

COLÁISTE CHIARÁIN

Admissions & Enrolment Policy



Coláiste Chiaráin, Croom, Co. Limerick

Rationale

To provide fair, transparent and effective criteria for admission of students to this school, in compliance with legislative requirements.

The Admissions Policy of Coláiste Chiaráin has been drawn up in accordance with the

- ◆ Education Act 1998
- ◆ The Education (Welfare) Act 2000
- ◆ Equal Status Act 2000
- ◆ VEC Education (Amendment) Act 2001
- ◆ EPSEN Act 2004

Within the context and parameters of DES regulations and programmes and the funding and resources available the school supports the principles of:

- Parental/Student choice
- Inclusiveness
- Equality of access to and participation in the school
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.
- Ability of the school to provide an appropriate education for individual applicants if resources are provided.
- Accountability to applicants for enrolment, their parents, the LCETB staff and the community served by the school.
- The resources are provided to make reasonable provision and accommodation for Student,
- Parents, Guardians. Students and Staff will have all necessary information to ensure each student will have his/her needs met.
- Provide all relevant information as required by the Department of Education and Skills.
- Admission is open to students of all ethnic groups.
- Admission is open to students of all or no religious beliefs.

Coláiste Chiaráin Admissions Policy welcomes all students for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education for all students.

Each year the Board of Management may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, campus and resources. The intake of First Year students is limited to 150 for September 2018. It is therefore likely that the number of places may be oversubscribed.

Coláiste Chiaráin Mission Statement

The ethos of Coláiste Chiaráin is to provide each student with an education in a safe and nurturing environment. This is achieved through our dedicated Staff and strong positive leadership from the Principal and Senior Management and the valued involvement and support from Parents.

The aims and values of our school are generated from a good atmosphere and positive spirit. As a result of this we have high and consistent expectations of all students.

A clear and continuing focus on learning exists within Coláiste Chiaráin; this is aided by our well-developed procedures of assessing student's progress along with the shared responsibility for learning by pupils themselves. Our extra-curricular activities broaden our student's interests and experiences, expand their opportunities to succeed and help build good relationships within the school.

Coláiste Chiaráin is committed to maintaining an educational environment: best represented by our motto, “Ad Augusta per Angusta” – Achievement through Effort!

Enrolment of First Year Students

Each year the Board of Management may have to decide in advance the ***number of First Year students*** for whom the school can provide an appropriate education, having regard to the facilities, personnel, and resources. Our procedures for application are in keeping with the characteristic spirit of the school as expressed in the Mission Statement and they comply with all relevant current legislation.

First Year Students who are eligible for Admission must:

- Have reached the required age **12 on 1st January** in the calendar year following the child's entry into First Year.
- Having completed sixth class standard in Primary School, or equivalent.
- Be willing to accept the school ethos.
- Be willing; with Parents/Guardians to accept the school's Code of Behaviour and sign the student's diary where this is outlined to confirm this.

Once enrolled all students will be required to sit an Assessment Test. The purpose of this test is to identify the educational standard of the child for admission in first year.

All students wishing to enrol must complete an Enrolment Application Form and a Subject Choice form.

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All applicants will be offered a place subject to:

- Meeting eligibility requirements
- Compliance with the enrolment procedures
- The availability of places

Application forms can be had by calling to or contacting the School Office or from students' Primary Schools.

The Limerick Area Post-Primary Schools Common Application System

The Limerick Area Post-Primary Schools Common Application System is the process by which the transfer of sixth class primary school students to the participating post-primary schools is managed. Coláiste Chiaráin participates as one of these participant schools and students are required to rank the following schools in order of preference:

Post-Primary Schools Participating in the System for 2017-2018

(Table one)

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|---|
| Ardscoil Mhuire (<i>girls</i>), Corbally, Limerick. |
| Ardscoil Rís (<i>boys</i>), North Circular Road, Limerick. |
| Castletroy College (<i>co-ed</i>), Newtown, Castletroy, Co. Limerick |
| Coláiste Chiaráin (<i>co-ed</i>), Croom, Co. Limerick. |
| Coláiste Mhichil (<i>boys</i>), Sexton Street, Limerick. |
| Crescent College Comprehensive S.J. (<i>co-ed</i>), Dooradoyle, Limerick. |
| Gaelcholáiste Luimnigh (<i>co-ed, All Irish</i>), Sir Harry's Mall, Limerick. |
| Laurel Hill Coláiste F.C.J. (<i>girls, All Irish</i>), South Circular Road, Limerick. |
| Laurel Hill Secondary School F.C.J. (<i>girls</i>), South Circular Road, Limerick. |
| Coláiste Nano Nagle (<i>girls</i>), Sexton Street, Limerick. (Formerly Presentation Secondary School) |
| St. Clements College (<i>boys</i>), South Circular Road, Limerick. |
| St. Munchin's College (<i>boys</i>), Corbally, Limerick. |
| Thomond Community College (<i>co-ed</i>), Moylish Park, Limerick. (St. Nessian's Community College & Salesian Secondary School, Fernbank) |
| Salesian Secondary College (<i>co-ed</i>), Pallaskenry, Co. Limerick. |
| Villiers Secondary School (<i>co-ed, Fee Paying</i>), North Circular Road, Limerick. |
| Limerick City & Environs (South-West Mungret), Limerick |

