



# CARRIGTWOHILL COMMUNITY COLLEGE

ADMISSIONS POLICY

AS OF 27<sup>TH</sup> OCTOBER 2016  
REVIEWED AND RATIFIED 6<sup>TH</sup> APRIL 2017  
REVIEWED AND RATIFIED 19<sup>TH</sup> SEPTEMBER 2017



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vohill Community College is a co-educational establishment under the co-patronage of Cork Education and Training Board and the Diocese of Cloyne and is committed to excellence in a caring and supportive environment.

As Carrigtwohill Community College will be catering to an ever-increasing population growth within its catchment area in the foreseeable future, the Board of Management (BoM) will review the Admissions Policy on an annual basis. The BoM is committed to the successful implementation of education legislation, in particular the Education Act (1998), the Education (Welfare) Act (2000) and the Equal Status Act (2000). The Board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

The aim of the college is to provide an enriching environment for the academic, moral, spiritual and social education of its pupils and to nurture the growth and development of all. The school ethos is Christian and each individual is respected regardless of religious persuasion and is guaranteed access to the educational facilities at the school. The curriculum is designed with the modern world in mind and students are equipped with the skills and qualifications necessary to confront any problems they may encounter in life.

Carrigtwohill Community College provides

- ✓ academic excellence within a caring environment
- ✓ committed and highly qualified staff
- ✓ a pastoral care structure
- ✓ positive discipline practice
- ✓ extensive educational facilities
- ✓ broad extra-curricular programme

## *Criteria determining Maximum Number for Enrolment*

The number of students that the school will enrol into first year will be decided by the BoM of Carrigtwohill Community College in conjunction with the Chief Executive of Cork Education and Training Board. The criteria determining the maximum number to be enrolled include the following:

- ✓ The culture and ethos of Carrigtwohill Community College
- ✓ The balance between male and female students
- ✓ The availability of space in classrooms and other areas of the school as per Department of Education and Skills (DES) health and safety requirements and class size directives

## *Conditions of Enrolment*

Applications will not be treated as being complete until such time as all requested information has been received. Applications will not be processed unless complete. Additional documentation required is outlined on the Application Form.

All information on the Application Form must be factually correct.

Places offered are conditional to the signing of the Code of Behaviour Acceptance Form by both student and parents.

## *First Year Students*

Applications are invited for students (from primary schools only) to enter first year. The First Year Application Form is specific to the incoming first year students for September. All applications must be received by the due date. The due date will be decided upon on an annual basis and will be publicised on the school website and in local media within an appropriate timescale. Late applications will not be considered.

In accordance with section 19(3) of the Education (Welfare) Act 2000, decisions on enrolment are communicated in writing within 21 days of deadline for applications.

Students are accepted according to the following enrolment criteria in the order of preference listed below:

1. Applicants with brother(s)/sister(s) in Carrigwohill Community College. The term brother/sister applies when there is a least one parent in common or the process of legal adoption has been completed.
2. Applicants whose parents are current staff members of Carrigwohill Community College.
3. Applicants with an address in Carrigwohill Parish
4. Applicants from primary schools in the Carrigwohill parish. Pupils in this category must have been enrolled in one of the primary schools for at least three years prior to the date of admission to Carrigwohill Community College. The only exception to this requirement is in the case of applicants who by virtue of a change of domicile were required to change school during that three-year period.
5. All other applicants.

Where there are excess applications for places, a lottery is held in the relevant categories.

Carrigwohill Community College will operate a waiting list (based on a lottery) as part of the admissions process. Applicants drawn on this list will be notified and have a chance of a place if a successful applicant does not accept his/her place. Said applicant has three days to accept his/her place. The waiting list will cease to exist on the last day of the State Examinations. An appeal to the BoM can be made for unsuccessful applicants.

Incoming first year students will be required to sit the college's Entrance Assessment in the period March/April preceding their entry to the college. The purpose of the assessment is to

- ✓ ensure students are placed in their first year classes in keeping with the college's general mixed ability philosophy
- ✓ screen students who may require learning support from the college

Students applying to the college must be 12 years on the 1st of January in the calendar year following the student's entry into first year (as per DES directives).

### *Transfers*

Students wishing to transfer to Carrigwohill Community College will be accepted on the following basis:

- a) That the Principal/Deputy Principal has parental consent to contact the school from which the student wants to transfer for release of relevant information (attendance, educational progress, subject choices, academic reports, disabilities and special educational needs, reasons for transfer as per Section 20 of the Education (Welfare) Act 2000 and discipline record)
- b) That the college is satisfied with the student's previous school record
- c) That the college is satisfied of the reason for transfer
- d) That the applicant is between the ages of 12 and 18 years and age-appropriate for the year group
- e) That there is available space in the year group being applied for and that the college has the capacity to educate these students
- f) That the college can offer the subjects choices being studied by the transferring student
- g) That there are spaces in the core subject classes at the levels chosen by the transferring student
- h) That the transfer is in the best interest of the transferring student and of the existing students of Carrigwohill Community College

A copy of the two most recent examination results, a reference and a copy of the disciplinary record from the previous school are essential for all such applicants.

Students may transfer only at the start of each school year, except in exceptional circumstances.

The Educational Welfare Officer will be consulted if necessary.

All applications are considered subject to the availability of the appropriate supports for individual students and having regard to the health and safety requirements of students/staff.

### ***Repeat Students***

Consideration will only be given to students wishing to repeat a year in exceptional circumstances and for reasons acceptable to the college.

### ***Special Education Needs (SEN)***

The principles of inclusivity and integration underpin the admission policy of students with SEN in the college. Admission is subject to the provision of the requisite resources by the DES e.g. specialised staff, equipment, Special Needs Assistant, furniture, transport etc. Parents of a student with SEN will be requested to provide a copy of the student's reports (educational, medical, psychological etc.). If the student has not been assessed, written consent of the parents for their son/daughter to undergo an assessment will be required.

### ***Right to Refuse Enrolment***

Carrigtwohill Community College 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 DES, the college cannot meet such needs and/or provide the student with an appropriate education.
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to college staff, and to college property.

Under Section 29 of the Education Act 1998, parents and students who have reached the age of 18 have the right to appeal a college's refusal to enrol a student to the Board of Management. Appeals must be made within 42 calendar days from the date that the parent was notified of the college's decision. Full information will be made available through the Principal on request.

This Policy was ratified by The Board of Management on 27<sup>th</sup> October, 2016 at the Interim Board of Management Meeting held in Carrigtwohill Community College.