



Coláiste Cholmcille

Ballyshannon

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Ratified by Board of Management Jan. 2015

Coláiste Cholmcille Enrolment Policy

Mission Statement

Coláiste Cholmcille is a community which respects the individual's rights and self-worth and aims to provide a happy and safe environment in which the individual may achieve her/his spiritual, academic and personal potential in order to develop all positive aspects of the individual and the community.

Introduction

The Board of Management of Coláiste Cholmcille sets down its enrolment policy as required by the Education Act, 1998. The Board hopes that this policy will assist parents & students in their choice of school and in respect of admissions and enrolment issues. The school welcomes queries from parents in respect of applications and the operation of the school.

Any queries arising from the Enrolment policy should be addressed to:

The Chairperson, Board of Management or to the Principal, Coláiste Cholmcille.

Parents are advised to telephone in advance to arrange an appointment when seeking to meet school personnel.

This policy will be reviewed by the Board of Management at appropriate intervals.

Contact details for the school: Coláiste Cholmcille, Ballyshannon, Telephone: 071 9858288, Fax: 071 9851369

The Education Act 1998

Coláiste Cholmcille is a recognised school under the Education Act 1998, (section 10) and is provided with staff in accordance with the teacher allocation system of the DES. The school has a full complement of staff inclusive of Principal, Deputy Principal, Year Heads, Tutors, Subject Teachers, Learning Support and Resource Teachers, Guidance Counsellors, Chaplain and Special Need Assistants together with Administrative and Maintenance Personnel.

The school operates in accordance with the regulations as set down from time to time by the DES and is dependent on the resources provided by the DES. Accordingly, school policy and expenditure must necessarily have regard to such resources and funding. Coláiste Cholmcille follows the curricular programme set down by the DES in accordance with Sections 9 and 30 of the Education Act 1998.

[School Ethos...\\..\BOM\Trustees\Charact Spirit Doc.doc](#)

The Board of Management of Coláiste Cholmcille has regard to the principles of a democratic society and respects and promotes respect for the diversity of values, beliefs, traditions, languages and ways of life in society while it also upholds and is responsible for upholding the characteristic spirit or ethos of the school. The ethos of the school is outlined in the mission statement of the school.

The Board of Management of Coláiste Cholmcille is supportive of the principle of inclusiveness in particular in regard to students with a disability or another Special Educational Need in so far as is reasonably practicable and subject to the resources provided by the Department of Education and Science. The range of classes taught includes support programme for students with a disability or other special educational needs. Parents/Guardians are invited to look at our SEN model of provision as outlined in our SEN policy.

Coláiste Cholmcille has a policy of having a maximum of 30 students per class with a maximum of 24 students per practical class. The Board of Management reserves the right to maintain reduced numbers in some Junior Cycle classes for the benefit of special needs students in mixed ability classes. Likewise the Board reserves the right to maintain reduced numbers in some senior cycle programmes.

Religious Ethos

Coláiste Cholmcille is a designated Community School, which is multi denominational as per deed of Trust of Community Schools. This means that the school will seek to provide religious instruction and worship in accordance with the rites, practice and teaching ethos of the religious denomination to which a pupil belongs.

Religious education is delivered in the school for those who wish to avail of it. Pupils whose parents wish to have them withdrawn from religious education classes should schedule a meeting with the school chaplain and should request such withdrawal in writing to the Board of Management.

The Chaplain serving currently is Ms. Pauline Kilfeather

Uniform/Dress Code

The Parents, Staff and Students of Coláiste Cholmcille have worked together to design the school uniform. This is set out in the Uniform Policy which students and parents/guardians are required to sign on admission to school and thereafter each year. We are proud to have a uniform, which identifies and distinguishes our students. It is understood that students choosing to enroll in the school accept that the full school uniform (including plain black/brown shoes) must be worn for all school activities except where otherwise instructed.

This statement embodies the caring ethos in the school which is also evident in the Social, Personal and Health Education Programme run in conjunction with the NEHB.

School Functions and Meetings

Parent Teacher meetings are held once a year for each year group. Parents and Guardians are expected to attend PT meetings and other Information Evenings which are organised for their child's benefit.

These include the following:

- Information Meeting for Incoming First Years/ Subject Choice
- Information Meeting For Incoming Senior Cycle Students /Subject Choice
- Career Talks
- Graduation Night for 6th Year students
- Graduation Night for TY students
- Awards Ceremonies.
- Various information talks for Parents/Guardians including study skills.

School Programmes*

- Junior Certificate
- Transition Year
- Leaving Certificate
- Leaving Certificate Vocational Programme
- Leaving Certificate Applied
- Adult Education Programme

*Students wishing to change programmes, subjects or subject levels will only be permitted to do so in consultation with the school authorities.

