



Coláiste Mhuire, Askeaton

Enrolment Policy

2015/2016

The **Enrolment Policy** of Coláiste Mhuire has been drawn up in accordance with the:

- ◆ Education Act 1998
- ◆ The Education (Welfare) Act 2000
- ◆ Equal Status Act 2000
- ◆ VEC Education (Amendment) Act 2001
- ◆ EPSEN Act 2004

Within the context and parameters of DES regulations and programmes and the funding and resources available the school supports the principles of:

- ◆ inclusiveness
- ◆ equality of access to and participation in the school
- ◆ parental choice in relation to enrolments
- ◆ respect for diversity of traditions, values, beliefs, languages and ways of life in society

School Profile

Askeaton has been a centre of education for over two hundred years. Coláiste Mhuire was established in 1994 under the auspices of County Limerick V.E.C and continues a tradition of second level education provided in Askeaton since 1940. The school is multi-denominational, accepting all religions and none. Coláiste Mhuire has a modern well-equipped campus. It offers a broad range of subjects and syllabi at both Junior and Senior Cycle. The staff of Coláiste Mhuire is caring and supportive and strives to provide a nurturing environment in the school.

Coláiste Mhuire has the image of the East Window from the town's Franciscan Friary as its emblem. This fifteenth century window is an exceptional example of the lancet form. As an East Window, it was designed to welcome the rays of the rising sun – the new day, new life, renewed hope. Six hundred years later Coláiste Mhuire seeks to enlighten as well as educate its students as it endeavours to imbue them with a sense of optimism and hope. Laborare Est Orare – To Work is to Pray.

Mission Statement

The school's mission is to provide a learning environment that promotes the educational, emotional, spiritual, psychological and moral welfare of each student while encouraging the cooperation and assistance of the parents/guardians of the student.

In Coláiste Mhuire we are committed to equality of opportunity for all and we recognise that each student has unique gifts. We endeavour to foster and encourage the growth and development of these gifts by encouraging each student to participate to the fullest possible extent in the social, cultural and sporting activities of the school. Our aim is that on completion of their formal second level education, our students will emerge as self-disciplined, responsible and well adjusted citizens, capable of playing an active and positive role in modern society.

Enrolment of First Year Students:

Coláiste Mhuire welcomes all students. It is our objective, having regard to the efficient use of resources, to provide equality of access for all.

Each year the Board of Management may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, and resources. The maximum enrolment for 1st yr 2015/2016 is **90**.

Our procedures for application are in keeping with the characteristic spirit of the school as expressed in the Mission Statement and they comply with all relevant current legislation.

Students who are eligible for admission into First Year must:

- Have reached the required age: 12 on 1st January in the calendar year following the child's entry into First Year.
- Have completed sixth standard in Primary School, or equivalent.
- Be willing to accept the school ethos.
- Be willing, with parents/guardians to accept the school's Code of Behaviour. Confirmation in writing, is required, that parents/guardians and student accept the Code of Behaviour.
- Be willing to take an Assessment Test which is used for the purposes of assessing educational need. It is not used as a criterion for enrolment.

All applicants will be offered a place subject to:

- Meeting eligibility requirements
- Compliance with the enrolment procedures
- The availability of places

In the event of the school having more applications than places available, the offer of a place will be determined in compliance with the following criteria:-

- Those applicants coming within the catchment area; NOTE the catchment area should be defined by the areas served by the national schools that traditionally send their students to the school
- Those applicants with siblings already in the school
- Thereafter on a lottery basis.

Enrolment Procedures for Incoming 1st Years

- Prior to the Open Night, the Principal and/or Deputy Principal visits the primary schools served by Coláiste Mhuire to meet with the Principal and the teachers and students of 5th and 6th Classes. A “Pack” which includes general information on Coláiste Mhuire, the Enrolment Policy and an Enrolment Form is given to each student
- Parents/Guardians are informed of The Open night through local press, on the school website, in local newsletters, local churches and by word of mouth.
- The Open Night is held in Coláiste Mhuire in early October for parents/guardians and prospective students. This meeting includes an address from the Principal and an opportunity to view the facilities and to meet with management and staff.
- An invitation to this meeting is also extended to Principals and Staff of Primary Schools served by Coláiste Mhuire and to representatives of businesses and industries in the areas served by Coláiste Mhuire.
- The enrolment form must be completed with all relevant information including any current Educational, Social, Behavioural or Psychological reports. Evidence of exemption from Irish is required where appropriate. An original Birth Certificate will also be requested. A copy of this is taken for our files and the original returned to parents/guardians.
- Where the student is in the Care of the HSE a meeting between the School, the HSE, the Foster Carers and any other relevant statutory stakeholders will take place in advance of enrolment to ascertain if the school can meet the student’s needs.
- Enrolment forms to be returned by the due date specified. Decisions regarding enrolment will be notified as soon as is practicable but not later than 21 days after the closing date.
- Details of arrangements for the Aptitude Evaluation are posted to all parents/guardians of 6th Class pupils in January.
- A “reminder” is sent to Parents/Guardians through the Principals of all primary schools served by Coláiste Mhuire during the week prior to the Aptitude Evaluation
- Aptitude Evaluation Day takes place in early February.
- A meeting for parents/guardians of incoming 1st Years takes place in March. Students are also required to attend this meeting. Subject Options are discussed at this meeting and teachers are present should parents/guardians need advice on any particular subject

Special Needs

The Board of Management of Coláiste Mhuire welcomes students with special educational needs including students who are exceptionally able or talented. It is our policy to meet with the parents/guardians of incoming students with special needs, accompanied by the student himself/herself, well in advance of enrolment to assess the child's particular needs. To assess the needs of these students the school accesses the student's records from primary school well in advance of entry into the school. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The school may deem it necessary to request immediate assessment in order to assist it in establishing the educational requirements of the student relevant to his/her special needs. Through the Limerick & Clare Education & Training Board, the school makes early application to the Department of Education and Science for appropriate resources e.g. special needs assistant, specialised equipment, transport etc. Where adequate resources are not forthcoming from the DES the school may have to postpone enrolment until the DES puts such resources in place. The Board of Management will do all it possibly can to identify, plan and provide for a student with special needs or for a student with a disability seeking enrolment to the school.

