



Coláiste Iósaef Community College

Roll No. 76070A

College Admissions Policy

School Community:	Consultation Timeframe:	Action:
Staff		
Parents		
Student Council		
Board of Management		

Ratified by Board of Management:

Date: 11th March 2019

Date of Review/Amendments:

Date: 11th March 2019

Date of Next Review:

Date: March 2020

Signed: *Rev. William Fitzmaurice*

Signed: *Noel Kelly*

Chairperson of Board of Management

Principal

Date: 11/03/2019

Date: 11/03/2019



Introduction

This Admissions Policy should be considered in conjunction with the Coláiste Iósaef Community College Code of Behaviour and the Education Act 1998. The rationale for this policy is to provide fair, transparent and effective criteria for admission of students to the school in compliance with legislative requirements. The procedures outlined in this policy may, from time to time, as circumstances demand, be varied or altered.

Coláiste Iósaef Community College is a co-educational post primary school under the auspices of Limerick and Clare Education and Training Board and the Sisters of St. Paul the Apostle. The school caters for students of all religions and backgrounds. The school provides a broad and balanced curriculum designed to meet the needs of our students. Coláiste Iósaef Community College welcomes all students for whom the school can provide an appropriate education.

Mission Statement

The Board of Management and staff of Coláiste Iósaef are committed to addressing, in a creative and consultative manner, the educational needs of the college catchment population.

Our college ethos fosters the development of the whole person through the provision of a broad education tailored to individual needs within a Christian community.

The Admissions Policy of Coláiste Iósaef has been drawn up in accordance with the following Education legislation, in particular:

- The Data Protection Act, 1988, The Data Protection (Amendment) Act, 2003, and The General Data Protection Regulation, 2018,
- The Education Act (1998),
- The Education Welfare Act (2000),
- The Equal Status Acts (2000 – 2015),
- The Education for Persons with Special Educational Needs Act (2004),
- The Disability Act (2005),
- The Education (Miscellaneous Provisions) Act (2007), and
- The Education (Admissions to Schools) Act 2018,

The Board of Management supports the underlying principles of the Education Act 1998 within the context of the resources available to the school from various sources, and subject to the safety, well-being and the common good (as determined by the Board of Management) of students and staff, in particular the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of students with a disability or other special educational needs
- Equality with respect to maximum access and participation in the school
- Parental choice in relation to enrolments having regard to the characteristic spirit of the school



- Respect for diversity of traditions, values, beliefs, languages and ways of life in Irish society

The Board of Management supports these principles within:

- the context and parameters of Department of Education and Skills regulations and programmes
- the rights of the Patron as set out in the Education Act 1998
- the funding, resources and services available to the school
- the right of all staff and students to work in a safe and harmonious school environment

Administration of this policy and procedure is delegated by the Board of Management to the Principal of the school. This policy is devised and agreed as part of a consultative process between the Board of Management, Senior Management, Parents, Students and Staff of Coláiste Iósaef Community College.

In accepting a place at Coláiste Iósaef an applicant and his/her parents/guardians are deemed to accept the following:

- The school's Ethos/Characteristic Spirit/Mission Statement
- The school's policies, including the Code of Behaviour
- The school's academic curriculum, co-curricular and extra-curricular activities.

Information on all of the above, and detailed information about the school, is available from the school office or on the school website – www.cik.ie

Admissions Statement

The school has a valued tradition of being inclusive and welcoming of diversity and we aspire to continue this inclusive school culture.

The Board of Management of Coláiste Iósaef Community College strives to ensure that the school is inclusive in its intake and participation.

The school will not discriminate on the grounds that a student has a special educational need.

The school fully respects the Equal Status Acts (2000 – 2015) and will not discriminate on the grounds of the Acts as follows: Civil status, family status, religion, gender, age, sexual orientation, disability, race and/or membership of the Traveller community.

