

# **KILRUSH COMMUNITY SCHOOL**

## **ADMISSIONS POLICY**

### **MISSION STATEMENT**

**In an Irish, European and Christian context, Kilrush Community School endeavours to create a community atmosphere of mutual understanding and respect within which students learn, mature and develop their respective talents.**

### **Kilrush Community School Aims**

1. To develop a challenging learning environment which promotes high expectations of individual performance from students and enables staff to professionally discharge their duties.
2. To give students access to a broad and balanced curriculum within a caring, co-operative community.
3. To ensure that all staff and students enjoy equality of esteem and opportunity.
4. To foster among students an awareness of their environment, heritage and health enabling them to play a positive role within the local and wider community.
5. To equip students with a strong sense of self-esteem, self-discipline and self-motivation.
6. To foster universal values of compassion, integrity, honesty and respect.

# **SCHOOL POLICY**

The Board of Management of Kilrush Community School, in formulating this policy, has shown due regard to the provisions of:

- (1) The Education Act 1998,
- (2) The Education Welfare Act 2000.
- (3) The Equal Status Act, 2000

Having due regard to the above the Board of Management, through its Admissions Policy, supports the principles of:

- ❖ inclusiveness, particularly in relation to the enrolment of students with special needs and disadvantage, subject to adequate resources being available to the school and the school being able to meet the needs of students.
- ❖ Equality of access and participation in the school.
- ❖ Parental choice where possible.
- ❖ Respect for diversity of traditions, values, languages and ways of life in society.

## **School Resources**

Implementation of this policy must have due regard to the resources and funding available to the school. The Board of Management reserves the right to alter services offered by the school in line with available resources and funding.

## **Curriculum**

The Curriculum offered by Kilrush Community School is governed by regulations as stipulated by the Department of Education & Skills which may be amended in accordance with Sections 9 and 30 of the Education Act 1998.

## **School Governance**

Kilrush Community School is a comprehensive, co-educational school governed by a Board of Management made up of 2 parent nominees, 2 teacher nominees and 6 nominees appointed by the Trustees. The Trustees of the school are the Christian Brothers, Mercy Order and Limerick & Clare Education & Training Board.

## **Special Needs**

The school values students with special educational needs. It is school policy to access students records from primary schools in advance of entry to the school and to apply to the Department of Education & Skills for the resources to support such students.

The special needs of students are catered for under two different categories in the school:

- (a) A Special Needs Class caters for a specific target group with specified needs.
- (b) Identified students are part of a student withdrawal programme who may be withdrawn from a particular class for learning support. Further support may be given in a smaller class group for English and/or Maths. They may also be taught in a team-teaching group.

### **Application Consideration**

All applications will be considered in the first instance by the Principal and Board of Management Admissions Sub-Committee.

### **Deadlines**

- All applications must be received on/before the February deadline in the case of 1<sup>st</sup> Year applicants and May 31<sup>st</sup> in the case of all others.
- Post-Leaving Certificate student applications to be received on date specified and Repeat Leaving Certificate Examination applicants.
- Applications received after May 31<sup>st</sup> will not be considered, except in the most exceptional of circumstances. Applications received after this date will be considered/responded to as of September 1<sup>st</sup> of that year.

### **Application Procedures**

Application procedures for First Years:

1. Details are printed in the local press. Enrolment Forms are available from the Main Office.
2. These Forms are also distributed to applicants in the local catchment area feeder schools.
3. These Forms must be completed and returned on a specified date along with an original birth certificate and 2 passport sized photographs.
4. There is an assessment for all applicants. The objective of this is to assist the school in its task of endeavouring to meet the individual needs of its students.
5. There is a meeting for the parents of all applicants.
6. Any prospective applicant student's conduct must comply with the school's Code of Behaviour and a serious infringement while in the school of this will render any such student ineligible for admission to the school."

Completion and submission of an Application Form within the appointed time does not guarantee a place in the School nor does sitting the Entrance Assessment.

Applications received after the deadlines or during the course of the year are put on a waiting list in accordance with the time and date of receipt of application and dealt with in accordance to Admissions Policy criteria [(a) - (d) below].

Application Forms received will be dated, timed and countersigned by the office staff.

Incomplete Application Forms or ones which are missing relevant required documentation may not be processed or considered for a place, until the parent/guardian submits the missing data.

It is essential that the distance from the family home to the school gates, as put on the application form, is both true and accurate. If the need arises, this will be checked by school management. This decision is final subject to Board of Management agreement.

Where Application Forms received within the appointment dates exceed the number of places available, the Board of Management has directed that places be allocated in the following order:

- (a) Students from the traditional Kilrush Community School catchment area schools:
  - (i) Burrane National School
  - (ii) Clohanes National School
  - (iii) Cooraclare National School
  - (iv) Cree National School
  - (v) Doonbeg National School
  - (vi) Drumdigus National School
  - (vii) Kilrush Gaelscoil
  - (viii) Kilrush Primary School
  - (ix) Knockerra National School
  - (x) Moyasta National School
  - (xi) Shragh National School
  
- (a1) In the event of more than 90 students applying for a place within the school's traditional catchment area, places will be allocated on the basis of distance from the school. This to be decided by the Board of Management.
  
