

# Tullow Community School

## ADMISSIONS POLICY

2014-2015

### School Mission Statement

*Our school community provides a caring, happy and safe environment, which strives to nurture the wellbeing of all, so that they may grow in knowledge, conscience and compassion.*

### 1. Policy and Procedure.

The Deed of Trust of a Community School requires it to provide a comprehensive system of education, open to all the children of the local community. The Education Act 1998 requires the Board of Management of the school to publish the policy concerning the admission and participation in the school of students including students with disabilities or other educational needs.

The Board of Management of this school has a policy of equal rights of access to all students. No student will be refused admission for reasons of ethnic grouping, special educational needs, disability, gender, language/accents, asylum-seeker refugee status, , traveller status, religious/political beliefs and values, family or social circumstances.

Access is subject to:

1. The availability of a place;
2. The capacity of the school to meet the educational and other needs of the applicant;
3. The requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by the Department of Education & Skills regulations and standards;
4. The willingness of the student and his/her parents/guardians to accept and adhere to the rules, policies and procedures of the school and provided that the applicant does not pose a threat to the other students, staff or other members of the school community.

This policy is set out in accordance with the provisions of the Education Act 1998, Section 15, 2(d), the Education (Welfare) Act 2000, Section 19, the Equal Status Act 2000-2008 and the Deeds of Trust.

The school provides the curricular programme set down by the DES in accordance with Sections 9 and 30 of the Education Act, 1998. Decisions in relation to applications for enrolment are made by the Board of Management of the school and are based on the guidelines of the Department of Education & Skills. In its decisions, the Board will further uphold the principles of natural

justice and will act in the best interests of all students and the school community. The Board reserves the right to refuse an application and to determine the maximum number of students in each separate class or year group bearing in mind:

- Size of / available space in classrooms.
- Educational needs of students.
- Presence of students with special educational/ behavioural needs.
- Class sizes based on recommended levels.

**The Board of Management also reserves the right to review and amend the admissions policy in response to changing circumstances and situations.**

## **Applications**

Applications must be made on a specified form, which will be made available in the School Office and in such other venues as may be deemed appropriate.

Each completed application will be dated and numbered as it is received.

The closing date for receipt of applications will be reviewed annually and will be posted on the school website [www.tullowcommunityschool.ie](http://www.tullowcommunityschool.ie) or by contacting the school office.

Applications will be evaluated based on the selection criteria shown below and offers of places will be made, usually in November/December of the year preceding the proposed year of entry to the school.

Confirmation of acceptance of the offer, plus payment of a non- refundable deposit will be required to secure the place. The deposit will be offset against the cost of the school services fee, locker fee, school journal fee on behalf of the child at the start of the school year. In cases of genuine difficulty, the non-payment of the deposit may be discussed with the Principal of the school.

### **Procedures for Admission:**

The following information needs to be provided to the school by parents/guardians of students who have not yet reached the age of 18 years or from students who have reached the age of 18 years:

- (a) Name, age and address of the student.
- (b) Date of birth and birth certificate of the student.
- (c) Three passport sized photographs of the student.
- (d) Address of parents/guardians and relevant telephone numbers including emergency numbers.
- (e) Name, address and telephone number of the student's previous/present school.
- (f) Religion of student.
- (g) Relevant medical information, including medical card number and review date, if applicable.
- (h) Relevant information regarding access to the child, custody of the child and legal orders pertaining to the child.

- (i) Information and records from previous school/ present school including a disciplinary and attendance report, psychological reports if applicable, an academic profile for each of the subjects that the student has studied at that school

It should be noted that the completion of an application form does not in itself guarantee access to a place in Tullow Community School.

## **Late Applications**

The Board of Management will decide annually on the closing date for late applications and will be posted on the school website [www.tullowcommunityschool.ie](http://www.tullowcommunityschool.ie) or by contacting the school office. Any late applications received by that date will be allocated any available places using the same selection criteria outlined below.

Any places remaining available, after all applications received by the closing date for late applications have been processed, will be allocated on a first come/first served basis.

