

Coláiste Cois Siúire

Admission and Participation Policy



Policy Review History

Date	Comment
November 2016	Published
February 2019	Reviewed

Admission & Participation Policy

Section A: General Information

General Introduction

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. Conor Power will be happy to clarify any further matters arising from the policy.

School Name: Coláiste Cois Siúire,

School Address: Mooncoin Co. Kilkenny

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Website: www.colaistecoissiuire.ie

Principal: Mr Conor Power

Deputy Principal (Acting): Mr Gary Morahan

Ethos: To strive continuously to provide for the educational needs of all who wish to avail of the teaching, learning and training services provided by Coláiste Cois Siúire.

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

Name of Trustees: Kilkenny and Carlow Education and Training Board

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 Skills to Kilkenny and Carlow ETB 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 Skills, 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, Kilkenny and Carlow ETB, 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 Skills, 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.

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 or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report 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, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment request Kilkenny and Carlow ETB to make representations to the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological and / or medical report. 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, and special needs assistant, specialised equipment for 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 Department of Education and Skills to meet the needs specified in the psychological and / or medical report.

Code of Behaviour

Appended to this enrolment policy is the school's code of behaviour. The parameters of this code of behaviour have been agreed by the Parents Association, Board of Management and School Council. The code will be periodically reviewed and updated. It is expected that parents and pupils sign the school code of behaviour. Enrolment in Coláiste Cois Siúire is taken as commitment to abiding by the code.

Appeals

The Board is cognisant of the right of parents to appeal the decision to refuse enrolment. The appeal procedure is stated in the Education (1998) Act, Part VI, 29.

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 Kilkenny and Carlow ETB.

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
- Parents 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 each year to inform prospective parents and students about the school
- The Principal and/or staff members will visit primary schools in the locality to inform students about the school and its facilities
- 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

In addition to the procedure as outlined above for enrolling students to First Year, the following paragraphs are specific to student who apply to transfer to the school.

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. 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 overall interests of the continuity of the student's education.

An application to transfer is defined as one from a student who has previously enrolled in another second level school or from a student who makes application after the commencement of the academic year. It is not the policy of the Board of Management to accept transfer applications from students already enrolled in local post-primary schools, other than in exceptional circumstances.

Applications from students wishing to transfer into the school should be accompanied by a letter setting out clearly the reason(s) for the application and the following documentation should be supplied:

1. Completed enrolment form and documentations as per page of this policy
2. The two most recent academic reports from the pupil's current/previous school
3. A completed Transfer Report Form from the current/previous school

The college also reserves the right to request a confidential reference from the authorities in current/previous school(s).

The Board of Management reserves the right to refuse enrolment to a student who has established prior record of substance abuse, alcohol abuse, bullying or other serious discipline issues.

Applications to transfer into 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 into school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are subject of ongoing disciplinary proceedings in another school which included any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education for Persons with Special Needs Act 2004 (when commenced).

In general, it is the policy of the Board of Management not to accept transfers during the school year. However in the case of a student whose family have moved into the catchment area, and who are not enrolled in another post primary school, applications will be considered. Students wishing to enrol in an examination year will not be accommodated in the current examination class unless the student already has subjects compatible with our curriculum and can be accommodated within the class size.

Parents have the right to appeal a refusal by this college to enrol a student under Section 29 of the Education Act 1998, as per Circular Letter M48/01 of the Department of Education and Science.

An applicant who is refused enrolment has a right of appeal against the decision of the Board of Management of CCS such an appeal should be made within 14 days of the date written notification of the refusal. The appropriate forms and guidelines are available from the school secretary during normal school office hours. Intending appellants should contact the National Education Welfare Board who will put them in contact with their local Educational Welfare Officer who will be able to offer advice and assistance on the appeal procedure.

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, PPS number and mother's maiden name
- Copy of Birth Certificate
- Nationality
- 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))
- Form to allow student's image be used for School Promotion

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 in the first instance to KCETB and finally to the Secretary General of the Department of Education and Skills. 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 Skills 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:

- Siblings/ step siblings residing at the same address as a current pupil

- Pupils from primary schools within this school's catchment area
- Children of past pupils of the school
- Other applicants on a first come first served basis

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

Sign in/Sign Out Procedure

Students attending or leaving school outside of normalised school starting/finishing times are required to sign in and/or sign out. The rationale surrounding this procedure is multidimensional:

- The school acts *in loco parentis* and has a duty of care under the Education Act 1998, Education (Welfare) Act 2000 and additional Child Protection Legislation
- For health and safety reasons the school must know who is attending and when at any given time in the event of an emergency
- For record keeping surrounding academic attainment and progression in line with our school DEIS plan

Therefore, the following sign in/sign out procedures apply to all students of the College.

Students signing **out** of school are required to:

- Bring a note from a parent(s)/guardian(s) in the relevant section of the journal indicating the time they are being collected and the reason(s) for leaving school early
- Get a note of permission from their classroom teacher to leave class and go to their class tutor
- Request that their class tutor countersign their parental permission
- Attend the main school office where the official roll will be amended.
Note: this cannot be filled in without permission from the class tutor or a member of management
- Parents should collect their son/daughter from the school reception area
- If returning to school, students must report to the main office to be re-recorded on the daily roll.

Students signing **in** late to school are required to:

- Bring a note from a parent(s)/guardian(s) in the relevant section of the journal stating the time they are arriving and the reason for arriving late
- Report to the main office to be recorded on the daily roll. If the school secretary is not present to amend the daily roll the student must report to their class tutor.
- Join their timetabled classes, with the relevant materials, as soon as possible
- Note: students arriving late to school with no note of explanation from a parent(s)/guardian(s) are susceptible to relevant sanctions.

Protocol for students who report as **ill**:

- Students unable to continue with classroom teaching and learning should alert their teacher to obtain a note of permission to leave class and go to their class tutor
- The class tutor will make an initial assessment and provide a note to allow a student to ring home from the main office
- Attend the main school office with their tutor note where a phone call can be facilitated, and, the official roll can be amended. Student will be asked to return to class, if able, to await collection. Those students who are unable to return to class will be dealt with on a case-by-case basis.

- Parents should collect their son/daughter from the school reception area
- If returning to school, students must report to the main office to be re-recorded on the daily roll.

This policy was adopted by the Board of Management on _____

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal

Date: _____

Date: _____