

## Enrolment Procedures for St Colmcille's Community School

### General

1. In accordance with the Department of Education and Science guidelines, the number of places offered
  - will not exceed the capacity for which the school is built;
  - will be consistent from year to year and
  - will not compromise the curriculum provided.

On that basis, a maximum of 120 places will be offered for entry into First Year for each school year. It should be noted that the maximum number of places offered may be revised in the light of whatever policy is adopted by the Board of Management in relation to the provision of a Transition Year for pupils of the school.
2. The operation of these procedures may vary from time to time to take account of relevant legislation.

### Applications

3. Up to and including 8 November 2002, applications for enrolment were accepted in respect of children who were in a primary level school at the time of application. With effect from Saturday 9 November 2002, applications for enrolment will be accepted in respect of any child from his/her date of birth. Applications must be made on a specified form, which will be made available in the School Office and in such other venues as may be deemed appropriate. Each completed application will be dated as it is received. The closing date for receipt of applications will be 30 September of the year preceding the proposed year of entry to the school. If 30 September falls on a Saturday or Sunday, the closing date will be the next day on which the school is open immediately following 30 September.
4. Applications will be evaluated based on the selection criteria shown below and offers of places will be made, usually in October/November of the year preceding the proposed year of entry to the school. Confirmation of acceptance of the offer, plus payment of a non-refundable deposit will be required to secure the place. The deposit will be offset against the purchase of uniform and/or schoolbooks or similar expenditure on behalf of the child at the start of the school year. In cases of genuine hardship, the non-payment of the deposit may be discussed with the Principal of the school.

### Selection Criteria

5. For the purposes of the selection criteria, the catchment area of St Colmcille's Community School, Knocklyon is defined as the area which lies within the boundary formed by<sup>1</sup>:

Firhouse Road (starting at the junction with Ballyroan Road), Ballycullen Road, Oldcourt Road, Edmondstown Road/Ballyboden Road and Ballyroan Road (ending at the junction with Firhouse Road).

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<sup>1</sup> *The road names and descriptions relate to the position as of 25 September 2007. Between Oldcourt Road and Edmondstown Road, the boundary of the catchment is Killakee Road and Mount Venus Road. The catchment area encompasses all of the parish of Knocklyon as registered with South Dublin County Council by Knocklyon Community Council. This means that a small area on the north (Dodder) side of Firhouse Road is within the catchment area. A map of the catchment area is displayed in the school office.*

6. Offers of places in St Colmcille's Community School, Knocklyon will be made to applicants in the following categories, in descending order of priority until enrolment quota is reached. When all places in the school are filled, no further places will be offered to applicants in other Categories. In the event that it is possible to offer places to some, but not all, applicants in a particular Category, the date of receipt of application will be used to prioritise applications within each category.

**Category 1**

Children who are living in the catchment area and who have a brother or sister currently<sup>2</sup> attending St Colmcille's Community School.

**Category 2**

Children, who do not live in the catchment area, but who have a brother or sister who currently attends St Colmcille's Community School and who was a First Year pupil in the school in September 2000. [Note: this Category has now lapsed as there are no longer any pupils in the school who were First Year pupils in the school in September 2000]

**Category 3**

All other children who are living in the catchment area.

**Category 3a**

Children, who do not live in the catchment area, but who have a brother or sister currently<sup>2</sup> attending St Colmcille's Community School.

**Category 4**

Children, who do not live in the catchment area, but who are attending a primary school in the catchment area.

**Category 5**

Children not covered by any of the categories above.

In general, to be deemed to be "living within the catchment area", the child should be permanently resident within the catchment area on the final date for receipt of applications for the relevant year of entry to the school.

**For entry into a Year other than First Year**

7. Places will be offered only if vacancies have arisen and if the Board of Management consider that it is advisable to do so. In the event that it is possible to offer places to some, but not all, applicants, the means of selection between those applicants will be consistent with the selection policy for entry into First Year.

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<sup>2</sup> "Currently" in this context means that a sibling is attending St Colmcille's Community School for the academic year which immediately precedes the academic year for which the enrolment is sought; in the case of a student who completes Sixth Year in St Colmcille's Community School having availed of 5 rather than 6 years of second level education, his/her sibling will be deemed to be in Category 1 subject to (a) the sibling meeting the requirement to be living in the catchment area and (b) the student having completed Sixth Year in St Colmcille's Community School no later than the year preceding the proposed year of entry to the school (ie the previous calendar year to the proposed year of entry to the school).

**Children with a Disability**

8. Where a child with a disability qualifies for a place on the basis of the selection criteria above, the Principal will discuss the child's needs with his/her parents, to ensure that the school is in a position to meet those needs, within the resources provided by the Department of Education and Science.

**Review**

9. These enrolment procedures are subject to change and will be reviewed in the light of the School Plan. Any change will be notified to parents/guardians who have applied for enrolment, to the parents/guardians of children attending the school, to the Knocklyon Community Council, to the Principals of primary schools in the catchment area and will be published in the Knocklyon News.

**Agreed by the Board of Management on 4 June 2002;**

**Footnote 2 added on 14 June 2005;**

**Footnote 1 and Category 3a added and some minor textual updates made on 25 September, 2007**