Leaving Cert Applied (L.C.A)

This is a two-year Leaving Certificate Programme available to students who wish to follow a practical or vocationally orientated programme. The programme curriculum is designed to support the individual needs of the child and was introduced to the school in 2004

Admission Criteria LCA

- Preference will be given to students who are aiming to pursue an apprenticeship, certain PLC's or immediate employment
- Preference will be given to students who studied foundation level subjects for the Junior Certificate or followed a reduced timetable for the Junior Certificate.
- School attendance record will be considered.

- Student's record of behaviour and application to work will be considered. Practice has demonstrated that in some cases challenging behaviour in fact may be best managed in a traditional setting. An applicant may be refused if their behaviour record is considered to be detrimental to the order, discipline and educational welfare of the other students joining LCA.
- Enrolment of an applicant is accepted subject to the Principal's opinion, in consultation with relevant staff, that it is not detrimental to that child's learning.
- Each application will be considered on its own merit.
- An interview may constitute a vital part of the selection procedure.
- Late applications may not be considered.
- To enroll for 6th year LCA. the students are expected to have completed the required work and reached the required attendance for 5th year.

Leaving Cert Vocational Programme (L.C.V.P)

This is a senior cycle programme, which students may take along with the traditional Leaving Certificate. It is designed to give a stronger vocational dimension to the leaving certificate, with a special emphasis on preparation for the world of work and enterprise.

The programme is currently offered to students who wish to take the LCVP as an eight option, in addition to their 7 leaving Cert subjects.

The requirements for LCVP as outlined by the DES are as follows:

- LCVP students must take a minimum of 5 leaving cert subjects
- Two of these must be from the designated vocational subject groupings
- Students must study two link modules, Preparation for the World of Work and Enterprise Education.

Admission Criteria LCVP

- Only students with the designated subject groups can be considered for this course.
- Students' motivational ability will be considered before their acceptance onto the programme.
- School attendance and past student record (behaviour/application to work) will be considered.
- Each application will be considered on its own merit.
- An interview may constitute a vital part of the selection procedure.
- Late applications may not be considered.

Transition Year (TY)

This is a one-year programme and is not compulsory in Coláiste Cholmcille. Students may wish to avail of the course as one of the Senior Cycle options and can apply for the course at the end of 3rd Year. Application forms for Transition Year will be made available after the information night for parents and students regarding Senior Cycle options. They will be accepted up to the deadline printed on the form. Applications after that day may not be considered if sufficient places are not available. The aims of the programme are:

- To provide a good academic basis for senior cycle
- To develop aspects of the curriculum which tend not to be catered for elsewhere in the school curriculum.
- To develop teamwork through task orientated projects
- To develop links between the school and the wider community.
- To encourage student to become self motivated learners.
- To provide an opportunity for students to develop an understanding of how learning occurs generally and with particular reference to their own learning styles.
- To introduce students to a wide range of cultural activities and sporting activities.
- To prepare students to become responsible members of society.

It is designed to help students:

- To develop their academic and technical skills
- To enable students to be more mature, make better decisions, be more innovative & responsible.
- To prepare students for the world both inside and outside school.

As far as is possible, all students follow the core subjects listed below:

English, Irish, Maths, Language (French, German, Spanish), Business Studies, ECDL (European Computer Driving License), Physical Education, Religious Education, Life Skills, Science, Home Economics, European Studies, Metal Technology, Wood Technology, Drama, Music, History, Geography, Media Studies, A fee, decided in advance, is requested to facilitate the wide range of activities in which students are involved during the year.

Provision of activities and subjects is subject to resources and annual review.

Admission Criteria TY

A number of criteria have been developed for entry into Transition year based on the capacity of the students to engage with the course as demonstrated during the Junior Cycle and in particular during the previous school year. Students who apply will be interviewed to ascertain their suitability for the course and whether or not it will be in their best interests to avail of the course. Students will be required to have reasonable willingness and capability to

follow programmes that allow for varying levels of supervision. All applicants must have demonstrated their compliance with the school's code of conduct. Preference will be given to students who have completed their Junior Certificate in Coláiste Cholmcille. Therefore:

- Consideration for admission to TY will also be based on the applicant's age and pastoral need (self development, recommendation of tutor)
- A student's commitment to extra-curricular life of school may be considered
- The students discipline Record and attendance Record will be considered
- Behaviour/Motivation (Record in school to date) is relevant to their application
- Flexibility and adaptability are required
- Each application will be considered on its own merit
- An interview may constitute a vital part of the selection procedure
- Late applications may not be considered.

The Board of Management reserves the right in relation to the above programmes to decide on the numbers entering each programme on an annual basis.

