

Coláiste an Chroí Naofa

Admissions Policy 2016

Mission Statement

Coláiste an Chroí Naofa, Carraig na bhFear is a Catholic School of the Missionaries of the Sacred Heart, inspired by the charism of “bringing God’s love to all people”. It is dedicated to Christian Education.

We aspire to the nurturing and growth of the individual in a pleasant working environment where:

- each student and staff member is involved and individual talents are developed and enhanced;
- local community and parental involvement is encouraged;
- true community is fostered through open communication and respect for each person;
- the strong Gaelic tradition (Irish language, culture and games) is recognised and encouraged;
- an atmosphere of spirituality prevails.

Inspired by these ideals we dedicate ourselves to the continued growth of our school.

Our College

Coláiste an Chroí Naofa is a Catholic Co-Educational Secondary School under the trusteeship of CEIST.

The school supports the principle of inclusiveness. We strive to ensure that every student becomes the best person that they can be. Every student is valued as an individual and all our efforts are focused on developing the talents and abilities of each student. It is our hope that all students who pass through the school gates feel valued and know that we see value in them. This ethos is inspired by the mission of the Missionaries of the Sacred Heart, bringing ‘God’s love to all people’.

The five core values of the CEIST charter form the bedrock of our school community. These are:

- Promoting spiritual and human development
- Achieving quality in Teaching and Learning
- Showing respect for every person
- Creating community
- Being just and responsible

Applicants to First Year

Welcome

The Board of Management welcomes applications to the school from any parent/guardian on behalf of their daughter(s)/son(s). The Board of Management of Coláiste an Chroí Naofa supports the principles, inherent in the CEIST charter of

- inclusiveness.
- equality 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.

Scope of this policy

This policy governs how you can apply for your child to enter Coláiste an Chroí Naofa and how we process each application in a fair and transparent way.

Aim of this policy

The aim of this policy is to ensure proper and reasonable procedures so that the Board of Management of Coláiste an Chroí Naofa may:

- Make clear and transparent decisions in respect of each applicant
- Assess our school's ability to serve the needs of applicants in accordance with the resources available to it

Legal framework

This policy abides by the relevant sections of the following Acts:

- Education Act (1998)
- Education Welfare Act (2000)
- Equal Status Act (2000)
- Education for Persons with Special Educational Needs Act (2004)
- Data Protection Acts (1998 and 2003)

The CEIST Charter forms the guiding document by which all decisions are reached by the Board.

Special Education Needs

CEIST schools value inclusivity and the Board of Management welcomes applications from students with Special Educational Needs. The Board also recognises and fully supports Parents' rights to have a school of their choice for their children. However, the school's ability to accept students with particular needs is dependent on resources suitable to the needs of the individual student being supplied by the Department of Education and Skills. The Board of Management must be

satisfied that it can provide an education appropriate to the child in a safe environment. The Board must also be satisfied that it will be possible for a child to access the school's curriculum with support.

Parents / Guardians are required to outline details of a child's special educational needs on the application form. All relevant documentation must accompany the child's application form to enable the Board of Management to assess how best the needs of the individual student may be met. (These documents may include an up to date Educational Psychologist's report, an Occupational Therapists report, a form explaining why s/he may be entitled to an Irish exemption.)

On receipt of the application form the Principal may request a meeting with the parents of the student to discuss the application and the student's needs.

The parents of the students may request a meeting with the Principal to discuss the educational or other needs of their child.

N.B. It may take some time for the NCSE to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation with the Principal or designated staff member well in advance of making an application.

As soon as is practicable, but not later than 21 days after a parent/guardian has provided all the relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents/ guardians in writing thereof.

The Board of Management reserves the right, in exceptional circumstances, to delay the student's attendance at the school until appropriate resources have been approved.

Data Protection

Data provided to Coláiste an Chroí Naofa in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998) and the Data protection (Amendment) Act (2003)

How to apply for a place in our school- first year in September 2016

Number of places available

The Board of Management reserves the right to determine the maximum number of Students to be enrolled, bearing in mind:

- The Mission Statement of Coláiste and Chroí Naofa.
- Health and Safety considerations.
- Availability of teacher resources from the Department of Education and Skills.

