Gaisce/President's Award, Young Scientist Exhibition, Student Enterprise Competition, Gael Linn, GAA Coaching and FAI coaching.

Please note that there is an expenses fee to cover the cost of running the Transition Year Programme. Where payment of this charge would place financial hardship on a family this should be notified, in confidence, to the Principal.

Sport and Extra-Curricular Activities

St. Fintan's High School provides a wide range of sporting and cultural activities including:

- Gaelic Football
- Hurling
- Soccer
- Rugby
- Basketball
- Squash
- Badminton
- Athletics
- Volleyball
- Handball
- Frisbee
- Golf
- Table Tennis
- Tennis
- Music
- Drama

This list is not exhaustive and is subject to resources and annual review.

Parents' Council

The school has an active Parents' Council which is affiliated to the National Parents Council Post-Primary and the Federation of Christian Brother and other Catholic Schools Parents' Councils (FEDCBS).
The Parents' Council meets once a month during the school year and acts as a link between home and school.
There are three elected officers on the Parents' Council – the Chairperson, Secretary and Treasurer.
Membership of the Council is open to all parents of students currently enrolled in St. Fintan's High School.

Students' Council

St. Fintan's has an active Students' Council which consists of students elected from each class in the school. The Student Council facilitates the participation of students in the organisation of the school.
The co-ordinator of the Student Council is a member of the teaching staff.
There are six elected officers on the Students' Council – Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer and PRO.

ADMISSIONS POLICY AND APPLICATIONS PROCEDURES

The Admissions Policy of St Fintan's High School is founded on the key principles in the Education Act (S 15 2(d) as follows:

- Having regard to the school ethos,
- Having regard to parental rights to enrol their son in a school of their choice as defined by the High Court, 1563 JR, July 10th 2009.
- Equality with respect to maximum access and participation in the life of the school.
- Inclusiveness, particularly reasonable provision and accommodation for students with disabilities and special learning needs.
- Respect for the diversity of beliefs, culture, values, languages and traditions in Irish society.

While St Fintan's High School is a Catholic school for boys, applications on behalf of non-Catholic boys are welcome.

The Board of Management reserves the right to regularly update/amend the Admissions Policy.

The operative Admissions Policy for any year shall be that policy which is adopted by the Board of Management in the school year preceding the Application.

Each year the Board will decide in advance the number of First Year boys for whom the school can provide an appropriate education, having regard to health and safety considerations, the standard of education it hopes to provide, the welfare of students and teachers, and the suitability of its accommodation for the proper provision of education. For educational and health and safety reasons, the Board of Management decided that the maximum number of 120 boys will be enrolled in First Year for the school year 2017/2018.

Therefore, if the number of applicants for first year places exceeds the set intake limit, a waiting list will be established based on places allocated in the lottery draw, outlined below under 'Criteria for Admission', for those applicant students in excess of the set limit. Places will then be allocated solely in sequence as per place on that waiting list.

The Enrolment Process

Enrolment is by written application only

For educational and health and safety reasons, the Board of Management has decided that the maximum number of 120 boys will be enrolled in First Year for the school year 2017/2018.

In compliance with Section 19 of the Education Act, the Board of Management shall not refuse to enrol any boy, in respect of whom an application has been made, except where such refusal is in accordance with this Admissions Policy.

The Parent/Guardian of a boy applying for enrolment in St Fintan's High School shall provide the school with the following information. All information supplied will be treated with the utmost confidence in compliance with the Data Protection Act. The information required is as follows:

- Boy's Surname
- First Name
- Middle Name
- Date of Birth

- Religious affiliation
- Home Address
- Parish in which home address is located
- Boy's PPS Number
- Names and Addresses of previous school(s) attended
- Names and Address(es) of Parents/Guardians,
- Parent/Guardian contact telephone numbers including home, mobile and work place numbers
- Phone number of another contact person who may be contacted if parent/guardian is unavailable (e.g. grandparent)
- Email addresses
- Number of Children in Family
- Place in Family
- Family Doctor
- Telephone number of family Doctor
- Details of any medical condition and medication or other treatment which might be required.
- Details of any disabilities or special educational needs
- Any special family circumstances that might affect the boy's school performance
- Signatures of Parents/Guardians
- Date of application

A decision regarding enrolment will be notified to parents/guardians not later than 21 working days after the deadline for application in the case of enrolment in First Year.