Application Procedures

- Limerick Area Post-Primary Schools as defined in "Table one" have agreed to operate a Common Application Procedure for 2018/2019
- Application to Coláiste Chiaráin shall be in accordance with the Common Application Form known as "Schedule One" and in accordance with the policy.

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- Application forms shall be given to primary schools during the first term. Completed application forms must be returned to Coláiste Chiaráin on or prior to the closing date.
- Parents and pupils will be invited to an Open Night on 3rd October, 2017 in accordance with the common application procedure.
- Application forms are available also from the school office. The completed application form, with all relevant information including any current Educational, Social, Behavioural or Psychological reports, must be returned by the date specified on all advertisements and literature circulated. Evidence of exemption from Irish where appropriate is required.
- It is the responsibility of the applicant/parent(s)/guardian(s) to ensure that application forms are received by the school. When an application form is received by the school an acknowledgement letter will issue confirming receipt of application.
- All applications received will be date stamped. The forms will be checked for completion. If incomplete, the form will be returned for completion and will have to be re-submitted to the school.
- The school makes it clear also that the DES rules state that Secondary School pupils must be aged twelve years on the 1st January in the calendar year following the child's entry into 1st year. A Birth Certificate is required in order to complete the registration process. A copy will be taken for our records and the original returned to parent(s)/guardians(s).
- In the current circumstances of limited available places, the school is obliged to make it clear that no late applications can be considered.
- In the event that a pupil is allocated a place, the school makes it clear that it is conditional upon the prospective pupil and his/her parents/guardians accepting his/her place by the notified date and time, i.e. 7th February 2018 at 12 noon. Failure to accept a place by this time and not returning the completed documentation will result in the place being offered to another student.
- In the event that a pupil is allocated a place, the school makes it clear that it is conditional upon the prospective pupil attending a meeting at the school for the purpose of sitting an assessment test. The assessment test is taken by pupils who have been offered a place, and it is used to facilitate the allocation of pupils into mixed ability classes in first year. This assessment test will take place in March 2018. The results are used also to indicate pupils who may need further assessment for learning support. All pupils are obliged, unless formally exempted by the regulations of the Department of Education and Skills or in accordance with the Irish Constitution to take all subjects offered as part of the school curriculum.
- Details of arrangements for the Aptitude Evaluation are posted to all parents/guardians of 6th Class pupils in February.
- A "reminder" is sent to Parents/Guardians through the Principals of all primary schools served by Coláiste Chiaráin during the week prior to the Aptitude Evaluation
- Aptitude Evaluation Day takes place in March.

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- In the event that the pupil does not attend the assessment test without a satisfactory explanation then following discussions with the parent(s)/guardian(s) the prospective pupil may lose his/her allocated place.
- Places are allocated as soon as is practicable but not later than twenty one (21 days) after the closing date.
- One application form only may be returned for each child.
- The final decision regarding all enrolment rests with the Board of Management.
- The Board of Management reserves the right to refuse application for admission in exceptional circumstances.
- Where the student is in the Care of the HSE a meeting between the School, the HSE, the Foster Carers and any other relevant statutory stakeholders will take place in advance of enrolment to ascertain if the school can meet the students' needs.
- Parent or Guardian must read, explain and sign The Code of Behaviour with their child.
- Exemption from the study of Irish must be in accordance with the Department of Education and Skill's guidelines.
- All students must be enrolled by the closing date. The school will confirm in writing whether the student is admitted or not. In the case of students with special needs, the Board, having received the relevant information, will make a decision and inform the parents in writing of the decision.

