

Donabate Community College

Enrolment 2019 2020 and Admissions Policy 2018 2019



This Enrolment 2019 2020 and Admissions Policy 2018 2019 is to be reviewed by the Board of Management.

This Enrolment 2019 2020 and Admissions Policy 2018 2019 was agreed on 11/09/2018

Signature Adrian Henchy

(Chair Person to the Board of Management)

Principal Anthony Creevey

Date for Review 11th September 2020

Introduction

Donabate Community College is a post primary school which opened in August 2008 under the Patronage of County Dublin VEC. The college is co-educational and aspires towards excellence in a caring and supportive environment.

As Donabate Community College will be catering in the foreseeable future to an ever-increasing population growth within its catchment area, this policy will be reviewed on an annual basis by the Board of Management.

The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act (1998), the Education (Welfare) Act (2000) and the Equal Status Act (2000). The Board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

School Mission

The Board of Management will promote Excellence. Our aim will be to create, with the assistance of parents/guardians, responsible citizens with pride in their community. The development of the whole person will be based on personal responsibility, inter dependence, respect for people and respect for property. Our school will seek to instil integrity, value discipline and punctuality and facilitate the best in academic and non-academic areas. We will value our culture, our tradition, be inclusive of religious beliefs and will seek to be a caring and compassionate community where justice and truth will be the central elements.

Programmes

The College will operate within the regulations laid down by the Department of Education and Science and will follow the curricular programmes prescribed by the Department which may be amended from time to time in accordance with sections 9 and 30 of the Education Act 1998.

The College will support the principles of inclusiveness, equality of access and participation in the school. Pupils at Junior and Senior cycles will follow a core programme with a number of optional subjects. The College will offer Junior and Leaving Certificate Programmes as well as a Transition Year Programme. As the demand arises the College may also offer the Junior Certificate Schools Programme and the Leaving Certificate Applied and Leaving Certificate Vocational Programmes.

Applications and Criteria for Enrolment to Donabate Community College:

All applicants must complete an official application form issued by the college and must have:

- Reached twelve years of age by January 1st of their first year in the College e.g. Jan 1st 2020 for pupils starting Sept 2019.
- Completed the required primary school education programme or have followed an approved course elsewhere.
- Ensured that a copy of the applicant's Birth Certificate (long form), two passport photographs accompanies all applications.
- Supplied the school with details of any learning or behaviour needs including psychological reports. The school may request further relevant information to proceed with application.

Applications will be considered as follows:

- Application forms will be circulated to all students in sixth class in September in the year prior to entry in the following schools:
 - Donabate/ Portrane Educate Together National School
 - St. Patrick's Boys National School, Donabate
 - St. Patrick's Girls National School, Donabate
- All students resident in Donabate and Portrane who attend the Old Borough National School, Swords or St. Andrew's National School, Malahide.
- Students who live in Donabate / Portrane not attending the schools listed above (at 1 &2) and who have completed primary education elsewhere.

All students from the above categories who apply to Donabate Community College before the closing date on the application form will be accommodated up to a maximum number set by the Board of Management each year.

Once the application is received by the due date and the application adheres to all application procedures it will be considered. For 2019 enrollment the due date for application forms is 28th September 2018.

Subject to availability of places in any year the Board of Management will consider other applications. Decisions made in relation to enrolment will be governed by the Department of Education and Science provision re class size, staffing provisions and relevant requirements concerning accommodation and health and safety of students. The College is committed to the principle of equal access.

The order in which such other applicants will be offered places is as follows:

1. Places will be offered to siblings of students currently attending the College.
2. Places will be next offered to children of staff members.
3. Places will be next offered to all other applicants whose forms were received on or before the closing date.
4. Finally, places will be offered, subject to availability, to students who apply after the closing date who are resident in the catchment area.

Parents/ Guardians will be notified in writing of an offer of a place for their child within 15 working days of the closing date for receipt of applications. They will be asked to confirm in writing within 10 working days of the date of offer, their acceptance of the place offered.

