

# Coachford College

## Admissions Policy



Coachford College is a designated community college under the trusteeship of Cork Education and Training Board (CETB) and the Bishop of Cloyne.

This policy operates 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
- Students applying to repeat any year of any programme within the school, including repeating the Leaving Certificate

This policy aims to ensure that appropriate procedures are in place to enable the school:

- To make decisions on all applications in an open and transparent manner
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it

### General Enrolment Note

#### Application Form

A written application form must be completed in respect of each student intending to enrol and signed by the parent/guardian of the student. Failure to provide all required information or the provision of misleading or inaccurate information may result in an application for enrolment being refused.

#### Code of Behaviour and School Policies

All students and their parents/guardians will be required to sign and return a document that they have read and accept the schools Code of Behaviour and Policy documents. It is an integral part of the school community in Coachford College that every student agrees to abide by all school policies and agreements. This signed acceptance is normally completed before a 1<sup>st</sup> year student starts or with the application form in the case of a transferring student.

#### *Enrolment is contingent on: -*

- A fully completed application form being submitted by the specified date
- Signing the schools code of behaviour and policies agreement form.

#### Notification of Decision re Application to enrol

Decisions on the enrolment of student will be notified to parents within 21 days of receipt of the completed application form accompanied by the required documentation required under the terms of this policy.

### Section 1: Entry into 1<sup>st</sup> Year

#### Eligibility

- Students having reached the required age, which is 12 years on the 1<sup>st</sup> January in the calendar year following the child's entry into First Year and
- Students having completed Sixth class in a Primary School in the Irish Education System or the equivalent.

#### Induction Days/Assessments

Parents / Guardians of students who have been offered and accepted a place in the school will be advised by letter of the arrangements in respect of induction days and / or assessments being held by the school.

#### **Procedure for enrolment into 1<sup>st</sup> year**

1. Application forms are available from the school office on request, or during the visit to some of our feeder primary schools in September of the preceding year to enrolment.
2. Applicants must supply a Birth Certificate as identification if requested.
3. Applicants may be required to submit proof of PPS number to the school if requested.
4. Applications must be returned to Coachford College on or before the due date. This date will be published in the literature distributed to primary schools and the application form.
5. The offer of a place is subject to satisfying the admissions policy.
6. Applicants will be notified of the status of their application within 21 school days after the closing date for completed applications in any year. Late applications will be kept on file and considered only when all applicants who applied on time have been considered.
7. On receipt of an offer of a place, parents/guardians must secure that place by completing and returning the Acceptance Form which accompanies the offer. This Acceptance Form must be received in the school office on/before the date indicated on the letter offering a place. Failure to return the completed Acceptance Form by this date will result in the offer deemed withdrawn, and the place being offered to the next applicant on the waiting list.
8. Misleading or inaccurate information may result in disqualification of the applicant.
9. All incoming students and their parents/guardians are expected to sign a copy of the school's policy agreement before admission.
10. Parents are required to cooperate with the school's attempts to identify the educational or other relevant needs of the child by permitting the school to discuss their child's educational records with the feeder primary school.

***The maximum number to be enrolled for First Year will be decided by the schools Board of Management based on the ability of the school to provide accommodation for those students.***

If the school is oversubscribed in respect of applications received for the available number of student places, the **following criteria will be applied in selecting applicants** in the following order:

- Brothers and sisters of pupils who are already attending the school
- Brothers and sisters of pupils who previously attended the school
- Children of a member of staff.
- Children who are the first in family and attend a feeder primary school and who reside in the catchment area.
- Children attending one of the feeder primary schools and living within the catchment area
- Children resident within the catchment area but attending a primary school outside the area.
- Children attending one of the feeder primary schools and living outside the catchment area.
- Children who live outside the catchment area and attend a primary school outside the area.
- Special circumstances, to be decided at the discretion of the Principal / Board of Management

If there is still a surplus, having implemented the above criteria, a public lottery for the remaining places will take place in the school.

## **Section 2: Transfers from other schools providing post primary programmes**

Applications to transfer from other schools providing post-primary courses will be considered for the commencement of a new school year, except in exceptional circumstances or due to family relocation.

Applications to transfer from other schools providing post-primary education will be processed in accordance with the policies and procedures outlined in this policy as they relate to students in general and to students with special education needs.

The Board of Management will consider applications for enrolment students attending other schools providing post-primary courses, on the completion of an application form and such other information in

relation to the student's educational performance, school attendance and behaviour, as the Board deems necessary.

#### **Procedure**

1. Applicants should complete the application form, giving all of the details required. Incomplete forms will be returned to parents/guardians.
2. Applicants will be required to provide details about the second-level education in their previous school(s) including copies of their two most recent school reports that set out the results of in-house examinations or state examinations. Where an applicant has attended more than one second-level school they may be required, at the discretion of the Board, to submit reports from each school and copies of the results of any State examinations.
3. Where it is considered necessary by the school, an applicant may be required to complete a further information form regarding their child's educational progress.
4. Failure to complete any of the necessary documentation listed above or to supply any other relevant documentation requested by the school may result in an applicant being refused admission to the school.

