

Coláiste/Gaelcholáiste Choilm Admissions Policy *May 2014*

The Enrolment Policy of Coláiste/Gaelcholáiste Choilm (“the Policy”) has been formulated in accordance with the provisions of the Education Act 1998, The Education Welfare Act 2000, the Equal Status Act 2000 and the EPSEN Act 2004, in order to assist Parents and Guardians of prospective pupils in relation to enrolment matters. The Principal, as Secretary to the Board of Management will be happy to clarify any further arising from the Policy.

Key Values

Equality of access is the key value that determines the enrolment of children to Coláiste/Gaelcholáiste Choilm. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, sexual orientation, religious or political beliefs and values, family or social circumstances.

1. APPLICANTS TO FIRST YEAR

Enrolment Procedure

- Parents or Guardians seeking to enrol a child in their care to first year in Coláiste/Gaelcholáiste Choilm are requested to return a completed Enrolment Application form to the school by the date specified in the school prospectus along with any supporting documentation required e.g. utility bill for verification of address.
- Applicants will receive a letter confirming whether a place may be offered to him/her within fourteen days of the closing date for applications. Applicants will be required to provide written acceptance within fourteen days of receiving the offer from the school.
- Students who are eligible for admission into First Year must have reached the required age: 12 on the 1st of January in the calendar year following the child’s entry into First Year.
- It is a condition of enrolment that the parents/guardians of children applying for places give their consent in writing to the school’s Code of Behaviour. Enrolment may be refused in the event that parents/guardians of children do not provide such written confirmation.

Applicants will be offered a place subject to;

- ✓ Compliance with eligibility requirements;
- ✓ Adherence to the enrolment procedures;
- ✓ The availability of places.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Coláiste/Gaelcholáiste Choilm must also respect the rights of the existing school community and in particular, the pupils already enrolled. This requires balanced judgements, which

are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the Board of Management, reserves the right to determine the maximum number of children to be enrolled, bearing in mind:

- ❖ Available space in classrooms and Health & Safety requirements
- ❖ Availability of teacher resources provided by the Department of Education and Skills
- ❖ The ability of the school to cater for the educational needs of children
- ❖ Maximum class size directives

In the event of the number of children seeking admission in any year exceeding the number of places available (due to the non-availability of suitable accommodation, teaching staff or other resources), the following criteria will be used to prioritise children for enrolment:

Criteria to prioritise children for enrolment where the school is oversubscribed in the following³ order:

COLÁISTE CHOILM

1. (i) Brothers and sisters of pupils who are already attending the school;
(ii) Brothers and sisters who previously attended the school;
(iii) Children of a member of staff.
2. (i) Children who are the first in family and attend one the named National Schools (A) and who reside in the catchment area.
(ii) Children who are the first in the family and attend one the named National Schools (B) and who reside in the catchment area.
(iii) Children who are first in the family and attend one of the named National Schools (B) and who reside in Tower, Cloghroe or Kerry Pike
3. (i) Children attending one of the National Schools (A) and living within the catchment area.
(ii) Children attending one of the National Schools (B) and living in Tower, Cloghroe or Kerry Pike.
4. Children resident within the catchment area but attending a National School outside the area.
5. Children attending one of the named National Schools and living outside the defined catchment area.
6. Children who live outside the catchment area and attend a National School outside the area.

**An offer of a place based on fraudulent or misleading information will be withdrawn.
(Documents verifying address may be required)**

In the event that the total number of places remaining available in any of the above categories is less than the number of pupils in that category, then the places will be allocated by a lottery.

(A)

1. Scoil Eoin
2. Scoil Mhuire
3. Scoil Barra
4. Gaelscoil Uí Ríordáin
5. Ovens National School
6. Ballinora National School
7. Gurrans National School
8. Goggins Hill National School

(B)

1. Cloghroe National School
2. Clogheen National School

Criteria to prioritise children for enrolment where the school is oversubscribed in the following order:

GAECHOLÁISTE CHOILM

1. (i) Brothers and sisters of pupils who are already attending Gaelcholáiste Choilm
(ii) Brothers and sisters of pupils who previously attended the Gaelcholáiste Choilm
(iii) Brothers or sisters of pupils who attend Colaiste Choilm provided they attended a Gaelscoil for their primary education.
(iv) Children of a member of staff.
2. Children who are the first in family and attend Gaelscoil Uí Riordáin or Gaelscoil Uí Riada.
3. Children who attend Gaelscoil Uí Riordáin or Gaelscoil Uí Riada.
4. (i) Children who are the first in family and attend Gaelscoil Uí Mhuscraí
(ii) Children who attend Gaelscoil Uí Mhuscraí
5. (i) Children who are first in family and attend Scoil Eoin, Scoil Mhuire, Scoil Barra, Ovens National School, Ballinora National School, Goggins Hill National School, Gurrans National School.
(ii) Children who attend the schools listed in 4(i).

An offer of a place based on fraudulent or misleading information will be withdrawn.

In the event that the total number of places remaining available in any of the above categories is less than the number of pupils in that category, then the places will be allocated by a lottery.

The school will arrange information and induction sessions for new pupils and their parents/guardians prior to the commencement of the academic year.

2. OTHER YEARS

The same general principles of fairness and equality will apply to the acceptance of pupils into years other than first year. Applications may be accepted throughout the academic year. An application may be refused for any of the following reasons:

- That no suitable accommodation/place exists in the year group
- That the relevant subject options are not available mid-year
- That the applicant is already registered at another post primary school and has been excluded from his/her school for disciplinary reasons

The parents / guardians of students requesting a transfer from another post-primary school will be supplied with this admissions policy and are required to:

- Agree to their current Principal filling in a Student Enquiry Form. This may also involve a follow up telephone call with the School Principal from the current/past school to discuss the particular circumstances of the transfer application and current needs of the student.
- Provide copies of school reports from the previous school.
- Be willing to accept the school ethos
- Provide written confirmation in which the parents/guardians and the student accept the Code of Behaviour of the school.

3. TRANSITION YEAR/LEAVING CERTIFICATE APPLIED

The number of places to be available on the Transition Year Programme and Leaving Certificate Applied will be determined each year within the context of the overall enrolment to the school and the resources available within the school.

The parents/guardians of pupils in third year (Junior Certificate) will be invited to attend an information session wherein the procedures for applying for places on the programmes will be outlined. Pupils will be required to return a completed application form by the date specified, following the receipt of which they may be interviewed by the Programme Co-ordinator who will make a recommendation to the Principal on whether a place should be offered to a pupil. The final decision on whether a place should be made available to a pupil will be made by the Principal.

4. APPEAL PROCESS

The school reserves the right to refuse an application for admission in exceptional circumstances Such as for example where a student poses an unacceptable risk to the health and safety of the students and staff of the school and/or to school property or where a student may present with such a degree of special need that even with additional resources by the Department of Education and Skills the school would not be able to reasonably accommodate the student concerned.

Parents of applicants who have been refused a place may appeal this decision to the Board of Management. Such appeals must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within 14 days of receiving the refusal.

Appeal to Cork ETB & Department of Education and Skills

If parents are dissatisfied with the result of this appeal, they may appeal that decision to Cork E.T.B. and thereafter to the Secretary General of the Department of Education and Skills.

