



Policy initiated:	February 2019
Policy ratified:	September 2019
Policy review:	Annually

Carrigaline Community School, Waterpark, Carrigaline, Co Cork
Admission Policy 2019/20

Carrigaline Community School

Carrigaline Community School is a co-educational, multi-denominational Community school founded in 1981 to cater for the educational needs of the children of Carrigaline and for the wider community through community education programmes.

The school is managed by a Board of Management which consists of representatives of the Trustees (The Catholic Bishop of the Diocese of Cork and Ross and Cork Education and Training Board), the parent(s)/guardian(s) and the teachers. The Department of Education and Skills provides financial and teaching resources. Additional financial resources are received through voluntary sports and recreation contributions from parent(s)/guardian(s).

The school with a population of over 1070 students, a staff of over 80 teachers together with ancillary staff, is located in a beautiful modern building, surrounded by playing pitches, tennis courts and basketball courts.

The Board's aim is to work with parent(s)/guardian(s) and students to provide the best possible education to all the students entrusted to our care.

Mission Statement

We at Carrigaline Community School aim to promote the holistic development of our students in a happy, caring, ordered and inclusive environment. We promote personal and academic excellence together with a strong sense of social responsibility based on the principle of mutual respect.

Ethos & Characteristic Spirit

Carrigaline Community School seeks to provide for its students an atmosphere of security and belonging, focusing on the full social, moral, spiritual, cultural, cognitive and physical development of the young person. We aspire to encourage our students' sense of initiative and self-reliance, their capacity to communicate and co-operate, their perseverance, resilience and self-confidence, the development of their unique personality and the achievement of their academic goals.

Our high expectations can only be achieved if each of the partners – students, parent(s)/guardian(s) and teachers, realise and fulfil their individual roles and responsibilities.

Admission Policy 2019/20

This policy is developed in accordance with the Mission Statement of Carrigaline Community School and having due regard to the following legislation:

- **Education Act 1998 (as amended).**
- **Education (Welfare) Act 2000 (as amended).**
- **Equal Status Act 2000 (as amended).**
- **Deed of Trust for Community Schools.**

Admission Statement

Carrigaline Community School shall not discriminate in its admission of a student to the school on grounds of gender, civil status, family status, sexual orientation, religion, disability, race, membership of the Traveller community or special educational needs. Carrigaline Community School may refuse to admit to the ASD (Autistic Spectrum Disorder) Special Class a student who does not have a primary diagnosis of ASD.

Admission Procedures

- Application for enrolment is carried out by the completion in full of the approved application form, duly signed by parent(s) / guardian(s).
- Each year the Board of Management will decide on the date on which the school shall commence accepting applications for admission to the school and the date on which the school shall cease accepting applications for admission to the school for the school year concerned. The process of enrolment, including the closing date for the receipt of applications, will be made public by means of an annual admission notice distributed to all feeder primary schools and on our website, www.carrigcs.ie. This annual admission notice will also be available on our open night.
- Parent(s) or guardian(s) seeking to enrol a child in first year in Carrigaline Community School are requested to return a completed enrolment application form, with all necessary accompanying documentation, to the main school office before the closing date. Application forms will be available from the school's main office, from all feeder primary schools and downloadable from www.carrigcs.ie. An open night (mid/late September) at the school will occur prior to the closing date.
- While recognising the right of parent(s) or guardian(s) to enrol their child in the school of their choice, the Board of Management of Carrigaline Community School seeks to balance this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the students already enrolled in the school.

- The Board of Management will determine the maximum number of children to be enrolled in first year in any one year, bearing in mind the following criteria:

Criteria determining maximum number for enrolment.

- The culture and ethos of the school community as defined in the mission statement.
- Availability of space in classrooms and limits to the number of students in each classroom dictated by health and safety requirements.
- The availability of sufficient space along corridors and in social areas.
- Availability of grants and teaching resources provided by the Department of Education and Skills.
- The ability of the school to cater for the educational needs of children.

