

Enrolment & Admissions Policy



Section A:

Ethos Statement

Coláiste Iascaigh is a constituent college of Mayo Sligo & Leitrim Education and Training Board. Mayo, Sligo Leitrim ETB is a community of learners and its schools, colleges and centres of education and training have a historic and unique tradition as providers of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

Mayo, Sligo Leitrim ETB Colleges, Schools and Centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Colaiste Iascaigh is publishing this document as the official Enrolment & Admissions Policy. Mayo, Sligo & Leitrim ETB as patron of the school has approved this publication. Copies of the policy are available at the school and on the school website and are furnished to each person who applies to be admitted to the school.

Mission Statement

Coláiste Iascaigh in conjunction with its education partners is committed to providing an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

Section B:

Operating Context

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

- The Education (Admission to schools) Act 2018
- The Education Act 1998
- The Education Welfare Act 2000
- The Equal Status Act 2000
- The Vocational & Educational Acts 1930-2001 inclusive subject to:
 - (a) The context and parameters of the Department of Education & Science Regulations and Programmes;
 - (b) The rights of the Patron, i.e. the ETB (Formerly VEC), 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;
- Equalities 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 & Science via Mayo, Sligo & Leitrim ETB;
- (b) The teacher allocations from the Department of Education & Science;
- (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 & Science and Mayo, Sligo & Leitrim ETB.

The school follows the curricular programmes detailed in the prospectus for the 2016/2017 school year as prescribed by the Department of Education and Science 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 MSLETB grant-aided, publicly funded.

Management:

Under **MSLETB** as patron of the school, and membership of the Board of Management.

Members:

Cllr. Joe Queenan (Chairperson)

Mr Enda Cawley (ETB)

Mr. Thomas Coggins (Teachers Nominee)

Carmel Conway Parents Nominee)

Ms Aideen O Shaughnessy (Teachers Nominee)

Mr Jack Lynch (ETB)

Mr Sean Weir(Parents Nominee)

Mr Dara Mulvey (ETB)

Ms Maeve Kelly (Principal / Secretary)

Principal

Maeve Kelly

Deputy Principal

Lorraine Sherlock

Organisations:

Student Council

Parents' Association

School Phone No.: 096-49021

School Fax No.: 096-49155

E-Mail: colaisteiascaigh@msletb.ie

Web: www.colaisteiascaigh.ie

Programmes:

Junior

Junior Cycle

Junior Certificate Schools Programme(JCSP)

Senior

Transition Year

Leaving Certificate Programme

Leaving Cert. Vocational Programme (LCVP)

Leaving Cert. Applied Programme (LCA)

Special Educational Needs:

Special Needs are catered for by Learning Support and Resource teachers allowed by the Department of Education & Science. (See also Section D)

Extra-Curricular Activities / Parallel Curriculum:

These activities complement the formal curriculum in contributing to the all-round physical development of students. The activities include: GAA, Soccer, Rugby, Basketball, Athletics, and Educational Tours. Participation in extra-curricular activities is facilitated through inter-school activities, lunchtime activities, soccer leagues, etc. All students are encouraged to participate in these programmes

Other relevant information:

The school is committed to continued development of a School Book Rental/Loan scheme

We will endeavour to finalise full particulars of the school calendar for each session, inclusive of school opening hours, Parent-Teacher meetings, Staff Development Programmes, etc., by the end of September each year and circulate these particulars to all parents.