First Year Enrolment

1. Applications from boys attending **Primary schools in the Howth Deanery <u>will only be accepted</u>** on the Common Application Form of the Howth Deanery Education Committee.
   This form is supplied through your Primary school. (Please see appendices for a list of Howth Deanery Schools)

2. Applications from boys attending **Primary schools outside the Howth Deanery <u>will only be accepted</u>** on the St. Fintan's High School Application Form. These forms will be available from the school office from **9.00a.m. on Monday 22nd August 2016.**

   Closing date for applications is 4.00 p.m. on Monday 10th October 2016.

Boys who are eligible for Admission

- Boys who have completed sixth class in primary school or its equivalent.
- Boys who will have completed their Leaving Certificate by age 21 years.
- Boys who have reached the required age: 12 years by January 1st of their first year in St Fintan's High School
- Boys, with parents/guardians who accept the Ethos of St Fintan's High School
- Boys, with parents/guardians, who accept the St Fintan's High School Code of Behaviour. The Code of Behaviour is available on request from the school office or on the school website at www.stfintanshs.ie.
- Boys whose parents/guardians are willing, if required, to provide copies of two recent school reports for their son on being accepted for enrolment.
- Boys whose parents/guardians are willing to furnish, if required, and if in the parishes specified i.e. Baldoyle, Bayside, Sutton and Howth **two** recent Utility Bills as proof of residence.

For educational and health and safety reasons, the Board of Management decided that the maximum number of **120** boys will be enrolled in First Year for the school year 2017/2018.

Criteria for Admission

In the event that applications exceed the maximum number to be enrolled set by the Board, places will be allocated strictly in sequence as per the following criteria:

1. Brothers of students currently enrolled in St Fintan's High School, Sutton.
2. Brothers of students previously enrolled in St Fintan's High School.
3. Sons of Past-Pupils.
4. Sons of Staff members.
5. Sons of Board of Management members.
6. Boys residing in and also attending school in the parishes of Baldoyle, Sutton, Bayside and Howth,
7. Other boys residing in the parishes of Baldoyle, Sutton, Bayside and Howth
8. Other boys attending schools in the parishes of Baldoyle, Sutton, Bayside and Howth.
9. Boys from all other schools within the Deanery and Belgrove Boys Senior National School.
10. Boys from other primary schools.

At the end of each of the above criteria, if the number of boys applying is greater than the number of places remaining a lottery draw will apply as in the order set out above. This lottery draw will be independently witnessed and verified.

Please note that multiple applications from siblings for enrolment in 1st Year will be treated as a single application, although all names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.
When all places are filled, names of applicants will continue to be drawn to establish the order of applicants on the waiting list.

Note. The geographical boundaries of a parish as specified in this Admissions Policy are as those defined by the Catholic Archdiocese of Dublin. (See www.dublindiocese.ie)

When an application has been received it will be considered by the Board of Management who will make a decision as to whether or not to admit the student to the school. This is in accordance with Section 19 of the Education (Welfare) Act, 2000. In accordance with this Act, The Board of Management will make a decision in relation to the application no later than 21 working days after a parent or guardian has supplied the school with all the information that is required to be provided by the Minister for Education and Skills.
Other relevant documentation as required by the school must be supplied in advance of a final decision of acceptance by the Board of Management. A form to this effect will be sent out with the provisional offer of a place in St. Fintan's.
A decision to accept a student for enrolment at the school will be notified to the parents/guardians in writing. No student will be enrolled in the school until the Code of Behaviour has been accepted and signed by parents/guardians and student.

