



Coláiste na Carráige

**Admission and
Enrolment Policy**

Ráiteas Bunchuspóra

Cuireann Coláiste na Carraige fáilte roimh achan bhall den phobal. Déantar iarracht sármhaitheas a bhaint amach trí sheirbhísí iomlánaíocha oideachais agus tacaíochta a chur ar fáil atá bunaithe ar phrionsabail measa, comhoibrithe agus comhpháirtíochta.

Mission Statement

Coláiste na Carraige welcomes all members of the community and strives for excellence in delivering holistic educational services and supports based on the principles of respect, co-operation and partnership.

Application Procedures

These procedures are adopted and published having regard to the requirements of:

The Education Act 1998

The Education Welfare Act 2000

The Equal Status Act 2000

The Vocational Education (Amendment Act) 2001

The Education of Persons with Special Educational Needs Act 2004.

They are guided by principles of:

Inclusiveness

Equality of access and participation

Respect for Parents'/Guardians' Right of Choice

Respect for Diversity

Openness, accountability and transparency.

Coláiste na Carraige welcomes all students for whom it can provide an appropriate education. This is an inclusive school and all pupils who satisfy the admissions criteria are eligible for acceptance into the school, irrespective of ability, nationality, special educational needs, disability, language/accent, traveller or refugee status, religious/political beliefs and values, family, social or economic circumstances. As a general principle and in so far as practical having regard to the school's admissions and enrolment policy all students will be enrolled provided there are available places.

It is possible that the Board of Management will have to decide in advance the number of first year students for whom **Coláiste na Carraige** can provide an appropriate education, having regard to the facilities, personnel, plant and resources. This is not intended to restrict admission to pupils nor be discriminatory but may come about as a result of over demand and a lack of facilities or personnel. It is hoped that the situation does not arise when the Board is forced to apply these criteria but if this is the case on application parents will be informed of the number of 1st year students **Coláiste na Carraige** proposes to enroll.

Enrolment Procedures

Parents/Guardians wishing to enrol a child are required to return a completed Enrolment Form (available from the School Office). The enrolment period opens on the evening of the Open Night, in January, and ends on the first Monday in March at 4.00pm.

Pupils must be aged at least 12 on the 1st January of the school year in which they transfer into 1st Year.

Only pupils who have completed their final year (6th class) of Primary school will be considered for enrolment.

Applications to first year will be accepted from pupils who are transferring from primary schools within the catchment area.

Applications will be accepted from pupils who have been educated outside the catchment area but who reside within it, or from pupils whose family move into the catchment area.

Applications to first year will be accepted from pupils who are transferring from Primary schools outside the catchment area subject to the availability of places in the school. As a result applicants from outside the catchment area will be advised that their application is being accepted only on the condition that sufficient places will be available in the school.

Information required for enrolment

All application forms must include the following information and be accompanied by the child's birth certificate which will be copied and returned.

- Pupil's Name, Date of Birth, Address and PPS number.
- Parent/Guardian names and address.
- Parents /guardians home and mobile phone numbers.
- Other Emergency contact numbers.
- Details of medical conditions, disabilities and special educational needs.
- Religious Affiliation.
- Previous School(s) attended and reason for transfer if applicable.
- Any other relevant information parents wish to include.

In submitting an Application form parents are accepting the school's Code of Behaviour, which is included in the enrolment pack.

Pupils who are offered a place in 1st year will be required to sit the school's Transfer Test which will be used to help the school identify if a pupil will require additional resources in line with the school's Special Educational Needs policy.

Allocation of Places

If demand for places exceeds capacity, places will be allocated according to the following descending order:

1. Equal first order of priority will be given to the brother or sister of an existing pupil or past pupil, the son or daughter of a past pupil and the eldest child of a family residing in the catchment area who submit a completed application within the designated enrolment dates.
2. Equal second order of priority will be given to all applicants who reside within the catchment area and who submit a completed application within the designated enrolment dates.
3. Equal third order of priority will be given to all other applicants who submit a completed application within the designated enrolment dates.
4. Fourth order of priority will be given to all other applicants who submit a completed application outside the designated enrolment dates and before the 1st September on the basis of "first come first served" in accordance with the date of the completed application.

In the event of the number of applicants exceeding the number of places in any of categories 1-3 above, the remaining places will be allocated by means of a lottery conducted by the Principal and witnessed by two members of the Board of Management.

Coláiste na Carráige creates mixed ability classes in 1st Year.

Exemptions from Irish must be supported by written confirmation from the Principal of the pupil's Primary school along with any relevant educational assessments.