Special Education Needs

Coláiste Cholmcille welcomes pupils with special educational needs and in line with the Education for Persons with Special Educational Needs Act 2004 which recognises "the need to provide the education of people with such needs shall wherever possible take place in an inclusive environment". The school will endeavour to ensure that these students are free to participate in school life in so far as is reasonably practicable.

While recognising and fully supporting parents' and 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 the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Science. The school uses the financial and personnel resources provided by the DES to make reasonable accommodation for students with disabilities or special educational needs up to a nominal cost.

Parents/Guardians are required to contact the school well in advance of the admissions process if they feel their child has special educational needs so that the school can establish the resources required and seek allocation of appropriate resources.

The school will liaise with our feeder schools in order to access information relevant to providing for the needs of students with special educational needs. In each case the Board will seek recent records (Educational Report/Psychological Report) of the student's needs and the resources needed to meet them. All language exemptions must be sanctioned by the Department of Education and Science and supporting documentation must be

made available to the school. The Board of Management, having gathered all the relevant information and professional documentation, assesses how the needs of the student with special needs can be met. Final confirmation of a place may in exceptional cases, have to be withheld until the Department of Education and Science confirms that the necessary resources are to be allocated. Unfortunately, where the Board of Management can show that the resources to be provided by the DES are inadequate to meet the student's needs, it may be forced to exclude a student with such needs.

Parents' Association

The PTA works closely with staff and school management for the benefit of the school. It is involved in policy formulation and liaises closely with the Board through its representatives and through the Principal. All parent/guardians are automatically members of the PA.

Eligibility for Enrolment:

Limitations on the number of students who enroll in any one year may be placed by the Board of Management. For the academic year 2014-15, a limit of 120 students will be admitted to 1st year. Disputes in relation to the refusal of enrolment will be considered on appeal by the Board of Management and may be further appealed as per relevant sections of the Education Act 1998.

Selection Criteria (this list is not exhaustive and is subject to the schools ability to create viable class groups)

All applications will be accepted from:

1. Siblings of pupils attending Coláiste Cholmcille
2. Siblings of past pupils of the school.
3. Children and siblings of staff.
4. Children attending the local feeder/primary schools
5. Children who are resident in the local area and who do not fall into the categories stated in Point 1 to 4 above.
6. Lottery when all more rational methods have failed (which will be conducted in an open and transparent manner).

Application procedure

Students applying for the school must fill out a school application form appropriate to their level. All relevant information requested on the application form must be submitted. A copy of the code of behaviour will be given to all applicants and this must be signed by both the incoming student and by a Parent/Guardian. Parents/Guardians and students are asked to sign the code as written confirmation that the code of behaviour is acceptable to them and that "they shall make all reasonable efforts to ensure compliance with such a code by the child." (Education Welfare Act, 2000).

- Fully completed application form submitted by the closing date indicated on the form and accompanied by original Birth Certificate (Long version) and 2 recent passport size photographs signed on the back by the student. Birth Cert will be copied and returned to parents/guardians.

- Willingness to agree in writing to Code of Behaviour of Coláiste Cholmcille

Application form (including Code of Behaviour) will be available to the public prior to the date of enrolment. Final enrolment date will be published in parent newsletter, local newspapers and parish newsletter.

Application forms are sent to all feeder primary schools early in the school year. Feeder primary schools are visited by personnel from the school. Application forms are also available on request from the school office. All local primary schools are informed of relevant dates for the annual information evenings and open days. Those not attending local primary schools can contact the school office for further information.

An Information Evening is held for parents/guardians in spring each year.

Late Applications for 1st year

Students applying after the final date of enrolment cannot be guaranteed a place in the current school year but will be considered for a place in the following year subject to the admissions policy and procedure. Late applications will be considered by the Board where places are available.

Transfer of a student from another school

The school will make every reasonable effort to facilitate a student seeking a transfer to our school. Where a student is considered for a place, the decision will be taken by the BOM in consultation with the student's Parent/Guardian, her/his former school, the Education Welfare Officer (where necessary) as to whether such a place may be offered immediately, or deferred until the beginning of the next academic year.

The Board of Management will consider these in conjunction with the availability of an appropriate place in the school. Parents/Guardians will be informed by letter of the decision of the Board of Management as soon as is practicable. As such students will have attended other post primary institutions; these institutions will have prior responsibility for their post-primary education.

Applicants will be interviewed and considered on the following basis:

- That the applicant can show evidence of residency in the local catchment area and can satisfy the BOM in relation to the following conditions
- That the applicant's behaviour record will not be detrimental to the order, discipline and educational welfare of existing students.

- That the enrolment of the applicant, in Principal's opinion, would not be detrimental to that child's continuing education. (ie the transfer is in the best interest of the student and of educational benefit to the student)
- That there is satisfactory continuity of subject availability from the previous school to Coláiste Cholmcille.
- That basic school attendance requirements were satisfied as set down in the Education Welfare Act 2002.
- No application can be accepted until any waiting list has been eliminated.