- In the event that the number of children seeking enrolment in any year exceeds the number of places available, the criteria outlined in the table below will be used to prioritise children for enrolment. If, when any one of the categories below is reached, the full quota of places available would be exceeded if all applicants within that category were accepted the remaining available places will be filled by means of a lottery involving all the applications within that category. Any applicant not offered a place will then be placed on a waiting list based on that lottery. Applicants in all subsequent categories will be placed in order on the waiting list, based on a lottery within each category. Applications received after the closing date will be considered only after all applications received before the closing date, have been accommodated. The waiting list for each particular year will cease to exist on the last working day prior to the opening of the school for the next new school year. A condition of enrolment is that the application form be completed in full and be factually correct. Any incomplete application form will be considered invalid. Parent(s)/guardian(s) and the child applying for a place must give their consent in writing, to the school's **Code of Conduct**.

Criteria used to prioritise children for enrolment.

1. Brothers and sisters of students who are attending or who have attended & completed their full education at Carrigaline Community School.
2. Children whose parent(s)/guardian(s) attended Carrigaline Community School and who continue to live in the Carrigaline area (limited to a maximum of 25% of available spaces).
3. The children of current school staff members.
4. Children who are the eldest in the family and attend one of the named feeder Primary Schools below.
5. Children who are not the eldest in family and attend one of the named feeder Primary Schools.
6. Any applicant not covered within the criteria 1-5.

- The named feeder Primary schools for Carrigaline Community School are (in alphabetical order):
 - **Ballygarvan NS.**
 - **Carrigaline Educate Together NS.**
 - **Gaelscoil Carraig Uí Leighin.**
 - **Minane Bridge NS.**
 - **Ringaskiddy NS.**
 - **Scoil Mhuire Lourdes NS (Boys).**
 - **Shanbally NS.**
 - **St. Johns NS (Girls).**
 - **St. Mary's NS.**
- Completed applications for first year students for the school year beginning in September are processed in the preceding month of November on a date specified on the annual admission notice. Completed applications include supplying PPS no., birth certificate (of which a photocopy will be taken) and utility bill as proof of address.
- Application forms will be available from the school office and on www.carrigcs.ie
- Application for enrolment at other times during the year is carried out by making formal contact with the school office for the appropriate form and documentation.
- Parent(s)/Guardian(s) are requested to supply evidence of ability to meet the conditions of the Admission Policy of the Board where requested to do so, such as a utility bill as evidence of address.
- Students must be willing, with parent(s)/guardian(s) to accept the school Code of Behaviour and other policies sanctioned by the Board of Management. Confirmation in writing of that acceptance is required of parent(s)/guardian(s) and of students. The signing of the application form by the parent(s)/guardian(s) and students will commit parties to that acceptance.
- Parent(s)/guardian(s) and prospective students must be willing to accept the school ethos.
- Applicants for first year must have reached the required age which is 12 on the 1st of January in the calendar year following the student's entry into first year and should have completed sixth class standard in primary school.
- Following enrolment, the Board will decide on the number of classes to be formed to cater for first year for the following school year.

Admission Criteria for ASD Special Class in Carrigaline Community School

In addition to the general Admission Policy the following criteria apply to the admission of students to the ASD (Autistic Spectrum Disorder) Special Class in Carrigaline Community School:

- A recent psychological or psychiatric assessment is mandatory. A report from a member of a multi-disciplinary team should also be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker and a Physiotherapist. Please note all reports in existence on a child should be provided to the school for assessment. The withholding of reports may invalidate an enrolment application at any time. Applications will only be accepted on the basis of a psychological report with a primary diagnosis of ASD.
- There must be a recommendation from a relevant professional or team of professionals stating that a place in a special class setting in a mainstream school best suits the educational needs of the student.
- All available reports must accompany the application form and consent to access relevant information from primary schools and other professionals must be approved.

Late Applications

Late applications will be considered subject to the foregoing admission policy and other conditions as outlined and provided there are places available.

