

CONTENTS:

Section A:

Mission Statement

Section B:

Operating Context

Legislation

Section C:

School Details

Type of School

Management structure

School Organisation

Teaching Resources and Curriculum

Section D:

Procedures

Application and enrolment

Enrolment Details

Enrolment Criteria

Special Needs

Transfers

Code of Behaviour

Section E:

Appendices

Right of Appeal.

Admissions and Enrolment Policy

Mission Statement

Ardcoil Eanna is a voluntary Catholic lay school for boys and girls operating under the management of Ms. Eibhlin Ni Bhroin. As such it supports the religious and educational philosophy of its founder, James J. O'Byrne. The school is committed to providing a caring and disciplined environment aimed at developing the academic, social, physical, moral and spiritual education of students. Every effort is made to ensure that the uniqueness and dignity of each person is respected.

Operating Context.

This admission and enrolment policy operates under the requirements of:

The Education Act 1998
The Education Welfare Act 2000
The Equal Status Act 2000
The Safety, Health and Welfare at Work Act 1989.

And is also subject to:

The rules and regulations of the Dept. of Education and Science
The legal rights of the patron, Eibhlin Ni Bhroin
The school's Mission Statement
Available resources. i.e., physical, personnel and financial.

Ardcoil Eanna's admission policy welcomes all students for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education.

Each year the Manager 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, plant and resources.

On application, the parents / guardians will be informed of the number of classes the school proposes to enrol.

School Details

This school is a voluntary Catholic lay co-educational secondary school managed by the manager and owner, Eibhlin Ni Bhroin. It is publicly funded.

Principal: Ms. Etain O'Moore

Deputy Principal: Ms. Terry Shorten

Number of Teachers: (8 Wholetime Teacher Equivalents)

Programmes & Provision:

Junior Certificate / Junior Certificate School Programme

Leaving Certificate

Career Guidance and Counselling Service

Learning Support Provision

School Completion Initiative

Home School Liaison Programme

Extra Curricular Activities:

GAA and /or Soccer, Basketball, Athletics, Cycling, Educational Tours,

Homework Club, Breakfast Club, Guitar Lessons, Games Club.

Full particulars of the School Calendar will be sent to parents in early September of each year.

The school reserves the right to hold relevant student details on computer subject to the provisions of the Data Protection Act, 1997.

Application Procedures

These procedures are in accordance with the requirements of:

The Education Act 1998

The Education Welfare Act 2000

The Equal Status Act 2000

They are guided by principles of:

Inclusiveness

Equality of access and participation

Parental choice of school

Respect for diversity

Openness, accountability and transparency

Students who are eligible for Admission.

- Having reached the required age: 12 on the 1st January in the calendar year following the child's entry into First Year.
- Having completed Sixth class in Primary School.
- Be willing to accept the school ethos.
- Be willing, with parents / guardians to accept the school Code of Discipline. Confirmation in writing is required, that parents / guardians and student accept the Code of Discipline.
- Be willing to provide all references, reports and assessments from previous schools.

N.B. In the event of the school having more applications than places available, the following criteria will apply:

- Brothers / sisters / step siblings
- Brothers / sisters of past pupils.
- Daughters / sons of past pupils etc.

New entrants to first year who enrol after the enrolment period and prior to the commencement of the school term in August/September each year will be accepted on a “*first come, first served*” basis subject to the availability of places. Once the school term has commenced, all applications for enrolment will be dealt with under the policy relating to transferring students, as set elsewhere.

Parents seeking to enrol their children are required to return a completed Enrolment / Application form (available from School Office).

Ardscoil Eanna welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Science to make reasonable accommodation for students with disabilities or special educational needs up to a nominal cost so that these students are free to participate in the life in school in so far as is reasonably practicable.

While recognising and fully supporting parents’ 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.

The school welcomes applications from students with special educational needs unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The Manager needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed where possible.

Parents are requested to outline the details of a child’s special educational needs on the Application Form.

In making provision for special need students the following information is required.

Has the student had access to any of the following resources?

- 1) Special needs assistant or classroom assistant
- 2) Special class
- 3) Help, for specific needs, from any resource teacher
- 4) Assistance with behavioural modification
- 5) Psychological assessment. Report to be provided
- 6) Any additional resources to help with their special needs
- 7) Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance
- 8) Any resource in relation to travel or mobility

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Manager, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be met.

Contact will be made with the National Council for Special Educational regarding special needs resources to which the student may be entitled.

The Principal may request a meeting with the parents of the student to discuss the application and the student's needs.

The parents of the student may request a meeting with the Principal to discuss the application and the student's needs.

N.B. It may take some time for the Department of Education and Science to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making an application.

As soon as is practicable, but not later than 21 days after a parent has provided the relevant information, the Manager shall make a decision in respect of the application concerned and inform the parents in writing thereof. (Education Welfare Act (Section 19, (3)))

Late applications may be considered subject to all conditions previously stated being met and the availability of places.