#### **Enrolment criteria**

1. Applicants must meet criteria laid down by the Dept. of Education & Skills.
2. The applicant and his/her parents/guardians must agree to allow the principal to seek all records relating to the applicant from his/her previous school(s).
3. Enrolment is subject to the applicant's subject choices being available (on the curriculum as operating at the time of application, and on the basis that maximum class size will not be exceeded)
4. All students entering the school must supply a Birth Certificate or other appropriate identification if requested.
5. Applicants may be required to submit proof of PPS number to the school if requested.
6. The school reserves the right to refuse to admit a student whose behaviour and / or attendance record in their previous school has been unsatisfactory.

### **Section 3 Enrolment of students with Disabilities and SEN.**

#### ***The School welcomes SEN applications***

The Board of Management welcomes applications from students with special education needs. The staff and Board of Management will do all it possibly can to identify, plan and provide for a special needs or disabled child seeking admission to the school. Every effort shall be made by the school to provide an integrated and inclusive education.

#### **Definitions:**

For the purposes of this policy, a student with 'special education needs' is a student who, because of attributes arising from a disability,(as defined in the Equal Status Act 2000 see appendix 2) is unable to benefit from an ordinary school programme without special classes or other special education services.

Students who have been in receipt of special education programmes or services immediately prior to the application to enrol will be deemed to have special needs.

Students who in the view of the school, formed on the basis of assessments carried out by the school and/or on information provided on application, are deemed to be students with special education needs, and shall be so treated under the terms of this application process.

The school will make every effort to become familiar with these needs and to make the necessary arrangements to meet them. The school may request to access the student's records from Primary school/ individual learning programme.

**Applications for enrolment for students with special education needs into first year must be received on or before the closing date for all first year applications. Late application may result in deferred enrolment or the deferred commencement of the educational programme for the student at the school.**

Applications for entry of students with special education needs into years other than first year will be considered for the commencement of a new school year, except in exceptional circumstances or due to family relocation.

Decisions on such applications will be made within 21 days of all the required information being made available to the school.

### **Information on Special Education Needs**

Parents / Guardians will be required to provide information on educational, medical or psychological reports relevant to the education of the student. Parents / Guardians will be required to provide written information on the education plan or programme being provided for the student prior to their application for enrolment. Lack of information or failure to provide required reports may be a basis for a decision to defer the commencement of the educational programme for the student at the school.

If the student has not to date been formally assessed by an appropriate professional, written consent of parents/ guardians for the student to be assessed, may be required. The school may not accept responsibility for costs associated with such assessments as may be required.

### **Deferred Enrolment**

Commencement of an educational programme and attendance at the school for a student with special education needs will be subject to the availability of the requisite resources at the school for the appropriate education programme of the student relevant to her disability or special needs, and the support services required.

It may be necessary to defer commencement of an educational programme and attendance at the school pending receipt of the resources required for the special education needs of the student.

In such circumstances, the school will make every effort to support arrangements for any compensatory programme which will be required so that the student can benefit fully from the programme of education to be provided at the school.

## **Section 4: Repeating a year in Coachford College**

This section deals with students who are existing students of Coachford College or students transferring from another school. Any student transferring must also satisfy section 2 above.

In applying to repeat a year in Coachford College, the following should be noted:

1. Applications to repeat a year will only be considered in exceptional circumstances
2. Applications should be made at the earliest convenience prior to the start of the school year
3. Applications to repeat a year will only be considered if the numbers in the target year group and curricular arrangements are such that the student can be accommodated without impacting on maximum class sizes.
4. All applicants must satisfy Dept. of Education and Skills guidelines regarding repeating a year in school.
5. Applicants may be requested to meet with the Guidance Councillor.

## **Section 5**

### **Reserved Rights of the school to Refuse Enrolment**

The Board of Management reserves the right to refuse an application to enrol, in the school, where in the opinion of the Board,

- Adequate physical accommodation is not available for the applicant.
- A decision to enrol would constitute a demonstrable risk to the health and safety of other members of the school community.

- The school programme is unsuitable to the educational needs of the student and alternative suitable arrangements for an appropriate programme cannot reasonably be made at the school.
- A decision to enrol would clearly have a demonstrable negative impact on the capacity of the school to deliver programmes to other students and alternative arrangements cannot reasonably be made at the school.

The Board of Management reserves the right to refuse or to defer enrolment in the school where it is not satisfied that it has sufficient information to make an informed decision on the educational needs of the student.

**Right to Appeal to Cork ETB**

Under section 29 of the Education Act, 1998, Parents/Guardians have the right to appeal a refusal by the school to enrol a student. A decision to refuse enrolment may be appealed in the first instance to the Board of Management of the College.

A decision of the Board of Management may be appealed to Cork ETB, in accordance with Department of Education and Skills circular M 48/01.

This policy was approved by the Board of Management on 22<sup>nd</sup> Nov 2016