School Programmes

The school operates within the regulations laid down, from time to time, by the Department of Education and Skills. The school follows the curriculum programmes prescribed by the



Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

The following programmes are available in Coláiste Iósaef Community College:

- Junior Cycle
- Junior Cycle Schools Programme
- Transition Year Programme,
- Leaving Certificate,
- Leaving Certificate Vocational Programme
- Leaving Certificate Applied
- Selected QQI Level 5 and 6 Post Leaving Certificate Programmes

Further details of the above programmes are available on the school website – www.cik.ie.

Funding

The financial and teaching resources of the school are provided by a combination of voluntary contributions from parents, fundraising, Department of Education and Skills grants and teacher allocations (administrated through LCETB). An Enrolment Fee is requested annually from parents to help towards school administration costs and other costs (e.g. heating, electricity, insurance, cleaning etc.).

All aspects of school management, organisation, running and the implementation of school policies are totally dependent on available resources.

Pre-Enrolment Requirement

Coláiste Iósaef Community College welcomes applications from everyone, subject to the following overriding requirements:

(i) Age

In keeping with Department of Education and Skills requirements, post primary students must be aged twelve years on January 1st in the calendar year following the child's entry into First Year. In Coláiste Iósaef, students must not exceed the age of fourteen years on January 1st in the calendar year following the child's entry into First Year. The maximum age of any student in the school shall not exceed twenty on 1st January of the year in which they are enrolled in Sixth Year.

(ii) Code of Behaviour

It is a condition of enrolment that all parents/guardians must sign and return a declaration indicating their acceptance of and support for the Code of Behaviour and other school policies.

Eligibility of Students for First Year Admissions

Each of the following must be met:

- The age condition(s) set out in the pre enrolment section of this policy must be met

- Parents/Guardians of prospective students applying to Coláiste Iósaef must supply a Birth Certificate (and Adoption Certificate, if relevant). A photocopy of the original Birth Certificate will suffice
- Prospective students who are in Sixth Class in primary school or its recognised equivalent
- Prospective students who, along with their parents/guardians, are willing to accept the Ethos/Characteristic Spirit/Mission Statement of the school
- Prospective students who, along with their parents/guardians, are willing to accept and support the school's Policies, Procedures and Code of Behaviour
- Those who have accurately completed the Application Form and attached the required details and submitted them fully on or before the designated date following Open Night. An application for enrolment may be made at any time of the child's Primary education.
- Those who are willing to take the profiling assessment. All applicants are requested to sit the school's profiling assessment on a day, time and date determined by the school.

Enrolment Procedures

1. Applications for enrolment in First Year for the forthcoming academic year will only be processed after Open Night of the current school year. A maximum of **seventy two** places are available in First Year 2019/2020, with the exception of Transition Year and Leaving Certificate Applied which have their own Admissions Policy. This figure may be increased at the discretion of the Board of Management.

In a situation of excess demand for places in First Year, the criteria outlined below will only apply to applications received on or before the designated date following Open Night. Applications received after that date will be treated on a first come, first served basis.

2. Applications for enrolment to all other years are normally made before the commencement of the academic year.

3. (i) All applications must be made on the standard Application for Enrolment Form. All sections should be duly completed and the form then signed by the student's parents/guardians. The Enrolment Fee of €80 applies to all enrolments, of which €50 must accompany the Application Form upon submission, and €30 to be paid upon the acceptance of a place offered. The form should then be forwarded to the Principal. The €50 which accompanies the Application Form is non-refundable where a parent/guardian changes his/her mind about enrolling their child in the school having been offered a place.

The €50 is refundable where a parent/guardian requests that their child's name be removed from the waiting list.

(ii) In relation to applications for enrolment to First Year, the Principal may seek additional information from the student's primary school to aid the decision of the Board of Management in relation to that application.



Enrolment Notification

1. Once the Principal has received the full information required for the application for enrolment the Board of Management will make a decision in relation to that application. The parents/guardians of the student concerned will be notified within twenty one days of the school receiving the full information required for the application for enrolment. However, please note that as mentioned in the above, applications for First Year will only be processed after Open Night.

2. In relation to all applications, including First Year, the Board of Management will, in reaching its decision take into due account the strongly asserted right of all staff and students in the school to work in a safe and harmonious environment that reflects the ethos and atmosphere of the school community. The pastoral and educational concerns of the school's students allied with the requirement to provide for their health and welfare will be determining factors in the decision making process of the Board of Management.

