



## Clonakilty Community College Admissions Policy

**Purpose of the Policy:** This Admissions Policy 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:** As a college we wish to empower our pupils with the skills to be confident and independent young adults enabling them to reach their full potential. 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:

**All relevant dates will be communicated to parents via feeder schools, on [www.clonakiltycc.ie](http://www.clonakiltycc.ie), in the Southern Star and reiterated on Open Evening.**

- A college representative will visit all feeder Primary schools normally the week after Oct mid-term.
- The college Enrolment process opens on the first Monday in November and closes when the Assessment procedure has concluded. This process involves:
  - **Application process:** applications are submitted on line through our website [www.clonakiltycc.ie](http://www.clonakiltycc.ie)
  - **An Open Evening** is held normally in November. Details will be sent to our feeder primary schools, will be posted on [www.clonakiltycc.ie](http://www.clonakiltycc.ie) and an advert placed in the Southern Star.
  - All applicants will be notified by email of offer / refusal of a place in the college.
  - **Registration process:** all successful applicants will be invited to a registration evening communicated in your offer email. We ask parents to supply all relevant documentation with them to this Registration Evening. It is a condition of Registration 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 Rules and Code of Behaviour.

- All Registered 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 strengths and 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 capacity of the college to provide a curriculum suited to the educational needs of children. We currently provide Level 2 and Level 3 programmes (or a combination of both) at Junior cycle level
- 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:

1. Applicants from our feeder schools \*
  2. Applicants with siblings already in the college
  3. Applicants with siblings who are past pupils of the college
  4. Applicants who are children of staff members
  5. Applicants who are children of a past pupil
  6. Applicants resident within the feeder school area but attending a primary school outside the area.
  7. Applicants who have applied within the application timeframe
  8. The Board of Management will consider applications from outside the list of feeder schools below where places are available and where the applicants have the capacity to access the programmes being offered in the college. When the above criteria have been filled 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.

**\*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, Lisavaired National School, Rathbarry National School, Scoil na mBuachailli, St Joseph's Girls National School, Timoleague National School.

**Pupils with Additional Educational Needs:** The College provides 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 educational programme offered will be informed by:

- Professional Reports
- Information from parents
- Transitional Assessments carried out by Clonakilty Community College

The College offers two specific programmes for students with special educational needs:

**Moderate General Learning Disability Class:** 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](http://www.clonakiltycc.ie) under Curriculum.

**ASD programme:** This is a programme catering for pupils with a diagnosis of Autism and who are functioning within or above the mild range of cognitive ability. We have two classes with capacity for 12 pupils in total. The educational curriculum to be followed by pupils in the ASD programme will be recommended after a transitional assessment of capacity to engage in Level 2 or Level 3 Junior certificate curriculum (or combinations) and, of course, in conjunction with parents. A review of pupil's progress, in conjunction with parents, will be carried out during third year. A recommendation with result to determine the most appropriate path of progression to senior cycle based on the pupil's individual needs.

To be eligible for enrolment to both these programmes we require:

- A current (within 3 years of application date) psychological report recommending access to one of the above programmes
- Availability of space in the recommended programme

- Capacity to engage with the educational programmes we offer

We allocate places in each of these programmes as follows:

1. If the above enrolment criteria are satisfied.
2. Applicants from our feeder schools \*
3. Applicants with siblings already in the college
4. Applicants with siblings who are past pupils of the college
5. Applicants who are children of staff members
6. Applicants who are children of a past pupil
7. Applicants who applied within the set application timeframe
8. When the above have been satisfied, a lottery is held at a BOM meeting for remaining places.
9. The Board of Management has the final decision on approving applications to the college and reserve the right to grant admission in exceptional circumstances.

**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, Lisavaird National School, Rathbarry National School, Scoil na mBuachailli, St Joseph's Girls National School, Timoleague National School.

**Leaving Certificate Applied (L.C.A.):** All students who complete the Junior Certificate programme 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:

- Academic progression including Junior Certificate results
- Recommendations from teachers, parents, Guidance Counsellor and/or relevant educational professionals.
- Career choice
- Attendance, and reasons for absences, in our Junior cycle programmes
- Resulting Behaviour

As part of the selection process are invited students and parents are invited to a suitability meeting. Parents are also involved in this process. 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 the relevant professionals and parents. The LCA Coordinator meets the students individually to discuss the programme. Students interested in the programme are invited with their parents

for further discussion with the LCA Co-Coordinator. The availability of this programme depends on the demand for the programme each year.

**Leaving Certificate Pupils who wish to repeat their Leaving Certificate:** 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.

**Transfer Pupils:** Applications for admittance to the College after First Year enrolment process are assessed on an individual basis. Clonakilty Community College does not accept the transfer of students currently pursuing/enrolled in a course at another school **during** the academic year except where they have:

- Recently taken up residence in our feeder school 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 College Code of Behaviour.
- May undergo a trial period in agreement with the Pupil, College and Parents.

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 applicant's needs

**PLC Courses:**

- All course requirements are available on [www.clonakitycc.ie](http://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 30<sup>th</sup> August of each year. Students will have the option to transfer to other PLC Courses in CETB.

**Suspensions and Expulsions:** Please refer to our College Code of Behaviour for details on Suspensions and Expulsions.

**Right of Appeal:** The following decisions may be appealed to the Board of Management.

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

**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.	18-10-2018
Date of next review	2020