In the event of Coláiste Chiaráin having more applications than places available, the offer of a place will be determined in compliance with the following order:

The term 'Priority of Selection' does not constitute a right of entry. The term refers to students who will be offered a place before Random Selection begins. Priority of Selection will apply in the following order:

- a) Brothers and sisters of current pupils and who have indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form.
- b) Children of present staff of Coláiste Chiaráin who have indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form.
- c) Children normally residing in the immediate locality of the College who have indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form. The term "immediate locality of the College" is given the widest interpretation as being all valid applicants residing in the current catchment area, as defined by the

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Department of Education and Skills and includes those who are eligible to avail of the Bus Éireann School Transport Scheme.

- d) Children from the following traditional feeder schools who have indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form.

(Table two)

| | |
|--------------------------------------|-----------------------------------|
| Athlacca N.S. | Ballingarry N.S. |
| Banogue N.S. | Carnane N.S. |
| Christ the King N.S., Caherdavin | Crecora N.S. |
| Croagh N.S. | St. Mary's N.S., Croom |
| Donoughmore N.S. | Fedamore N.S. |
| Gaelscoil an Raithin | Gaelscoil Sáirseal |
| Galvone N.S. | Granagh N.S. |
| JFK N.S. | Kilfinny N.S. |
| Knockea N.S. | Manister N.S. |
| Salesian N.S. | Presentation N.S. |
| Mary Queen of Ireland N.S. | Meelick N.S. |
| Milford N.S. | Our Lady of Lourdes N.S. |
| Our Lady Queen of Peace, Janesboro | Our Lady's Abbey N.S., Adare |
| Parteen N.S. | Patrickswell N.S. |
| Scoil an Spioraid Naomh, Ballysheedy | Scoil Dean Cussen, Bruff |
| Scoil Ide, Corbally | Scoil Mháthair De |
| Scoil Naomh Iosaf, Adare | Shountrade N.S. |
| Scoil Naomh Iosef | St. Brigid's N.S. |
| St. John the Baptist N.S. | St. Mary's B.N.S. Island Road |
| St. Mary's G.N.S. Island Road | St. Nessan's N.S. |
| St. Patrick's B.N.S., Dublin Road | St. Patrick's G.N.S., Dublin Road |
| St. Patrick's N.S. Bruree | St. Paul's N.S. Dooradoyle |
| Limerick Educate Together, Mungret | |

Please note that in the event that places are still available for distribution subsequent to the completion of round one, the criteria above will apply for each subsequent round.

In the event that the number of applicants exceeds the available places at this stage in the process, a random selection process will apply. Random selection by means of a lottery will be conducted by the Principal, Deputy Principal, Chairperson of the Board of Management, a representative of the Parents Association, together with an independent observer from outside the school community. This will determine a numerical order of offer, 1, 2, 3, etc., the first drawn applicant of which will be entitled to be offered the first available place etc.

MULTIPLE APPLICANTS

In the event that applications are received from twins, triplets or more, it is the policy of the school that if one child is successful, his/her siblings will be offered a place automatically.

ACKNOWLEDGEMENT

Please note that an official acknowledgement will be forwarded to confirm receipt of any fully completed applications, and it is the responsibility of the applicant to make immediate contact with the school if an acknowledgement has not been received within two working weeks.

WAITING LIST

In the event of places becoming available in the second and subsequent rounds, these will be taken from the waiting list compiled under the defined criteria (a) to (d), as listed above. This waiting list shall remain in place until twelve midday, on the last teaching school day of the current academic year 2017/2018.

Students not offered a place may appeal the decision of the Board of Management to the Chief Executive, (CE) Limerick & Clare Education & Training Board, Marshal House, Dooradoyle, Co. Limerick, under Section 29 of the Education Act (1998) or in the event of further appeal, the Secretary General of the Department of Education & Skills.

Application to apply to Transition Year

Students who wish to take Transition Year will be asked to either complete an application form or sit an interview. A list of suitable candidates will be compiled.

A letter will be issued to these students' Parents/Guardians offering a place in Transition Year. The Parents/Guardians will then have to accept or decline the place.

The limit on the number of students in Transition Year is 120 places. This is subject to change at the discretion of the Board of Management.

For entry into Transition Year students are required to:

- Complete third year
- Have a commitment to good behaviour, hard work and study.
- D.A.T.s - Differential
- Be committed to applying him/herself fully to Transition Year and to what it has to offer(e.g. to co-operate and participate in all events)
- Pay the fee prior to beginning Transition Year

Students' suitability to Transition Year and the suitability of the programme to the students will be considered during the application process. Students who are unsuccessful in their application for Transition Year have the right to appeal this decision to the Principal. They should appeal within seven days of the refusal to attend Transition Year.

