

**CASTLEPOLLARD COMMUNITY  
COLLEGE**

**ENROLMENT POLICY**

**RATIFIED DECEMBER 7<sup>TH</sup> 2015 BY BOARD OF  
MANAGEMENT**

# CONTENTS

**SECTION A**      *Mission Statement*

**SECTION B**      *Operating Context*

- Relevant Legislation.
- Funding Bodies.

**SECTION C**      *School Details*

- Type of School.
- Management Structure.
- Organisations within the school.
- Teaching Resources & Curriculum.
- Extra-Curricular Activities.

**SECTION D**      *Procedures*

- Application/Enrolment.
- Information required for enrolment.
- Enrolment Criteria.
- Special Educational Needs.
- Transfers from other schools.
- Code of Behaviour.

**SECTION E**      *Suggested Appendices*

- Appendices.
- Right of Appeal.

# **SECTION A**

## **MISSION STATEMENT**

Our core mission is to provide a school environment which facilitates excellent teaching and learning. We strive to continuously improve our school community. Our values include; a high expectation of personal achievement and success; commitment to good order and discipline; mutual respect for our students and staff and a high level of safety and support for our students. We endeavour to have our parents, teachers and community members actively involved in our student's learning.

## SECTION B

### OPERATING CONTEXT

In the Operating Context, the Admission and Participation Policy is being set out in accordance with the provision of:

- The Education Act 1998.
- The Education Welfare Act 2000.
- The Equal Status Act 2000.
- The Vocational & Educational Acts 1930 – 2001 inclusive.
- The Education for Persons with Special Needs Act 2004.
- The Education Amendment Act 2012
- Education (Admission to Schools) Bill 2015

Subject to:

- (a) The context and parameters of the Department of Education & Skills' Regulation and Programmes.
- (b) The rights of the Patron, i.e. LWETB, as set out in the Education Act.
- (c) The Mission Statement as set out above.
- (d) The funding and resources available.

***The School supports the principles of:***

- Inclusiveness in enrolment policies.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.
- The enrolment of students who have a disability or other special educational needs.

The financial, physical and teaching resources of the school are provided by:

- (a) Grants received from the Department of Education & Skills via Longford and Westmeath Education and Training Board (LWETB)
- (b) The teacher allocations from the Department of Education & Skills.
- (c) Additional facilities for school and community use.
- (d) The implementation of the School Plan and School Policy, having due regard to resources and funding available.

The school operates within the guidelines and regulations laid down from time to time by the Department of Education & Skills and LWETB.

The school follows the curricular programmes detailed in the current prospectus as prescribed by the Department of Education & Skills, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

# SECTION C

## SCHOOL DETAILS

### ***TYPE OF SCHOOL:***

- Multi-Denominational, Co-educational school.
- Under the trusteeship of LWETB
- Grant aided, publicly funded.

### ***MANAGEMENT:***

- Under LWETB as patron of the school.
- Board of Management.

### ***Members:***

Councillor Frank McDermott (Chair)

Councillor Una D’Arcy

Mr. Donie Cassidy

Mr Noel Clinton

Ms. Teresa Doyle

Mr. Finbar Jordan

Ms Celine Kearney

Ms. Orla McManus

Rev. Fr. Patrick Moore

Mr. Marius Reilly

### ***Secretary to Board:***

Ms. Mary Coyle

### ***Principal:***

Ms. Mary Coyle

### ***Deputy Principal:***

Mr. James McGrath

### ***Organisations:***

A Parents’ Association and a Student Council have been established.

## ***Teaching Resources & Curriculum***

***Programmes:*** Junior Cycle  
Junior Cert Schools Programme (JCSP)  
Leaving Certificate.  
Leaving Certificate Vocational Programme (LCVP).  
Transition Year  
PLC programmes as detailed in the Prospectus.  
Special Needs are catered for by Learning Support and  
Resource teachers allocated by the Department of  
Education & Skills.  
Approval for ASD class received in 2015  
DEIS supports  
Home School Community Liaison Officer

### ***Extra-Curricular Activities/Parallel Curriculum***

These activities complement the formal curriculum in contributing to the all-round physical development of students. The activities include: Hurling, Football, Camogie, Tennis, Hockey, Soccer, Volleyball, Badminton and Basketball.