All application forms must include following details:

- Pupil's name, age, date of birth, full address

- Parent / Guardian's names and addresses and mother's maiden name.
- Telephone contact numbers.
- Emergency contact numbers
- Details of medical conditions, disabilities, special needs.

Where an applicant has recognised special needs, parents / guardians should make application in March preceding the September intake and supply copies of relevant reports / recommendations / assessments, to facilitate either provision of appropriate supports or application to Department of Education and Science for such supports.

In some instances, it may be necessary for either the Manager, or the Principal acting on behalf of the Manager to defer enrolment until relevant documentation is present, or until appropriate supports are in place to meet the special educational needs of the intending student.

- Family doctor
- Other family members attending this school
- Nationality
- Religious affiliation
- Previous schools attended
- Signed consent forms

Transfer from another school.

Whilst it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into an area) as a matter of general policy transfers into the school are discouraged in the overall continuity of the students education.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area or from a student who makes application after the commencement of the Autumn school term. It is not the policy of the Manager to accept transfer applications from students already enrolled in local post primary schools, except in exceptional circumstances. Where the Manager is satisfied that such exceptional circumstances do exist, the following considerations and procedures will apply:

- (a) Reasons for transfer should be clearly stated.

(b)The following documentation should be supplied:

- Completed enrolment form
 - The two most recent reports from the pupil's previous school,
 - A written reference / report from the previous school together with two additional written references, dated within one month of the date of application, from a local Youth Club / Sports Club or similar organisation and / or a member of the Garda Siochana or a person of standing in the community.
 - A statement on special needs, if relevant
- (c) This school also reserves the right to request a confidential reference from the authorities in previous school(s).
- (d) The Manager reserves the right to refuse an application in exceptional circumstances, which might include:
- An established prior record of poor behaviour
 - Lack of adequate resources to cater for particular needs.

Applications to transfer into the school will be considered having regard to the overall well being of existing pupils and the availability of physical space and resources. Following consideration by the Manager of individual applications to transfer into the school, where the Manager has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Note 1: Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education for Special Needs Act 2004.

e) It is the policy of the Manager not to accept transfers during the school year. However, in the case of students whose family have moved into the catchment area, and who are not enrolled in another post primary school, applications will be considered.

The Application form must be completed in full.

The school reserves the right to request other details relevant to the enrolment process. Decisions will be notified to parents within 21 days

after a parent / guardian has provided all relevant data as per Section 19 Education Welfare Act 2000.

The following factors will be considered in respect of applications:

- Class size
- Availability of staff
- Availability of appropriate accommodation
- The rights of applicants
- The rights of existing students and staff within the school

Note 2: Having regard to the policy of the school to address the educational and developmental requirements of pupils with special educational needs it is the considered view and experience of staff and management of the school that it is often necessary to provide particular supports to pupils with special educational needs. Such support can be considerably enhanced by providing family support and a sense of caring community within the school. It is the view of the school that it is, in general, not good practice to enrol a student with special educational needs in one school and his or her siblings in another school as this separation from siblings and the perceived removal of family support can often have a negative impact on the pupil with special needs. To address this issue in a positive way it is the policy of this school to require families to contribute to this support structure by enrolling the siblings of pupils with special educational needs in the same school. Where the parents / guardians of an applicant student with special educational needs cannot provide good grounds for the manager for waiving this requirement it is the policy of the school to enrol the applicant student.

Enrolment Criteria:

- Pupils attending primary schools in the general Dublin 12 catchment area.
- Pupils who are not resident and did not attend any school in the catchment area in the year prior to enrolment
- Pupils who have a record of bullying, intimidation, violent behaviour or
- illegal substance abuse will not be enrolled.

- The provisions relating to transfers as detailed above.
- The provisions relating to students with special needs as detailed above.

In the event of the number of applicants exceeding available places, the following ranking procedure will be followed:

1. Pupils attending primary school in the general Dublin 12 catchment area.
2. Pupils who are not resident, and did not attend any school in the catchment area in the year prior to enrolment.
3. Pupils not covered in 1 and 2 above, but who satisfy the conditions of enrolment (as set down above) by the Manager.

If, at each stage of the above process should the number of applicants exceed the number of places available, places will be allocated by a lottery monitored by the Manager or her nominee. If this becomes necessary, parents / guardians will be notified 28 days after the close of enrolment.

Code of Behaviour

It is a condition of enrolment that

1. Students undertake to abide by all the requirements of the Code of Behaviour
2. Parents / Guardians accept the requirements of that code, and undertake to take all reasonable steps to ensure their sons / daughters abide by it.

The Code of Behaviour allows in certain circumstances and subject to the application of procedures and protections as required by law,

1. The right of the school authorities to suspend a student
2. The right of the Manager to expel a student.

Note: Unless otherwise stated students are fully responsible for safeguarding personal property in school and on school related business.

Section E: Appendices

The following documents will normally accompany this admissions policy:

Application / Enrolment form
Code of Behaviour

Right of Appeal

Parents have the right to appeal a refusal by a school to enrol a student under Section 29 of the Education Act 1998, as per Circular Letter M48/01 of the Department of Education and Science.

Spring 2010.