

CALASANCTIUS COLLEGE

ORANMORE

ADMISSIONS POLICY - 10th MAY 2010



CALASANCTIUS COLLEGE, ORANMORE

ADMISSIONS POLICY

LINK TO MISSION STATEMENT

Calasanz College is a Catholic co-educational secondary school in the tradition of the Presentation Sisters, and under the trusteeship of CEIST. Our school is inclusive in our intake and comprehensive in our curriculum. Our behaviour management strategies and structures are built on the principles of justice and fairness. We endeavour to fulfil our Mission in partnership with parents/guardians, staff, students, trustees and the local community.

SCOPE, RATIONALE, & LEGAL FRAMEWORK

Scope: This document sets out the policy of the school in respect of admissions to the school in the following circumstances:

- Students applying for a place in First Year.
- Students from outside of the school applying for a place in any other year group or programme.
- Students applying to repeat any year of any programme within the school, including repeating the Leaving Certificate.
- Students from within the school applying for a place on any programme within the school (e.g. Transition Year, Leaving Certificate, Leaving Certificate Vocational Programme etc.)

Rationale: This policy aims to ensure that appropriate procedures are in place to enable the school:

- To make decisions on all applications in an open and transparent manner.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it .
- To put in place a framework which will ensure effective and productive relations between students, parents/guardians and teachers where a student is admitted to the school.

Legal Framework: This policy is compliant with relevant sections of the:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education for Persons with Special Educational Needs Act 2004
- Disability Act 2005
- Education (Miscellaneous Provisions) Act 2007

PROCEDURES RELATING TO ADMISSION INTO FIRST YEAR

Application forms are available from the School Office on request, or may be downloaded from the school website <http://www.calasanz.ie/>. The earliest date for receipt of applications for First Years starting in September 2011 was the first working day in September 2009 of the applicant's 5th class in primary school. The closing date for receipt of applications will be the last working day in September 2010 when applicants will be in 6th class in primary school. For applicants starting in September 2012 and onwards, the earliest date for receipt of applications is the first working day in September of the applicant's 6th class in primary school. The closing date for receipt of applications is the last working day in September of the applicant's 6th class in primary school.

All properly completed application forms will be date and time stamped on receipt and retained by the school. A stamped copy of the application form will be returned to parents/guardians as proof of receipt. It is the responsibility of parents/guardians to retain this stamped copy.

Applicants will be notified in writing of the status of their application within 21 days of the closing date for completed applications in any year. Late applications will be kept on file and will be ranked according to date and time of receipt of completed application and considered only after all applicants who applied on time have been considered.

On receipt of an offer of a place, parents/guardians must secure that place by completing and returning the Acceptance Slip which accompanies the offer. This Acceptance Slip must be received in the School Office on/before the date indicated on the letter offering a place. Failure to return the completed Acceptance Slip by this date will result in the offer of the place being automatically withdrawn, and the place being offered to the next applicant on the waiting list.

Parents/guardians who receive and accept an offer of a place are required to complete a further information form regarding their child's educational progress and to cooperate with the school's attempts to identify the educational or other relevant needs of their child. Failure to fully complete and return this information form, or to supply relevant documentation requested by the school, or to make a reasonable arrangement to meet the Principal to discuss the application if requested, may result in inadequate provision being made for the applicant, or may result in an earlier decision to enrol the applicant being revoked.

First Year Enrolment Criteria:

- The Board of Management sets a figure each year for the number of students to be accepted into First Year – that figure will depend on the overall number of students in the school and the overall capacity for which the school can cater. This figure may be amended by the Board of Management in light of capacity as stated above and is contingent on provision of suitable necessary accommodation and resources by the Department of Education & Skills.
- In the event that the number of applications exceeds the number of places available, places will be allocated according to the following order of priority:

Enrolment Categories

Category 1:

a) Applicants who have a sibling in the school and applicants whose parents/guardians are staff members on the closing date of application.

b) Applicants attending any of the following primary schools – Scoil Mhuire Girls Primary Oranmore, Scoil Iósaif Naofa Boys Primary Oranmore, Gaelscoil de hÍde Oranmore, Maree Primary School, Clarinbridge Primary School, Killeeneen Primary School, Carnmore Primary School.

In the event that the school is oversubscribed in Category 1b above, priority will be given to those applicants who had a sibling in the school. Remaining places will be allocated on the basis of date and time of receipt of completed application. For applications with the same date and time of receipt of completed application, the final determining factor in allocating places will be random selection. This random selection process will be independently witnessed.

