

CALASANCTIUS COLLEGE, ORANMORE

ADMISSIONS POLICY

LINK TO MISSION STATEMENT

Calasactius College is a Catholic co-educational secondary school in the tradition of the Presentation Sisters, and under the trusteeship of CEIST. As such, our school is inclusive in our intake and comprehensive in our curriculum. Our behaviour management strategies and structures are built on the principles of justice and fairness. We endeavour to fulfil our mission in partnership with parents/guardians, staff, students, trustees and the local community.

SCOPE, RATIONALE, & LEGAL FRAMEWORK

Scope: This document sets out the policy of the school 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
- Students from within the school applying for a place on any programme within the school (e.g. Transition Year, Leaving Certificate, Leaving Certificate Vocational Programme etc.)

Rationale: 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
- To put in place a framework which will ensure effective and productive relations between students, parents/guardians and teachers where a student is admitted to the school.

Legal Framework: This policy is compliant with relevant sections of the:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education for Persons with Special Educational Needs Act 2004
- Education (Miscellaneous Provisions) Act 2007

PROCEDURES RELATING TO ADMISSION INTO FIRST YEAR

Application: Application forms are available from the school office on request, or on the school website www.calasactius.ie. The earliest date for receipt of applications is the first working day in September of the applicant's 5th class in primary school. The closing date for receipt of applications is the last working day in November of the applicant's 6th class in primary school. When an application form, properly completed, is received by the school it will be stamped with the date and time on which it was received.

Applicants will be notified of the status of their application within 21 working 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. On receipt of an offer of a place, parents/guardians must secure that place by completing and returning the Acceptance Slip which accompanies the offer. This Acceptance Slip must be received in the school office on/before the date indicated on the letter offering a place. Failure to return the completed Acceptance Slip by this date will result in the offer of the place being withdrawn, and the place being offered to the next applicant on the waiting list.

Parents/guardians who receive an offer of a place and have accepted a place are required to complete a further information form regarding their child's educational progress and to cooperate with the school's attempts to identify the educational or other relevant needs of the child. Failure to fully complete the application form or to supply relevant documentation requested by the school or to make a reasonable arrangement to meet the Principal to discuss the application may result in a refusal of admission.

Enrolment criteria: The maximum number of places which the school can normally accommodate in first year is 140. Where the number of applications exceeds the number of places available, places will be allocated according to the following order of priority:

1. Equal priority is given to the following:
 - Students attending any of the following primary schools – Scoil Mhuire Girls Primary Oranmore, Scoil Íosaif Naofa Boys Primary Oranmore, Gaelscoil de hÍde Oranmore, Maree Primary School, Clarenbridge Primary School, Kileeneen Primary School, Carnmore Primary School.
 - Students, who have/had a sibling in the school
 - Students whose parents/guardians are staff members.
2. Students, who live in the catchment area but have attended primary schools other than those mentioned above.
3. In the event that the number admitted according to the above criteria does not exceed the number of places available, remaining places will be filled according to date and time of receipt of completed application forms.

Where the school is oversubscribed under any of the above criteria, places will be allocated on the basis of date and time of receipt of completed application. The final determining factor in allocating places will be random selection.

Notes re Junior Cycle:

1. Secondary school students must be aged 12 or over on Jan 1st of the calendar year following the child's entry into 1st year.
2. Students entering the school must supply a Birth Certificate or other appropriate identification.
3. All applicants who have secured a place are obliged to sit the school's Assessment test on a day, time and date determined by the school. Students who fail to sit this test without good reason (as judged by the school), supported by relevant documentation will put their admission at risk. The Board may revoke an earlier decision to admit such a student and offer this vacated place to a student on the waiting list.

PRODECURES RELATING TO ADMISSION TO A YEAR OTHER THAN FIRST YEAR

Application: Application forms are available from the school office on request or on the school website www.calasanctius.ie. Applicants should complete the application form, giving all of the details required. Incomplete forms will be returned to parents/guardians.

Applicants will be required to furnish details about their prior second-level education including copies of their two most recent school reports that set out the results of in-house 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.

