



Coláiste Cois Siúire

Admission and Participation Policy (Redraft)

Section A: General Information

This admission and participation policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The Principal teacher, Mr. Thomas Walsh will be happy to clarify any further matters arising from the policy.

School Name: Coláiste Cois Siúire,

School Address: Mooncoin Co. Kilkenny

Telephone No: 051-895112 **Fax:** 051-895817

E-mail: colcoissiuire@eircom.net

Principal: Thomas Walsh

Deputy Principal: James Ryan

Guidance Counsellor: Michelle Finnegan

Learning Support and Resource Teacher: Mary Dempsey, Martina Dunphy

School Secretary: Maureen Conneely (a.m.), Jeanette Fitzpatrick (p.m.)

Ancillary Staff: Caretaker, 2 Cleaners (part-time), Bus driver (part-time)

Opening Times: Classes from 9.00 a.m. - 1.00 p.m.

and 2.00 p.m. - 3.55 p.m.

Study from 4.15 p.m. - 5.30 p.m.

Building open to students from 8.30 a.m. to 5.35 p.m.

Supervision provided between these times.

Total number of Teachers: 20, including Principal, Deputy Principal, 17 Class Teachers including 2 Special Needs Teachers and 1 Career Guidance Teacher.

Characteristic Spirit: The school is a non-selective, non-denominational co-educational school, which aims to promote the total development of each individual student.

Name of Trustees: Co. Kilkenny Vocational Education Committee.

Type of School: Co-educational

Range of Programmes Taught: Junior Certificate, Leaving Certificate, Transition Year, Leaving Certificate Vocational Programme, Post Leaving Certificate Courses, Adult and Continuing Education Programmes and others from time to time, (subject to demand and adequate resources being available).

The school depends on the grants and teacher resources provided by the Department of Education and Science to Co. Kilkenny VEC and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in pursuant of Sections 9 and 30 of the Education Act (1998).

Section B: Admission and Participation Policy

The board of Management has published this document as its official Admission and Participation Policy for Coláiste Cois Siúire. The patron, Co Kilkenny VEC, has approved this policy. A copy of this policy is available at all times at the school and is furnished to each person who applies for admission to the school.

Admission Policy

Coláiste Cois Siúire welcomes all students for whom the school can provide an appropriate education including those with special educational needs.

Within the context and parameters of regulations and programmes of the Department of Education and Science, the Equal Status Act (2000), the rights of the Patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the 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.

Notwithstanding this Coláiste Cois Siúire accepts its legal duty to the patron to uphold the characteristic spirit of the school.

Participation Policy

Coláiste Cois Siúire aims to enable students to participate as fully as possible in all school programmes, curricular and extra-curricular. To allow this happen the Principal, with board of management approval, has established procedures to keep students informed of all school activities and opportunities. These procedures are also aimed at facilitating the involvement of students in the operation of the school, having regard to their age and experience. A Student Council has also been established to further promote student involvement in the operation of the school.

Admission and Participation by Students with Disabilities or other Special Education Needs

The school welcomes and encourages students with disabilities and special needs to enter the school and to participate in all curricular and extra-curricular activities on offer and to the extent that such participation will not endanger their own safety or that of others. The school will, as far as resources permit, provide special treatment and facilities to enable them participate in the life of the school, unless to do so would give rise to excessive costs that the school could not reasonably be expected to bear.

Section C: Suspensions and Expulsions

The Board of Management is required by law to maintain a reasonable level of safety for all throughout the school and on all school activities and discharges this duty through its employees, the principal and teachers.

To ensure the maintenance of good order and safety a Code of Behaviour appended to this policy has been drafted and is implemented by staff and which sets out the means by which the school deals with unacceptable behaviour.

The Code of Behaviour states that the two most powerful sanctions available to the school are suspension and expulsion. Expulsion is considered as a last resort that will be used only when all other sanctions have been exhausted by the school. When an expulsion is being contemplated by the Board of Management the parents of the student involved or the student if over eighteen years of age will be notified in writing and afforded the opportunity to put their/his/her case to the Board. In all such cases the proposed expulsion will be preceded by a suspension from the school during which time an exchange of views can take place. A recommendation of the Board to expel a student will be submitted for ratification to Co Kilkenny Vocational Education Committee.

Suspensions will be imposed either after all of the minor sanctions for breaches of the school code of discipline have been exhausted and have not resulted in an improvement, or as a response to a single serious breach of discipline.

The Board of Management empowers the Principal to impose a suspension.