- The physical capacity of the College to cater for its students.
- Department of Education and Science directives
- The ability of Coláiste an Chroí Naofa to cater for the educational needs of students.

96 places will be available for the academic year 2017/18. This number is reviewed annually.

Given the high demand for places in previous years, unfortunately, it is likely that we may not be in a position to offer places to all applicants.

Open Night

An information session will be held for parents/guardians of prospective students. Details of our open night will be made available on our website in September of each year and will be notified to all our feeder primary schools. Details of enrolment will be given to parents/guardians at this evening. It is not necessary to attend an information session to apply for a place for your child. However, we strongly encourage you to attend as you will learn a lot about the school and how the application process works.

How to apply

- Application forms will be available from the school office and on the school website, www.colaiasteanchroinaofa.com at the end of the first week in September.
- Applications will only be accepted on the official school application form.
- The closing date for applications will be specified on the Open Night and will be published on the school's website.
- It is the parents/guardians responsibility to ensure that application forms are accurate and submitted on time.
- All application forms received will be stamped to indicate date and time of receipt.
- Parents will be informed of the status of their application within twenty-one days of the closing date for applications.
- Late applications will be reviewed only after all applicants whose application is received on time have been considered. Places offered to late applicants will be offered according to our criteria for acceptance outlined below.
- A student must be at least 12 years of age on the 1st January of the year of entry to secondary school to be eligible for admission to first year.
- Applications are to be accompanied by a 100 euro. This will be returned if your child is not offered a place.
- An additional 70 euro per student (100 euro if a family has more than one student in the school) is payable in September. This covers school insurance, lockers, school journal (first years only), photocopying, upkeep of the school library, the purchase of pre Leaving and Junior Certificate Examination papers.

It is a condition of enrolment that parents / guardians give their consent in writing to support the school staff and management in upholding the Code of Behaviour and that they will support the ethos that underpins our college.

The financial and teaching resources of the school are provided by a combination of Department of Education & Skills teacher allocations and grants, voluntary contributions and fundraising. Coláiste an Chroí Naofa follows the curricular programmes prescribed by the Department of Education & Skills, which may be amended from time to time in accordance with sections 9 and 30 of the Education Act 1998. At all times the implementation of the school plan and school policy must have due regard to the resources and funding available.

The decision – making criteria for acceptance of applicants

What happens if we do not have enough places for all applicants?

As previously stated we are likely to receive more applications than there are places for our college. It is important that all places are allocated in a fair and transparent manner. This section explains how we operate this process.

How does the process of offering a place work?

Students whose applications have been received on time will be offered places according to the criteria set out below. Places will only be offered to students in a given category after all students in each previous category have been offered a place. Where there are insufficient places remaining to make offers to all applicants in a given category, priority will be given to:

- Eldest in the household and then,
- Lottery

What criteria do we use to offer places in first year?

Category 1: Brothers and sisters of students who are registered as a student in Coláiste an Chroí Naofa on the closing date for applications.

Category 2: A brother or sister of a past student who has graduated from our college.

Category 3: A son or daughter of a member of the teaching staff (who has a permanent contract / Contract of Indefinite Duration on the closing date of application) or a permanent member of the ancillary staff.

Category 4: Applicants from the named primary schools that traditionally formed our catchment area –(1) Scoil an Athar Tadhg Carraig na bhFear, (2) Glenville, (3) Whitechurch and (4) St. Michael's Upper Glanmire, Priority given in order of list.

Category 5: Applicants living in the above parishes that went to primary schools outside the schools Priority given in same order as category 4.

Category 6: Applicants from schools outside our traditional catchment area who traditionally sent students to our college. These schools are (1) Scoil Olibhéir National School (2) Rathpeacon National School. Priority given in order of list.

Category 7. Pupils from other schools

If the number of applicants at any category exceeds places available, priority will be given to:

- Eldest in household and then
- Lottery

Why do we use these criteria?

The Board of management has decided to give preference to applicants based on:

- Family connection with our school (categories 1,2 and 3.)
- The local community (categories 4 and 5) We are the nearest secondary school to the schools mentioned in 4 and the parishes mentioned in 5.
- Primary schools, although, not in our catchment area, but who have traditionally sent us students. (Category 6)
- Other schools (Category 7)

How is the lottery conducted?