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 and/or to provide a current education psychological assessment report. 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 & Science.
2. All students entering the school must supply a Birth Certificate or other appropriate identification.
3. The school reserves the right to refuse to admit a student whose behaviour and / or attendance record in their previous school has been unsatisfactory.
4. The overall capacity of the school is 724 students. The Board of Management is keen to ensure that overall enrolment will not be allowed to rise above 724. The desired number in any year group falls between 140 and 150.

Note re Senior Cycle:

Students in Third Year will be required to complete an application form indicating their intentions for the following school year. When this process is complete, the school will determine how many places, if any, are available to students from outside the school. Priority will be given to students, from the school, who are permitted by the school, in accordance with Dept of Education & Science regulations, to repeat a school year.

PROCEDURES RELATING TO ADMISSION TO SPECIFIC PROGRAMMES, SUBJECTS OR SUBJECT LEVEL

If the demand for a specific programme, subject or subject level exceeds the number of places available then the school will make every effort, within the constraints of teaching resources etc., to accommodate the student. Where it is not possible to accommodate all applicants then priority will be given to students from within the school and to those who have completed all application forms on time.

1. **Entry to specific programmes** will be determined following a review of the application forms and an interview process designed to ascertain the suitability of the applicant for the specific programme. The school may also take into account the availability of other suitable courses within the school to competing applicants. Students who wish to apply for admission into Transition Year should refer to the Transition Year Admissions Policy.
2. **Entry to specific subjects** will be determined by reference to the preferences indicated by students on their application form and by reference to the student's previous performance at that subject relative to the other applicants; their results in State examinations where available will also be considered. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teacher(s) about their suitability for the subject or alternative subjects and the school may also take into account the availability of other suitable subjects available to competing applicants.
3. **Entry to specific subject levels** will be determined by the student's previous performance at that subject relative to the other applicants; their results in State examinations where available will also be considered.
4. **Admission to repeat a year:** All such applications are subject to Dept of Education & Science Circular Letter M2/95. Applications will be considered in the light of places available on the relevant programme, subject to the class size and overall enrolment restrictions set out elsewhere in this policy. Applications must be in writing and must state the relevant Circular and the particular clause(s) being invoked in support of the application and must be accompanied by supporting documentation, as appropriate. The school must be satisfied that the applicant, in light of the special circumstances that gave rise to the application, applied him/herself to the best of their ability. Students taking a programme for the first time may be given priority in terms of subject choices within the programme.
5. **Admission to repeat the Leaving Cert Programme:** The school does not operate a Repeat Leaving Certificate Programme. It does not normally provide any additional teaching to cover material normally covered in year 1 of the Leaving Certificate Programme. Students who apply to repeat the Leaving Certificate will be considered in the context of places available in the relevant subjects, the overall programme and overall enrolment within the school and in the context of the students previous academic record, application to studies, attendance etc.

DECISION-MAKING PROCESS REGARDING ENTRY TO FIRST YEAR, OTHER YEAR GROUPS AND SPECIFIC PROGRAMMES AND SUBJECTS

This is a matter for the Board of Management but is normally delegated to the Principal, who decides on such matters in accordance with the school's general and Transition Year admission policy. The Principal may refer any application to the Board for decision.

RIGHT OF REFUSAL

The school reserves the right to refuse enrolment to any student in exceptional cases.

Such an exceptional case could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Ultimately, the right to refuse admission is a matter for the Board of Management, who must balance the rights of the individual alongside the rights of the school community in line with legislation.

RIGHT OF APPEAL

Where a student is refused admission to the school or to a specific programme within the school, they have the right to appeal this decision to the Board of Management, or under S.29 of the Education Act, to the Secretary General of the Dept of Education & Science.

SCHOOL POLICIES AND PROCEDURES

Policies and procedures relating to school life, including the agreed Code of Conduct, are outlined in the school handbook. This may be accessed on the school website www.calasanctius.ie or a copy may be obtained from the school office.

REVIEW AND EVALUATION

The implementation, monitoring, review and evaluation of this policy will be a matter for senior management in conjunction with the staff and the Board of Management. It is envisaged that review would take place annually, and evaluation during the final year of a Board of Management.

This policy was adopted by the board of management on 5th May 2009.

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