

Cabinteely Community School



Policy on Admissions

(Reviewed 2012)

Mission Statement

In Our School we strive to;

- ✓ Hold each and every individual in esteem as of right.
- ✓ Provide a wide and flexible curriculum which will meet with the individual needs of all students.
- ✓ Provide all students with a professional teaching service and seek to evaluate the extent to which each individual is successfully maximising his/her natural gifts and opportunities.
- ✓ Assist and encourage all students to develop their moral, ethical spiritual and religious lives, with respect for their consciences and the religious and moral values of their families.
- ✓ Provide all students with an ordered, disciplined, caring and supportive environment which will encourage and develop their self-image, their confidence and their psychological well-being.
- ✓ Provide a wide range of co-curricular activities which will promote and develop the personality, character and social skills of the students.
- ✓ Provide structures for co-operation with parents in carrying out and enhancing their function as primary educators of their children.

The following policy was reviewed through a collaborative approach involving representatives of the teaching staff, the Parents' Council, the Student Representative Council and the Board of Management of Cabinteely Community School.

The admissions Policy for Cabinteely Community School is drafted in accordance with Section 15(2)(d) of the Education Act 1998. All decisions in respect of applications for admission are based on the criteria as outlined in this policy.

Admission to Cabinteely Community School is open to all students who, in the professional judgement of the school authority and based on appropriate documentation/reports, are suitable for the course applied for and whose educational needs can be met by the school, taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to Section 7(!) of the Education Act 1998.

All applicants to the school should have satisfactorily completed the eight year Primary School Curriculum as laid down by the Department of Education and Science or its equivalent.

Criteria for Admission.

Cabinteely Community School was established to provide a comprehensive, co-educational system of post-primary and on-going education for those living in the locality of the school (Deed of Trust).

Accordingly, the school operates its enrolment on the basis of a defined catchment area. For the purposes of eligibility of enrolment the catchment area of Cabinteely Community School is defined as the area bounded by:

- Deansgrange Road/ Kill Lane/ Westminster Road to the north;
- Monkstown Road/ Newtownpark Avenue/ Marian Park/ Brookvale to the north west;
- Dun Laoghaire Road/ Crofton Road/ Harbour Road to the east;
- Quinn's Road/ Ballycorus Road to the south;
- Brighton Road/ Enniskerry Road to the west.

To be deemed to be 'living within the catchment area' the child should be permanently resident within the catchment area on the final day for receipt of applications for the relevant year of entry to the school.

- **To be eligible for consideration for admission a child must, in the first instance, be living within the catchment area.**

The only exception to this is for

- a) Children who no longer live in the catchment area but who have a brother or sister attending Cabinteely Community School.
- b) Children who do not live within the catchment area but who are attending National Schools within the catchment area.

While consideration will be given to children from the latter two groups in the order stated above, priority will be given to those resident in the catchment area.

As a recognised school under the Education Act 1998 the school follows the curriculum laid down by that Act, which may be amended from time to time. All children enrolled in the school are obliged to undertake the standard curriculum and sit examinations at the appropriate level.

- **To be eligible for consideration for admission a child must be able to demonstrate that he/she can avail of the curriculum which is the primary service provided by the school.**

In instances where there may be doubt as to whether the applicant can avail of the curriculum the school may seek additional records/information from the feeder primary school and/or any Psychological Reports/Educational Reports before considering the application.

Inclusiveness

Cabinteely Community School is supportive of the principle of inclusiveness in particular in regard to students with a disability or with other special educational needs. Where a child with a disability or special educational needs satisfies the criteria for admission the school will use resources, both financial and personnel, provided by the Department of Education and Science to make reasonable provision and accommodation for the students up to a nominal cost. In circumstances where it is unduly difficult for a child to avail of the services the school provides, consideration will be given where resources permit to reducing the amount of the standard curriculum which such students are obliged to undertake by up to a maximum of thirty per cent (30%) of the time tabled hours.

Participation in the life of the school is open to all students including those students with disability and/or special educational needs in so far as it is reasonably practicable. Where the Principal deems it necessary parents must fully discuss in a Case Conference with the Principal, Resource Teacher, psychologist, previous Principal or specialist staff, the needs of the child prior to admission to ascertain that the school is in a position to meet the child's particular needs.

1. An applicant for enrolment may present with a degree of disability, physical and/or intellectual, for which the school, having regard to the physical structure of the school premises, the limitations of existing staff, the absence of appropriate supports, both in terms of facilities and specialist personnel, could not reasonably accommodate and provide for even with additional resources from the DES and in such circumstances the Board reserves the right to refuse enrolment.
2. The Board of Management of Cabinteely Community School also reserves the right to refuse to enrol student(s) with disability in circumstances where to do so would by

virtue of the disability make impossible or have a serious detrimental effect on the provision by Cabinteely Community School of its services to other students.

