

Glanmire Community College Enrolment/Admissions Policy

The enrolment policy of **Glanmire Community College** has been formulated in accordance with the provisions of the Education Act 1998, The Education Welfare Act 2000 and the Equal Status Act 2000 in order to assist Parents and Guardians of both prospective and existing pupils in relation to enrolment matters. The Principal, as secretary to the Board of Management, will be happy to clarify any further matters arising from the policy. This policy statement was ratified by the Board of Management on Tuesday 03-11-2009 and replaces all previous Admissions/Enrolment policies.

1. Application to First Year

Each year the Board of Management will decide on a closing date for the receipt of applications for the following school year. The process of enrolment, including the closing date for the receipt of applications, will be made public by means of a letter distributed to all feeder primary schools. This letter will also be available on our Open Night.

Parents or Guardians seeking to enrol a child in first year in Glanmire Community College are requested to return a completed Enrolment Application form to the college before the closing date. Application forms will be available from the College's Administration office and will be distributed to all feeder Primary schools. An Open Night at the college will occur prior to the closing date.

It is a condition of enrolment that the application form be completed in full and be factually correct. Any incomplete application form will be considered invalid. Parent(s)/guardian(s) and the child applying for a place must give their consent in writing, to the college's **Code of Conduct** (ref: Enrolment Application Form).

Equality of access is the key value that determines the enrolment of children to Glanmire Community College. No child will be refused admission for reasons that are contrary to the principles outlined in the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Glanmire Community College seeks to balance this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the pupils already enrolled in the college.

This requires balanced judgements, which are guided by the principles of natural justice; using fair and transparent procedures.

The Board of Management will determine the maximum number of children to be enrolled in first year in any one year, bearing in mind the following criteria (table 1).

Table 1: Criteria determining maximum number for enrolment.

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| <ul style="list-style-type: none">• The culture and ethos of the college community as defined in the mission statement.• The balance between male and female pupils.• Availability of space in classrooms and limits to the number of students in each classroom dictated by Health and Safety requirements.• The availability of sufficient space along corridors and in social areas.• Availability of grants and teaching resources provided by the Department of Education and Science.• The ability of the college to cater for the educational needs of children.• Department of Education and Science maximum class size directives. |
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In the event that the number of children seeking enrolment in any year exceeds the number of places available, the criteria outlined in Table 2 will be used to prioritize children for enrolment. If, when any one of the categories below is reached, the full quota of places available would be exceeded if all applicants within that category were accepted; the remaining available places will be filled by means of a lottery involving all the applications within that category. Any applicant not offered a place will then be placed on a waiting list based on that lottery. Applicants in all subsequent categories will be placed in order on the waiting list, based on a lottery within each category. Applications received after the closing date will be considered only after all applications received before the closing date, have been accommodated. The waiting list for each particular year will cease to exist on the last working day prior to the opening of the college for the next new school year.

Table 2: Criteria used to prioritize children for enrolment.

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| <ol style="list-style-type: none">1. Brothers and sisters of pupils who are attending or who have attended Glanmire Community College.2. Children whose parent attended Glanmire Community College and who continue to live in the greater Glanmire area.3. The children of college staff members and former staff members.4. Children who are the eldest in the family and attend one of the named feeder Primary Schools.5. Children who are not the eldest in family and attend one of the named feeder Primary Schools.6. Any applicant not covered within the criteria 1-4. |
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The named feeder Primary schools are: Brooklodge NS, St Josephs NS Riverstown, New Inn NS, Glounthaune NS, Knockraha NS, Little Island NS, Watergrasshill NS, Upper Glanmire NS, Leamlara NS

The Board of Management will reserve five places which will be allocated at the Board's discretion. These places will be used to consider exceptional cases e. g. where the eldest child has gone to a Post Primary school that caters specifically for students with a moderate or profound learning disability.

Following the receipt of applications, and the provisional allocation of places, each pupil may be required to attend for interview with his/her parents/guardians on a day and time that will be notified to them. Failure to attend for interview without furnishing adequate notice and/or reason may lead to the offer of a place being withdrawn.

The college will arrange an Option Subject information session for new pupils and their parents/guardians prior to the commencement of the academic year.

Pupils who move into the catchment area after the start of the school year and apply for entry into the college will be offered places subject to the criteria in Table 1 and 2.

2. Applications to Enrol to other Year Groups or to First Year after the start of the School Year

(a)

Applications to enrol a student will be considered subject to the conditions outlined below.

Except in exceptional circumstances, e.g. a family moving into the area, applications will not be accepted after the school year has commenced. All applications must contain the following documentation.

- A completed application form.
- A copy of Birth Certificate
- The two most recent school assessment reports.
- A completed “Student Reference Form” signed by the Principal/Deputy Principal of applicant most recent school.
- A letter explaining the reason for the application.

(b)

The Board of Management reserves the right to refuse the offer of a place to any applicant on the following basis:

1. That no suitable accommodation/ place exists in the year group.
2. That the school cannot offer the student the subject(s) requested by the applicant.
3. That an offer of a place at the time may have a negative impact/outcome on pupils already enrolled in the school
4. That an offer of a place may have a negative impact/outcome on the pupil himself/herself.
5. That the applicant has been expelled from another Post Primary school.
6. That the applicant has a poor disciplinary record in another school.
7. That the applicant already has a place in another post-primary school in the area.

3. Transition Year and Leaving Certificate Applied

The number of places available on both programmes will be determined each year by the School Management having regard to the resources available within the college.

The parents/guardians of pupils in third year (Junior Cert) will be invited to attend an information session in the second term (i.e. after Christmas) wherein the procedures for applying for places on the programmes will be outlined. Pupils will be required to return a completed application form by the notified closing date.

All applicants will be required to attend for a suitability interview. A decision to offer a place will be based on the following criteria.

- The academic record of the pupil.
- The disciplinary record of the pupil.
- Performance at interview.
- Suitability of the applicant to the programme.

The signed Contract of Learning and Code of Conduct must accompany confirmation of acceptance to the Transition Year or the Leaving Certificate Applied Programme.

Places will only be made available to pupils enrolling in the college from another second level school in the area in very exceptional circumstances and after all applicants from within the college have been accommodated.

4. Pupils wishing to repeat a year

Consideration will only be given to pupils wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education & Science as set out in circular letters M57/87, M33/89, M47/93 and M2/95.

'The policy was updated and ratified by the Board of Management on 24 January 2017'