



COLÁISTE ABBAIN
ADAMSTOWN

Admission and Enrolment Policy
2017-2018

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SECTION A: MISSION STATEMENT

Coláiste Abbain endeavours to provide quality education for all students in a caring, disciplined and respectful environment. We aim to prepare students for life and responsible citizenship and motivate them towards the achievement of their full potential.

Our Mission Statement is based on the following Core Values:

- Education is a partnership between school, parents, and students with the support of the local community.
- Our central purpose is to motivate and prepare students to achieve their full potential.
- The importance and value of all members of the school community is central to all decisions and actions. Courtesy and respect should be shown to people at all times.
- Coláiste Abbain strives to provide a welcoming, secure learning environment, which is respectful, caring and stimulating for all members of the school community.

Based on our Mission Statement, our General aims are:

- To provide a caring, secure and disciplined environment where students learn and teachers teach.
- To provide a broad-based curriculum which seeks to meet the varying needs and abilities of individual pupils.
- To foster the development of each student's skills, knowledge and self-esteem as well as his/her enthusiasm for learning.
- To help students to develop skills for future life and for responsible citizenship.
- To promote moral values, self-discipline, and self-respect for themselves and respect for others.

SECTION B: OPERATING CONTEXT

This admission and enrolment policy operates under the requirements of:

The Education Act 1998

The Education Welfare Act 2000

The Equal Status Act 2004

Education of Persons with Special Educational Needs Act 2004 (where enacted)

The Vocational and Educational Acts 1930 - 2001

The Safety, Health and Welfare at Work Act 2005

The rules and regulations of the Department of Education and Skills

The legal rights of Waterford and Wexford ETB

The policies of Waterford and Wexford ETB

The College's Mission Statement

Available physical, personnel and financial resources.

SECTION C: SCHOOL DETAILS, MANAGEMENT STRUCTURE, PROGRAMMES & PROVISION

Coláiste Abbain is a multi-denominational, co-educational, publicly funded Second Level and Further Education (PLC) College managed by a Board of Management, under the patronage of Waterford and Wexford ETB.

Management Structure

- The Board of Management which is comprised of Waterford and Wexford ETB nominees, teacher nominees, parent nominees and board nominees.
- The Principal:
- The Deputy Principal
- The Assistant Principals

Programmes and Provision (as outlined in College Prospectus)

Junior Certificate

Junior Certificate Schools Programme

Transition Year

Leaving Certificate

Leaving Certificate Vocational Programme

Guidance and Counselling Service

Learning Support Programme

Post Leaving Certificate Programme(s)

School Completion Programme

Home School Community Liaison Officer

Extra Curricular Activities

The College also has a Parents' Association and a Student Council

SECTION D:

APPLICATION PROCEDURES

Parents/guardians seeking to enrol a child/children are required to return a completed Application Form(s) (available from College Office). The closing date for applications is 15th December 2017.

Applications must include the following information and documents:

1. Student's name, age, date of birth and full address
2. PPS Number
3. Birth Certificate
4. Two passport photographs of the student enrolling (signed at the back)
5. Parents'/Guardians' names and addresses.
6. Mother's maiden name.
7. Telephone numbers which must be up to date
8. Emergency contact numbers.
9. Name of family doctor
10. Nationality.
11. Religious affiliation, if any.
12. Previous schools attended.
13. Details of medical conditions, if any
14. Details of any special physical requirements
15. Special Educational Needs
Where the prospective enrollee has recognised special needs, parents'/guardians' should apply in the March preceding the September intake and supply copies of relevant reports, assessments or recommendations to facilitate either the provision of appropriate supports, or an application to the Dept. of Education and Skills for such supports.
16. Garda Vetting will apply to relevant WWETB courses and programmes. Where this is necessary, you will be required to complete a Garda Vetting Form giving permission for information to be obtained from the Garda Central Vetting Unit regarding all convictions and/or prosecutions successful or not, pending or completed.

Exceptional Circumstances

The College reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, 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.

The College reserves the right to request other details relevant to the enrolment process. Decisions will be notified to parents within 21 days after the closing date for applications or within 21 days following an enrolment application where an application enrolment is made during the course of the school year as per Section 19,

Education Welfare Act, 2000. The following factors will be considered in respect of applications:

- Class size
- Availability of staff
- Availability of appropriate accommodation
- The rights of applicants
- The rights of existing students and staff within the school

The College reserves the right to hold relevant student details on computer subject to the provisions of the Data Protection Acts, 1998 and 2003.

First Year

The application period opens on 9th October 2017 and closes on 15th December 2017. There are 60 places available for first year students in the academic year 2018/2019. Applications are accepted on a “*first come, first served*” basis. If there are over 60 applications, a waiting list will be used.

All applicants for first year are required to sit an assessment on the date specified by the school authorities. Please note that these results will not be used to determine eligibility for enrolment.

Applications submitted following the application period and prior to the commencement of the school year in August/September will be accepted on a “*first come, first served*” basis subject to the availability of places and curricular restrictions. Once the school year has commenced, all applications for enrolment will be dealt with under the policy relating to transferring students, as set out below.

Late Applications/ Waiting List:

- Applications received, following the closing date, will be placed on a waiting list.
- Each application will be considered after all other applications have been dealt with. Places will be offered to those students on the late waiting list as per date of receipt of application form.
- Parent(s)/Guardian(s) of pupils on the waiting list will be informed whenever a suitable vacancy occurs and the parent(s) will have the option to accept or refuse the place offered to their child.
- The waiting list will remain active until Friday 7th September 2018. Subsequently, should Parent(s)/Guardian(s) still wish their daughter/son to be considered for a place in the College they must reapply and complete a new application form.