## **Selection Criteria**

For the purposes of the selection criteria, the catchment area of Tullow Community School is defined as the area which lies within the boundary used by the Department of Education and Skills and Bus Eireann for the provision of school transport to Tullow Community School. A map of the catchment area is available from the Principal.

Offers of places in Tullow Community School will be made to applicants in the following categories, in descending order of priority until the enrolment quota is reached.

When all places in the school are filled, no further places will be offered to applicants in other categories.

In the event that it is possible to offer places to some, but not all, applicants in a particular category, the date and time / number of receipt of application will be used to prioritise applications within each category.

### **Category 1**

Children who are living in the catchment area and who have a brother or sister currently (on the date of receipt of the application) attending Tullow Community School.

### **Category 2**

All other children who are living in the catchment area.

### **Category 3**

Children, who do not live in the catchment area, but who have a brother or sister (on the date of the receipt of the application) attending Tullow Community School.

### **Category 4**

Children, who do not live in the catchment area, but who are attending a primary school in the catchment area.

### **Category 5**

Children not covered by any of the categories above.

In general, to be deemed to be "living within the catchment area", the child should be permanently resident within the catchment area on the final date for receipt of applications for the relevant year of entry to the school.

### **Transfer of students from another school:**

Students may make an application to enrol at, or transfer to, Tullow Community School subject to the following:

- ◆ A place must be available with reference to the numbers for each year set out by the Board of Management and the availability of places in each class requested.
- ◆ The applicant must provide the school with the information required as set out in the admissions policy.
- ◆ The applicant with their parents/guardians must present for interview with the school Principal if requested to do so.
- ◆ Contact will be made with the applicant's former school to obtain a report on behaviour, copies of educational/psychological assessments (*vis-à-vis* disability/ special needs) and any other reports that the school deem necessary to assist them in processing the application.
- ◆ The Board of Management must be satisfied that the enrolment is in the best interests of the student and of the school. (The Board will consider whether admission of the student may have a detrimental impact on the common good of the school or may be a risk to the health and safety of staff and students. It will also take into account whether the school is equipped to cater for the needs of the students.)
- ◆ In the case of transfer from other secondary schools, the Board must be satisfied that there are valid reasons for the transfer.
- ◆ The parent/guardian and applicant must give a written undertaking to abide by the Code of Behaviour of Tullow Community School and to support the ethos of the school.

### **Children with Special Educational Needs**

Where a child with a Special Educational Need qualifies for a place on the basis of the selection criteria above, the Principal will discuss the child's needs with his/her parents, to ensure that the school is in a position to meet those needs, within the resources provided by the Department of Education and Skills.

While recognising and fully supporting parents' and guardians' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

Parents/Guardians are required to contact the school well in advance of the admissions process if they feel their child has special educational needs so that the school can establish the resources required and seek allocation of appropriate resources.

## **Admission to Higher / Ordinary level Classes**

The deployment of students to separate Higher and Ordinary Level classes will be managed by the teachers of that subject in consultation with parents/guardians and the students themselves. The agreement of the Principal shall be required in all cases.

The criteria that teachers will use in determining the suitability of a student for a Higher/Ordinary Level class will include:

- Previous attainment in state or school assessments in that subject.
- Attendance / Punctuality Record
- Conduct / Behaviour
- Number of Places available in the class
- Career Aspirations / Third Level Requirements

Any student wishing to subsequently change level must do so in accordance with the school Inter-Class Transfer Policy.

### **Application for Re-Admission**

Pursuant to the Code of Conduct the Board of Management may require existing students to re-apply for admission to the School at the termination of the school year in advance of commencement of the next school year.

### **Right of Appeal:**

In accordance with Sections 28 and 29 of the Education Act 1998, parents/guardians of applicants, or the applicant themselves if they are over the age of 18 who are not enrolled in the school may appeal the decision to the Board of Management in the first instance and subsequently, if necessary, to the Department of Education and Science. Any such appeal to the DES must be submitted within 42 days of receipt by the parents of the decision of the BOM.

**This policy was ratified by the Board of Management on**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Chairperson, Board of Management**

**Signed:** \_\_\_\_\_  
**Secretary, Board of Management.**