Students applying for a place in the school must supply the most recent report from their current /previous 2nd level school and a written reference from the authorities in that school and any relevant documentation, including "Transfer Document", deemed necessary by the Board for it to make an assessment of the student.

Discipline and Code of Behaviour

The School Discipline Policy and the Code of Behaviour contain relevant information on the sanctions employed by the school when the Code of Behaviour is broken by the student. The Code of Behaviour is made available to all parents on application. The Board of Management of Coláiste Cholmcille will take any other reasonable measures to ensure good order and discipline in the school and ensure the safety of students and staff at all times.

Policy and Procedures for Enrolment of Students in Autistic Spectrum Disorder Support Class (ASD Unit) in Coláiste Cholmcille, Ballyshannon, Co Donegal.

Preamble

Coláiste Cholmcille's ASD class aims to offer an autism specific learning environment within a mainstream co-educational second level school. It strives to maximise the learning skills, social skills, self-worth and sense of independence of its pupils. Students have access to a broad, balanced, relevant and developmental range of curricular experiences. Our aim is to develop skills for success in the home, school and the wider community. Training in the basic skills of communication, self-care and key social competences form an integral part of the school programme.

The location in a second level school is appropriate as it facilitates inclusion in the school community and provides access to mainstream activities as appropriate.

It is noted that individual students on the ASD Spectrum may be more suitable to a full-time mainstream setting; a diagnosis of Autism or Asperger's will not automatically qualify a student for a place in the unit.

In addition, best practice indicates that the needs of a student incapable of any level of inclusion are best met in a Special School placement.

Services such as Speech and Language Therapy and Occupational Therapy are provided by the Health Executive Service. Parents please note that Coláiste Cholmcille has no control over these services,

1. Eligibility for Enrolment in ASD Support Class:

The following conditions **must** be satisfied for enrolment to be considered:

- The pupil has a **diagnosis** of Autistic Spectrum Disorder (ASD) or Asperger's Syndrome, (if diagnosed before May, 2014) and it is recommended by the HSE Autism services that an ASD Unit placement in a mainstream school is both **necessary and suitable** for the child.
- A recent psycho-educational report stating that the student is in the **mild to above average range of intellectually ability**.
- A **report from the student's primary school** outlining the student's academic, social, emotional and behavioural needs and outlining the current extent of social integration.
- **Any other reports** e.g Speech and Language Therapy Report and / or OT Report should also be provided

2. Enrolment Procedure: Parents

- Parents / Guardians complete an **enrolment form** which is available from CCBS. Please return this by the date specified on the form to allow time for appropriate planning for your child's commencement in the school.
- As per above, Parents of a child applying to enrol are asked to furnish the school in advance with **relevant documentation and reports**. This documentation enables the school to apply to the Department of Education for additional support and resources. Failure to do this may result in additional supports being forfeited. Consequently, the school may not be in a position to offer these students a place.
- Parents / Guardians are required to give the school permission to contact and **access any relevant reports** from previous schools attended.

3. Enrolment Procedure: School

- All vacancies in the ASD support class will be filled, according to the **chronological order** of applications, from the date of receipt of applications and subject to the conditions above being met.
- Where there are more applicants than places the national schools of the school's **catchment area** will have priority.
- **Reports from all previous schools** attended will be considered by the ASD team Coláiste Cholmcille.
- Potential students will be **visited by a member of the ASD team** to observe the student in their existing placement, to liaise with the class teacher and to make preparations for the student's transition to Coláiste Cholmcille.
- The student must be a suitable candidate for inclusion in some **mainstream classes or activities** according to individual need.
- Students who meet the criteria for enrolment but are not offered a place for September will remain on that year's **waiting list** in the event that a vacancy should arise during the school year.
- There will be an annual review of the student's placement within the ASD support class to ensure that the class continues to be the most suitable placement option available to the student.

- As a student enrolled in the ASD support class approaches 18 years of age a transition programme will be put in place to facilitate the student's move to further education or training. A student's chronological age will be considered in assessing the appropriateness of their continued participation in the ASD class.

4. Decisions on enrolment.

Coláiste Cholmcille may refuse enrolment to a student where:

- The student's needs are such that, even with additional resources available from the Department of Education and Skills and the HSE, the school cannot meet such needs and/or provide the student with an appropriate education.
- In the opinion of the Principal, acting on behalf of the Board of Management, the student poses an unacceptable risk to themselves or others.
- Enrolment would have a detrimental effect on the education of other students.

All enrolments are subject to the approval of the Board of Management.

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Board of Management,
Coláiste Cholmcille