Other Extra-Curricular activities include Music (Choir, Instrumental group) and Drama

Students have the opportunity to go on Educational Tours – Local, National and Continental.

### ***Other relevant information***

Full particulars of the school calendar, inclusive of school opening hours, Parent/Teacher meetings, Staff Development Programmes, etc., will be finalised by early September of the school year and circulated to all parents.

The school is committed to continued development of the Junior Cycle School Book Rental/Loan Scheme.

# SECTION D

## PROCEDURES

### *Application/Enrolment*

Parents seeking to enrol their children are requested to return a completed Enrolment Form (available from school), and a copy of their birth certificate.

Day school enrolment will take place from Open Day (November) to the last Friday in December.

Any late applications received or any late applications received from new residents who move to our catchment area will be referred to the Board of Management for its consideration.

### *Provision of key information by parents:*

All applications must include the following information:

- Pupil's Name, Age, Date of Birth, Address.
- Parent/Guardian names and addresses.
- Telephone contact numbers.
- Emergency contact numbers.
- Details of medical conditions, including disabilities or special educational needs.
- Family Doctor.
- Other family members in attendance at school.
- Nationality.
- Religious Affiliation.
- Previous School(s) attended.
- Reason for transfer, if applicable.

Application Form must be completed in full.

### *Decision-making process*

Decision will be notified to parents after receipt of the above information and any other further information which may be required and will be prescribed under Section 19 of the Education Welfare Act 2000 (normally within 21 days). Any selection criteria that are not included in this Admissions Policy may not be taken into account in determining whether or not a student is admitted to the school.



## ***Admission Statement***

The school shall not discriminate in its admission of a student to the school on—

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

The school shall enrol each student seeking admission to the school other than:

- (i) Where the number of students seeking admission is greater than the number of places available in the school
- (ii) Where the parents of a student fail to confirm in writing that the code of behaviour of the school is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the student

The School shall not charge fees or seek payment or contributions in respect of

- (i) An application for admission of a student to the school, or
- (ii) The enrolment or continued enrolment of a student in the school.

## ***Selection Criteria***

Where the number of students seeking admission is greater than the number of places available in the school, the following selection criteria shall apply in the order shown

1. Pupils from Primary Schools in the Castlepollard Post-Primary area.\*
2. Siblings and step-siblings resident at the same address of a current pupil.
3. New entrants to first year who reside outside the established catchment area.
4. In the matter of applications from students who are either refugees or asylum seekers, the Board of Management acts in accordance with the policy developed by the Irish Vocational Education Association (IVEA)

5. New entrants to first year only who enrol after the enrolment period and prior to the commencement of the school term in August/September each year will be accepted on a “first come, first served” basis subject to the availability of places. Once the school term has commenced, all applications for enrolment will be dealt with under the policy relating to transferring students as set out hereunder.

## ***Transfers***

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (eg a change of residence or a family moving into the area) as a matter of general policy transfers into the school are discouraged in the over-all interests of the continuity of the students education.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area or from a student who makes application after the commencement of the autumn school term. It is not the policy of the Board of Management to accept transfer applications from students already enrolled in local post-primary schools, except in exceptional circumstances. Where the Board is satisfied that such exceptional circumstances do exist, the following considerations and procedures will apply:

- (a) Reasons for transfer should be clearly stated.
- (b) The following documentation should be supplied.
  - (i) Completed enrolment form.
  - (ii) The two most recent reports from the pupil’s previous school.
  - (iii) A written reference/report from the previous school together with two additional written references, dated within one month of the date of application, from a local Youth Club/Sports Club or similar organisation and/or a member of the Garda Siochana or a person of standing in the community.
  - (iv) A statement on special needs, if relevant.
- (c) This college also reserves the right to request a confidential reference from the authorities in previous school(s).
- (d) The Board of Management reserves the right to refuse an application in exceptional circumstances, which might include:
  - (i) An established prior record of poor behaviour.
  - (ii) Lack of adequate resources to cater for particular needs.