Admission Procedures

First year applications

For incoming students from Primary schools the following procedures apply:

- Applications must be submitted in writing and should be made on the official Application Form.
- All applications for First Year are acknowledged within 21 days of receiving them.
- Applications must be received by the end of October (The Closing Date) for the following school year
- Notification of a child's acceptance, subject to their satisfying the admission criteria, is issued within 21 days of the Closing Date. Those who cannot be accepted at that time are placed on a waiting list and are informed in due course if a vacancy occurs.
- Applicants are called to the school for an obligatory Assessment Test in the Spring Term.
- All those children who have been accepted and their parents are interviewed by a member of staff in order to complete the admission procedures on Registration Day which is usually just before the end of Spring Term.
- Prior to registering a child parents are furnished with a copy of the schools Code of Behaviour (the Code). Parents are required to confirm in writing their acceptance of the Code as a condition in registering their child in school.

The closing date for receipt of applications for First Year is the end of October preceding the year of entry. If at this time, there are more applications than there are places available, priority is given, firstly to those living within the catchment area secondly, to children who do not live within the catchment area but who have a brother or sister attending Cabinteely Community School and thirdly, to children not living in the catchment area who are attending mainstream National Schools within the catchment area. Any remaining places will be filled by lottery.

Applications received after the closing date are placed on a waiting list and are informed in due course if a suitable vacancy occurs. Late applications will be deemed ineligible for consideration if the school authorities believe that by offering the late applicant a place it will result in the displacement of another student from a class best suited to their needs. Acceptance of an Application Form does not in any way guarantee a place in the school.

Enrolment in Cabinteely Community School is limited by school capacity and by the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by Department of Education and Science regulations and standards. A maximum of 112 places are generally available in first year. In certain circumstances however, it may be necessary to limit the number of places available to 92.

The number of entrants into first year will determine the number of classes formed. A minimum of 110 students is required for the formation of five class groups. Where five classes are formed the number of places available in three of the classes will be capped at 16, 20 and 20 respectively. A maximum of 92 students may be accepted where four class groups are formed. In this instance the number of places available in two of the classes will be capped at 16 and 20 respectively. In no instance will a class group exceed 30 in number.

Mid- Year Applications

Applications to join the school mid-year will only be considered from students who have moved into the catchment area since the commencement of the school year. Submission of an application in such circumstances does not guarantee a place in the school.

In circumstances which the Principal deems exceptional, the Principal may seek approval from the Board of Management to consider a mid- term application on behalf of a student already resident within the catchment area.

Applications for entry into a year other than First Year

Applications will be considered from students living within the catchment area and who are attending other second level schools for places which may be available in Second, Fourth (Transition) and Fifth Year. Applications from students who have recently moved into the catchment area will be considered for all years including Third and Sixth Year.

To be eligible for consideration applications to transfer from other schools **must** be received by the end of April for the following school year. Before a decision is made in respect of the application:-

- The parent(s) of the student (or the student who is over 18 years of age) must submit a completed form of enquiry seeking transfer to Cabinteely Community School, stating clearly the reasons for this request.
- The Principal of the school which the student is attending or last attended must submit a completed form of enquiry and return same to the Principal of Cabinteely Community School together with photocopies of the two most recent terms/examination reports and other relevant documentation in relation to the student.

Each application will be treated on its merits. Places will be offered only if vacancies have arisen and if the Principal, acting on behalf of the Board of Management considers that it is advisable to do so. The applicant's school record to date and the likely effect of the applicant's admission to the school for both the applicant and the wider school community are matters of major consideration in determining an applicant's suitability for admission to the school. As a matter of policy transfers from other schools will only be considered where:

- The child is deemed to be living within the Catchment Area.
- The application is made in good time.
- There is clear evidence that the student has experienced difficulties that are not of his/her making and that every effort has been made at his present school to resolve matters.
- There has been no history of substance misuse, misbehaviour, absenteeism or lack of commitment to school work.

A statement from the Principal of his/her present school to confirm the above will always be required where applications are being made in these circumstances.

Where a student has left Cabinteely Community School voluntarily, to take up employment or to attend another educational establishment, subsequently makes a formal application for re-admission to the school, the Board of Management shall take a decision as to whether or not to re-admit the student to the school, having thoroughly reviewed the application form, the students previous record in the school in relation to application to work, participation in school activities, attendance, behaviour etc, including records submitted by any relevant previous school.

Prior to admission to Cabinteely Community School all students will be required to sign a written undertaking to comply with the School's Code of Behaviour. Parents will be required to sign a form indicating their acceptance of the School's Code of Behaviour and offering a commitment to support the school in this regard.

Informing the Community

The local community will be informed of the school procedures regarding admissions by some or all of the following strategies.

- Open Night / Open Day
- Liaison with primary schools.
- School prospectus.
- Enrolment Form.
- Church Announcements.
- Advertisements in local media.
- Other relevant forms of information release.

This policy was adopted by the Board of Management on _____
[date].

Signed: _____

Signed: _____

(Chairperson of Board of Management)

(Principal)

Date: _____

Date: _____