Transfers

The parents / guardians of students requesting a transfer from another post-primary school will be supplied with this enrolment policy and are required to:

- Complete a Transfer Application Form, and include any current Educational, Social, Behavioural or Psychological reports. Evidence of exemption from Irish is required where appropriate. An original Birth Certificate will also be requested. A copy of this is taken for our files and the original returned to parents/guardians.
- Agree to their current Principal filling in a Student Enquiry Form. This may also involve a follow up telephone call with the School Principal from the current/past school to discuss the particular circumstances of the transfer application and current needs of the student.
- Provide copies of school reports from the previous school.
- Meet the Principal, Deputy Principal accompanied by the student to discuss previous progress and ongoing commitment to study and good behaviour.
- Be willing to accept the school ethos.
- Be willing to accept the school's Code of Behaviour. Confirmation in writing, is required, that parents/guardians and the student accept the Code of Behaviour.
- Where the student is in the Care of the HSE, a meeting between the School, the HSE, the Foster Carers and any other relevant statutory stakeholders will take place in advance of enrolment to ascertain if the school can meet the student's needs.

Subject to class sizes, subject choices and available resources, the school will make every reasonable effort to facilitate a student seeking a transfer to our school. Depending on academic ability/progress, consideration may be given to repeating the academic year.

Transfer applications will be considered by applying the following criteria:

Whether or not a transfer application:

- Is in agreement with school Enrolment Policy.
- Is in the best interest of the student.
- In the best interest of the school.
- Is of educational benefit to the student.
- Has made available all relevant information from the former school.
- Necessitates a consultation with the Educational Welfare Officer.

With the best interest of the student in mind and considering the issues relating transfer which may include subject choices, class sizes and available resources, the Board of Management may decide to refuse to enrol at the time of application and advise his/her parents/guardians to reapply if they so wish at the start of the following school year.

Repeat Leaving Certificate Students

Applicants who completed their Leaving Certificate in the school will be interviewed by the Principal/Deputy Principal to assess their suitability for the course. Other applicants will be considered as transfer students.

Adults over 18: Mature Students and Repeat Leaving Cert

- It is the policy of LCETB and any School or Centre of Adult Education, under its auspices, where persons over the age of 18 years apply to enrol in a programme of study which may entail contact with persons deemed to be vulnerable by reason of age, disability etc. to seek both a reference and consent for Garda vetting.
- A reference will be sought from two people one of whom must be your current or most recent employer/School Principal. Contact with referees may include written and telephone contact. The Applicant must be directly known to the referee but not related. Each applicant will be asked to complete the relevant consent form for Garda Vetting and to nominate two referees whom the school will ask to complete a Reference request form. It is the responsibility of the applicant to seek the consent of the referee in advance of making an application for such a reference to be sought.

Appeals

The Board of Management wishes to state that it reserves the right to refuse an application for enrolment in exceptional circumstances, such as for example where a

student poses an unacceptable risk to the health and safety of the students and staff of the school and/or to school property or where a student may present with such a degree of special need that even with additional resources by the Department of Education and Skills, the school would not be able to reasonably accommodate the student concerned. Parents/guardians have the right to appeal the refusal by a school to enrol a student under Section 29 of the Education Act. The Parents' of any student who is refused enrolment will be given a copy of this Policy within seven days of such refusal.

In the case of Coláiste Mhuire which is established and maintained by the Limerick & Clare Education & Training Board (LCETB), an appeal against the decision of the Board of Management shall be made, in the first instance, to the LCETB and thereafter to the Secretary General of the Department of Education and Science.

Appeal to the LCETB

The parent/guardian of a student or in the case of a student who has reached the age of 18 years, the student may, within a reasonable time frame from the date that the parent/guardian or student was informed of the decision and following the conclusion of any appeal procedures provided by the school or the patron in accordance with section 28 of the Education Act 1998 appeal that decision to the LCETB with respect to a decision by the Board of that school to:

- refuse to enrol a child.
- suspend a pupil for a period which would bring the cumulative period of suspension to 20 days in any school year.
- permanently exclude a pupil.

An appeal will generally not be admitted unless it is made within fourteen calendar days since the decision of the Board was communicated to the parents in writing. The school Principal will notify the parent of their right of appeal to the LCETB.

Appeals should be made in writing on the Section 29 Appeal Application Form available from the LCETB

Appeal to Secretary General

If the appellant remains unhappy with the outcome of the appeal process he/she has an entitlement to make an appeal directly to the Secretary General of the DES and may be done by contacting the DES 'Appeals Administration Unit'.

NOTE: This policy is effective for the school year 2015/2016 and replaces all previous enrolment policies. The policy will be reviewed at the end of the 2015/2016 academic year.

Please return completed forms to:

The Principal,
Coláiste Mhuire,
Askeaton,
Co. Limerick.
Tel. 061-392368
Fax. 061-398331
E-mail: colaistemhuire.ias@eircom.net

This policy was adopted by the Board of Management on 12/06/14

Signed: _____	Signed: _____
Martin Hawkes	Norma O'Brien
Chairperson of Board of Management	Principal

Date: _____ Date: _____

Date of next review: May 2015