

ADMISSIONS & PARTICIPATORY POLICY

May 2017



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COLÁISTE MHUIRE CO-ED

ADMISSIONS POLICY

1. **Aims.**

1.1 Parents / Guardians / Students / Staff will have all necessary information to ensure the student will have his/her needs met.

1.1 Admission is open to all who satisfy this policy. In relation to discrimination it is the policy of Coláiste Mhuire Co-Ed to comply with the Equality Act, 2000. This act prohibits discrimination on nine grounds as follows: Gender, Marital Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race and Membership of the Traveller Community.

2. **Enrolling Procedures.**

2.1 All enrolment applications must in the first instance be made to the school Principal. The school principal may refer the enrolment to the Board of Management if he/she feels grounds may exist for refusing to admit the student. Enrolment forms are available from the school at 0504-21734, on the school website www.cmco.ie or from the school office.

2.2 Parents/Guardians/Students are informed about the enrolment procedure through

- i. Prospectus
- ii. Visits to Primary Schools
- iii. Media
- iv. Church Announcements
- v. Open Night
- vi. Appointment with School Principal.

2.3 Coláiste Mhuire Co-Ed will only accept completed applications from students during their 6th class years of primary school (from September to the closing date in December (see Appendix 1 for dates)).

2.4 Applicants must provide a completed application form and a copy of applicants Birth Certificate.

2.5 Parents of a student who has an Educational / Behavioural/Medical or Psychological report should furnish them on enrolling.

2.6 Parents/Guardians or applicants over the age of eighteen must undertake to read – sign and abide by the school’s Code of Behaviour which is available on ww.cmco.ie .

2.7 In the case of

- second level students: must have completed 6th class National School and be the required minimum age (12 on January 1st of school year they are proposing to commence e.g. 12 on January 1st 2017 for commencing September 2017).
- further education or Life Long Learning Courses must satisfy any relevant entry requirements and the PLC admissions policy.

2.8 Exemption from study of Irish must be in accordance with Department of Education and Skills guidelines. Evidence of Exemption **must** be supplied with the enrolment form.

- 2.9 In the event of the college having more applications than places available, the following criteria will apply:
1. First come first served i.e. date order of Application
 2. Siblings of a student enrolled in Coláiste Mhuire Co-Ed are not automatically entitled to a place in the school.

Note: See Appendix 1 for relevant dates for this school year.

3 Transfers

Coláiste Mhuire Co-Ed does not accept students during the school year or into 2nd, 3rd, 5th or 6th year groups unless due to family relocation. Students may transfer at the beginning of the school year into first and transition year subject to:

1. The conditions set out in the School Admission Policy
2. Available space/limitation on class size. Class size is limited to 20 in Home Economics & 24 for all other practical subjects to ensure the safety of students and staff under Health and Safety regulations.
3. Staffing resources
4. The school being satisfied with the reason for the transfer (all relevant information, documentation re attendance, educational progress etc, as requested on application form is fully supplied. The school cannot consider applications from transferees unless all information requested on the application form has been fully furnished. The school will endeavor to assist all applicants with completion of the application form upon request. Failure to provide any or all supporting documentation required in the application process may result in the rejection of an enrolment application.
5. The school being given adequate and appropriate resources by the Department of Education and Skills to meet the needs of transferees.
6. That the participation of the applicant will, in the opinion of the Board of Management, contribute positively to the school and not infringe in any way on the opportunities or rights of the students and staff of Coláiste Mhuire Co-Ed.
7. That in the professional judgment of the College authority, the student, because of previous education, training or experience, is likely to benefit from attendance.
8. That in the professional judgment of the College authority that the student's attendance will not be seriously detrimental to order and discipline of the College.
9. Students who have previously been expelled from this school may not reapply for admission.
10. All applications from students permanently residing within the schools catchment area wishing to transfer must be submitted, fully completed, on or before the closing date for transfer applications – the 31st of March.
11. The school being satisfied that there is no history of the applicant manifesting/being involved in violent behaviour or behaviour likely to endanger students or staff. This requirement is to protect students and staff in the school under Health and Safety legislation.
12. Compliance with conditions as set out in the school Substance Use Policy.
13. Written confirmation that where admission to another second level school was refused, that the parents of the applicant were notified in writing of their right appeal that decision and of the statutory time limit regarding making of such an appeal.
14. A student who is expelled from another school must have taken a section 29 against the school it has been expelled from before an application will be considered.

