

COACHFORD COLLEGE

Admissions Policy

Purpose

To provide fair, transparent and effective criteria for admission of students to County Cork VEC schools in compliance with the legislative requirements outlined in Appendix 1. The policy is based on the principles of: -

- Parental/student choice
- Equality of access and participation in the school
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

ENROLMENT Procedures

On application (parents/guardians or students aged eighteen years or over) will be provided with:-

- an application form for enrolment
- a copy of the admissions policy
- the policy of the school relating to the suspension and expulsion of students
- the schools code of behaviour,
- advice as to the closing date for receipt of completed application
- advice on any other requirements e.g. the need to submit a birth certificate, photograph, or the need to attend for interview or to sit an assessment test (not an entrance test)
- Parents will have to submit the school enrolment form by a specified date
- Applicants will be informed within 21 days of the closing date of applications of the decision of the Board of Management on the their application

Application Form

A written application form must be completed in respect of each student intending to enrol and signed by the parent/guardian of the student.

Required Information

The following items/information is required from parents/guardians

- Students Name, Address
- Evidence of Age- birth certificate or passport.
- Parents/Guardians Name, Address/ Telephone number
- Emergency contact numbers
- Details of Medical conditions
- Previous schools attended, giving details
- Details in respect of any special education provision previously provided
- Reasons for transfer
- Any other relevant information

Code of Behaviour

All students and their parents/guardians will be required to sign and return a document with the application form indicating that they have read and accept the schools Code of Behaviour and discipline.

Notification to parents

Interviews/Assessments

Parents / Guardians of students for whom application forms have been submitted will be advised by letter of the arrangements in respect of interviews and / or assessments being held by the school.

Enrolment is contingent on: -

- A completed application form being submitted by the specified date
- Attendance at interview
- Signing the School code of behaviour.

Notification of Decision re Application to enrol

Decisions on the enrolment of student will be notified to parents within 21 days of receipt of the required documentation required under the terms of this policy.

Criteria for Decisions to Enrol – General

General Criteria

According to Policy

Decisions in respect of the enrolment of students will be made by the board of management on the basis of this school policy.

Age

Students will normally be required to be twelve years of age or older in the year they apply for enrolment in the school.

Completion of sixth class of the primary school

Except in exceptional circumstances, students who have completed sixth class in primary school will be enrolled on application in First year programmes subject to a place being available and the age requirement.

Transfers from other schools providing post-primary programmes

The BOM will consider applications for enrolment students attending other schools providing post-primary courses, on the completion of an application form and such other information in relation to the student's educational performance, school attendance and behaviour, as the Board deems necessary.

Applications to transfer from other schools providing post-primary courses will be considered for the commencement of a new school year, except in exceptional circumstances or due to family relocation.

Applications to transfer from other schools providing post-primary education will be processed in accordance with the policies and procedures outlined in this policy as they relate to students in general and to students with special education needs.

Reserved Rights of the Board to Refuse Enrolment

The board of management reserves the right to refuse an application to enrol, in the school, where in the opinion of the board, adequate physical accommodation is not available for the applicant.

The board of management reserves the right to refuse an application to enrol in the school where, in the opinion of the board a decision to enrol would constitute a risk to the health and safety of other students enrolled.

The board of management reserves the right to refuse an application to enrol in the school where, in the opinion of the board, the school programme is unsuitable to the educational needs of the student and alternative suitable arrangements for an appropriate programme cannot reasonably be made at the school.

The board of management reserves the right to refuse an application to enrol where, in the opinion of the board, a decision to enrol would clearly have a demonstrable negative impact on the capacity of the school to deliver programmes to other students and alternative arrangements cannot reasonably be made at the school.

The board of management reserves the right to refuse or to defer enrolment in the school where it is not satisfied that it has sufficient information to make an informed decision on the educational needs of the student.

Right to Appeal to County Cork VEC)

Under section 29 of the Education Act, 1998, Parents / guardians have the right to appeal a refusal by the school to enrol a student. A decision of the Board of Management may be appealed to Co. Cork VEC, in accordance with Department of Education and Science circular M 48/01. In a letter to parents / guardians refusing enrolment, this right will be stated and the relevant form made available.