School promotion & enrolment

The school follows an enrolment programme as follows:

Term 1

- Contact local school Principals to canvas views on content for induction classes
- Obtain names of 5th & 6th Class students for mail drop
- Design curriculum for these classes to be held on Open Day
- Run competition in conjunction with these classes / Publicise
- Update new school brochure/literature

Term 2

- Circulate brochure to schools (By mail/In person)
- Open Day / Open Night
- Enrolment Night (If necessary)
- Follow-up school visit if necessary for transfer information

This is followed by Induction programme for new students beginning in September of the new school year. This includes Parent's Information Evening, Student Mentoring, Paired Reading and Homework Club. These supports are assisted by the School Completion Programme

The school also uses school promotion to boost enrolment and get the good message into the community and around the neighbouring areas. This includes the following measures:

School Website

School Facebook page

Use of local media for publicity

Annual Prizegiving

JCSP 'Celebrations'

Coláiste Iascaigh's feeder schools are as follows:

Kilrusheighter N.S

Rathlee N.S

St. Joseph's N.S, Templeboy

Leaffoney N.S

High Park N.S

Culleens N.S

Dromore West N.S

Owenbeg N.S

Killeenduff N.S

Kilglass N.S

Section D:

Procedures

Application for enrolment will be in accordance with The Education (Admissions to Schools) Act 2018; Education Act 1998; Education Welfare Act 2000 and Equal Status Act 2000, etc.

Application/Enrolment

Parents seeking to enrol their children are requested to return:

1. Completed Application for Admission Form
2. A letter of offer will then be issued by the school with a School Acceptance Form.
3. The School Acceptance Form must be completed and returned by the date specified.

Provision of key information by parents:

All applications must be completed in full and include all supporting documentation requested at each stage of application.

School authorities will adhere to all GDPR guidelines in relation to data.

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 suitably in advance of 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 & Science will be in writing from MSLETB and supported by the reports supplied by parents/guardians. Co-operation between the Parent/Guardian of students with special educational needs and the Board of Management/School is essential to ensure that appropriate facilities are allocated and in place for September. In some instances it may be necessary for the Board of Management or the Principal, acting on its behalf, to defer enrolment of a particular child pending receipt of assessment, reports and/or the provision of the appropriate resources by the Department of Education & Science, to meet the particular

special educational needs of the student. In the event of such a deferral, the Principal on behalf of the Board of Management will attempt to liaise with the parents/guardians and keep them informed of any / all progress being made.

Enrolment Criteria;

The school, subject to the limitations in this policy supports the principles of:

- Inclusiveness particularly with reference to enrolment of children with a disability or other special educational needs;
- Equality of access and participation in the school;
- Parental choice in relation to enrolment;
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society;
- Openness, accountability and transparency

Equality of access and participation is the key value that determines the enrolment of pupils in our school. No child is refused admission for reasons of ethnicity, special education needs, disability, language/accent, gender, traveller status or religious political beliefs and values.

Our school works on the principle that it caters primarily for children from its own community. If we receive more enrolment applications than we can cater for, the following selection procedure is implemented:

- (a) Pupils from primary schools within our catchment area, i.e our school being the nearest post-primary centre for school transport purposes.
- (b) Siblings and step-siblings resident at the same address of a current pupil
- (c) In the matter of applications from students who are either refugees or asylum seekers, the Board of Management acts in accordance with the IVEA Policy on Educational Provision for Asylum seekers, Refugees and other non-nationals (available on the ETBI Website)

Transfers from other second level schools:

Pupils may transfer into the school subject to:

- The school's Enrolment & Admission Policy;
- The school authorities being satisfied regarding the reasons for application.
- The school authorities taking into consideration existing class sizes.
- The school being able to offer the same subject choices with the students previous course of study, and subject to the required course of study lending itself to the acceptance of a student any time after the commencement of term and prior to 30th September of the academic year in which the student is seeking enrolment.

→ In the case of Admission into the Transition Year Programme meeting criteria for entry as detailed in the Coláiste Iascaigh Transition Year Admission Policy (See Appendix)

An application to transfer from the existing second level school or other educational establishments will be subject to all of the following information being provided:

- Attendance Record;
- Educational progress, inclusive of subjects covered;
- Special Educational Needs.
- Details of behaviour from the Principals of all second level schools or other educational establishments attended by the student
- References from the Principals of all second level schools or other educational establishments attended by the student

The school management may interview the student and/or parents/guardians with a view to making a recommendation to the Board of Management.