3. The Board of Management will have regard for any relevant Department of Education and Skills provisions regarding class size, staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

Excess Applications

In the event that the number of potential students exceeds the number of places available in any year group, the following criteria in order of preference will operate in offering places to students:

1. siblings of present or past students (where 'past student' is defined as one who has completed at least one academic year in the school)
2. children and siblings of present school staff, as will be determined by the Board of Management ('present' is defined as a member of staff on 1st September in the year the place is being offered who has been a member of staff for at least one academic year prior to that date)
3. children and siblings of past school staff, as will be determined by the Board of Management ('past' is defined as a member of staff who has completed one academic year as a member of staff in Presentation College)
4. the first child of a family (see note below);
5. date of application for enrolment
6. children of past students.

Note: a) Twins, triplets, etc. are each treated as the first child of a family; b) Two or more siblings in Sixth Class are each treated as the first child of a family; c) Where the first child of a family can only attend a Special School, the second child of the family will be treated as the 'first child' in relation to this Admissions Policy.

In the event that seventy two offers of places in First Year have been accepted, a Waiting List of names will be created. The names of any applicants who were included in a priority category but did not receive an offer are placed on the Waiting List first, in the order in which they appeared on the list of applicants. The names of other applicants who did not receive an offer are then placed on the Waiting List, in the order in which they appeared on the list of applicants. Parents/Guardians of each applicant whose name has been placed on the Waiting List are informed by the Principal of the applicant's place on that list. If any place accepted for the start of First Year is not taken up, or if in exceptional circumstances the school refuses to enrol an applicant who has accepted an offer of a place, that place is offered to the first applicant on the Waiting List, and so on until the place is accepted.

Decisions relating to admissions are based on this Admissions-Enrolment Policy.

Where an over-subscription situation occurs, criteria not included in this policy will not be used.

Accepting an Offer of a Place

1. Students may take up the place offered to them in the school only when all of the conditions listed below are met:

- The Acceptance Form is completed and signed and returned to the school office
- The Birth Certificate (and Adoption Certificate, if relevant) / copy of Birth Certificate of the student is received by the Principal
- The non-refundable Enrolment Fee is paid in full
- The student has attended for profiling (First Year students only)

2. An offer of a place in Coláiste Iósaef Community College is accompanied by an Acceptance Form which specifies the date by which the offer must be accepted, and the amount of the second half of the non-refundable Enrolment Fee. In order to secure the place offered (subject to the school's right to refuse enrolment) parents must ensure that the fully completed Acceptance Form and the Enrolment Fee are received by the school on or before the Acceptance Date. If the school does not receive the completed Acceptance Form on or before the Acceptance Date the offer of a place is deemed to have been declined. It may not be possible to accept completed after the Acceptance Date.

3. To ensure a place, parents/guardians must notify the school of their acceptance of a place before the date for acceptance of the offer of a place specified in the Letter of Offer.

4. The offer of a place in Coláiste Iósaef does not automatically guarantee the student a place in the optional programmes or subjects that the school provides.

Declining an Offer of a Place

Parents/Guardians may apply to more than one second-level school for a place for their child. Parents/Guardians who no longer seek a place, or who no longer wish to take up a place that has been offered and accepted, are asked to inform the school in writing as soon as possible.

Profiling

The school operates a policy of mixed-ability classes. In order to ensure that this is adhered to accurately, a profiling assessment will take place for all students in January/February of the year of entry to the school.

This is not a means of selection of entrants, as students will have been allocated places prior to the assessment test taking place.

It is, in addition, a method of ascertaining the requirement of resources for children with special needs that may not have been identified previously so that an application for these resources can be made to the Department of Education and Skills in advance, thus making them available to the students at earliest possible time (see below).

Special Educational Needs

1. The Board of Management welcomes students with special educational needs and will do all that is reasonably possible to secure the necessary resources. The Board of Management reserves the right, in situations of very high needs, to postpone the taking up of his/her place in the school by a student until such resources are ready to be accessed in the school.