Category 2: Applicants, other than those in Category 1b above, who had a sibling in the school.

Category 3: Applicants, who live in the catchment area but attend primary schools other than those mentioned in Category 1 above.

Category 4: All other applicants.

In the event that the school is oversubscribed in any of Categories 2, 3 or 4 above, a waiting list for possible places will be established. Places will be allocated on the basis of date and time of receipt of completed application. For applications with the same date and time of receipt of completed application, the final determining factor in allocating places will be random selection. This random selection process will be independently witnessed.

Applications for a place in First Year for September 2011 which had been received prior to 13th November 2007 have been re-dated as 1st September 2009.

Note: Waiting lists for places in First Year will expire on the 30th September of the school year for which the application was made.

Notwithstanding the above, all applicants must adhere to the stated timelines for applications as per Procedures Relating to Admission into First Year above.

Notes re Junior Cycle:

1. It should be noted that applications for places in First Year may exceed the number of available places from year to year. Therefore, parents/guardians are strongly advised to ensure that applications are submitted on time for a place in other post-primary schools of choice.

2. Secondary school students must be aged 12 or over on January 1st of the calendar year following the child's entry into First Year.
3. Students entering the school must supply a Birth Certificate or other appropriate identification.
4. All applicants who have secured a place are obliged to sit the school's Assessment test on a day, time and date determined by the school. Students who fail to sit this test without good reason (as judged by the school), supported by relevant documentation will put their admission at risk. The Board may revoke an earlier decision to admit such a student and offer this vacated place to a student on the waiting list.

PROCEDURES RELATING TO ADMISSION TO A YEAR OTHER THAN FIRST YEAR

Application forms are available from the School Office on request or **may be downloaded from** the school website <http://www.calasanctius.ie/>. Applicants should complete the application form, giving all of the details required. Incomplete forms will be returned to parents/guardians.

Applicants will be required to furnish details about their prior second-level education, including copies of their two most recent school reports that set out the results of in-house examinations. Where an applicant has attended more than one second-level school they may be required, at the discretion of the Board, to submit reports from each school and copies of the results of any State examinations.

All properly completed application forms will be date and time stamped on receipt and retained by the school. A stamped copy of the application form will be returned to parents/guardians as proof of receipt. It is the responsibility of parents/guardians to retain this stamped copy. Applicants will be notified in writing of the status of their application within 21 days of receipt of completed applications.

Where it is considered necessary by the school, an applicant may be required to complete a further information form regarding their child's educational progress and/or to provide a current education psychological assessment report. Failure to complete any of the necessary documentation listed above, or to supply any other relevant documentation requested by the school, or to make a reasonable arrangement to meet the Principal to discuss the application if requested, may result in inadequate provision being made for the applicant or may result in a previous decision to enrol the applicant being revoked.

Year other than First Year Enrolment Criteria:

1. Applicants must meet criteria laid down by the Department of Education & Skills.
2. All students entering the school must supply a Birth Certificate or other appropriate identification.
3. The school reserves the right to refuse to admit a student whose behaviour and/or attendance record in their previous school has been unsatisfactory.
4. The Board of Management sets a figure each year for the overall number of students in the school and the overall capacity for which the school can cater. This figure may be amended by the Board of Management in light of capacity as stated above and is contingent on provision of suitable necessary accommodation and resources by the Department of Education & Skills.
5. In a year group other than First Year, where the number of applications exceeds the number of places available, places will be allocated according to the following order of priority:
 - a) Applicants who have a sibling in the school on the basis of date and time of receipt of completed application.
 - b) Remaining places will be allocated on the basis of date and time of receipt of completed application. For applications with the same date and time of receipt of completed application, the final determining factor in allocating places will be random selection. This random selection process will be independently witnessed.

Note: Waiting lists for places in a year other than First Year will expire on the 30th September of the school year for which the application was made.

Notwithstanding the above, all applicants must adhere to the stated time lines for applications as per Procedures Relating to Admission to a year other than First Year above.

Notes re Senior Cycle:

Students in Third Year may be required to complete an application form indicating their intentions for the following school year. When this process is complete, the school will determine how many places, if any, are available to students from outside the school. Priority will be given to students from the school who are

permitted by the school, in accordance with Department of Education & Skills regulations, to repeat a school year.

