

Coláiste Chiaráin, Leixlip Community School

Admissions Policy

Ethos: Coláiste Chiaráin is a co-educational, multi-denominational school under the trusteeship of the Presentation Order, the Archbishop of Dublin and County Kildare Vocational Education Committee. The Trustees act jointly as Patron to the school. The educational philosophy of the Trustees challenges the school to be especially mindful of the disadvantaged and those with special needs, to focus on the importance of a value-based, Christian education and to be truly a resource for the local community.

The characteristic spirit of the Trustees (Patron) obliges the school to build on these values and principles and provides the context for the mission of the school.

Mission Statement: Coláiste Chiaráin aims to foster an appreciation of learning among students attending the school and encourage regular attendance of students. "Coláiste Chiaráin respects the individual, valuing, understanding and empowering the gifts and differences of each person. This community school commits itself to educating the whole person in an atmosphere of trust and respect".

Operating Context: A Board of management under a Deed of Trust manages the school. The Department of Education & Science funds the operation of the school. The Department of Education & Science provides the teaching resources.

Admission to the school is, subject to the resources available to the school including classroom accommodation, class size, teaching resources, financial resources and subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or it will make every effort to secure those resources. Where the resources cannot be secured the school reserves the right to refuse admission.

Scope: This document sets out the policy of the school in respect of admissions to the school in the following circumstances:

- Students applying for a place in First Year
- Students from outside of the school applying for a place in any other year-group or programme

Our admission procedure complies with all current legislation.

The Board of Management will set a figure each year for the number of students to be accepted into First Year - that figure will depend on the overall number of students in the school and the overall capacity for which the school was designed, and the capacity of the school to fulfil its obligations under educational programmes currently in progress.

Enrolment Criteria:

Places will be allocated to first year students according to the following criteria (and in the order below):

1. Admission will be granted to students attending any of the following Primary Schools Scoil Mhuire NS, Scoil Bhríde NS, Scoil Eoin Phoill NS, Scoil Cearbhaill Uí Dhálaigh NS.
2. Members of families of Staff at Coláiste Chiaráin
3. Students who have or had a brother or sister in the school.
4. Children from Leixlip Parish (Roman Catholic).
5. Students from Primrose Hill NS. Celbridge, North Kildare Educate Together.
6. Students from Celbridge who desire a mixed gender post-primary education.
7. Children of parents/guardian who attended Coláiste Chiaráin.
8. Students other than those listed above.

Secondary school students must be aged 12 on 1st January on the calendar year following the child's entry into first year. Evidence of age, normally a Birth Certificate, will be required.

The school welcomes students of all levels of ability. However, following the Assessment Tests and any other forms of assessment deemed appropriate by the School and in consultation with the appropriate primary school(s) the School reserves the right to determine, in line with its Special Educational Needs Policy and the resources available, that it is unable to cater for the needs of a student. In such circumstances a student may be refused admission.

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

1. The student has special needs such that even with additional resources available from the Department of Education & Science the school cannot meet such needs and also provide the student with an appropriate education or
2. In the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or school property.

The applicant student and her/his parents must accept the school's Code of Behaviour. They do this by signing their acceptance and this is a precondition of enrolment.

Decision Making Process: Decisions regarding admissions are a matter for the Board of Management. However, this task is normally delegated to the Principal who decides on such matters in accordance with the school's admission policy. The Principal may refer any application to the Board for decision.

Right of Appeal: Where a student is refused admission to the school their parents/guardian will be advised of their right to appeal that decision to: Secretary General of the Department of Education and Skills under Section 29 of the Education Act.

Application for First Year:

How to Apply: Application Forms are available from the school office. A copy of this Admissions Policy will be issued with each application form. The closing date for receipt of forms shall be the last Friday in November in the year preceding entry.

- Parents/guardian should complete and sign the application form. Incomplete forms will be returned to parents/guardian.
- When a completed application form is received by the school it will be marked with the date and time.

Failure to

- complete the application form,
- supply any relevant documentation requested by the school,
- make a reasonable arrangement to meet with the school personnel to discuss the application,

may result in a child being refused admission to the school.

Parents/guardian will be advised of the outcome of their application within 21 days of the closing date (see above).

Admissions Procedures (Other Year Groups):

How to Apply: Application Forms are available from the school office on request. A copy of this Admissions Policy and a copy of the school's reference form will be issued with each application form.

Applicants should complete the application form, giving all of the details required. Incomplete forms will be returned to parents. Parents/guardian should sign the application form and date it.

Enrolment Criteria:

All students entering the school must supply a Birth Certificate or other appropriate identification as determined by the school.

- The behaviour record of a student in their previous school shall be an important factor. The school reserves the right to refuse to admit a student whose behaviour in their previous school has been unsatisfactory or where there has not been a satisfactory level of cooperation between the previous school and the student's parent(s) or guardian(s).
- The attendance record of a student in their previous school shall also be an important factor.
- In a case where a student has been excluded from another post primary school, an application for enrolment will not be considered until all pastoral and disciplinary avenues have been explored with that school up to and including a section 29 appeal under the Education Act 1998.
- All applicants in this category will be required to furnish full educational records from her/his previous schools. In the event that there is not full disclosure of all information that would be reasonably expected to influence the Board's decision to enrol, subsequent discovery of that information may dispose the Board to consider permanent exclusion of the student.
- The availability of suitable places in any given year group shall be of paramount importance and shall be one of the determining factors of

admission. In the event that there is a shortage of places the First Year Enrolment Criteria outlined earlier will be followed.

Special Needs Policy: The school's Special Needs Policy sets out how the school will:

- Take steps at an early stage to identify children with special needs who may be applying for admission to the school, and to become familiar with their needs.
- Request a copy of the child's medical/psychological report/individual educational plan, if available or
- Request immediate assessment (in order to assist the school in establishing educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.
- Request, in a timely manner, from the DES any additional resources deemed necessary e.g. special needs assistant, specialised equipment or furniture, transport etc.
- Meet the parents/guardian to discuss the child's needs and school's capacity to meet the child's needs.
- Through the Board of Management, do all it possibly can to identify, plan, and provide for the needs of a special needs or disabled child-seeking admission to the school.

Autistic Spectrum Disorder Unit:

The Special Unit for children with Autistic Spectrum Disorder (ASD) is being developed with the cooperation and support of the NCSE and the DES. The Unit will cater for the catchment area of Coláiste Chiaráin and enrol a maximum of 6 students who have a diagnosis of ASD.

- The school will not enrol a child with Significant Intellectual Impairment. (i.e. A child who scores below the range of Mild General Learning Disability) or a child with severe behavioural difficulties.
- Parents/guardian who wish to enrol their child should make contact with the Principal of Coláiste Chiaráin prior to the 1st November of the academic year when the child is in 6th class Primary School.
- The parents/guardian must attend an interview with the Principal and provide all relevant documents pertaining to their child's diagnosis and to their previous schooling/education.
- Where a diagnosis is deemed inadequate or out of date, the Principal/Board of Management may insist that the parents/guardian obtain an up to date Educational Psychological Report. In general, the NCSE do not rely on reports which are older than 4 years.
- The decision to enrol will be taken by the Board of Management and its decision is final.

This Policy was updated and ratified by the Board of Management on 7 th February 2011.
