

COLÁISTE CHILL MHANTÁIN

ADMISSIONS POLICY

1. POLICY STATEMENT:

- 1.1 Admission to Coláiste Chill Mhantáin is open to all students who, in the professional judgment of the school authority, and based on appropriate documentation/reports, are suitable for the course applied for and whose educational needs can be met by the school taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998 and the Education Welfare Act 2000.

2 THE RIGHTS OF CHILDREN AND PARENTS:

- 2.1 Coláiste Chill Mhantáin acknowledges the rights of all children, including children who have a disability, or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (a) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.
- 2.2 **The Vocational Education Committee, as data controller for Coláiste Chill Mhantáin affirms that data stored on computers in relation to students and parents is governed by the Data Protection Act 1988 and the Data Protection Amendment Act 2002 and that information on file should be used only for the purposes for which it was intended (this includes photographs and video footage of students involved in school activities).**

3 SCHOOL OF CHOICE

- 3.1 Coláiste Chill Mhantáin acknowledges the right of parents to send their children to a school of the parent's choice, having regard to **1 above, 6 & 7 below.**

4 EQUALITY OF ACCESS

- 4.1 Coláiste Chill Mhantáin affirms its statutory obligation under The Equal Status Act, 2000, as it applies to educational establishments, section 7 (i) of the Education Act 1998.

5 PARENTAL RESPONSIBILITY:

- 5.1 Coláiste Chill Mhantáin affirms that some or all of the following information will be sought from parents of students who have not reached the age of 18 years or from

students who have reached the age of 18 years, prior to making a decision regarding their admission to the school:

- _ Name, age and address of the student.
- _ Date of birth and birth certificate of the student.
- _ Address of parents
- _ Relevant telephone numbers, including emergency numbers.
- _ **Personal Public Service Number (PPS Number) of student (See Appendix 1)**
- _ Name, address and telephone number of the student's previous/present school.
- _ Relevant medical information, including medical card number and review date, if applicable.
- _ Relevant information regarding access to the child, custody of the child and legal orders pertaining to the child.
- _ Information and records from previous/present school.
- _ Other information, which may be of relevance to the school and its ethos.

5.2 Prior to admission to Coláiste Chill Mhantáin the parent and child (or a student who is over 18 years of age) shall be required to sign a written undertaking to comply with the school's code of behaviour. (See Section 9)

6 CRITERIA FOR ADMISSION:

6.1 The catchment area is defined as that area being catered for by Bus Éireann for the purpose of transporting students to Coláiste Chill Mhantáin. It is the actual residence of the student and his/her parents which determines whether he/she is inside or outside a particular catchment area

6.2 The following criteria will be used when admitting students to the school:

- _ The school's mission re: serving the community and its catchment area.
- _ Category 1: Students whose older siblings, if any, have completed or are completing their education in Coláiste Chill Mhantáin and who reside in the catchment area.
- _ Category 2: Younger siblings of students currently enrolled in the school.

If there are sufficient numbers in categories 1 & 2 to fill the quota as defined by 7.2 below, students will not be offered places in categories 4-5.

- _ Category 3: Due consideration will be given to students, who with their families, have recently relocated and whose permanent family residence is proven to be currently within the catchment area. (proof of same may be required).

- _ Category 4: If capacity permits remaining places will then be offered, using random selection, (see 11.2) to other applicants, who have

completed a Notification of Intention to Apply Form and an Enrolment Form. The random selection process will be independently monitored.

- 6.3 It is the responsibility of the parent of a child who has not yet reached the age of 18 years or a student who has reached the age of 18 years to prove residence within the catchment area.
- 6.4 Parents of children who have not yet reached the age of 18 years or students who have reached the age of 18 years residing outside the catchment area and who do not qualify for Categories 1- 4 at 6.2 must complete a Notification of Intention to Apply Form. The completed form will be filed in the school and notification of enrolment procedures will be sent to the parents of the named child in the November of the year prior to enrolment. A school enrolment form must also be completed before the date specified in the year of application to enrol.
- 6.5 When a student seeking a place in Coláiste Chill Mhantáin has been excluded from another second level school or has been requested to seek admission to another school, the management of Coláiste Chill Mhantáin shall not feel obliged to accept this student into the school even if said student lives within the catchment area of Coláiste Chill Mhantáin. In such cases the school management shall seek to balance the rights of the applicant with the rights of all other persons in the school.
- 6.6 All admissions to Coláiste Chill Mhantáin are based on the following and as determined by the Board of Management:
- _ The capacity of the school.
 - _ The availability of resources.
 - _ The maximum number of students permitted per year group/ class/subject.
 - _ The suitability of courses/programmes for the student.
 - _ The school's professional assessment of supporting documentation/reports and of the student following interview.
 - _ The Health and Safety of other students and staff.