All parents who have submitted completed applications will be informed within 21 days of the closing date of the enrolment period or the date of receipt of the application, if outside the designated enrolment dates, whether they have been accepted or not. A completed application is defined as one which supplies all the information required by the school. In circumstances where the application does not provide all the required information, the applicant will be so advised by the school and the 21 day period will be extended accordingly, pending the receipt of the information requested to complete the application.

Once the school term has commenced all applications for enrolment will be dealt with under the procedures relating to the transfer of students, as set out elsewhere.

Coláiste na Carráige reserves the right to refuse to enrol any student in exceptional cases. Such an exceptional case could arise where the student has special needs such that, even with additional resources available from the Department of Education and Skills, **Coláiste na Carráige** cannot meet such needs and/or provide the student with an appropriate education. The Board also reserves the right to refuse enrolment if, in its opinion, a student poses an unacceptable risk to other students, to school staff or to school property.

Enrolment of Children with Special Educational Needs

Coláiste na Carráige welcomes students with special educational needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodation for students with special educational needs so that these students are able to participate in the life of the school in so far as is reasonably practicable.

Coláiste na Carráige therefore welcomes applications from students with special educational needs unless the nature and degree of those needs is such that to enroll the student would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated. While recognizing 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 is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

Having regard to the policy of **Coláiste na Carráige** to address the educational and developmental requirements of pupils with special educational needs it is the considered view and experience of management and staff that it is often necessary to provide particular supports to pupils with special educational needs, in particular by providing family support. It is the view of the Board of Management that it is, in general, not good practice to enrol a student with special educational needs in one school and his or her siblings in another school, as this separation from siblings and the perceived removal of family support can often have a negative impact on the pupil with special needs. To address this issue in a positive way and without prejudice to the constitutional rights of parents it is the policy of

Coláiste na Carraige to require families to contribute to this support structure by enrolling the siblings of post primary age of pupils with special educational needs in the same school wherever possible. Where the parents/guardians of an applicant student with special educational needs are not willing to support this policy and cannot provide good grounds to the BOM for waiving this requirement, it is the policy of **Coláiste na Carraige** to refuse to enrol the applicant student.

The Transfer Student

An application to transfer is defined as a request to enrol from the parent of a student (or from the student himself/herself if over 18 years of age) who has previously enrolled in another post-primary school inside or outside the catchment area or is making application after the 1st September in the year of proposed entry. While it is accepted that in certain circumstances transfers are unavoidable, in general it is not the policy of the Board of Management to accept transfer applications from students previously enrolled in other local post-primary schools during the school year.

In order to be considered for a transfer, the parent/guardian along with the student seeking to transfer will be interviewed by the Principal or his/her representative. The reason for the proposed transfer will be explained and all relevant documentation, as outlined below will be provided to **Coláiste na Carraige**.

Transfer to the school will only be on the basis that it is in the best interests of the student concerned, given curricular provision, subject choices and any other relevant factors affecting the education of the applicant and the likely impact on students already in the school.

Having due regard to the statutory rights of parents and their children, the Board of Management reserves the right to refuse any application in particular circumstances, which include, but is not exclusively confined to, the following:

- An established prior record of poor behavior
- Lack of adequate resources to cater for particular needs, including special educational needs where appropriate
- Insufficient educational attainment to allow for participation or progress in a particular course.
- Ongoing disciplinary proceedings in another school, which includes any ongoing statutory procedures in accordance with the Education Act 1998 or the Education (Welfare Act) 2000.

The parents of the students, or the student themselves if over the age of 18, requesting a transfer from another post primary school will be

supplied with **Coláiste na Carraige** Admission and Enrolment Policy and be required to:

- Complete a Transfer Application Form
- Provide copies of the two most recent reports from the previous school
- Provide details of any Special Education Need, if appropriate.
- Provide details of attendance and punctuality from the previous school
- Provide details of any recorded adverse behaviour together with sanctions imposed (e.g. suspension, removal from mainstream class) from the previous school
- Provide a reference from the Principal of the previous school
- Accept that their child will abide by the Code of Behaviour

A decision about the transfer of a student to the school will be conveyed to the parents within 21 days of the transfer application form along with the other required items being received by the Principal.

Appeal Procedure

An applicant who is refused enrolment or transfer has the right to appeal under Section 29 of the Education Act 1998 against the decision of the Board of Management. Such appeal should be made in the first instance to Donegal ETB within 14 days of the date of written notification of the refusal and addressed to the CEO, Co Donegal ETB, Ard O'Donnell, Letterkenny. Thereafter there may be a further right of appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998. Intending appellants should contact the National Education Welfare Board who will put them in contact with their local Education Welfare Office who will be able to offer assistance on the appeal procedure.

This policy will be reviewed each year during the Autumn term.
This policy was adopted and ratified by the Board of Management of Coláiste na Carraige.

Signed: _____
Chairperson of BOM

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: _____