



Admissions Policy

Our school community provides a caring, happy and safe environment, which strives to foster a love of life-long learning.

We endeavour to develop each person's academic, physical, moral, cultural and spiritual potential based on mutual respect, fairness and honesty.

We want our students to emerge as confident, adaptable, responsible and caring citizens.

School Mission Statement

Introduction

St. Colmcille's is a community school. The school operates within the regulations laid down by the Department of Education and Science including class sizes. The school follows the curricular programmes prescribed by the Department of Education and Science which may be amended from time to time in accordance with section 9 and 30 of the Education Act (1998).

The Board of Management of St. Colmcille's Community School is setting out its admissions policy in accordance with the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2002 and the Deed of Trust. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management and the Principal will also be happy to clarify any further matters arising from the policy.

Against the background and ethos outlined above, the key principles outlined in the Education Act (S15 2 d) underpin our Admissions Policy.

These are:

- The Board of Management has regard to the principles of a democratic society and respects and promotes respect for the diversity of values, beliefs, traditions, languages and ways of life in society while it also upholds and is responsible for so upholding the characteristic spirit or ethos of the school.
- The Board of Management is supportive of the principle of inclusiveness of students with disabilities or special educational needs in so far as is reasonably practicable and subject to adequate resources being provided by the Department of Education and Science.
- The Board of Management respects parental choice of school and diversity of societal values.

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.

The operation of these procedures may vary from time to time to take account of relevant legislation.

Applications

- 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 proceeding 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.

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 nonrefundable 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

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:

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). (See note 1)

Note 1

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.

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 attending St Colmcille's Community School. (see note 2)

Category 2

All other children who are living in the catchment area.

Category 3

Children, who do not live in the catchment area, but who have a brother or sister currently attending St Colmcille's Community School. (See note 2)

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.

Note 2

"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 (i.e. the previous calendar year to the proposed year of entry to the school).

Entry into a Year other than First Year

Students may transfer into the school at any time subject to:

- The school's admission policy
- The school being satisfied with the reason for the transfer. Information will be requested from the student's former school concerning attendance, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer as per Section 20 of the Educational Welfare Act.
- The school regarding the move in the best interest of the student.
- Available space.
- The schools curricular provision being suitable for the student.
- Health and Safety considerations.
- Information in relation to the student's disciplinary record.
- Consultation with the Educational Welfare Officer if appropriate.

Admissions to Programmes within the School

Transition Year (TY)

It is best educational practice that students complete a 6 year secondary school cycle. Normally all students transfer from the Junior Cycle to Transition Year. Students and Parents are invited to an Information Evening prior to the commencement of Transition Year.

In exceptional circumstances consideration may be given to direct transfer to Fifth Year. A completed application form is required. Each case will be considered on an individual basis. In making a decision regarding a student's suitability to transfer directly to Fifth Year the following considerations may be taken into account:

- Students Age
- Career Aspirations
- Subject Choices
- Attendance & Punctuality record

Leaving Certificate Applied Programme (LCA)

The provision of the LCA programme is based on appropriate demand. The programme is offered every other year. Therefore depending on the programme cycle a student wishing to follow the LCA may have to forfeit participation in the TY programme.

Students who express an interest in following the LCA programme or those for whom the School believes the LCA is the most appropriate programme are given relevant information and support by the Guidance Counsellor and when appropriate the SEN Department.

Each applicant is dealt with on an individual basis and the decision to place a student on the LCA programme is made in consultation with Student, Parents, Year Head, Guidance Counsellor, SEN Department (if appropriate) and Principal/Deputy Principal.

Leaving Cert Vocational Programme (L.C.V.P)

This is a senior cycle programme, which students may take along with the traditional Leaving Certificate. The programme is offered to those students who wish to take the LCVP as an eighth option, in addition to their 7 Leaving Certificate subjects.

The requirements for LCVP as outlined by the DES are as follows:

- LCVP students must take a minimum of 5 Leaving Certificate subjects
- Two of these must be from the designated Vocational Subject Groupings*
- A Leaving Certificate modern language or an ab-initio course in a modern European language or a vocational language module.

Students studying LCVP are required to participate in a short work experience during the February or Easter holiday of 5th Year.

* Information with regard to this is made available to students and parents as part of the Subject Choice process

The Board of Management reserves the right in relation to the above programmes to decide on the numbers entering each programme on an annual basis

Children with Special Educational Needs

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.

While recognising and fully supporting parents' and guardians' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Science.

Parents/Guardians are required to contact the school well in advance of the admissions process if they feel their child has special educational needs so that the school can establish the resources required and seek allocation of appropriate resources.

Appeals

Unsuccessful candidates may appeal in writing to the Board of Management of the school. Appeals should be addressed to the Secretary of the Board and may be further appealed as per Section 29 of the Education Act 1998.

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or

2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Further information for Parents on the Section 29 appeal process can be obtained by contacting the Department of Education on 090648600 or through their website www.education.ie

The National Educational Welfare Board (NEWB) can also be contacted for assistance on 01-8738700 or through their website www.newb.ie

Review

The Board of Management will review the Admissions Policy annually in line with evolving legislation and practice, including the Education Acts, the Equal Status Act and all related statutory and regulatory requirements.

Any change will be notified to the parents/guardians of children attending the school, to the Principals of primary schools in the catchment area and will be published on the school website www.stcolmcilles.ie