

# **Enrolment Policy**

## **Access to Gorey Community School 2018/2019**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR THE 2018/2019 ACADEMIC YEAR - ON OR BEFORE 3.15 P.M. ON FRIDAY 9<sup>th</sup> November 2018.**

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### **1. Policy and Procedure**

The Deed of Trust of a Community School requires it to provide a comprehensive system of education, open to all the children of the local community. The Education Act 1998 requires the Board of Management of the school to publish the policy concerning the admission and participation in the school of students including students with disabilities or other educational needs.

The Board of Management of this school has a policy of equal rights of access to all students. No student will be refused admission for reasons of ethnic grouping, special educational needs, disability, gender, language/accents, asylum-seeker/refugee status, traveller status, religious/non-religious/political beliefs and values, family or social circumstances, sexual orientation.

Access is subject to:

1. The availability of a place;
2. The capacity of the school to meet the educational and other needs of the applicant;
3. The requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by the Department of Education & Skills regulations and standards;
4. The willingness of the student and his/her parents/guardians to accept and adhere to the rules, policies and procedures of the school and provided that the applicant does not pose a threat to the other students, staff or other members of the school community.

This policy is set out in accordance with the provisions of the Education Act 1998, Section 15, 2(d), the Education (Welfare) Act 2000, Section 19, 1 and the Equal Status Act 2000-2008. The school provides the curricular programme set down by the DES in accordance with Sections 9 and 30 of the Education Act, 1998

Decisions in relation to applications for enrolment are made by the Board of Management of the school and are based on the guidelines of the Department of Education & Skills. In its decisions, the Board will further uphold the principles of natural justice and will act in the best interests of all students and the school community. The Board reserves the right to refuse an application and to determine the maximum number of students in each separate class or year group bearing in mind:

- Size of / available space in classrooms.
- Educational needs of students.
- Presence of students with special educational / behavioural needs.
- Class sizes based on recommended levels

***The Board of Management also reserves the right to review and amend the admissions policy in response to changing circumstances and situations.***

## 2. Application/Process of Enrolment

- Application forms for enrolment in First Year are accepted up until the designated closing date as decided by the Board of Management in the preceding academic year. This date will be available directly from the school, will be notified to the feeder schools, will be advertised in local newspapers and will be printed on the enrolment form.
- Closing date for 2018/2019 academic year is 3.15 p.m. on Friday 9th November 2018.
- An information day for intending First Year students and parents will be held prior to enrolment. Details are provided through the primary schools in the school catchment area, in the local papers and also from the school.
- For the academic year 2018-2019 the number of places in First Year will be set at a maximum of 250 students.
- Late application forms will be accepted **subject to the standard enrolment criteria**, and will be added to the waiting list following the application of the enrolment criteria to all enrolment forms received before the closing date.
- There will be an assessment for those enrolled in First Year, and this assessment will be used solely to ascertain the student's academic needs and will have no bearing on their admissions application.

## 3. Application of criteria for admission:

The Board of Management will make decisions in respect of applications based on the criteria published in the enrolment policy.

1. Siblings of students currently attending the school.
2. Sons and daughters of teachers and ancillary staff currently contracted by the Board of Management of Gorey Community School.
3. Students who currently attend Primary schools which are identified as feeder schools for Gorey Community School by the Department of Education and Skills in its definition of Catchment Area boundaries. (The schools are listed in the order of priority for enrolment from the nearest to the furthest from the school, on page 3 of this policy statement). This includes students who have moved to a school outside the catchment area for 6<sup>th</sup> class for educational purposes having already completed 5<sup>th</sup> and/or 6<sup>th</sup> class in a feeder school.
4. Siblings of those who were formerly students of the school.
5. Intending 1<sup>st</sup> year student who are currently in 6<sup>th</sup> class in a primary school which has not been identified as a feeder school for Gorey Community School.

In the event of the first two criteria exceeding 250 the schools in closest proximity in the catchment area (as listed on page 3) will take priority (maximum capacity in First Year is 250).

A waiting list will be formed and available places will be allocated by a lottery. Parents/guardians who wish to keep their son/daughter on the waiting list once the school year has commenced must inform the Board of Management in writing by September 1<sup>st</sup>.

If there are insufficient places for all of the applicants from one school, a lottery system will be used.

The lottery, should it be necessary, will be held in the school under independent supervision and parents will be invited to attend.

**Parents/Guardians will be informed of the success, or otherwise, of their application within 21 days of the closing date for applications.**

The following table outlines the distance of each school to Gorey Community School (G.C.S). The table will be used to apply the criteria of proximity for admission purposes, if necessary. *Note: Schools listed 1-16 are those schools inside the official catchment area as specified by the Dept. of Education and Skills.*

SCHOOL NAME	DISTANCE TO G.C.S (MILES)
1. LORETO PRIMARY SCHOOL	0.1
2. GOREY CENTRAL	0.2
3. CHRISTIAN BROTHERS PRIMARY	0.7
4. GOREY GAELSCOIL	0.8
5. EDUCATE TOGETHER	0.8
6. RIVERCHAPEL PRIMARY SCHOOL	3.7
7. TARA HILL PRIMARY SCHOOL	4.2
8. KILANERIN PRIMARY SCHOOL	4.6
9. BALLYCANEW PRIMARY SCHOOL	4.9
10. CRAANFORD PRIMARY SCHOOL	4.9
11. BALLYOUGHTER PRIMARY SCH	5.9
12. CASTLETOWN PRIMARY SCHOOL	6.7
13. CAMOLIN PRIMARY SCHOOL	7.7
14. BALLYTHOMAS PRIMARY SCH	8.6
15. CLOLOGUE PRIMARY SCHOOL	10.4
16. BALLYDUFF PRIMARY SCHOOL	10.5

#### **4. Acceptance into Gorey Community School is conditional on the following:**

- (1) Parents/Guardians must agree to support our school ethos and goals as outlined in the school Mission Statement.
- (2) Parents/Guardians must accept the code of discipline in writing and make all reasonable efforts to ensure compliance with the same by the student. Parents and students are also obliged to accept amendments to the code as they arise and accept this on signing the code.
- (3) Be at least twelve years old when they transfer to the Post Primary School.