2. To this end the school will access the student's records from his/her primary school in advance of entry to the school. Following any necessary assessment that may have to take place the school will apply to the Department of Education and Skills for the resources to support the student. It should be noted that co-operation from parents must be forthcoming in this regard to allow the school to provide and plan for the educational needs of the student concerned. Since it may take some time for the Department of Education and Skills to process applications for resources for a student with special needs, parents/guardians are strongly advised to inform the Principal as early as possible and discuss their particular situation well in advance of making formal application.

3. The school will supply relevant information, in consultation with parents/guardians, to the NCSE who allocate resources based on Department of Education and Skills policy. In making provision for students with Special Educational Needs, information on the student's previous access to the following resources is required as follows:

- a) Special Needs Assistant or Classroom Assistant
- b) Special Class
- c) Help for specific needs from any resource teacher
- d) Assistance with behavioural modification
- e) Psychological assessment - report must be provided
- f) Any additional resources to help with their special / additional needs
- g) g) Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance
- h) Any resource in relation to travel or mobility, etc

- i) Department of Education and Skills statement of exemption from the study of Irish, if relevant

Transfers

1. In relation to transfers from other second-level schools, which includes students on Waiting Lists for all year groups, students may transfer into the school subject to:

- the school's Admissions Policy
- completion of all relevant forms pertinent to the transfer
- the health and welfare of the current students,
- the school regarding the move in the best interests of the student,
- available space: all transfers are subject to the school being able to accommodate students in class as follows:
 - Home Economics: Twenty students
 - Practical Subjects: Twenty four students
 - General subjects: Thirty students,
 - Subject availability: applications for transfers will be considered subject to availability of suitable subjects and class size.
- the exception of Third Year in Coláiste Iósaef, to which no transfers will be accepted; a student may be accepted into Sixth Year if repeating, subject to all other conditions here being met
- timing: - transfers are accepted provided that students are enrolled for the commencement of the intended school year. Students who move domicile into the geographical area may be considered for enrolment during the school year, subject to the other conditions noted in this policy
- consultation with the Educational Welfare Officer if deemed appropriate

2. For transfers from other second-level schools the Board of Management will require in writing from the student's current and/or previous school:

- a report of the student's positive contributions towards and participation in the life of the school
- a detailed Attendance Record for the past year
- Academic Progress Reports for the past year
- a detailed Discipline Report covering the student's time in the school outlining breaches of discipline, if any.

3. The Board of Management will also require in writing from the student and his/her parents/guardians

- the positive contributions and input the student will bring to the school
- the reason/s for transferring to the school

The Board must be satisfied with the content of the information supplied as requested above before an application is accepted.

4. As per DES Circular 56/2011 the school will request information from feeder-primary schools regarding students' reports, in particular results of standardised tests.



The student's Education Passport documentation (see NCCA template materials on www.ncca.ie) will also be requested from primary schools of students once enrolled, to support the transfer of student information from primary to post primary school. Requests for such information may also be made to schools when students are transferring to the school.

Religious Instruction

1. Religious Education is a core subject in Coláiste Iósaef Community College and it is expected that all students attend Religious Education class in order to fulfil our requirements to help develop well-rounded, responsible members of society, and support students' spiritual and moral development. The NCCA State syllabus for Religious Education is taught at Junior Cycle but students do not sit the Junior Certificate Religious Education examination.

The NCCA Junior Cycle specifications for Religious Education will be introduced in 2019, replacing the State syllabus. Students in Coláiste Iósaef Community College will not take the terminal examination in Religious Education at Junior Cycle. The school follows the NCCA Senior Cycle curriculum framework for Religious Education in which students do not sit a Leaving Certificate examination. We encourage and expect all students to engage in Religious Education in order to help ensure they leave school with a mature, informed and balanced respect for religious traditions and worldviews.

2. Parents/Guardians have a right to withdraw their child from religious instruction under Article 44.4. of the Constitution and under Section 30(2)(e) of the Education Act (1998): The Minister 'shall not require any student to attend instruction in any subject which is contrary to the conscience of the parent of the student or in the case of a student who has reached the age of eighteen years, the student.'