New residents to the area

People moving into the area mid-year will be dealt with through our Transfers of Students section contained within this policy below.

Enrolment and Admissions to the ASD Centre

Admissions to our ASD Centre is dealt with under a separate ASD Admission Policy

Entrance Assessment

Incoming first year students will be required to sit the College's Entrance Assessment at a date set between January and March preceding their entry to the College. The purpose of this assessment is to:

- Ensure students are placed in their first year classes in keeping with the College's general mixed ability philosophy.
- Identify students who may require learning support from the College.

Proof of Residence

Where residency in Donabate / Portrane is a criterion for entrance to the College, proof of residency in the area may be necessary.

Late Application

Applications following the closing date, as per the application form, will be placed on a waiting list and will be considered according to the agreed entrance criteria only after all other applications have been dealt with.

Application Procedures

- Information can be gathered from the School prospectus
- Information can be gathered from the open evening held for parents of incoming 1st years each September
- Application forms are available from the school office
- Application forms must be accompanied with a copy of the applicant's Birth Certificate (long form), two passport photographs accompanies all applications. Parents must supply the school with details of any learning or behaviour needs including psychological reports .The school may request further relevant information to proceed with application.
- Prospective pupils and parents may be required to attend for personal interview with the Principal or Deputy Principal or Guidance Counsellor.
- Pupils who are offered a place are required to sit a school assessment prior to entry. This test is held on a date set between January and March preceding their entry to the College.
- Decisions in relation to admission are made by the Board of Management and will be notified to parents as soon as is possible following receipt by the school of all necessary information.
- All parents must sign a copy of the school's Code of Positive Behaviour.
- The Board of Management reserves the right to refuse an application for admission in exceptional circumstances (Section 29 Education Act 1998).

Additional Educational Needs

The Board of Management and the staff of the College will do everything possible to identify, plan and provide for a student with additional needs seeking admission to the College. We will endeavour to make every effort to provide an integrated and inclusive education. Therefore, parents should contact the College with information on any additional needs as early as possible so that these needs can be assessed and addressed properly.

In making provision for students with special needs the following information is required:

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

- a) Special Needs Assistant / Inclusion Support Assistant
- b) Special class
- c) Help, for specific needs, from any resource teacher
- d) Assistance with behavioural modification
- e) Professional assessment. (Report should be provided to school)

- f) Any additional resources to help with special needs
- 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.

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

Allocation to Classes

Classes are organised in the College on a mixed ability basis. From first year, the base classes are mixed to take account of -

- The spread of ability as ascertained by the assessment test
- A balance of boys and girls
- The primary school of origin
- Additional information, educational and family background.

The College provides opportunities for students to achieve in line with their potential. Teachers are encouraged to promote student achievement and to expect effort and performance relative to the student's ability. All pupils should have the opportunity to aspire to Higher-level courses.

Subject Options

Incoming first year students must return an Option Choice form to the school by the deadline date advertised. Getting one's subject choices depends on the numbers choosing particular subjects and the availability of spaces in classes. It may also depend on a student's aptitude for the subject. Where an option form is returned after the deadline, subjects will be allocated as available. Should poor uptake for a subject occur the subject may not be offered. In this instance parents will be advised and a student's second preference or an alternative subject will be selected.

Transfer of students from other schools to Donabate Community College

Students may transfer from another second-level school, at the start of each school year only. No transfer requests will be accepted after September 30th. The closing date for receipt of applications for the academic year commencing in August is May 31st of that same calendar year. Transfer requests after this date may be accommodated by the BOM depending on:

- Department of Education guidelines in relation to the maximum class size and staffing provision.

- The availability of space and suitable subject options.
- The ability of the school to provide an education appropriate to the needs of the students.

