



Coláiste Chú Chulainn
Cúram. Forbairt. Feabhas.

Admissions Policy

for 2016/2017 Academic Year

Roll Number: 76195U

Coláiste Chú Chulainn, Dundalk, Co. Louth

Admissions Policy

1. Introduction

Coláiste Chú Chulainn is a multi-denominational and co-educational post-primary school under the patronage of Louth and Meath Education and Training Board. As such, it operates within the regulations laid down by the Department of Education and Skills and follows the curricular programmes prescribed. This Admissions Policy was developed in accordance with the provisions of the Education Act (1998), the Education Welfare Act (2000), the Equal Status Act (2000) and the Education of Persons with Special Needs Act (2004).

2. Vision

The educational vision for Coláiste Chú Chulainn is outlined below in the form of a 10 point plan. Our new school will be co-educational, multi-denominational, student centred, accountable to its community and, further, will strive to provide the following:

- Excellence in teaching and learning, including e-learning.
- Opportunities for students to be the best they can be, both inside and outside the classroom.
- Inclusion for all students of all abilities.
- Respectful, safe and happy positive learning environment.
- Broad and balanced curriculum
- High level of parental involvement and participation.
- Democratic and inclusive management structure.
- Targeted student support.
- State of the art building and teaching resources.
- Community focal point.

3. Special Educational Needs

Coláiste Chú Chulainn welcomes applications from students with special educational needs (SEN). The application process for a pupil with special educational needs will be the same as that of any other applicant. However, in order to assess the needs of an SEN student, the school authorities will meet with the parents/guardians to discuss the pupil's needs and the school's ability to meet those needs. A copy of the student's educational, medical, or where appropriate, psychological reports will be requested prior to enrolment. Coláiste Chú Chulainn will strive to ensure that an education appropriate to their needs is provided for pupils with special educational needs and will seek to:

- Identify the needs of pupils in advance
- Acquire the necessary resources
- Do all that is reasonable to accommodate a person with special needs by providing special treatment or facilities if required

If special resources are required, it may be necessary to defer admission until these are provided by the Department of Education and Skills, or other statutory bodies as appropriate.

4. Admission Criteria – 1st Year

Coláiste Chú Chulainn is committed to the principle of equal access. Decisions made in relation to enrolment will be governed by Department of Education and Skills regulations, staffing provisions and requirements concerning accommodation and health, safety and welfare of students.

Applications for places in Coláiste Chú Chulainn will be selected according to the following criteria and in the following order:

1. Applicants must have reached twelve years of age by 1st January of their first year in Coláiste Chú Chulainn i.e. 1st Jan 2017 for pupils starting September 2016.
2. Applicants must have completed a primary school programme including 6th class, or the equivalent in another jurisdiction, before taking up a place in our school.
3. Applicants who have siblings/step siblings currently attending Coláiste Chú Chulainn or Coláiste Lú.
4. All other eligible applicants.

Coláiste Chú Chulainn reserves the right to limit the number of incoming first years if it is deemed necessary on a yearly basis. While every effort will be made to cater for all eligible applicants, the school is dependent on the resources provided to it by the Department of Education and Skills. The Board of Management limits the number of pupils as per Appendix (i). Any limit on numbers will be communicated as an amendment to the admissions policy which will be published on the school website: www.colaistecc.ie.

Where the number of applications exceeds the number of places available, applications will be selected according to the above criteria. Where the number of candidates within a criterion exceeds the number of places available, candidates will be selected on the basis of random selection. Unsuccessful candidates will be placed on a waiting list and will be informed in writing of their place on the list.

5. Application Procedures for Enrolment in 1st Year

The process of enrolment in Coláiste Chú Chulainn will include a number of stages.

Note: Coláiste Chú Chulainn reserves the right to change any of the dates and procedures as outlined below in accordance with changing circumstances.

i. Completing Application Form:

Application for a place in Coláiste Chú Chulainn must be made on the official application form.

All aspects of the application form must be filled out fully by the parents/guardians of the student to be enrolled. (The information sought therein complies with the regulations of the various Data Protection Acts and will be managed in accordance with these acts.)

Application forms will only be accepted in respect of first year entrants, i.e. students starting second-level in September 2016.

Application forms will be made available from Monday 28th April, 2015 and may be obtained from:

- The school office: Coláiste Chú Chulainn, Chapel St. Dundalk, Co. Louth.
- Coláiste Chú Chulainn website: www.colaiстеcc.ie

Application Forms will also be issued to all the relevant Primary Schools in the months of September/October preceding entry.

ii. **Submitting Application Form**

A copy of the student's birth certificate **must** accompany all applications. Original birth certificates will be returned to parents/guardians.

The completed form, together with the applicant's birth certificate should be sent by post or handed in to Coláiste Chú Chulainn, Chapel St, Dundalk, Co. Louth.

The closing date for submitting completed enrolment forms is Friday 16th October 2015 at 4pm.

Applications received after Friday 16th October 2015 will be placed on a waiting list on a first-come-first served basis if the earlier enrolment process is oversubscribed.