Students with Special Educational Needs

St Fintan's High School welcomes all students, including those with special educational needs. The school will use the resources provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs so 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 parents' rights to choose a school for their children, the school's ability to accept students with particular needs is dependent on the availability and supply of additional resources from the Department of Education and Skills.**

- In the interest of their son's education, parents of special needs students are required to inform the school, **as early as possible**, of their son's needs and requirements.
- This information must be accompanied by appropriate professional documentation including all available assessments.
- On receipt of the required documents and information, St Fintan's High School will make an application for the necessary resources to the Department of Education and Skills.

Final confirmation of a place will be given when the Department of Education and Skills confirms that the necessary resources are in place.

TRANSFER OF A STUDENT FROM ANOTHER SCHOOL

St. Fintan's High School will make every reasonable effort to facilitate a student seeking a transfer to our school.

The Board of Management will decide on applications for admission to any year other than First Year by applying the following criteria:

- A transfer is in agreement with School Admissions Policy
- All relevant information from the former school has been made available.
- A transfer is of educational benefit to the student.
- A transfer is in the best interest of the student.
- A transfer is in the best interest of the school.
- Availability of optional subjects chosen by applicants.

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, if necessary, the Education Welfare Officer. In some instances it may be possible to offer a place immediately. In other cases entry may be offered from the beginning of the next academic year.

Applicants must complete the Application Form, giving all the details required. Failure to complete any of the necessary documentation required on the Application Form within a reasonable timeframe, or to supply any other relevant documentation required by the school will result in an applicant being refused admission to the school.

The school will respond to each application within 21 school days of receiving it but may not be in a position to make a decision on some applications until later in the school year when its current students have given an indication to the school authorities of their intention to return to the school in the forthcoming academic year.

Application Forms are available from the school office on request.

Students formerly enrolled at the school but who complete their post primary education at a different school will not be permitted to sit the Leaving Certificate examination at St. Fintan's High School.

Reasons for Refusing Admission to St Fintan's High School

The Board of Management of St Fintan's High School reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where:

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

(b) If in the opinion of the Board of Management the enrolment of the student concerned is likely to be seriously detrimental to the order and discipline of the school.

(c) If in the opinion of the Board of Management the enrolment would likely be seriously detrimental to the educational well-being of students attending the school

(d) 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

(e) If such enrolment would give rise to significant expenditure on extending or altering the accommodation or facilities of the school.

Appeal

The Board of Management reserves the right to refuse an application for admission.

Should a student's application for admission not be accepted the parent(s)/guardian(s) has the right of Appeal to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29 (d)).
Appeals must be made within 42 calendar days of the date of the notification by the school of refusal to enrol. (Circular M48/01).

The Admissions Policy for school year 2017/2018 was ratified by the Board of Management on 31st May 2016.

Appendix (1)

The Primary Schools in the Free Education Scheme in the Howth Deanery are:

Burrow N.S., Sutton
Gaelscoil Míde, Kilbarrack
Holy Trinity S.N.S., Donaghmede
Kinsealy N.S.
North Bay National School Project, Kilbarrack
Belmayne Educate Together School
Scoil Assaim, Raheny – B.N.S.
Scoil Cholmcille, Donaghmede
Scoil Eoin, Greendale
Scoil Mearnóg, Portmarnock
Scoil Mhuire, Howth
Scoil Mhuire agus Iosaif, Bayside
Scoil Neasáin, Harmonstown
Springdale N.S., Raheny
St. Benedict's, Raheny
St. Brigid's, Killester – B.N.S.
St. Fintan's, Sutton
St. Francis of Assisi, Belmayne
St. Helen's, Portmarnock
St. Malachy's, Edenmore – B.N.S.
St. Paul's, Ayrfield
St. Laurence's National School (formerly St. Peter & Paul) Baldoyle – B.N.S.
St. Oliver Plunkett's N.S. Malahide
Pope John Paul 11, Malahide
St. Andrew's N.S. Malahide
St. Brendan's N.S. Artane