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Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

Coláiste Dún Iascaigh

Admission and Participation Policy

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Coláiste Dún Iascaigh

Admission and Participation Policy

General Policy on Admissions

Coláiste Dun Iascaigh opened its doors for the first time in 1997. It is a well-equipped facility on an extensive site, providing a broad-balanced and inclusive education for the local community. It is a co-educational, multi-denominational designated Community College operating under the auspices of Tipperary Education and Training Board (TETB). It is an amalgamation of three schools which had three unique traditions and cultures, Cahir Vocational School, Mercy Convent and St. Joseph's Boys School.

The Characteristic spirit of the school can be described as a Christian community that:

- pursues excellence in Teaching and Learning
- has a strong sense for fostering self-worth in students
- provides a broad curriculum and a broad range of extra-curricular activities
- forges strong links with the community
- provides an inclusive, caring and orderly environment where a spirit of co-operation and respect are central to all relationships

Accordingly, parents in completing their application to the school:

1. Duly recognise and commit themselves accordingly on their own part (and on behalf of their son/daughter) to the Characteristic Spirit of the School if their son/daughter is admitted as a pupil to the School
2. Duly recognise and accept this Policy as the basis for treating their son/daughter's application for admission to the School.
3. The school must comply with Department of Education and Science guidelines in relation to class size, staffing provisions, accommodation and health and welfare of children that may affect the number of new enrolments that the school may admit in any one year.

Each year the Board of Management decides the number of first year students for whom the Coláiste can provide an appropriate education, having regard to the facilities, personnel and resources available.

In 2019/2020,

- The number of first year students will be 120.
- The maximum number eligible for TY will be 100.
- The maximum number of students qualifying for entry to our ASD classes is 18. A student entering our ASD class will not be counted as part of the first-year limit of 120 if the school is over subscribed.

A child is eligible for admission if he/she:

- has reached the required age i.e. 12 years on the 1st January in the calendar year following the child's entry into First Year.
- has completed sixth class in Primary School or its equivalent
- is willing in conjunction with his/her parents/guardians to accept the Coláiste ethos.
- is willing, with parents/guardians to accept the Coláiste's Code of Behaviour
- Acceptance of a place in this Coláiste implies acceptance of the Code of Behaviour, all Policies, Rules and Procedures issued at any time.

Appeals Procedure

- A parent/guardian or student who has reached the age of 18 or the National Education Welfare Board may appeal a decision to refuse admission to the college.
- The appeal should be made within 10 working days to Tipperary ETB. A copy of the relevant procedures (Circular M. 48/01) and appeal application form are available from the Principal or the ETB.
- If the appellant remains unhappy with the outcome at ETB level, he/she may appeal to the Secretary General of the Department of Education and Science. The appeal to the Secretary General must be made within 15 working days from the date the decision of the ETB was notified to the student.

Admission and Enrolment Procedures

Parents/guardians wishing to enroll their son/daughter in Coláiste Dún lascaigh should return note the following:

Proposed Dates:

Coláiste Open Evening:	Monday, 15 th October 2018
Closing Date/Time for Receipt of Application Forms:	Friday, 28 th October 2018 at 4pm
Offers will be posted on:	Wednesday, 7 th November 2018
Regrets will be posted on:	Thursday, 8 th November 2018
<i>(If oversubscribed – waiting list formed)</i>	
Acceptance/refusal of places by:	Wednesday, 14 th November 2018 by 12.00 noon
Common Registration Night:	Wednesday, 27 th November 2018

Full length enrolment form will then be issued to all parents/guardians who have been offered a place.

- Where demand exceeds the number of places available in any year the following criteria will be used to prioritise applications received on or before Friday, 28th October 2018 at 4p.m.:
 - a. Siblings in school, past and present
 - b. Children of staff
 - c. There is a process of random selection for all remaining applicants who are not brothers or sisters of current and past students or sons or daughters of staff of Coláiste Dún Iascaigh.
- Late applications will only be considered after all applications received on time have been processed. Applications received after the date of closure will be stamped, dated and places allocated on a first come, first served basis.

The Board of Management reserves the right to increase the enrolment numbers in a given year subject to allocation of resources from Department of Education.