Transfers

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy transfers into the school are discouraged in the overall interest of the continuity of the student's education.

An application to transfer is defined as one in respect of a student who has previously enrolled in another second level school or in respect of a student where application is made after the commencement of the academic year. It is not the policy of the Board of Management to accept transfer applications from students already enrolled in local post-primary schools, other than in exceptional circumstances.

Applications in respect of students wishing to transfer into the school should be accompanied by a letter setting out clearly the reason(s) for the application. The following documentation should also be supplied:

- (a) Completed enrolment form and documentation as 6 of this policy.
- (b) The two most recent academic reports from the pupil's current/previous school
- (c) A completed Transfer Report Form from the current/previous school

The Board of Management reserves the right to refuse enrolment to a student who has an established prior record of substance misuse, alcohol misuse, bullying or other serious misbehaviour or where an admission could have a seriously detrimental effect on the safety of other students and/or staff.

Applications to transfer into the school will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space, resources and capacity in class sizes. The following are the maximum class sizes in subjects:

1. Practical Classes - provided the classrooms are equipped for the number of students involved.
 - (a) Woodwork, Metalwork and Science: 24 (max)
 - (b) Art and Mechanical Drawing: 24 (max)
 - (c) Home Economics: 20 (max)
2. General Subjects Classes not covered by the above: 30 (max)
3. Remedial Classes: 15 (max)
4. Physical Education: 30 (max)
5. Information Technology: 24 (max)

Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the prospective enrollee to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted in respect of students who are the subject of ongoing disciplinary proceedings in another school or where an appeal is being processed in accordance with the Education Act 1998 or The Education for Persons with Special Needs Act 2004 (when commenced).

In general, it is the policy of the Board of Management not to accept transfers during the school year. However in the case of a student whose family has moved into the catchment area, and whose child/children are not enrolled in another post primary school, applications will be considered. Although the school will make reasonable efforts to accommodate the subject choices of a transferring student, this is subject to there being space available in the relevant class(es).

Transition Year

All Third Year students are eligible to apply for Transition Year (TY).

The Transition Year Programme is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management. For the academic year 2017/18 the maximum number of places available is twenty (20).

An information day will be held on the Wednesday 3rd May 2017 at 3pm for all parents of Third Year students in relation to Transition Year.

A presentation will be made to all third year students on the afternoon of Wednesday 3rd May 2017. Afterwards Application Forms to TY will then be issued to interested students. Students will be invited to indicate their programme preference by noon of Wednesday 10th May 2017.

As stated there are a limited number of places available in Transition Year. All applicants will be assessed in terms of their suitability to Transition Year using the following criteria.

1. Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). A Personal Statement must accompany each application. This Personal Statement will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.

(20 Marks)

2. A component of the interview will require each applicant to make a two/three minute presentation to a member of the TY Core Team. The presentation should focus on three areas

- a. The reasons why they wish to be considered for the Transition Year Programme.
- b. What the applicant hopes to gain from partaking in the Transition Year Programme.
- c. What the applicant hopes to bring to the Transition Year Programme.

(20 Marks)

3. Each applicant's record in relation to behaviour & punctuality will be reviewed together with their commitment to the life of the College over the last three years.

(30 Marks)

4. The Care Team will consider each applicant in terms of the student's needs and suitability to the programme.

(30 Marks)

Students who are unsuccessful in the first round will be placed on a waiting list.

The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Principal/Deputy Principal and members of the Care Team.

Offer & Acceptance of Places:

Interviews will be held commencing on Thursday 11th May 2017.

Places will be offered by post to successful applicants on Wednesday 17th May. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal.

Students accepting a place must complete and return the Acceptance Form within the date specified: Wednesday 24th May 2017. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited.

A student may forfeit her/his place if they are involved in any serious breaches of discipline.

At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange three work-experience placements for the specified periods during the academic year.

Right of Appeal

Parents have the right to appeal a refusal by this college to enrol a student under Section 29 of the Education Act 1998, as per Circular Letter M48/01 of the Department of Education and Science.

An applicant who is refused enrolment has a right of appeal against the decision of the Board of Management of Coláiste Abbain, Adamstown. Such an appeal should be made in the first instance to Waterford and Wexford ETB within 14 days of the date of written notification of the refusal. Subsequently, if necessary, to the Secretary of the Department of Education and Skills. The appropriate forms and guidelines are available from the school secretary during normal school office hours.

Code of Behaviour

It is a condition of enrolment that-

- (i) Students undertake to abide by all the requirements of the Code of Behaviour of Coláiste Abbain.
- (ii) Parents/guardians accept the requirements of that code and undertake to take all reasonable steps to ensure their sons/ daughters abide by it
- (iii) Parents and students are also obliged to accept amendments to the code as they arise and accept this on signing the code.
- (iv) Parents/guardians are required to sign the Code of Behaviour

The Code of Behaviour allows, in certain circumstances and subject to the application of procedures and protections as required by law,

- (i) The right of the College authorities to suspend a student
- (ii) The right of the Board of Management to expel a student

NOTE:

Unless otherwise stated, students are fully responsible for safeguarding personal property in school, and on school related business.