Application to Transfer from another school

The parents/guardians of students requesting a transfer from another post-primary school will be supplied with this admissions policy and are required to:

- Complete a transfer Application Form.
- Agree to their current Principal filling in a Student Enquiry Form.

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- Provide copies of school reports from the previous school.
- Meet the Principal, or representative, accompanied by the student to discuss previous progress and on-going commitment to study and good behaviour.
- Be willing to accept the school ethos.
- Be willing to accept school Code of Behaviour. Confirmation in writing, is required, that parents/guardians and the student accept the Code of Behaviour.
- Where the student is in the Care of the HSE a meeting between the School, the HSE, the Foster Carers and any other relevant statutory stakeholders will take place in advance of enrolment to ascertain if the school can meet the students' needs
- Parents/Guardians of students with Educational, Social, Behavioural or Psychological reports must submit such reports on enrolling.

Subject to class sizes, subject choices and available resources, the school will make every reasonable effort to facilitate a student seeking a transfer to our school. Depending on academic ability/progress, consideration may be given to repeating the academic year.

Transfer applications will be considered by applying the following criteria:

Whether or not a transfer application:

- Is in agreement with school Admissions Policy.
- Is in the best interest of the student.
- In the best interest of the school.
- Is of educational benefit to the student.
- Has made available all relevant information from the former school.
- Necessitates a consultation with the Educational Welfare Officer.

With the best interest of the student in mind and considering the issues relating transfer which may include subject choices, class sizes and available resources, the Board of Management or the Principal may decide to refuse admission at the time of application and advise his/her parents/guardians to reapply if they so wish at the start of the following school year.

The Board may refuse the transfer application

- If the board is satisfied that there is a threat of violence towards another student or member of staff in their current school
- If it is satisfied that there is a history of the applicant involvement in violent behaviour toward staff or students.
- If the board is satisfied that there is a history of theft from other students or from the school.
- If the Board is satisfied that the transfer is not in the best interest of the student
- If the board is satisfied that the transfer is not in the best interest of Coláiste Chiaráin.
- If the board is satisfied that there is a history of bullying towards other students or staff.
- If the board is satisfied that there is any history of possession, using and/or supplying illegal substances to others.
- If there is any history of sexual assault.

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The Board may consider other issues that is deems relevant in making its final judgement on the transfer application.

Repeat Leaving Certificate Students

Applicants who completed their Leaving Certificate in the school will be interviewed by the Principal/Deputy Principal to assess their suitability for the course. Applications to repeat should be made by September 1st. Other applicants will be considered as transfer students.

Requests to repeat a year excluding Leaving Certificate Year

Applications to repeat a year should be submitted by March 31st each year.

PLC Courses

- Applicants satisfying the minimum course requirements in the Leaving Certificate or equivalent examinations will be invited to attend for an interview and/or aptitude test in September.
- Applicants for certain courses may be required to submit a portfolio of work as part of the course entry requirement.
- The Board of Management may cancel a class if it decides it is not a viable class on 30th September of each year. Students may have the option to transfer to other PLC courses in other L.C.E.T.B. colleges and centres.
- Provided they satisfy the interview, students without the Leaving Certificate examination or its equivalent may be admitted in certain circumstances.

Adults over 18: Mature Students/PLC and Repeat Leaving Cert

- It is the policy of Limerick & Clare ETB and any School or Centre of Adult Education under its auspices, where persons over the age of 18 years apply to enrol in a programme of study which may entail contact with persons deemed to be vulnerable by reason of age, disability etc. to seek both a reference and consent for Garda vetting
- A reference will be sought from two people one of whom must be your current or most recent employer/School Principal. Contact with referees may include written and telephone contact. The applicant must be directly known to the referee but not related. Each applicant will be asked to complete the relevant consent form for Garda Vetting and to nominate two referees whom the school/centre will ask to complete a Reference Request Form. It is the responsibility of the applicant to seek the consent of the referee in advance of making an application for such a reference to be sought.

Special Education Needs (SEN)

The Board of Management of Coláiste Chiaráin welcomes students with special educational needs including students who are exceptionally able or talented. It is our policy to meet with the parents/guardians of incoming students with special needs, accompanied by the student himself/herself, well in advance of admission to assess the child's particular needs. To assess the needs of these students the school accesses the student's records from primary school well in advance of entry into the school. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The school may deem it necessary to request immediate assessment in order to assist it in establishing the educational requirements of the student relevant to his/her special needs. Through Limerick and Clare ETB the school makes early application to the Department of Education and Skills for appropriate resources e.g. special needs assistant, specialised equipment transport etc. Where adequate resources are not forthcoming from the DES the school may have to postpone admission until the DES puts such resources in place. The Board of Management will do all it possibly can to identify, plan and provide for a student with special needs or for a student with a disability seeking admission to the school.