Any student who is admitted to the school or transfers from an existing second level school or other educational establishment may be subject to a period of probation or subject to conditional admission to the school as determined by the Principal / Board of Management e.g. a period of six weeks or one term.

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Such exceptional circumstances are exemplified by:

- (a) An established adverse record of behaviour of the student.
- (b) An established adverse record of attendance of the student.
- (c) Lack of adequate resources to cater for the particular needs of the student.

Decisions will be notified to parent/guardians after receipt of the above information, and any further information that may be required, and will be prescribed under Section 19 of the Education Welfare Act 2000.

Decision-making process:

In making decisions on applications the Board will have regard to relevant Department of Education & Science provisions in relation to:

- Class size;
- Staffing provisions;
- Available Resources;

- Requirements concerning accommodation, such as physical space or the health and welfare of the children, e.g. to be a recognised pupil of this school a student must be 12 years of age on 1st January in the calendar year following the child's entry into first year.
- The Board may liaise with the principal and teachers on whether or not the greater good of the existing class would be likely to be affected adversely by the admission.
- It is school policy not to admit any student after the 30th September in any academic year and to defer admission to the start of the following year. In the event that a family relocates to the area mid-term, such an application for enrolment may be considered an exception.

Admission to Programmes

- The maximum number of available places on particular programmes will be dependent upon staffing, facilities and resources and will be determined annually by the Principal and Board of Management.

Guidelines for Repeat Leaving Certificate Students/ Repeat Students in Other Years

- Applications should be made by 31st August in the preceding academic year. An interview will follow.
- The students record in the school (attendance, punctuality, behaviour etc.) will form part of the decision making process.
- Decisions will be notified to parents/guardians after receipt of the above information, and any further information required, and will be prescribed under Section 19 of the Education and Welfare Act 2000.
- Students must start their repeat year on a specific date as determined by the school.
- Repeat students must attend all classes including PE, RE etc, and must have a full timetable.
- Repeat students must follow the schools Code of Behaviour.
- The school reserves the right to refuse admission.
- Students must give an undertaking to work to the best of their ability during the repeat year.
- Any student who is admitted to repeat will be subject to a period of probation and subject to conditional admission to the school as determined by the Principal/BOM e.g. a period of six weeks or one term.

The following procedure will be used in making a decision on acceptance:

The Principal will make a recommendation to the Board Of Management following consideration of:

- Application in writing.
- Students record.
- Interview.
- Staff consultation.

Decision Making Process

In making decisions on applications the Board will have regard to relevant Department of Education & Science provisions in relation to:

- Class size;
- Staffing provisions;
- Available Resources;
- Requirements concerning accommodation, such as physical space or the health and welfare of the children, e.g. to be a recognised pupil of this school a student must be 12 years of age on 1st January in the calendar year following the child's entry into first year.
- The Board may liaise with the principal and teachers on whether or not the greater good of the existing class would be likely to be affected adversely by the admission.

Reservations by Board of Management:

While recognising the right of students and parents to enrol in the school, the Board of Management have a responsibility to respect the rights of the existing School Community and, in particular, the students already enrolled. This requires balanced judgments which are guided by the principles of natural justice and acting in the best interests of all students. The Board of Management would seek to promote the greatest good of the largest possible number of students at all times.

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 & Science.

Code of Behaviour

The school's Code of Behaviour for the 2016/2017 session is attached.

This code includes;

- (a) Acceptable standards of behaviour;
- (b) Disciplinary measures that may be taken;
- (c) Procedures before suspension or expulsion

Each parent / guardian of a student applying for enrolment to the school will be required to sign an undertaking in relation to the Code of Discipline as a condition for enrolment in the school.

Section E:

Appendices

- Enrolment Form
- Application form for students transferring from other schools / educational establishments.
- Student Enquiry Form
- School Prospectus
- Code of Behaviour
- Transition Year Admission Policy

This policy was formulated in 2006

Most recent review October 2019