Students who wish to transfer into the senior cycle programme may be required to enrol in 4<sup>th</sup> year (transition year) unless they have already completed this year elsewhere.

Applications to transfer into the school will be considered having regard

to the overall wellbeing of existing pupils and the availability of physical space and resources. Following consideration by the Board of Management of individual applications to transfer in to the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

**Note 1:** Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education for persons with Special Needs Act 2004.

### ***Reservations by the Board of Management***

While recognising the right of students and parents to enrol in the school, the Board of Management has a responsibility to respect the rights of the existing School Community and, in particular, the students already enrolled. This requires balanced judgements which are guided by the principles of natural justice and acting in the best interests of all students.

**Grounds upon which Castlepollard Community College may refuse to admit a student are set out below:**

- If admitting the student to the school would:
  - (a) Make it necessary for the school to employ additional staff which are not funded by the Department of Education and Science
  - (b) Give rise to significant expenditure on extending or altering the accommodation or facilities at the school, which are not funded by the Department of Education and Science.
  - (c) Be seriously detrimental to the continuity of the child's education
  - (d) Be likely to be seriously detrimental to order and discipline in the school
  - (e) Be likely to be seriously detrimental to the educational wellbeing of students attending the school.
  
- **If the education normally provided at the school is not suited to the age, ability or aptitude of the child.**
  
- **If the child has previously been expelled from the school.**

### ***Entrance to Transition Year***

#### **Transition Year Entrance Policy**

- (f) Transition year course is optional for students.
- (g) All students, parents/guardians are invited to an Information meeting in relation to the programme.

- (h) Application forms are offered to all 3rd year students and the application form should be completed and returned to the school.
- (i) The BOM decides the number of places than can be offered in Transition year programme from year to year.
- (j) All applicants are interviewed for a place on the Transition Year Course. A Parent is invited to sit on the Interview board.
- (k) The Transition Year Co-ordinating team with the Principal and or Deputy Principal meet to review the application forms.
- (l) Staff consultation may take place to review the situation in relation to the applicant students.
- (m) In selecting T.Y. students the Transition Year Co-ordinating Team and the School Authority may use such criteria as: age of applicant; previous school record of applicant; willingness to participate in TY, interview and other such relevant criteria when putting together a list of students for the Transition Year Programme.
- (n) If the number of applicants is less than the number of places available the Board of Management may decide that a Transition Year will not form for a particular year.
- (o) The Board of Management may alter, amend or change these provisions from time to time.

### ***Special Educational Needs***

The Board of Management and staff of the school will endeavour to:

- (a) Identify children who may be applying for admission to the school and who have special educational needs and to become familiar with their needs.
- (b) Request copies of the child's medical, psychological report/individual education programme.
- (c) Request immediate assessment, where necessary.

Parents/Guardians of students with Special Educational Needs, whether educational, medical, psychological or social needs, should submit all relevant information suitable before March of the year of enrolment, in order that the school may plan and acquire the necessary resources, both teaching and ancillary, to provide an appropriate programme of education for the child.

Application for the provision for Special Educational Needs to the Department of Education & Skills will be in writing and supported by the reports supplied by parents/guardian.

# SECTION E

## APPENDICES

- Application Form.
- Enrolment Form.
- Code of Behaviour.

### *Right of Appeal*

Parents have the right to appeal a refusal by a school to enrol a student under Section 29 of the Education Act 1998 as restated in Circular Letter M48/01 of the Department of Education & Skills.

#### **\*Primary Feeder Schools**

St Michael's, Castlepollard  
Castlepollard Parochial School  
St Feichin's, Fore  
St Mary's, Collinstown  
St Michael's Castletown  
Naomh Muire, Finea  
Scoil Mhuire, Coole  
Scoil Náisiúnta Diarmada, Whitehall