The Board is aware of its responsibility under Section 9 of the Education Act 1998 to:

“Provide education to students which is appropriate to their abilities and needs and to ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for”

The Board is also aware that the Equal Status Act, 2000 prohibits discrimination on the grounds of disability. The Education Act 1998 and the Equal Status Act, 2000 define disability as:

- (a) The total or partial absences of a person's bodily or mental functions, including the absence of a part of a person's body.
- (b) The presence in the body of organisms causing, or likely to cause, chronic disease or illness,
- (c) The malfunction, malformation or disfigurement of a part of a person's body.
- (d) A condition or malfunction which results in a person learning differently from a person without the condition or malfunction or
- (e) A condition, disease or illness which affects a person's thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour.

Apart from any legal responsibilities the Board accepts that it has a moral and social responsibility to promote inclusiveness and integration in the Coláiste Chiaráin. The principles of inclusivity and integration underpin the admission policy for SEN students in the College.

The Board of Management of Coláiste Chiaráin welcomes applications from students with special educational needs. The Board will strive to ensure that an education appropriate to their needs is provided for pupils with special educational needs. It will seek to:

- Identify the needs of pupils
- Acquire the necessary resources
- Do all that is reasonable to accommodate the needs of a person with special needs.

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The application process for a special needs pupil will be the same as that of any other applicant. However, in order to assess the needs of a Special Educational Need student the parents/guardians will be requested to provide a copy of the student's educational, medical, or where appropriate, Psychological reports. If the student has not been previously assessed, the written consent of the parents for a test will be required. Failure to provide such permission may result in the refusal of permission to enrol in the school.

In order to expedite Board requests for facilities and resources for special needs pupils the Board will seek to identify possible applicants at an early date and encourage early applications from parents.

The Coláiste Chiaráin reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either:

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

The parents/guardians or a student over eighteen years has the right to appeal a refusal to enrol to Limerick & Clare ETB. This appeal should be lodged with the ETB within fourteen calendar days.

The school will use the resources, both financial and personnel resources, provided by the Department of Education and Skills, to make reasonable provision and accommodation for students with disabilities or special educational needs up to a nominal cost and that these students are free to participate in the life of the school in so far as is reasonable practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs are dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.

In making provision for special needs students the following information is required.

Has the student had access to any of the following resources:

1. Special Needs assistant or classroom assistant
2. Special Class
3. Help, for specific needs, from any resource teacher
4. Assistance with behavioural modification
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with their special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility, etc.

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If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be met.

Final confirmation of a place may in exceptional cases be given when the Department of Education and Skills/School confirm that the necessary resources are in place.

N.B. It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.

APPEALS

The Board of Management wishes to state that it reserves the right to refuse an application for admission in exceptional circumstances. Such as for example where a student poses an unacceptable risk to the health and safety of the students and staff of the school and/or to school property or where a student may present with such a degree of special needs that even with additional resources by the Department of Education and Skills, the school would not be able to reasonably accommodate the student concerned under **Section 29 of the Education Act**. The Parents' of any student who is refused admission will be given a copy of this Policy within seven days of such refusal.

In the case of Coláiste Chiaráin which is established and maintained by Limerick & Clare ETB an appeal against the decision of the Board of Management shall be made, in the first instance, to Limerick & Clare ETB and thereafter to the Secretary General of the Department of Education and Skills.

Appeal to the ETB

An appeal will generally not be admitted unless it is made within fourteen calendar days after the decision of the Board was communicated to the parents in writing. The school Principal will notify the parent of their right of appeal to the ETB. Appeals should be made in writing on the Section 29 Appeal Application Form available from the ETB.

Suspension & Expulsion

Please consult the school's Code of Behaviour with respect to a decision to:

- Permanently exclude a pupil.
- Suspend a pupil.
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Appeal to Secretary General

If the appellant remains unhappy with the outcome of the appeal process he/she has an entitlement to make an appeal directly to the Secretary General of the DES and may be done by contacting the DES 'Appeals Administration Unit'.

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This policy was modified by the Board of Management of Coláiste Chiaráin on Monday 18th September, 2017.

MATT POWER
ACTING PRINCIPAL
COLÁISTE CHIARÁIN