3. Arrangements for supervision of such students are as follows: the student must be supervised by an adult at all times, and will normally therefore remain in the Religious Education class and be assigned work to do which is in keeping with the school's requirement to promote the moral and spiritual development of students.

Where this is not acceptable to a parent/guardian, they may undertake in writing to the Principal, to arrange to supervise their child off-site for the duration of the Religious Education class for each day on which it is timetabled, and ensure that the student is returned promptly for his/her following class.

Right to Refuse Enrolment or Withdrawing an Offer of a Place

1. The Board of Management of a recognised school shall not refuse to admit a student in respect of whom an application to be admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15 (2) (d) of the Education Act 1998, Education (Welfare) Act 2000. (Section 19 (1)).

The Board of Management reserves the right to refuse an application for admission subject to the school's Admissions Policy.

2. The Board of Management reserves the right to refuse an application for admission/ enrolment in exceptional circumstances. The school will enrol all applicants other than in the following cases:

- a) Where the school is oversubscribed
- b) Where the age eligibility, as set out earlier in this policy, is not met
- c) Where the parents of a student refuse to confirm in writing that the Code of Behaviour is agreeable to them and that they shall make all reasonable efforts to ensure compliance with such codes by the student
- d) Where false or misleading information is made on application
- e) Failure by parents to accept an offer by a stated date
- f) Failure by parents to comply with requirement to give information on other offers or applications
- g) Where an application is made for a student to transfer or be enrolled into Third Year,
- h) Such refusal to enrol circumstances could arise where, in the opinion of the Board of Management, the applicant would pose an unacceptable risk to other students, to the school staff or to school property, or would interfere significantly with the educational rights of other students in the school. Where an applicant has attended another second level school, the school reserves the right to require, in advance of making an enrolment decision, full disclosure of the circumstances surrounding the departure of the applicant from that other school, and the permission of the applicant's parents/guardians to request information relevant to the enrolment decision from that other school. 'The Board of Management of a recognised school shall not refuse to admit as a student in such school a child in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under Section 15(2)(d) of the Act of 1998' (Education Welfare Act, 2000, Section 19(1)).

Appeals

Under Section 29 of the Education Act (1998) parents/guardians have the right to appeal a refusal by the school to enrol a student, within 20 school days. Appeal forms are available from Limerick and Clare ETB on 061 442100.

Data Protection

1. When parents/guardians apply to have their child enrolled they will be asked to sign consent to their data/the child's data being collected, processed and used in accordance with the school's Data Protection Policy and Data Privacy Statement during the course of their time as a student in Colaiste Iosaef Community College. Where the student is over eighteen years old, they will be asked to sign their consent to this (see DES Circular letter 0047/2010).

2. For as long as a student is enrolled in the school, the school authorities reserves the right to communicate in person, by phone and in writing with that student's



parent(s)/guardian(s) in relation to the student's educational progress, even where the student has reached the age of eighteen. The school authorities will also continue to require such communication from parents of students enrolled in the school who have reached the age of eighteen.

However, the GDPR Data Protection Regulations, 2018, also apply, and it is within the rights of a student who has reached the age of eighteen to also access his/her own data.

Checklist

When applying for admission to Coláiste Iósaef Community College, please ensure that you have read the following documents carefully:

- Admissions Policy
- School Code of Behaviour
- Coláiste Iósaef Prospectus
- Other school policies, as available from the school office or on the school website – www.cik.ie

When applying for admission please make sure you complete and return the following:

- Application and Emergency Information forms,
- Birth Certificate or copy of Birth Certificate,
- Certificate of Adoption, if relevant.

A registration form will subsequently be required when a place has been offered.

Communication

1. It is the responsibility of parents/guardians to ensure that the school is made aware of any changes in address or in any other details included in an application form. All correspondence will issue to the address appearing on the application form or otherwise notified in writing to the school.

2. The Board of Management reserves the right to amend this policy, whether in response to legislative requirements or otherwise.