7 PROCEDURES FOR ADMISSION

7.1 The procedure for admission to First Year in Coláiste Chill Mhantáin is as follows:

- _ Engage in a process of community communications – Open evening, liaison with primary schools, parish announcements, advertisements in local media and other relevant forms of information release.
- _ Written application form.
- _ Assessment test that the school authority deems necessary. Only in exceptional circumstances will arrangements be made to allow an applicant to sit the test on an alternative date.
- _ Interview, if required.
- _ Attendance at Induction Evenings (January & August).
- _ Prescribed information to be sought from the parent, student and/or previous/present school, as appropriate.
- _ The final enrolment date each year will be published on the enrolment application form issued to applicants.

7.2 No guarantee of a place in the school can be made until the Board of Management has met to approve the appropriate number of places in each year group.

7.3 (i) The management of Coláiste Chill Mhantáin affirms that within 21 days of the Board of Management meeting as detailed at 7.2 above and the relevant information as outlined at 5.1 and 6.1 above, the Board of Management or its nominee shall issue a decision to the parent of a child who has not yet reached the age of 18 years. In the case of a student who has reached the age of 18 years both parent and student will be informed.

7.3 (ii) Students who apply late will be placed on a list and will be considered late applicants. Late applications will be considered only after all *on time* applicants have been considered with the criteria for admission.

7.3 (iii) The school will write to all applicants who do not receive an offer asking if they wish to be placed on a list. Replies must be received within six days of date of letter. (6.5) **The list will expire on the 31st of December of that year.**

7.4 **Transfer of a student to Coláiste Chill Mhantáin:**

7.4 (i) The normal and usual point of entry to the school is First Year. Admission at other age levels can only occur when there is a vacancy in the appropriate classes. Such vacancies are rare. The issuing and/or completion of an Application Form will not in any way imply the making of an offer of a place.

7.4(ii) The Management of Coláiste Chill Mhantáin will decide on applications for admission to any year by applying the following criteria. School Management will decide whether or not a transfer:

- Is in the best interest of the school
- Is in the best interest of the student
- Is of educational benefit to the student
- Is in agreement with school's Admission Policy

7.5. When a student who is already or was a member of a second level school makes application to transfer to Coláiste Chill Mhantáin the following procedures must be adhered to before a decision is taken in respect of this request:

(i) The parent(s) of the student must submit a completed Form of Enquiry (Appendix 5) seeking transfer to Coláiste Chill Mhantáin stating clearly the reasons for this request.

(ii) The Form of Enquiry (Appendix 5) must clearly state the subjects being studied by the applicant at the time of application. If the management of Coláiste Chill Mhantáin is unable to provide all of these subjects a place may be declined on educational grounds as set out at 1.1 above.

(iii) The Principal of the school which the student is attending or last attended must complete a Form of Enquiry (see Appendix 5) and return same to the Principal of Coláiste Chill Mhantáin together with other relevant documentation (educational and/or psychological reports) as may be specified by the school in relation to the student.

(iv) The parent of a child who has not yet reached the age of 18 years or a student who has reached the age of 18 years must submit copies of the two most recent school reports or State Examinations results if appropriate.

(v) When (i), (ii) (iii) and (iv) above have been complied with, the parent(s) and child (or student who is over 18 years of age) must attend for interview with the Transfer Application Review Board. The Board shall consist of at least two of the following:

- Principal
- Deputy Principal
- Guidance Counsellor
- Year Head
- Learning Support Teacher (if required)
- Relevant Subject teacher(s)

- (vi) The applicant will be obliged to take appropriate assessment tests to be decided by the management of Coláiste Chill Mhantáin in consultation with the Career Guidance and other relevant teachers.
- (vii) Where a sibling (or siblings) of the above applicant seeks admission to Coláiste Chill Mhantáin such application(s) will be considered in accordance with 7.4 (i) above.
- (viii) If, following the above procedures, the Management of Coláiste Chill Mhantáin is satisfied that the application is a bona fide one and, mindful of its statutory obligations, is in a position to cater for the educational needs of the applicant whilst not infringing the rights of the students who are already members of Coláiste Chill Mhantáin then a place on the school course applied for may be offered to the applicant.
- (ix) If the management of the school feels that the application should be refused the matter must be referred to the Board of Management for consideration and the parent of an applicant who is under the age of 18 years or a student who has reached the age of 18 years must be informed of their right of a personal hearing by the Board before a decision is reached.
- (x) Students who apply to transfer into Leaving Certificate Applied must, in addition to the above, undergo the established procedures and meet the requirements for admission to such programmes. (See Appendix 3)
- (xi) Applications received during the course of the academic year from students who reside outside the school catchment area will not be considered. The school will not normally accept students into final year Leaving Certificate or final year Junior Certificate programmes.
- (xii) Applications received during the course of the academic year from students who take up residence with their parents in the school catchment area will be processed by the School Management and if a place is available and the applicant is deemed to be suitable for a place in the school, the Principal may offer a place and report subsequently to the Board of Management. If the School Management feels that a place cannot or should not be offered to the applicant the application should be referred to the Board of Management for deliberation and the parent of an applicant who is under the age of 18 years or an applicant who has reached the age of 18 years shall be informed of their right of a personal hearing by the Board before a decision is reached.