15. Consultation with the EWO if appropriate.

Acceptance of transfers would depend on availability of resources, staffing and curriculum. The student would have to furnish any reports from previous schools, including a full record of attendance as per NEWB Guidelines. Subject to the above criteria the parent / guardian and the student would have to attend for interview. Following this meeting the Principal will inform the Parents/Guardian of the school decision.

Admission policy into TY is in the TY policy which can be found at www.cmco.ie .

4. Special Needs

The college will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for *students with disabilities or special educational needs*. These students are free to participate in the life of the school in so far as is reasonable practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.

In making provision for special need students the following information is required.

Has the student had access to any of the following resources? :

1. Special needs assistant or classroom assistant.
2. Special class.
3. Help, for specific needs, from any resource teacher.
4. Assistance with behavioural modification.
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with their special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility. etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be fulfilled.

Final confirmation of a place, may, in exceptional cases be given when the Department of Education and Skills confirm that the necessary resources are in place.

N.B.: It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making an application.

Note: Further information on this area is contained in the School's Policy on Special Needs

Students enrolling in the Centre for Young People with Autism:

Coláiste Mhuire Co-Ed has in place a dedicated class for Young People with Autism. Applications for students to enroll in and be accommodated in the class will only be accepted if the parents/guardians can provide a specialist report diagnosing that the child has Autism and recommending that the child's needs can be met by attendance at a class for Young People with Autism attached to a second level school. The class is designed to support a student with a diagnosis of Autism and who is functioning at a level that allows them to be integrated into mainstream classes for some subjects. The maximum number of students that can be accommodated in the Autism class is six. If the number of applications exceed the number of places the following criteria will apply:

- First preference will be given to a student who is already attending the school who has a recommendation to attend an ASD class but is not currently enrolled in the ASD class
- Second preference will be given to a student who is already attending the school, who during the course of their second level education receives a recommendation to attend an ASD class
- In the first or second scenarios if more than one student meets the criteria at any one time, then the date of the recommendation will be used to allocate the place should one be available.
- Third preference will be given to students who wish to enroll in the school as per point 2.9 above. Note this also applies to transfer situations.

5. Grounds upon which Coláiste Mhuire Co-Ed may refuse to admit a student are set out below:

5.1 If admitting the student to the school would:

- (a) Make it necessary for the school to employ additional staff which are not funded by the Department of Education and Skills.
- (b) Give rise to significant expenditure on extending or altering the accommodation or facilities at the school, which are not funded by the Department of Education and Skills.
- (c) Be seriously detrimental to the continuity of the child's education
- (d) Be likely to be seriously detrimental to order and discipline in the school
- (e) Be likely to be seriously detrimental to the education wellbeing of students attending the school.

5.2 If the education normally provided at the school is not suited to the age, ability or aptitude of the child.

5.3 If the child was previously expelled from this school.

5.1 Suspension and Expulsion

Suspension and Expulsion of students are dealt with in the school's Code of Behaviour and Suspension and Expulsion policy.

5.2 Appeals

Parents/Guardians/Students that are over eighteen have a right to appeal against a decision of refusal to enroll in line with Circular Letter M48/01 – Appeals Procedures under Section 29 of The Education Act 1998.

Appendix 1

Closing date for applications for 2018/19 is 8th December 2017.

The upper number for first year enrolment for 18/19 is 72.

The upper number for TY for 18/19 is 24.

The upper number for LCA for 18/19 is 24.

Applications are processed in the order in which they are submitted. Late applicants will be put on a waiting list. Applications will not be accepted after 30th March, 2018.