Please note that submission of an application form for enrolment is not a guarantee of a place in Coláiste Chú Chulainn.

iii. **Offer of Places**

Places will be offered in accordance with the Admission Criteria set out in this policy.

Parents/guardians will be offered a place in writing by Monday 2nd November 2015 and they will be requested to accept the place in writing by Friday 4th December 2015. The offer is deemed to have lapsed if acceptance is not confirmed in writing by this date.

The place may then be offered to a student on the waiting list.

The Gender Balance at Enrolment

Coláiste Chú Chulainn is a co-educational school. In order to fulfil the co-educational ethos of Coláiste Chú Chulainn, every effort will be made to welcome as equal a proportion as possible of both sexes into first year at enrolment.

Where the number of students enrolled falls below 35% for either boys or girls then preference will be given to students on the waiting list from the gender under this percentage until they reach the minimum level. After that point both boys and girls still on the waiting list are accepted based on the order of the selection criteria described above.

iv. Completion of Enrolment Process

To complete the enrolment process, students must complete an assessment process in the second term preceding entry. This assessment process provides important information to the school about each student's abilities and learning needs in specific areas.

6. Transfer of a student from another school

Students may transfer to the school, subject to the school's Admission Policy, availability of a place, and suitability of the curriculum to meet their needs. The parents/guardians of students wishing to transfer to Coláiste Chú Chulainn must follow the procedure outlined below:

- Complete the Transfer Application Form (available upon request from the school office) along with a cover note indicating the reason(s) for the transfer and return it to the school. The application should be accompanied by two recent reports and a reference from the previous school. Parents/Guardians of the student to be enrolled should ensure that all aspects of the Transfer Application Form are fully completed.
- This application will be date stamped upon receipt.
- A letter of acknowledgement will then be posted out to confirm receipt of the application.
- Should enrolment be oversubscribed, applicants will be advised of their place on a waiting list. In the interest of fairness, the waiting list will be strictly adhered to.
- Applicants will be contacted upon the availability of a suitable place.
- Parents/Guardians will then attend an appointment with their child. Parents/Guardians/Management may request that their child be excluded from part of the meeting.
- Parents/Guardians should bring with them to the meeting all relevant documentation including psychological reports (if applicable) and any other relevant documentation.
- Parents/Guardians will be given copies of all relevant documentation including the Admissions Policy and the Code of Behaviour. All Parents/Guardians and prospective students must read and familiarise themselves with this information.
- Prospective students and their parents must have read Coláiste Chú Chulainn's Code of Behaviour and must sign the Code of Behaviour form. By signing this form, prospective students and their parents/guardians are stating that they have read the Code of Behaviour and 'that the code of behaviour so provided is acceptable to

them and that they shall make all reasonable efforts to ensure compliance with such code by the child'. (Education (Welfare) Act, 2000)

- Please note that any communication entered into at this stage does not constitute the offer of a place.
- An application to transfer will not be considered until all Section 29 appeals on behalf of the application have been exhausted. All such applications will be presented and considered at the next scheduled Board of Management meeting before offer of a place can be made.

7. Offer of a transfer place

The transfer application will be considered and parents/guardians will be informed in due course. A letter of offer will be posted out. Applicants must indicate in writing whether or not the place is being accepted.

8. Right to Appeal

Unsuccessful applicants may appeal in the first instance to the Board of Management. If that appeal is unsuccessful a parent can appeal, in the first instance to Louth and Meath Education and Training Board and thereafter to the Department of Education and Skills under Section 29 of the Education Act (1998).

9. Right to Refuse Admission

The Board of Management reserves the right to refuse admission to any students in exceptional cases (Education Welfare Act, 2000, S (24), Education Act, 1998 S (29) and Circular Letter M48/01). Such an exceptional case could arise where either:

1. The student has special educational needs such that even with the additional resources and supports available from the Department of Education and Skills, Coláiste Chú Chulainn cannot meet such needs and/or provide the student with appropriate education.
2. In the opinion of the Board of Management the student poses an unacceptable risk to other students, school staff or school property.

10. Review of Admissions Policy

This policy was ratified by the Board of Management on _____

This policy will be reviewed in _____

By and on behalf of Board of Management

Principal

Date

Date

Appendix (i): Enrolment Numbers for the 2016/2017 Academic Year

It is anticipated that Coláiste Chú Chulainn will reside at its temporary accommodation in Chapel St. Dundalk for the 2016/2017 Academic Year.

Due to the limitations of this Accommodation the Board of Management has deemed it necessary to limit the School's Intake of First Year Students for the 2016/2017 Academic Year to **80 students**. Enrolment offers will be made according to the Criteria outlined in the Admissions Policy under Admission Criteria.

Where the number of applications exceeds the number of places available, applications will be selected according to the above criteria and unsuccessful applicants will be placed on a waiting list.



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Policy ratification

Policy: ADMISSIONS

This policy has been communicated to our school community of School Management, Staff, Students, Parents and Guardians, both directly and/or through appointed representatives.

The policy has been ratified by the Board of Management of Coláiste Chú Chulainn, properly convened, at its meeting of

Day/Date

Signed: _____

Chairperson

Date: _____