7.6 Returning Student

- 7.6 .1 Where a student, who has left Coláiste Chill Mhantáin voluntarily to take up employment or to attend another educational institution, subsequently makes an application for readmission to the school the School Management will make a decision as to whether or not the student may resume her/his studies in the school having first reviewed the availability of places, the student's application to work, participation in school activities, record of attendance, behaviour etc. when she/he last attended Coláiste Chill Mhantáin. Section 7.5 (ix) shall apply in cases where the school management feels that readmission is inadvisable.

8. Department of Education Regulations:

- 8.1 Eligibility for admission includes the following DES regulations:
- (i) Having reached the required age: 12 on the 1st January in the calendar year following the child's entry into First Year.
 - (ii) Pupils of Irish nationality should have attained a standard of education equivalent to Sixth class in Primary School in the academic year prior to entry.
 - (iii) Students from other countries should have reached a comparable standard of education.

9 REFUSAL TO ADMIT A STUDENT:

- 9.1 Coláiste Chill Mhantáin shall not refuse to admit a student to the school except in accordance with this policy and the policy of Co. Wicklow Vocational Education Committee under Section 15(2)(d) of the Education Act 1998.
- 9.2 Coláiste Chill Mhantáin reserves the right to refuse to enrol a student, either where said student has a disability / special educational need which the school cannot meet, even with additional resources provided by the Department of Education and Science, or where the student would pose an unacceptable threat to students, Staff and / or school property.

10 APPEALS:

- 10.1 Where admission to Coláiste Chill Mhantáin is refused, the parent and child (or a student who is over 18 years of age) shall be informed of the appeals procedure in accordance with the Education Act 1998 and the Education (Welfare) Act 2000.

11. GENERAL:

- 11.1 The Board of Management of Coláiste Chill Mhantáin, as a sub-committee of the Vocational Education Committee, shall ensure that a review of the effectiveness of the procedure, strategy and policy regarding admissions is carried out regularly.**
- 11.2 The random selection process will be overseen by a member of the Board of Management.**

Appendices:

Appendix 1 - Explanation of Personal Public Service Number (PPS Number)

Appendix 2 - Definition of the term parent

Appendix 3 - Procedures for Admission to Leaving Certificate Applied Programme

Appendix 4 - Notification of Intention to Apply to Coláiste Chill Mhantáin

Appendix 5 - Transfer to Coláiste Chill Mhantáin Application Form

Appendix 1:

The Personal Public Service (PPS Number) is the individual's unique reference number for dealing with the Public Service. Every parent in receipt of child benefit in respect of their child will have received a letter from the Department of Social and Family Affairs with the relevant PPS number quoted.

If, for whatever reason, this number is unavailable to you, contact:

Client Identity Services

Department of Social and Family Affairs

Carrick-on-Shannon

Co. Leitrim.

Tel. (01) 7043281

Appendix 2:

The term "parent" includes foster parent, a guardian appointed under the Guardianship of Children Acts, 1964 to 1997, or other person acting *in loco parentis* who has a child in his/her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter(s) or the surviving adopter.

Appendix 3:

APPLYING FOR LEAVING CERTIFICATE APPLIED PROGRAMME

Step 1:

Information on the Leaving Certificate Applied Programme is presented to 3rd Year students and their parents, in January usually.

Students are encouraged to discuss their options with the Career Guidance teacher, the L.C.A. Co-ordinator and their parents.

Step 2:

Application forms are distributed to interested students and must be returned, completed by a given date.

Step 3:

Applications are screened (*by Management, Co-ordinating Team, Pastoral Care Team & Subject Teachers*)

according to:

- availability of places
- personal record of the applicant in the school
- needs of the student in relation to future education/career aspirations
- interview process

Step 4:

Students are informed of the outcome in writing

Students accept their place in writing by a given date

Appendix 4:

Notification of Intention to Apply

This is not an enrolment form and does not form part of the selection process. The school will make a record of parents (as detailed in 6.4 Admissions Policy) wishing to enrol their child/ren for no other purpose than being in a position to forward details of enrolment at the appropriate time.

Information received on this form will be treated confidentially.

The school will acknowledge receipt of this form.

Name of Child: _____

Date of Birth: _____

Parent's Name(s): _____

Address: _____

Telephone No. _____

E-Mail Address: _____

Proposed Year/Class of Entry: _____

I/We wish to give notice our intention to apply for enrolment in respect of _____ to Coláiste Chill Mhantáin for the year _____ in accordance with the foregoing information and request that enrolment details be sent to me/us at the appropriate time.

I/We understand that this notification places the applicant pupil on a list of those requiring enrolment applications for the stated year. I/We understand that this notification does not offer any preferment to the applicant pupil and does not guarantee any place for him/her either for the year requested or for any other year.

I/We understand that it is our responsibility to communicate to the school any change in our correspondence address.

Parents' Signature(s): _____

Date: _____