

Coláiste an Chraoibhín

Fermoy
Co. Cork.

025-31633



Admissions Policy

Reviewed and Ratified 25/10/2018

The Education Act seeks to promote the right of parents to send their children to a school of the parent's choice having regard to the rights of patrons and the effective and efficient use of resources.

This Admissions Policy seeks to provide fair, transparent and effective criteria for admission of students to Coláiste an Chraoibhín.

This policy is based on

- (i) Parental/Student Choice
- (ii) Equality of access and participation in the school
- (iii) Respect for the diversity of traditions, values, beliefs, languages and ways of life.
- (iv) Care for the health and safety of staff and students.

Criteria determining Maximum Number for Enrolment

The number of students that the school will enrol into first year will be decided by the Board of Management (BoM) of Coláiste an Chraoibhín in conjunction with the Chief Executive of Cork Education and Training Board. The criteria determining the maximum number to be enrolled include the following:

- (1) Adequate resources are available and subject to Health & Safety Limits.
- (2) That the applicant because of previous education is considered likely to benefit from attendance at Coláiste an Chraoibhín.
- (3) That the applicant will contribute in a positive way to the school.
- (4) That the applicant will not interfere with the rights/health and safety of other students or staff.
- (5) The criteria for admission is satisfied

Conditions of Admission

Applications will not be treated as being complete until such time as all requested information has been received. Applications will not be processed unless complete. All information on the Application Form must be factually correct.

Places offered are conditional to the signing of the Code of Behaviour by both student and parents.

First Year Students

Applications are invited for students (from primary school only) to enter first year. The first year Application Form is specific to incoming first year students for September. All applications must be received by the due date. The due date will be decided upon on an annual basis and will be published on the school website and in local media within an appropriate timescale. Late applications will only be considered after all other on time applications have been facilitated.

In accordance with section 19(3) of the Education (Welfare) Act 2000, decisions on enrolment are communicated in writing within 21 days of the deadline for applications.

Students are accepted according to the following enrolment criteria in the order of preference listed below:

1. Applicants with brother(s)/sister(s) (current or past) in Coláiste an Chraoibhín. The term brother/ sister applies when there is at least one parent in common or the process of legal adoption has been completed.
2. Applicants whose parent(s)/guardian(s) are current staff member(s) of Coláiste an Chraoibhín
3. All other applicants.

Where there are excess applicants for places, a lottery is held in the relevant categories

Coláiste an Chraoibhín will operate a waiting list (based on a lottery) as part of the admissions process. Applicants drawn on this list will be notified and have a chance of a place if a successful applicant does not accept his/her place or more places become available. Said applicant has three days to accept his/her place. The waiting list will cease to exist on the last day of the State Examinations. An appeal to the BoM can be made for unsuccessful applicants.

Incoming first year students will be required to sit Coláiste an Chraoibhín's Entrance Assessment in February preceding their entry to the school. The purpose of the assessment is to

- ✓ Ensure students are placed in their first year classes in keeping with Coláiste an Chraoibhín's general mixed ability philosophy.

- ✓ Screen students who may require learning support from Coláiste an Chraoibhín

Students applying to Coláiste an Chraoibhín must be 12 years old on the 1st of January in the calendar year following the students entry into first year (as per DES directives).

Special Education Needs

The BOM welcomes applications from students with special education needs. The staff and Board of Management will make reasonable provision and accommodation for students with special education needs both physically and intellectually. Every effort shall be made to provide an integrated and inclusive education in so far as it is practicable.

In exceptional cases, the Board of Management reserves the right to refuse to enrol a student that poses an unacceptable risk to her/himself or other students and/or staff.

The ASD unit in Coláiste an Chraoibhín can cater for students who are in the most part capable of being integrated into mainstream. Withdrawals from class into the ASD unit will be to support sensory breaks, time-out from mainstream classes or if students are on a reduced curricular timetable.

Definitions:

For the purpose of this policy, a student with ‘special education needs’ is a student who, because of attributes arising from a disability, is unable to benefit from an ordinary school programme without special classes or other social education services.

Students who have been in receipt of special education programmes or services immediately prior to the application to enrol will be deemed to have special needs.

Students who in the views of the school, formed on the basis of assessments carried out by the school and/or on information provided on application, are deemed to be students with special education needs, and shall be so treated under the terms of this application process.

Transfers

Students wishing to transfer to Coláiste an Chraoibhín will be accepted on the following basis:

- a) That the Principal/ Deputy Principals has written parental consent to contact the school from which the student wants to transfer for release of relevant information (attendance, educational progress, subject choices, academic reports, disabilities and special educational needs, reasons for transfer as per section 20 of the Education (Welfare) Act 2000 and discipline record)
- b) That the school is satisfied with the student's previous school record
- c) That the school is satisfied of the reason for transfer
- d) That the applicant is between the ages of 12 and 18 years and age-appropriate for the year group
- e) That there is available space in the year group being applied for and that the school has the capacity to educate these students
- f) That the school can offer the subject choices being studied by the transferring student
- g) That there are spaces in the core subject classes at the level chosen by the transferring student
- h) That the transfer is in the best interest of the transferring student and of the existing students in Coláiste an Chraoibhín

A copy of the two most recent examination results, a reference copy of the disciplinary record from the previous school are essential for all such applicants.

Students may transfer only at the start of each school year, except in exceptional circumstances.

The Educational Welfare Officer will be consulted if necessary.

All application are considered subject to the availability of the appropriate supports for individual students and having regard to the health and safety requirements of students/ staff.

Applications to transfer from other schools providing post-primary education will be processed in accordance with the policies and procedures outlined in this policy as they relate to students in general and to students with special education needs.

Repeat Students

Consideration will only be given to Coláiste an Chraoibhín students wishing to repeat a year in exceptional circumstances and for reasons acceptable to the school.

Decisions in respect of the enrolment of students will be made by the Board of Management on the basis of the admissions Policy.

All enrolments are endorsed by the Board of Management. The Board of Management reserves the right to refuse an application to enrol in this school, where, in the opinion of the Board, the decision to enrol would constitute a risk to the health and safety of students and/or staff at Colaiste an Chraoibhin.

On offer of enrolment all students and their Parent(s)/Guardian(s) will be required to sign and return a signed enrolment form indicating that they have read and accept the school's Code of Behaviour and Anti-bullying Policy

Right to Refuse Enrolment

Coláiste an Chraoibhín 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 DES, the school cannot meet such needs and/or provide the student with an appropriate education.
2. In the opinion of the Board of Management, the students pose an unacceptable risk to other students, to school staff, and to school property.

Under Section 29 of the Education Act 1998, parents and students who have reached the age of 18 have the right to appeal a school's refusal to enrol a student to the Board of Management. Appeals must be made within 42 calendar days from the date that the parent was notified of the school's decision. Full information will be made available through the Principal on request.

Enrolment Procedures

Application for admission to Coláiste an Chraoibhín shall be made only on an official application form.

Coláiste an Chraoibhín's Admissions Policy is available on our website

www.colaisteanchraoibhin.com

Responsibilities of Applicants

To create an atmosphere built on good relationships with fellow students and staff.

To show mutual respect for students and staff

To give support to fellow students and staff

To adhere to Health and Safety regulations

To abide by the Code Of Behaviour.

To provide themselves with the required uniform, text books and class materials.

To make a positive contribution to the school.

To make an honest effort at all subjects and activities undertaken.

Legislation

- EPSEN Act 2004
- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education (Admission to Schools) Act 2018

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