- (b) Brothers/sisters, step-brothers/step-sisters, foster brothers/foster sisters of students who are enrolled in the School. (Application Forms received within the appointed times/dates).

Should there be more demand for places under this category, distance from the school shall be the deciding factor. This to be decided by the Board of Management.
  
- (c) Brother/sisters, step-brothers/step-sisters, foster brothers/foster sisters of students who have, in the past, been enrolled in the school and who have completed their secondary education. (Application Forms received within the appointed times/dates).

Should there be more demand for places under this category, distance from the school shall be the deciding factor. This to be decided by the Board of Management.

- (d) Sons/daughters of eligible staff of the School. (Application Forms received within the appointed times/dates).

Staff members will be deemed eligible if they are in the employment of the Board of Management on a non-casual basis for at least six months and are reasonably expected to be still employed by the Board of Management at the time their son/daughter commences in Kilrush Community School.

- (e) All other applicants who fail to secure a place in the School will be chosen/placed on a waiting list on the basis of distance from the School. The nearest student's family home being the deciding factor. This to be decided by the Board of Management.

Parents/Guardians are notified of their son/daughter's place in the School within 21 days of the school open/assessment day.

When parents/guardians are so notified of the place they are required to confirm and sign accepting the place by completing and returning the Registration Form on/before the date specified on the form. Non-return of this Form within the stated date will be interpreted as non-acceptance of the place offered. This place will then be allocated to another student.

With regard to students who do not receive a place in the School parents/guardians will be:

- (a) given a specific reason why their son/daughter was unsuccessful in securing a place.
- (b) informed of their son/daughter's place on the waiting list(s) (depending on the year group).
- (c) informed of their right to appeal to the Board of Management under Section 29, Education Act 1998.

All decisions in relation to the enrolment of students in Kilrush Community are made by the Board of Management in accordance with School Policy, the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000.

The Board reserves the right to exercise its discretion in the application of admissions in the context of the school's Mission Statement & Aims.

Priority will be given to students from within the traditional catchment area of Kilrush Community School as stated under (a) page 4.

A maximum of 90 students will be accepted into mainstream First Year and other year groups. Year groups may be smaller subject to option/subject numbers.

## **Transfers from Other Schools**

Applications from students from other schools will only be considered subject to:

- The school's Admissions Policy.
- The Board of Management believing that the move will be in the best interests of the student and the interests of existing students in the school – i.e. consequences of mid-term transfer, subject classes etc.

An application to transfer is defined as one from a student who is currently or has been previously enrolled in another second level school or who makes an application for enrolment after the commencement of the school year.

Applications to transfer will be considered by the Board of Management subject to places being available in the School. Should the overall quota be below the stated quota for that academic year, transfers will be considered:

- subject to the availability of a place in the relevant year group or class
- the availability of places in the optional subject choices
- the interests of the students currently enrolled in the destination classes
- the behaviour record(s) and reference(s) from previous school(s).
- Parents/Guardians who wish to have their son/daughter considered for admission to the School must complete and submit an Application Form.
- The reason for the requested transfer must be fully disclosed and clearly stated.

The Application Form must be accompanied by

- (a) the most recent academic report from his/her previous/most recent school.
  - (b) a behaviour report from his/her previous/most recent school.
  - (c) a reference from the Principal of the previous/most recent school.
  - (d) any professional educational assessment relevant to his/her educational/behavioural/emotional needs.
- The Board of Management reserves the right to consult with the Principal of a student's previous school in order to assess the application.
  - The Board of Management requires full disclosure of the circumstances surrounding the expulsion or pending expulsion of an applicant from another school.
  - The Board of Management reserves the right not to admit any applicant as a student of the School who in the opinion of the Board of Management would

pose a threat to the safety and/or wellbeing of students or staff in the School.

- Where parents/Guardians are notified that a place is being offered to their son/daughter they are required to:
  - (a) confirm acceptance of the place by completing and returning the Registration Form.
  - (b) complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the School. (Pr.III S,23(4) Education (Welfare) Act 2000).
  - (c) return all signed Forms within seven days to the School Office.
- The parents/guardians of pupils who do not receive a place will be notified by the Principal.
- When parents/guardians are so notified they will:
  - Be given the specific reason why their son/daughter was unsuccessful in securing a place.
  - Be given the option of placing their son/daughter's name on the Waiting List (unless precluded on objective grounds), which will pertain up to 8.30 a.m. on the second Monday of September of year of application.
  - Be given a form to return to the School stating that they wish to place their son/daughter's name on the Waiting List (if relevant), upon receipt of which they will be informed in writing of their son/daughter's numerical place on the Waiting List.
  - Be informed of their right to appeal the decision of the Board of Management, under Section 29, Education Act 1998.
  - Be informed that in the event of a place becoming available for a student on the Waiting List, parents/guardians will be informed in the first instance.
- In the case of a student who left the school, for any reason, wishing to return, the Board of Management will consider such applications in relation to the student's previous record in the school, reports from any other school/institution the student may have attended, parental support for school structures, and the above.