Enrolment forms and details are circulated through the local Primary Schools in September/October of the year preceding enrolment and are also available on the school website and school office.

Transfer of Students from other schools

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 school in or outside the catchment area or from a student who makes application after the commencement of the autumn school term.

In general, it is the policy of the Board of Management not to accept transfer applications from students previously enrolled in other post-primary schools through the whole calendar year.

The Coláiste does not accept transfers into exam years. (3rd year and 6th year)

The following is an outline of the procedures to be followed before a transfer from other schools is considered for approval:

1. Parent/guardian and student wishing to transfer must make an appointment to meet with school Principal. (Student's over the age of eighteen may represent themselves through this process)
2. Following this meeting the student transfer enquiry forms must be submitted to the school Principal along with:
 - a. The two most recent reports from the pupil's previous school
 - b. Information from the previous school to include behaviour, attendance (must have attended for 140 days unless medically certified) and academic progress together with one additional written reference, dated within one month of the date of meeting with school Principal, from a local Youth Club/Sports Club or similar organisation and/or a member of the Garda Síochána and/or a person of standing in the community
 - c. A statement on special needs, if relevant.
 - d. Transfer student's School Journal/Diary for present academic year
 - e. English/Maths homework copybooks for present academic year

Upon receipt of above the transfer request will be brought to the next Board of Management meeting and the Board of Management shall normally issue a decision to the parent/guardian of a child within 5 working days.

Refusal:

Having due regard and respect for the statutory and constitutional rights of parents and their children, if the Board of Management Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants, which might include but are not confined to the following:

1. Students who are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory procedures in accordance with the Educational Act 1998 or The Education (Welfare) Act 2000.
2. Students who have not fully exhausted the Section 29 process in their present school.
3. Students who have an established prior record that may impact on the health and safety of themselves or other students
4. Lack of adequate resources to cater for needs
5. Student has failed to attend school for 140 days in the previous academic year and no medical/other reason received by school for absenteeism
6. Insufficient educational attainment to participate in a course, e.g. Junior Certificate or Leaving Certificate

Transition Year Selection Process

- All Third-Year students/parents will be invited to a presentation about the Transition Year Programme in the year they are sitting the Junior Certificate.
- This will outline in detail the selection process, the aims of the Programme and the school's expectations for a Transition Year student.
- To apply students in Third Year submit an application form.
- The number of places allocated to Transition Year is capped at 100.
- Candidates may be refused a place in TY if:
 - Application Form not received by due date
 - Poor discipline record in 3rd year
 - 140 days attendance in school in 3rd year not reached, and no medical/other reason received by school for absenteeism
 - Preparation for and performance at interview

Admission to 5th Year and 6th Year where significant attendance concerns exist:

Students who have a very poor attendance record in senior cycle can have a significant impact on teaching and learning. Poor attendance means that sufficient academic progress and compliance with state exam project work may not be made. Thus, the following are the school expectations for all students in TY, 5th and 6th year.

- Must attend school for a minimum of 140 days (unless medical/other reason received by school for absenteeism)
- Must not absent themselves from morning or afternoon classes on a regular basis without following agreed school procedures
- Must sit Christmas and Summer house Exams and return all papers for correction

Parents/guardians and student if over age of 18 will be informed in writing at the end of school year or during the school year if above expectations are not being met.

A meeting must be scheduled with school Principal to discuss above and the school career guidance department may advise on alternative pathways that best meet the needs of the student.

If a student is over the age of 16 and there is there is non-engagement with the school regarding attendance the school will see this as a communication that the student has left school.

Policy on Admission of Students with Special Needs

In welcoming applications from students with special educational needs, the Coláiste will use the resources provided by the Department of Education and Science to make reasonable provision and accommodation for all such students and will ensure that these students are encouraged to participate in the life of the Coláiste as far as is reasonably practicable.

While recognising and fully supporting parents' rights to a choice of school for their children, the Coláiste's ability to accept students with special needs are dependent on the supply of resources, suitable to the needs of the individual students, being supplied by the Department of Education and Science. Parents/ guardians who wish to enroll students with special needs should contact the Coláiste as soon as possible.