Transfer of a student from another school / applications to enrol to other Year Groups or to First Year after the start of the school year:

Except in exceptional circumstances, e.g. a family moving into the Carrigaline area, applications will not be accepted to transfer a student from another school.

If an application is to be considered it must contain the following documentation:

- **A completed application form.**
- **Birth Certificate.**
- **The two most recent school assessment reports.**
- **A completed “Student Reference Form” signed by the Principal/Deputy Principal of the applicant’s most recent school.**
- **A letter explaining the reason for the application.**
- **A list of student subject option choices.**

The Board of Management reserves the right to refuse the offer of a place to any applicant on the following basis:

- That the applicant already has a place in another post-primary school in the area.
- That no suitable accommodation/place exists in the year group requested.
- That the school cannot offer the student the subject(s) requested by the applicant.
- That an offer of a place at the time may have a negative impact/outcome on students already enrolled in the school.
- That an offer of a place may have a negative impact/outcome on the student himself/herself.
- That the applicant has been expelled from another Post Primary school.
- That the applicant has a poor disciplinary record in another school.
- The applicant's presence is likely to adversely affect the education of the students currently enrolled in the school.
- The applicant has a previous history of substance abuse or possession/supply of banned substances.
- The applicant has harassed, bullied, or assaulted other students or staff members in his/her previous school.
- The applicant has persistently interfered with teaching and learning and infringed the rights of the other students to a proper education.
- The applicant has behaved in an inappropriate sexual manner in his/her previous school.
- The applicant's presence and/or actions in their previous school posed a serious threat to the school community.
- The applicant engaged in theft or vandalism in their previous school(s).
- Acceptance is not in the best interest of the student.
- Acceptance is not in the best interest of the school.

In exceptional circumstances the board may, at its discretion give consideration to an application in respect of a student excluded/suspended from, or requested to leave another post primary school, provided it considers that the applicant is likely to benefit educationally from such a transfer and where the students in the school are unlikely to be adversely affected by the admission of the applicant.

The board must satisfy itself that the undertaking given by the applicant and his/her parent(s)/guardian(s) in signing the code of behaviour is a real and serious commitment to acceptable behaviour.

The same registration process will apply as applies to all of the applications. Should the application be unsuccessful, the applicant will be advised by the Principal as soon as is practicable and also of their right to appeal under the section 29 appeals process.

Transition Year and Leaving Certificate Applied

The number of places available on both programmes will be determined each year by the School Management having regard to the resources available within the school.

The parent(s)/guardian(s) of students in third year (Junior Cert) will be invited to attend an information session in the second term (i.e. after Christmas) wherein the procedures for applying for places on the programmes will be outlined. Students will be required to return a completed application form by the notified closing date.

All applicants will be required to attend for a suitability interview. A decision to offer a place will be based on the following criteria.

- The academic record of the student.
- The disciplinary record of the student.
- Performance at interview.
- Suitability of the applicant to the programme.

The signed Code of Conduct must accompany confirmation of acceptance to the Transition Year or the Leaving Certificate Applied Programme.

Students wishing to repeat a year

Consideration will only be given to students wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education & Skills.

Students with Special Educational Needs

The school's ability to provide a good education to students with particular needs is dependent on the provision of resources by the Department of Education & Skills.

You are asked to complete the application form filling in as much detail as possible regarding special educational needs. The Board will then be in a position to apply to the Department of Education and Skills for the resources to suit each child's particular needs.

Appeal Procedure in the event of a refusal to admit a student

The parent(s)/guardian(s) (and students who have reached the age of 18) have a right of appeal to the Board of Management.

Appeals must be made within two weeks from the date that the decision of the Principal was notified to the parent(s)/guardian(s) or student in writing.

In the case of Carrigaline Community School, the appeal shall be made in the first instance to the Board of Management of the school.

Section 29 of the Education Act 1998, provides that an appeal may be made to the Secretary General of the Department of Education and Skills in respect of a decision by a Board of Management, to refuse to enrol a student in the school.