Section D: Admission and Enrolment Procedures

First Year Applicants

Parents/guardians may apply to enrol their child using the following procedure:

- An application form is available in the school office (copy attached)
- Parent's should fully complete the application form and return it to the office. The date of application will be recorded and the application placed on a list
- Application to First Year should take place before 1st March to facilitate school planning for the following year
- An Open Evening will take place in the school before Christmas each year to inform prospective parents and students about the school
- The Principal will advertise this evening in the local media
- The Principal and/or staff members will visit primary schools in the locality to inform students about the school and its facilities
- In March each year, assessment tests will be conducted on applicants to assess competence in numeracy and literacy. These assessment tests are for gathering information on the applicant's level of ability and attainment to date and will not be used as grounds to refuse admission to the school
- The school will provide essential information regarding uniform, books and equipment needed, subject choice etc, by the end of June before the beginning of the next school year
- Applications will be taken for entry into First Year up to the beginning of the school year subject to space being available. Late applicants will be required to undergo the assessment tests mentioned above

Applicants for Entry to Other Years at Second Level

Applicants for entry to other years must be made directly to the Principal.

These applications will be considered under the following criteria:

- Available space in classes
- Adequate resources in the school to support the student

Applicants to PLC / Adult Education Courses

- Applicants to these courses should apply to the Co-ordinator of the relevant course. Applications will be considered in the light of course requirements for participation. Places on P.L.C courses are limited

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. A specific enrolment application form copy appended to this policy is provided for this purpose. Such information will include:

- Pupil's name, date of birth and address
- Names and addresses of pupil's parents/guardians
- Contact telephone numbers
- Contact telephone numbers in case of emergency
- Details of any medical conditions or special needs of applicant which the school should be aware of
- Other family members in school
- Previous schools attended, if any
- Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000))
- Pupils P.P.S. number

The school is mindful of its obligations under the Data Protection Act 1988 and the Amendment to the Data Protection Act 2003. All information provided to the school on a student will only be used for bona fide school purposes. Parents who wish to enrol their child in the school must sign the statement attached to the school's Enrolment Form authorising the school to use any such information supplied for bona fide school purposes.

Decision Making

The Board of Management in accordance with school policy makes the final decision in relation to application for enrolment. The school will notify parents of the Board's decision in writing and within twenty-one days of applying. A refusal by the Board to enrol a student may be appealed to the Secretary General

of the Department of Education and Science. As a general principle and in so far as is practicable and having regard to the school's enrolment policy children will be enrolled on application, provided that there is space available.

The Board will have regard for relevant Department of Education and Science guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health, safety and welfare of children.

In the event that applications for enrolment for First Year exceed/is expected to exceed the number of places available the following decision-making process will apply. The criteria in order of priority are as follows:

- Brothers/sisters of the proposed new entrant attending/attended the school
- Children of staff members
- Children of past pupils of the school
- Residence in the immediate locality of the school catchment's area
- First come, first served

Refusal to Admit a Student

The Board shall refuse to admit a student to the school in the following situations:

- Where the prospective student shall not attain the age of twelve years by the first of January in the calendar year following his/her entry into first year
- The prospective student has not completed sixth class in primary school
- The parents/guardians of the prospective student or the prospective student if over eighteen years of age refuses to
 - (i) sign the declaration of acceptance of the school's Code of Behaviour
 - (ii) sign the statement attached to the Enrolment Form authorising the school to use all information provided to the school for bona fide school purposes
- The prospective student refuses to take the school's assessment test

Enrolment of Children with Special Needs

In relation to applications for the enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report(s) or where such report(s) is/are not available, will request that the child be assessed immediately. The purpose of requesting assessment report(s) is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report(s), the Board will assess how the school can meet the needs specified in the report(s). Where the Board deems that further resources are required, it will, prior to enrolment, request Co. Kilkenny VEC to make representations to the National Council for Special Education to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report(s). These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The Principal/designated staff member will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, Principal, learning support teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

It may be necessary for the Board of Management to defer enrolment of a particular child pending:

- The receipt of an assessment report; and/or
- The provision of appropriate resources by the National Council for Special Education to meet the needs specified in the psychological and/or medical report(s)

Code of Behaviour

Appended to this Admission & Participation policy is the school's Code of Behaviour. The Parents' Association, Board of Management and Student Council has agreed the parameters of this Code of Behaviour. The Code will be periodically reviewed and updated. Enrolment in Coláiste Cois Siúire is conditional on Parents/Guardians/student, if over eighteen years of age, signing and returning to the school the enclosed declaration that

- (a) The code of behaviour is acceptable to them and
- (b) They undertake to make all reasonable efforts to ensure compliance with the code by the child

Coláiste Cois Siúire



County Kilkenny Vocational Education Committee ENROLMENT FORM 2008/2009

Surname: _____

Forenames: _____

Date of Birth: _____

PPS Number:
(Personal Public Service No.) _____

Full Address: _____

Home Phone No: _____ Day Contact No: _____

Previous School(s) Attended: _____

Parents' Names: _____

Medical Conditions: _____

Special Educational Needs: _____

Any other relevant information which the school might require:

Siblings Attending School: _____

We, the Parents/ Guardians of _____ hereby grant permission to Coláiste Cois Siúire to use the information provided by us to the school for bona fide school purposes.

Signed: _____

For the purpose of registration a **Birth Certificate** is necessary. This will be returned in due course.

Latest date for return of Enrolment Forms: **14th December 2007.**