PROCEDURES RELATING TO ADMISSION TO SPECIFIC PROGRAMMES, SUBJECTS OR SUBJECT LEVEL

If the demand for a specific programme, subject or subject level exceeds the number of places available, then the school will make every effort, within the constraints of teaching resources etc., to accommodate the student. Where it is not possible to accommodate all applicants, then priority will be given to students from within the school and to those who have completed all application forms on time.

1. Entry to specific programmes will be determined following a review of the application forms and an interview process designed to ascertain the suitability of the applicant for the specific programme. The school may also take into account the availability of other suitable courses within the school to competing applicants. Students who wish to apply for admission into Transition Year should refer to the Transition Year Admissions Policy.

2. Entry to specific subjects will be determined by reference to the preferences indicated by students on their application form and by reference to the student's previous performance at that subject relative to the other applicants; their results in State examinations where available will also be considered. Where this does not satisfactorily resolve the issue, the school may survey the student's previous teacher(s) about their suitability for the subject or alternative subjects and the school may also take into account the availability of other suitable subjects available to competing applicants.

3. Entry to specific subject levels will be determined by the student's previous performance at that subject relative to the other applicants; their results in State examinations where available will also be considered.

4. Admission to repeat a year: All such applications are subject to Department of Education & Skills Circular Letter M2/95. Applications will be considered in the light of places available on the relevant programme, subject to the class size and overall enrolment restrictions set out elsewhere in this policy. Applications must be in writing and must state the relevant Circular and the particular clause(s) being invoked in support of the application and must be accompanied by supporting documentation, as appropriate. The school must be satisfied that the applicant, in light of the special circumstances that gave rise to the application, applied him/herself to the best of their ability. Students taking a programme for the first time may be given priority in terms of subject choices within the programme. **Priority will be given to Calasancius College students, who are permitted by the school in accordance with Department of Education & Skills regulations, to repeat a school year.**

5. Admission to repeat the Leaving Certificate Programme: The school does not operate a Repeat Leaving Certificate Programme. It does not normally provide any additional teaching to cover material normally covered in year 1 of the Leaving Certificate Programme. Students who apply to repeat the Leaving Certificate will be considered in the context of places available in the relevant subjects, the overall programme and overall enrolment within the school and in the context of the student's previous academic record, application to studies, attendance etc. **Priority will be given to Calasancius College students.**

DECISION-MAKING PROCESS REGARDING ENTRY TO FIRST YEAR, OTHER YEAR GROUPS AND SPECIFIC PROGRAMMES AND SUBJECTS

This is a matter for the Board of Management but is normally delegated to the Principal, who decides on such matters in accordance with the school's general and Transition Year admission policy. The Principal may refer any application to the Board for decision. In exceptional circumstances where the Board of Management is unable to meet at short notice and to ensure compliance with legally imposed deadlines, the Principal may consult with the Chairperson and together they may make a decision in regard to the enrolment of a student/prospective student. This decision must be reported to and ratified by the Board of Management at its first meeting held after such decision is made.

RIGHT OF REFUSAL

The school 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 Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.

2. The student poses an unacceptable risk to other students, to school staff or to school property.

Ultimately, the right to refuse admission is a matter for the Board of Management, who must balance the rights of the individual alongside the rights of the school community in line with legislation.

Should any information supplied on an application form be invalid/become invalid, it is the responsibility of parents/guardians to contact the School Office immediately in writing and provide information needed to update the application. Failure to do so may render an application invalid, and may result in the applicant being refused admission to the school, or may result in an earlier decision to enrol the applicant being revoked.

RIGHT OF APPEAL

Where a student is refused admission to the school, the parents/guardians of the student or the student, if she/he is 18 years of age or older, have/has the right to appeal this decision to the Board of Management and/or to the Secretary General of the Department of Education & Skills under Section 29 of the Education Act 1998. Relevant information and application forms are available from the school office.

SCHOOL POLICIES AND PROCEDURES

Policies and procedures relating to school life, including the agreed Code of Behaviour, are outlined in the school handbook. This may be accessed on the school website <http://www.calasanctius.ie/>.

PHOTOGRAPHS

In accepting a place in the College, it is assumed, unless informed in writing to the contrary, that the parents/guardians permit individual or group photographs of the applicant to be taken for school purposes, curricular or extra-curricular.

REVIEW AND EVALUATION

The implementation, monitoring, review and evaluation of this policy is a matter for the Board of Management. This policy is reviewed annually by the Board. Amendments will be made in consultation with the staff, parents through the Parents' Association and students through the Students' Council.

This policy was adopted by the Board of Management on 10th May 2010 in light of current legislation and having consulted with partners in the school community named above.