#### **Information required for registration:**

1. Student's name, Age, Date of Birth, address and certified copy of birth certificate.
2. Parents or guardians name/address/ telephone number(s), mobile telephone number, and P.P.S. number.
3. Emergency contact numbers including work telephone numbers (minimum of two).
4. Details of disabilities or special needs of student.
5. Religion.
6. Previous school attended by student.
7. Reasons for transfer of student, if applicable, together with information and records from previous/ present schools.
8. Relevant information, if applicable, regarding custody, access arrangements and court orders pertaining to the student.
9. Any further information, which may be relevant to the school and /or its ethos.
10. Signed acceptance of Code of Behaviour by student and parent/guardian
11. Two Passport photographs of the student enrolling (signed on the back).
12. Other relevant documentation / reports where relevant (such as medical reports, educational or psychological assessments).
13. Complete consent form for sensitive personal data for the school's October returns to the Department of Education and Skills.

#### **5. Special Needs**

The Board of Management of Gorey Community School has a policy of equal rights of access to all students. This includes the provision that "No student will be refused admission for reasons of special educational needs nor because of disability". In fulfilling this policy the Board of Management shall always ensure that the appropriate facilities, appropriate levels and training of staff and other resources as may be required are available before the student attends the school.

The Board of Management will request a copy of the student's medical or psychological report. Where such a report is not available, the Board will request that the student be assessed immediately. These reports will be used to ascertain the student's academic and or other related needs and whether further resources and support services are required in order to facilitate the enrolment of the student.

On the basis of these reports, the Board of management will assess how the school can meet the needs of the particular student (EPSEN Act 2004 and Health and Safety Act 2002). Where the Board of Management deems that further resources are required it shall request the Department of Education and Skills to provide the resources to meet the student's needs as outlined in these reports.

The Board shall endeavour to ensure that no student is placed in a vulnerable position due to an admission without adequate resources being made available appropriate to that admission. The school principal or a representative shall meet with the parents of the student to discuss the school's provision for the special needs of the student.

In some very limited exceptional cases the Board of Management may have to refuse enrolment as it may not deem Gorey Community School to be the most suitable placement for the student.

#### **6. Admission from a Post Primary School**

See attached Policy Document.

#### **7. Admission to Repeat Leaving Certificate**

See attached Policy Document.

#### **8. Right of Appeal**

In accordance with sections 28 and 29 of the Education Act 1998, parents/guardians of applicants who are not enrolled in the school may appeal the decision to the Board of Management in the first instance and subsequently, if necessary, to the Department of Education and Skills. Any such appeal to the DES must be submitted within 42 days of receipt by the parents of the decision of the BOM.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR THE ACADEMIC YEAR  
2018/2019 - ON OR BEFORE 3.15 P.M. ON FRIDAY 9th NOVEMBER 2018**

## **Gorey Community School**

### **Policy on admission to a class other than first year or during the school year.**

1. The school application form must be completed in full.
2. All relevant information from the applicants' former school must be made available including:
  - Copies of the two most recent school reports.
  - Copies of results of any state examinations taken by the student.
  - Copies of all psychological reports.
3. All applications to enter the school or to join the school during the school year must be in agreement with the school's current admission policy.
4. There must be a place available for the student in the particular year group after the general admissions criteria have been applied. The maximum numbers in each year/programme group for the 2018/2019 academic year are as follows: - 1<sup>st</sup> year 250, 2<sup>nd</sup> year 275, 3<sup>rd</sup> year 275, LCA 20, 5<sup>th</sup> year 270, 6<sup>th</sup> year 270 and Transition year 210.
5. The change of school must be in the best interest of the student, the school, and the other students in the school.
6. The change of school must be of educational benefit to the student. (It may not be possible to offer the student certain subject combinations or a place in a certain programme.)
7. In arriving at a decision the Board of Management may consult with the Parents/Guardians, the student's former school and the education welfare officer.
8. As soon as is practicable but not later than 21 days the Secretary to the Board of Management shall make a decision in respect of the application and inform the Parents/Guardians.
9. Provision may be made for an interview with the Principal using the criteria outlined above.
10. The Board of management reserves the right to refuse to enrol a student who has applied for admission to the school.

# **GOREY COMMUNITY SCHOOL**

## **Policy Guidelines for Repeat Leaving Certificate**

Each year Gorey Community School will accept applications to repeat a one year leaving Certificate Course from current leaving certificate students and from external students.

All students applying to repeat the Leaving Certificate must adhere to the following procedures and rules.

1. All students must apply by a particular date. This date will be decided each year and the date will normally be around the time of the first round offers from the CAO. This occurs in late August.
2. The student's record in the school, or in the case of an external student, the school they attended up to the Leaving Certificate, will form part of the decision making process. Particular attention will be paid to the student's record regarding behaviour, attendance and punctuality.
3. Students will only be accepted if there is space in the year group and if the school is able to offer a comprehensive range of subjects. Many subjects may already be fully subscribed.
4. Students offered a place must accept their offer by the date specified by the school.
5. Repeat students must follow the school's Code of Behaviour and Uniform Policy.
6. All students will be interviewed prior to a decision being reached on an offer to repeat.

Any student refused a place in the school will be informed and any refusal can be appealed to the Board of Management.

8. The school reserves the right to refuse admission to repeat the Leaving Certificate.