The Board of Management will not consider applications for entry into 3<sup>rd</sup> or 6<sup>th</sup> year, once the school year has officially begun, unless the student has moved into the catchment area of the school from outside.

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances with particular reference to the above.

### **Transfer of Students from Residential Units**

Applicants for a place in the School who are in, or have been in, a Residential Unit will be considered for a place in the School by reference to the above criteria under “Transfers from Other Schools” and to the following proviso:

Such applicants will not be allowed entry into the School unless the Board of Management is satisfied that the applicants’ needs will be able to be catered for by reference to Resource/Learning Support requirements, Special Needs Assistance and any other support which the Board deems necessary.

### **Application by a Current Student in the School to Repeat a Year**

- Parents/Guardians of students who wish their sons/daughters to repeat a year, must apply in writing to the Principal of the School before May 31<sup>st</sup> in the current academic year.
- The School has the right to grant or refuse such a request taking into account the Department of Education and Skills Guidelines as may apply from time to time.
- Students, who are granted leave to repeat a year, are offered the repeat place on condition that they attend their current year’s classes, complete the current year’s curriculum and take the relevant school examinations in all subjects.

### **Admission Policy and the Enrolment of Students with Special Educational Needs**

While recognising and fully supporting parents’/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 resources, suitable to the needs of the individual student, being sanctioned by the Department of Education and Skills.

The School welcomes applications from students with special educational needs.

Parents/guardians are required to outline the details of a child’s special educational needs on the Application Form and to supply all relevant information and professional documentation to enable the Board of Management to assess how best the needs of the individual student can be met.

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

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

The parents/guardians of the student may request a meeting with the Principal to discuss the student’s educational or other needs.

N.B. *It may take some time for the NCSE to process such applications.  
Parents/guardians 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 it is practicable, but not later than 21 days after a parent/guardian has provided all the relevant information, the Principal shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. (Education Welfare Act (Section 19 (3))).



The Board of Management reserves the right, in exceptional circumstances, to delay the student's attendance at the School until appropriate resources have been approved and supplied by the NCSE.

### **Progression to Senior Cycle from Junior Cycle**

All students who apply for, or intend to progress to, Leaving Certificate Year 1 in Kilrush Community School must have completed and taken the Junior Certificate examinations that they were entered for, save in exceptional circumstances.

### **Repeat Leaving Cert Candidates**

Applications for a Repeat Leaving Certificate place are of necessity very limited. Major consideration must be given to the existing Leaving Certificate Year Group. Any prospective candidate must be considered in the context of his/her impact on those who have yet to sit the Leaving Certificate Examination.

It is only in exceptional circumstances that a Sixth Year student will be considered to repeat the final year of the Leaving Certificate Programme. These include long-term illness, attempts to gain points, which in the view of the school authorities is possible, for CAO course etc.

Applications will only be accepted should the prospective Repeat Leaving Certificate candidate have fulfilled the following criteria in the school:

- Completed the Repeat Leaving Certificate Application Form on time.
- Have clear goals, ambitions and career objectives.
- Have completed previous CAO, Job, Course Applications.
- Have, in the view of the school authorities, made a good honest effort with his/her studies.
- Have attended school punctually and regularly.
- Shown respect for fellow students and staff.
- Complied with the ethos of the school and followed the School Code.
- Any documented misbehaviour while a student was in the School will severely mitigate against any Repeat Leaving Certificate applicants.

Any prospective student failing in any or in a number of the above will not be considered for a place as a Repeat Leaving Certificate student in the school.

It should be noted that in particular a student's commitment as evident from his/her level of work, study and behaviour in Sixth Year and previous years in the school will be of paramount importance when an application is considered.

**N.B.** Any serious breach or repeated breaches of the School Code by a student in Fifth and especially Sixth Year, will mitigate against a student's application being considered for a Repeat Leaving Certificate place. Those applicants who are considered for a Repeat Leaving Certificate place will be selected on the basis of final interview. Such students will be informed as to the outcome within 7 school days.

Repeat Leaving Certificate applicants from other schools will not be considered, except in the most exceptional of cases.

**Post Leaving Cert. Applicants**

The above also applies to all Post Leaving Certificate applicants who apply from within and from outside the School.

Application for a place on PLC Courses is also dependent on the PLC Director being satisfied as to the applicant’s suitability for any particular course.

Candidates are chosen on the basis of:

- (a) Their application
- (b) References
- (c) Interview

**Right of Appeal**

The Board of Management wishes to advise parents/guardians that in the event of a student being refused entry to Kilrush Community School an appeal may be made under Section 29 of the Education Act, to The Secretary General, Department of Education & Science.

The objective of this policy is to ensure that each student who applies for entry to our school receives fair and equitable treatment as outlined in the Education Act 1998, the Education Welfare Act 2000 and Equal Status Act 2000.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sr. K. Conway,  
Chairperson – B.o.M.**

**Review:** \_\_\_\_\_  
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