The Principal or his/her representative may meet each child with his/her parent/guardian on an individual basis to discuss his/her needs. The Coláiste will require a copy of the child's medical report and/or psychological report. If a report is not available, the Coláiste may request that the child be assessed immediately to assist it in establishing the educational, safety needs of the child and in profiling the support services required.

Having gathered all the relevant information, the Coláiste will assess how it can meet the needs as specified. Where further resources are deemed to be required, the Department of Education and Science will be requested to provide them.

Students with approved access to SNA support will be subject to:

- Yearly review
- The school Principal decides on the deployment of SNA's and level of access following review of student needs and the overall needs of all students with access to SNA support
- NCSE guidelines state that SNA support should encourage the development of independence skills. Thus, SNA's may change from year to year
- The Coláiste does not use SNA's to act as readers, scribes or supervisors for state exams

If proper resources are not in place to allow for the inclusion of special needs students, the Board may in certain instances, be forced to defer enrolment until the necessary resources are made available.

In very exceptional cases, even with additional resources provided by the Department of Education and Science, the Board may not be able to provide an appropriate education due to the nature of a applicant's special educational needs or where there is other just cause.

ASD Classes:

Criteria for Enrolment/Admissions for children with Autism

The main objective of the ASD class in Coláiste Dún Iascaigh is to enable all students entering our ASD class to be fully mainstreamed. Admission to the class will be determined by the ability of the school to cater for the individual needs of the students with resources provided by DES. The Coláiste operates a reverse integration model where yearly plans are put in place for the day to day operations of all ASD classes.

The criteria which will be applied to each applicant, incorporating DES and H.S.E policy is:

1. Professional Report

1. The Professional Reports required are a psychological report or a multi-disciplinary team report. A multi-disciplinary team can consist of a Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker, Physiotherapist etc. Both private and public professional reports will be accepted.
2. A diagnosis, using the DSM-V/IV or ISD 10, of Autism/Autistic Spectrum Disorder is required to be made by a Psychologist, or Multi-disciplinary team.
3. There must be a recommendation by the professional, included in the report, that a special class placement in mainstream is necessary for the student to participate in a second level school.
4. Our ASD class programmes are designed to support a student with a diagnosis of autism who is functioning at a level that allows them to be integrated in to mainstream classes for some or all subjects.

2. Allocation of Places

The school will accept enrolments from the 1st of September each year for students wishing to begin school the following September.

Applications received from 6th class students will be dated and placed on file.

In the event of the number of applicants exceeding the number of available places the following procedures will apply: (2019/2020) max number is 18 students)

- **First Priority:** will be given to students who are presently enrolled in the Coláiste and who may also qualify for access to our ASD class
- **Second Priority:** will be given to students transferring directly from feeder primary schools (catchment area) to first year in the Coláiste in order of date of applications received. (see above)

External transfers to our ASD class to years other than 1st year will be subject to our transfer policy.

All placements will be the subject of on-going review and students who make progress, may following consultation, with appropriate persons be transferred to mainstream with the support of our ASD team of teachers. Entry to an ASD class in 1st year does not automatically mean access to class for the full duration of a students second level education.

Programme Content

The individual students programme will be based on the normal second level programmes. The detail of the programme to be followed will be the subject of discussion and agreement between the staff of the ASD class and the parent's/guardians of the applicant and other professionals as appropriate.

Additional Information for Parents/Guardians of ASD of students with access to our ASD classes:

1. The parents/guardians must fill in and return the application form.
2. The parents/guardians of the prospective student should arrange a meeting with school SEN co-ordinator.
3. It is essential that parent'/guardians meet with lead teacher of the ASD class and any other relevant parties before the learner starts at the Coláiste.
4. Clear guidelines about daily communication between parents/guardian's and lead teacher in ASD class must be defined at the start of the academic year.
5. Transport drop off and collection point is to the front of the school
6. Parents of students must follow appropriate sign in and sign out procedures
7. All students of the Coláiste are subject to the Code of Behaviour.
8. The school operates a reverse integration model for our ASD students
9. Our ASD classes are referred to as "An Cuan"

This policy will be reviewed on a regular basis by the school and relevant partners.

Ratified by the Board of Management on the

15/8/2018

Liam Shearn

Chairperson of the Board

Peter Gordon

Secretary of the Board