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.

The lottery will be supervised by:

- A member of the Board of Management
- The Principal
- An independent monitor taken from the approved list of Independent Chairpersons or a member of an Garda Síochána

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled.

When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant's place on the waiting list.

If a vacancy arises, the place will be offered to the applicant highest on the waiting list. If for any reason a place is not accepted that place will then be offered to the next applicant on the waiting list.

The school will contact parents/guardians to inform them of any changes to the waiting list. Parents/Guardians may contact the school at any time to request an update on their child's position on the waiting list.

Twins, triplets or siblings

If one sibling is offered a place, places will also be offered to their siblings. However, the number of places allocated by the BOM will not be exceeded. In the event that there are not sufficient places to cater for the sibling(s), that place will be held until further places become available to accommodate siblings. If these places do not become available parents/guardians may accept the offer of any available place on the understanding that siblings cannot be catered for.

Registration Day

Following receipt of applications the allocation of places will be made. Students who accept an offer of a place will be required to attend for registration with a parent / guardian on a day and time notified to them. Parents/guardians must contact the school if they cannot attend registration day and organise a day and time when they will be available to register. If a parent/guardian does not attend registration without notifying the school, his/her child's place will be forfeited.

Assessment Test

As a condition of enrolment all those offered a place will be required to sit an assessment test on a specified date in February/March. The results of this test will allow the Principal divide the first year group into mixed ability classes.

Transfer from other Second-level Schools

The number of students admitted to any year in any given year shall be determined by the Board of Management taking into account the school resources including those provided by Department of Education and Skills.

Students may apply for admission and a place may be offered subject to the following:

- The provisions of the admissions policy
- The presentation of the reasons for transfer
- The availability of space within the particular year group so that the total number of students in the year group will not exceed the maximum number set for that year group in the admissions policy for first year entry approved by the Board of Management
- The subject options available
- That the offer of a place is not deleterious to the education of students already enrolled

- Parents/guardians must provide the college with a copy of two most recent academic reports
- The provision of a Student Reference form to be completed by the Principal/Deputy Principal of their current school

If your child has a Special Educational Need, please refer also to the SEN section of this policy.

The transfer of students from one school to another in their examination year is considered inadvisable and not in the best interest of the student, unless in exceptional circumstances.

Applications on behalf of students who wish to transfer to Coláiste an Chroí Naofa will be decided by the Board of Management following a formal recommendation from the Principal stating the reasons for recommending or not recommending the transfer. Parents/guardians will be informed in writing as to the outcome of the application within 21 school working days of receipt of the written application and any supporting documentation required by the college.

Coláiste an Chroí Naofa reserves the right to refuse admission in exceptional circumstances.

Students wishing to repeat a year

Consideration will only be given to Students wishing to repeat a year in exceptional circumstances for reasons acceptable to the Department of Education and Skills as set out in Circular M2/95. (See Appendix 1)

Right of Appeal

The final decision with regard to the enrolment of students in Coláiste an Chroí Naofa and with regard to all matters covered by this Admissions policy lies with the Board of Management. Parents/Guardians of any student whose application for enrolment is refused have recourse to two appeal procedures.

Firstly, they may appeal in writing within 14 days to the Board of Management of Coláiste an Chroí Naofa.

Secondly, they may appeal the Board's decision to the Secretary General of the Department of Education and Skills under Section 29 (d) of the 1998 Education Act. This form is available from the website www.education.ie or from the school's office. This appeal must be lodged within 42 days of the Board of Managements decision.

Parents/guardians also have the right to lodge an appeal, in the first instance, with Secretary General of the Department of Education and Skills as outlined above.

Review of Policy

The Board may, subject to relevant legislation and subject to Department of Education and Skills regulations, alter and amend any section of the policy as appropriate.

The policy will be reviewed annually by the Board of Management. If you would like to make a submission you are very welcome to do so in writing to the Board of management of Coláiste an Chroi Naofa.

Agreed by Board: _____

Approved by CEIST _____

Date of Review: _____

Signed by Chairperson: _____

Date: _____