Enrolment of students with Disabilities and Special Educational Needs.

The School welcomes special needs applications

The BOM_welcomes applications from students with special education needs. The staff and Board of Management will do all it possibly can to identify, plan and provide for a special needs or disabled child seeking admission to the school. Every effort shall be made to provide an integrated and inclusive education.

Definitions:

For the purposes of this policy, a student with 'special education needs' is a student who, because of attributes arising from a disability,(as defined in the Equal Status Act 2000 see appendix 2) is unable to benefit from an ordinary school programme without special classes or other special education services.

Students who have been in receipt of special education programmes or services immediately prior to the application to enrol will be deemed to have special needs.

Students who in the view of the school, formed on the basis of assessments carried out by the school and/or on information provided on application, are deemed to be students with special education needs, and shall be so treated under the terms of this application process.

The school will make every effort to become familiar with these needs and to make the necessary arrangements to meet them. The school may request to access the student's records from Primary school/ individual learning programme.

Applications for enrolment for students with special education needs must be received on or before the closing date above. Late application may result in deferred enrolment or the deferred commencement of the educational programme for the student at the school.

Decisions on such applications will be made within 21 days of all the required information being made available to the school.

Information on Special Education Needs

Parents / Guardians will be required to provide information on educational, medical or psychological reports relevant to the education of the student. Parents / Guardians will be required to provide written information on the education plan or programme being provided for the student prior to their application for enrolment. Lack of information or failure to provide required reports may be a basis for a decision to defer the commencement of the educational programme for the student at the school.

If the student has not to date been formally assessed by an appropriate professional, written consent of parents/ guardians for the student to be assessed, may be required. The school may not accept responsibility for costs associated with such assessments as may be required.

Resources

Requests to Department of Education and Science for resources of students with disabilities or special education needs will be made by the school to Co. Cork VEC on behalf of the school in accordance with the procedures of the Department of Education and Science.

Deferred Enrolment

Commencement of an educational programme and attendance at the school for a student with special education needs will be subject to the availability of the requisite resources at the school for the appropriate education programme of the student relevant to her disability or special needs, and the support services required.

It may be necessary to defer commencement of an educational programme and attendance at the school pending receipt of the resources required for the special education needs of the student,

In such circumstances, the school will make every effort to make arrangements for any compensatory programme which will be required so that the student can benefit fully from the programme of education to be provided at the school.

This Policy was updated in Jan 2011 and passed by the BOM on 24th March 2011

Appendix 1

Education Act 1998

Section 14(2)

A board ... shall fulfil in respect of the school the functions assigned to that school by this Act, Section 15 (2)

A board shall perform the functions conferred on it and on a school and in carrying out its functions shall --

15(2d)

publish, in such manner as the board with the agreement of the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy of the school relating to the expulsion and suspension of students and admission to and participation by students with disabilities or who have other special educational needs and ensure that policy principles of equality and the right of parents to send their children to a school of the parents' choice are respected and such directions as may be made from time to time by the Minister, having regard to the characteristic spirit of the school and the constitutional rights of all persons concerned, are complied with.

Section 9 of the Education Act states that a recognised school shall provide education to students which is appropriate to their abilities and needs and... Section (9a) ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for,

Education (Welfare) Act 2000

Section 19.-(1) The board of management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15(2)(d) of the Act of 1998.

(2) The parent of a child who has made an application referred to in subsection (1) shall provide the recognised school concerned with such information as may be prescribed by the Minister.

(3) As soon as practicable, but not later than 21 days, after a parent has provided, in accordance with subsection (2), such information as may be prescribed by the Minister thereunder, the board of management of the school concerned shall make a decision in respect of the application concerned and inform the parent in writing thereof.

Appendix 2

Disability as defined in legislation.

Equal status Act 2000

Section 2.- (1) in this Act, unless the context otherwise requires-

"disability" means-

- (a) the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body,*
- (b) the presence in the body of organisms causing, or likely to cause, chronic disease or illness,*
- (c) the malfunction, malformation or disfigurement of a part of a person's body,*
- (d) a condition or malfunction which results in a person learning differently from a person without the condition or malfunction, or*
- (e) a condition, disease or illness which affects a person's thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour;*