



CLONAKILTY COMMUNITY COLLEGE
COLAISTE PHOBAIL CHLOCH NA GCOILLTE

ADMISSIONS POLICY

The Admissions Policy of this College shall comply with the requirements of the following legislation:

- The Safety and Welfare Act, 1989
- The Education Act, 1998
- The Education Welfare Act, 2000
- The Equal Status Act, 2000
- The National Disabilities Authority Act, 1999

The College and its Board of Management (BOM) performs its functions under the above legislation. Our Board of Management is a committee of the Cork Education and Training Board. The College is co-educational.

FIRST YEAR STUDENTS:

Applicants who have completed sixth standard in primary school, or equivalent may be offered a place, subject to completion of application form and a written acceptance of the code of behaviour and discipline of this College. Such applicants and their parents/guardians will be informed of the College's enrolment procedures by:

- Visit by Principal (or his/her representative) to local primary schools
- Advertisements placed in local paper and on www.clonakiltycc.ie
- Invitation to attend Open night at the school

RIGHT TO APPEAL TO Cork Education and Training Board :

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 of the Board of Management may be appealed to Cork Education and Training Board, in accordance with Department of Education and Science circular M 48/01. In a

letter to parents / guardians refusing enrolment, this right will be stated and the relevant form made available.

TRANSFER STUDENTS:

Applications for admittance to the College after First Year enrolment are assessed on an individual basis. Clonakilty Community College does not encourage the transfer of students currently pursuing a course at another school. Consideration will be given to applicants who have:

- Recently taken up residence in the catchment area
- Siblings previously enrolled in the school
- Exceptional circumstances determined by the school management

Students who request a transfer from another post-primary school to this College will be supplied with this Admissions Policy and required to:

- Meet the Principal, or other teacher, accompanied by his/her parents to discuss previous progress and ongoing commitment to study and good behaviour.
- Complete a transfer Application Form
- Give an honest and forthright explanation as to why the transferring student has left his or her existing school
- Provide a written character reference from the Principal of the previous school. This reference should factually outline the history of the transferring student's behaviour, attitude, academic ability and general school record
- Have read the Colleges Code of Behaviour & Discipline, agree to obey and accept it by signing it as required on the application form
- May undergo a probationary period

STUDENTS WITH SPECIAL EDUCATION NEED:

The College endeavours to provide an appropriate education for pupils with special education need in an inclusive setting other than where that would be inconsistent with the best interests of the child or the provision of education to other children.

The SEN dept also offers two specific programmes for students with special educational needs:

Mixed class programme: This programme makes provision for a wide range of S.E.N. that may be represented among pupils for example a learning disability (mild and moderate category), physical disability, sensory impairment and students presenting with multiple disabilities.. The maximum number of pupils in this class is eight.

ASD programme: This is a class catering for pupils with a diagnosis of Autism. The maximum number of pupils in this class is six.

In order to be eligible for enrolment to both these programmes there must be:

- a psychological report recommending access to one of the above classes
- availability of space in the recommended programme

We allocate places in each of these programmes as follows:

- if enrolment criteria are satisfied.
- If the pupil is already enrolled in mainstream in our college whose needs are not being met in this setting and who now meet the enrolment criteria.
- Siblings already enrolled in the college.
- Children who are in our catchment area.
- Children who reside outside the catchment area.

LEAVING CERTIFICATE APPLIED (L.C.A.):

All students who complete the Junior Certificate are offered an opportunity to enroll in our LCA Programme. All Transition Year/ Third Year students are briefed by the Guidance Counsellor on the post junior certificate programmes available. The students are then given an opportunity to indicate their interest in LCA when returning their fifth year option forms.

The LCA Co-ordinator, relevant Year Head, SEN Co-Ordinator and Guidance Counsellor identify students whom they deem to be suited to the LCA programme and encourage them to apply based on the following criteria:

- Attendance (in cases where there is poor attendance and the student is in danger of dropping out)
- Career choice
- Junior Certificate results
- Behaviour
- Advice from Teachers, Parents and Guidance Counsellor

As part of the selection process all students must undergo an interview. Selection is based on the suitability of the student for this educational programme in line with the criteria set out above. We do this on a case by case basis and the decision to award a place in LCA is made in consultation with Student, Parents, LCA Co-Ordinator, Relevant Year Head, S.E.N. dept (where relevant) Principal and Deputy Principal. The LCA Co-Ordinator meets the students individually to discuss the programme. Students interested in the programme are invited along with their parents for further presentations by the LCA Co-Ordinator

REPEAT LEAVING CERTIFICATE STUDENTS

Applicants will be interviewed by the Principal/Deputy/Assistant Principal to assess suitability.

PLC COURSES & ADULT STUDENTS:

- Applicants satisfying course requirements will be invited to attend for interview to assess suitability
- Applicants will be asked to submit character references
- The Board of Management may cancel a class if in its opinion, it is not a viable class on the 30th September of each year. Students will have the option to transfer to other PLC Courses.

SUSPENSIONS & EXPULSIONS:

A pupil may be suspended for serious misconduct or where all the steps in the College's Pastoral Care Programme have failed in relation to the pupils' behaviour. Expulsion can only be implemented when a student is considered either a danger to him/herself or to other members of the College (students & staff) or, in the opinion of the School's Management committee, the students' presence is seriously hindering the education of other pupils. The following decisions, made by the Board of Management may be appealed to the Secretary General of the Dept.

1. Permanent exclusion from a school,
2. Suspension for a period which would bring the cumulative period of suspension to 20 days in any one school year, or
3. Refusal to enrol.

Appeals must generally be made within **42** calendar days from the date the decision of the school was notified to the parent or student. Accordingly, schools should advise parents of this right of appeal and associated timeframe when informing them of any of the above.

STAKEHOLDER INVOLVEMENT	DATE:
DRAFT 1	
STAFF	
PUPILS	
PARENTS	
B.O.M.	
RATIFIED BY B.O.M.	
REVIEWED	NOV 2012, FEB 2014