



Clonakilty Community College Admissions Policy

Purpose of the Policy: The Enrolment Policy of has been formulated in our college in accordance with the provisions of the Education Act 1998, The Education Welfare Act 2000, the Equal Status Act 2000 and the EPSEN Act 2004, in order to assist Parents and Guardians of prospective pupils in relation to enrolment matters.

Key Values: We endeavor to provide equality of access to all pupils wishing to enrol in Clonakilty Community College. Ethnicity, special educational needs, language/accents, gender, asylum-seeker/refugee status, sexual orientation, religious or political beliefs and values, family or social circumstances will not be deemed reasons for refusal to enrol.

Enrolment Procedure:

- A college representative will visit all Primary schools in the catchment area – normally November of 6th class.
- An Open Evening is held normally pre-Christmas. Details will be sent to all primary schools in the catchment area, posted on www.clonakiltycc.ie and an Advert placed in the Southern Star.
- It is a condition of Enrolment that the application form be completed in full and be factually correct. Any deliberately misleading form will be considered invalid. Parents/ Guardians and the child applying for a place must give their consent in writing to the college's Code of Behaviour.
- An Enrolment evening is held normally two weeks after the Open Evening. Applications will normally be taken from Open Night to the day after the Enrolment evening. All these dates will be communicated to parents and also available on www.clonakiltycc.ie We ask parents to bring copies of all available supporting documentation with them on this Enrolment Evening,
- Pupils will be invited to Assessment morning usually in late January to allow the college to build an Educational Profile for each pupil and identify any additional learning needs.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Clonakilty Community College also respects the rights of the existing school community and in particular, the pupils already enrolled. The Board of Management determines the maximum number of children to be enrolled **annually** bearing in mind:

- Available space in classrooms and Health & Safety requirements
- Availability of teacher resources provided by the Department of Education and Skills
- The ability of the school to cater for the educational needs of children
- Maximum class size directives
- College's Curricular Plan
- Physical capacity of the college

In the event of the number of children seeking admission in any year exceeding the number of places available, the following criteria in order of preference listed below, will be used to prioritise children for enrolment:

- Pupils within our catchment area
- Pupils with siblings already in the college
- Pupils with siblings who are past pupils of the college
- Applicants who are children of staff members
- Applicants who are children of a past pupil
- Date of application
- When the above have been satisfied, a lottery is held at a BOM meeting for remaining places.
- The Board of Management has the final decision on approving applications to the college and reserve the right to grant admission in exceptional circumstances.

The Board of Management reserves the right to refuse enrolment if the Board believes that to enrol the pupil would have Health & Safety implications for the student and the wider school community.

Our list of **feeder schools** includes: Ahiohill National School, Ardfield National School, Barryroe National School, Clogagh National School, Darrara National School, Desertserges National School, Gaelscoil Mhichíl Uí Choileáin, Kilcolman National School, Kilgarriffe National School, Kilmeen National School, Knockskeagh National School, Lisavaire National School, Rathbarry National School, Scoil na mBuachailli, St Mologas National School, Timoleague.

The Board of Management will consider applications from outside the catchment area where places are available and where the applicants have the capacity to access the programmes being offered in the college.

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/enrolled in 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 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 with the Deputy Principal 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 explanation as to why the transferring student has left his/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 and signed the Colleges Code of Behaviour & School Rules.
- May undergo a probationary period in agreement with the College.

All the above is dependent on the availability of space in core subject classes and options choices in the relevant year group. It is also conditional on the college's availability of resources to meet applicants.

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. Applicants to our SEN programmes are required to be able to independently manage their own bathroom hygiene and feeding. 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 with a learning disability in the mild and moderate category. These include pupils with a physical disability, a sensory impairment and students presenting with multiple disabilities. The maximum number of pupils in this class is eight. Students in this class currently follow a Level 2 Learning Programme. Details of this programme are available on www.clonakiltycc.ie under Curriculum.

ASD programme: This is a programme catering for pupils with a diagnosis of Autism in the mild or above ability range. We have two classes with a capacity for 12 pupils. The maximum number of pupils per 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 programmes
- availability of space in the recommended programme

We allocate places in each of these programmes as follows:

- If the 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 LCA Coordinator, relevant Year Head, SEN Coordinator 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
- Career choice
- Academic progression including Junior Certificate results
- Behaviour
- Recommendations from teachers, parents and Guidance Counsellor

As part of the selection process all students undergo a suitability 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 an individual basis and the decision to offer a place in LCA is made in consultation with all the relevant professionals and parents. The LCA Coordinator meets the students individually to discuss the programme. Students interested in the programme are invited along with their parents for further discussion with the LCA Co-Coordinator. The availability of this programme it depends on the demand for the programme each year.

REPEAT LEAVING CERTIFICATE STUDENTS

As a college we offer a Leaving Certificate Programme over 2 years. In exceptional circumstances consideration will be given to a pupil to repeat the Leaving Certificate in one year.

PLC COURSES & ADULT STUDENTS:

- All course requirements are available on www.clonakitycc.ie
- Applicants satisfying course requirements will be invited to attend for interview to assess suitability.
- 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 steps in the College's Code of Behaviour have been exhausted. Expulsion will be implemented when a student is considered either a danger to him/herself or to other members of the College Community or the students' presence is seriously hindering the Teaching and Learning Process. The following decisions may be appealed to the Board of Management.

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

Right of 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 ETB, in accordance with Department of Education and Science circular M 48/01. The College will advise parents of this right of appeal and associated timeframe.

Review Ratified By B.O.M.	1-2-2018
Date of next review	2020