The Principal is authorised by the Board of Management to administer the Admissions Policy. However, applications may have to be brought to the Board of Management for their consideration. In line with the Education Welfare Act 2000, these decisions will be notified to parents as soon as possible.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management upholds the rights of the existing school community and in particular the students already enrolled. Principles of natural justice will apply to act in the best interests of all students. The Board reserves the right to determine the maximum number of students in each class group bearing in mind the Department of Education guidelines in relation to the maximum class size and staffing provision.

An application to transfer is defined as one from a student who has previously enrolled in another post primary school in or outside the catchment area, or from a student who makes application after the commencement of the autumn term. It is not the policy of the Board of Management to accept transfer applications from students already enrolled in local post primary schools, except in exceptional circumstances. Where the Board is satisfied that such exceptional circumstances do exist the following considerations will apply:

- Department of Education guidelines in relation to the maximum class size and staffing provision.
- The availability of space and suitable subject options.
- The ability of the school to provide an education appropriate to the needs of the students.

Procedures for Transfer Applications

- Parents must apply to the school on a fully completed official Transfer Application Form.
- The application must be accompanied by the reasons for the transfer clearly stated, student's two most recent school reports and any educational / psychological reports that are available. In addition the school the student is currently attending must supply a detailed written report on the student concerning attendance, educational progress, behaviour, special needs etc.
- The student and parent(s) / guardian(s) will attend an interview, the purpose of which is to ascertain if the student is suitable for admission, given curricular provision, subject choices and facilities available; will benefit from attendance in our college; and will contribute positively to our school community.
- The school reserves the right to request a confidential reference from the authorities of the previous school(s)
- Consultation with TUSLA or any other appropriate agency as appropriate.
- Admissions to our ASD Centre is dealt with under a separate ASD Admission Policy.

- Places will be offered on the basis of availability, class size, the rights of the applicants and the rights of the existing students and staff within the school. Suitability of course and previous educational needs. The Board of Management reserves the right to refuse an application in exceptional circumstances which include an established record of poor behaviour.
- Parent(s) / Guardian(s) will be informed in writing of the outcome of their application as soon as possible, in line with the Education Welfare Act 2000.
- It is a condition of admission that the student and parent(s) / guardian(s) will accept and sign the Code of Positive Behaviour of the college.
- In order to have an application considered on behalf of a student who has been expelled or whose exclusion has been decided upon by the Board of Management of their current school, parents are required to provide written evidence of the completion of the appeals process provided for under Section 29 of the Education Act, 1998.

Rights of the Board to Refuse Enrolment / Admission

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

- a) All available places have already been allocated to current students.
- b) Adequate physical accommodation is not available for the applicant.
- c) A decision to enrol/admit would constitute a risk to the health and safety of other students enrolled.
- d) 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.
- e) A decision to enrol/admit would clearly have a demonstrable impact on the capacity of the school to deliver programmes to other students and alternative arrangements cannot reasonably be made at the school.
- f) It is not satisfied that it has sufficient information to make an informed decision on the educational needs of the student.

Appeals Process

A parent, or a student aged eighteen years or over, may appeal a decision of the Board of Management to enrol, to Dublin & Dun Laoghaire Education and Training Board.

Where an appeal to Dublin & Dun Laoghaire Education and Training Board has been concluded, parents, or a student aged eighteen years or over, may subsequently appeal to the Secretary General of the Department of Education and Skills, under the provision of Section 29 of the Education Act, 1998.

Application to sit State Examinations by External Candidates

Donabate Community College does not facilitate requests from external candidates to sit their State Examinations in our College. This excludes past pupils of Donabate Community College who have previously sat their Leaving Certificate State Examinations in Donabate Community College.

The following legal documents were consulted in drafting this Enrolment/Admissions Policy:

- ❖ Constitution of Ireland
- ❖ Education Act 1998
- ❖ Education (Welfare)Act 2002
- ❖ EPSON Act (2004)
- ❖ Status Act 2002 Data Protection Act 1988
- ❖ Safety, Health and Welfare at Work Act 1989
- ❖ Circular Letter M48/01