



lmetb
Bord Oideachais agus
Oiliúna Li agus na Mí
Louth and Meath Education
and Training Board



Louth and Meath Education and Training Board

SCHOOLS' ADMISSIONS POLICY AND PROCEDURES

***NOTE:** this policy and procedure document is a template for the use of second-level schools established and maintained by Louth and Meath ETB and as such may be adapted for use by these schools. It may be referenced as guidance to general policy and procedure on admissions to schools, however readers should note that the policy of an individual school may vary. A copy of each individual school's Admissions Policy may be obtained from the Principal.*

COLÁISTE BEAUFORT COLLEGE

1. Policy Statement

- 1.1 Admission to all Louth and Meath Education and Training Board (ETB) schools is open to all students whose educational needs can be met by the schools, taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
- 1.2 This policy applies to the second level schools established and maintained by Louth and Meath ETB, including Ratoath College, St. Peter's College Dunboyne and St. Oliver Post Primary School, Oldcastle which are partnerships between Louth and Meath ETB and the Diocese of Meath.

2. Legal Framework

- 2.1 Louth and Meath ETB acknowledges the rights of all children including children who have a disability or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
- 2.2 Louth and Meath ETB acknowledges its duty to promote equality of access to and participation in education, pursuant to the Education Act 1998, Section 6 (c) and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
- 2.3 With regard to admission of students to **Coláiste Beaufort College**, Louth and Meath ETB affirms its statutory obligation under the Equal Status Act 2000 as it applies to educational establishments.

3 Parental Responsibility

- 3.1 The parent(s)/guardian(s) of a child (or a student who is over 18 years of age) who has made an application for admission to **Coláiste Beaufort College** may be required to furnish such information as may be prescribed by the school/Louth and Meath ETB. Enrolment form will include a consent form to be signed by parent(s)/guardian(s) allowing schools to access relevant information from primary schools and other key agencies.
- 3.2 Prior to admission to **Coláiste Beaufort College** the parent/guardian and child (or a student who is over 18 years of age) shall be required to sign a written undertaking to comply with the school's Code of Behaviour.

4 Procedures for Enrolment

- 4.1 Louth and Meath ETB shall ensure that all schools under its control shall draft admissions procedures as part of their admissions/enrolment policy. Such procedures at **Coláiste Beaufort College** include:
- 1) Enrolment form to be completed
 - 2) The closing date for application where applicable
 - 3) Interview with parent(s)/guardian(s) or a student over 18 years of age
 - 4) Procedures for informing the local community about enrolment
 - 5) Information required from the parents of the student

Closing date for Enrolments/Admissions for the academic year 2018/2019 is

- 4.2 Coláiste Beaufort College may seek the following information from the parent(s)/guardian(s) of students who have not reached the age of 18 years or from students who have reached the age of 18 years, prior to making a decision regarding their admission to the school:
- 1) Name, date of birth of student, birth certificate of the student
 - 2) Address of student/parent(s)/guardian(s)
 - 3) PPS number of student
 - 4) Phone numbers, including emergency phone numbers
 - 5) Details of previous school/s
 - 6) Information from previous school/s

- 7) Religion of student
- 8) Relevant medical information
- 9) Any relevant information regarding custody of the student/legal orders pertaining to the student
- 10) Any relevant information regarding the educational needs of the applicant
- 11) Educational/Psychological reports
- 12) Form E1 11 from students living in Northern Ireland

Students (under 18 years of age) who are enrolling in **Coláiste Beaufort College** must be accompanied by at least one parent/guardian.

- 4.3 The Board of Management of **Coláiste Beaufort College** or its nominee shall issue a decision to the parent(s)/guardian(s) of a child or a student who has reached the age of 18 years within 21 days of receipt of the relevant information requested, or within 21 days of the specified closing date for enrolment, pursuant to the Education Welfare Act, Section 19 (3). This notification is subject to the school having received a signed agreement on the Admissions Policy and the school's prescribed policies for *Code of Behaviour, Substance Use and Positive Behaviour and Sanctions etc.*

If a school place is offered, parent/guardian or student over 18 years must notify **Coláiste Beaufort College** whether they are accepting or refusing the school's offer.

- 4.4 **Coláiste Beaufort College** under the auspices of Louth and Meath ETB is registered as a Data Controller under the Data Protection Acts 1998 and 2003. The personal data supplied by parent(s)/guardian(s) and student is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details may also be used to notify parent(s)/guardian(s) and student of **Coláiste Beaufort College** ETB events. While the information provided will generally be treated as confidential to **Coláiste Beaufort College** and Louth and Meath

ETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, an Garda Síochána, the Health Service Executive, the Educational Welfare Services, TUSLA or with another school (where the student is transferring.) We rely on parent(s)/guardian(s)/ student over 18 years of age to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should the parent(s)/guardian(s) or student over 18 years wish to access or update personal data, they should do so in writing, to the Principal of **Coláiste Beaufort College**

5 Criteria for Admission

5.1 Eligibility for admission to **Coláiste Beaufort College** includes the following Department of Education and Skills regulations:

- 1) Having reached the age of 12 on January 1st in the calendar year following the child's entry into first year.
- 2) Students of Irish nationality should have attained a standard of education equivalent to sixth class in Primary School in the academic year prior to entry.
- 3) Students from other countries to have reached a comparable standard of education.

5.2 In the event of the school having more applications than places, Louth and Meath ETB shall ensure that all schools under its control shall specify criteria for admission in their admission/enrolment policies. The policy will prioritise selection criteria and indicate how such criteria are prioritised. Such criteria at **Coláiste Beaufort College** include:

- 1) List of feeder schools (Appendix A)
- 2) The first child of a family
- 3) Sibling preference
- 4) Children of school staff
- 5) All other children who live in the catchment area
- 6) Children living outside the catchment area who have a sibling in the school 7) Children living outside the catchment area.
- 8) All other applicants

5.3 In the event that the school is oversubscribed on the last date for receipt of applications, a waiting list will be put in operation. This date should be made widely known. Should a place become available, the successful applicants will be determined by the admissions criteria.

5.4 In accordance with the Department of Education and Skills guidelines, the number of places will not compromise the curriculum provided.

5.5 In the case of a student wishing to repeat a year, the school will make every effort to accommodate the student. However, this will be subject to (a) the availability of places in their chosen subject class groupings, (b) the subject options the school is offering in the year, (c) the curricular restrictions of each subject area and (d) in accordance with Department of Education and Skills Circular M02/95.

6. Application of a student to Transfer

- 6.1 Louth and Meath ETB recognises that transfers are unavoidable (e.g. a change of residence or a family moving into an area). As a matter of general policy, transfers into **Coláiste Beaufort College** are discouraged in the overall interests of the continuity of the student's education. In general, it is the policy of the Board of Management of **Coláiste Beaufort College** not to accept transfers during the school year. In the case, however, of students whose families have moved into the school's catchment area, and who are not enrolled in another post primary school, applications will be considered.
- 6.2 An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area, or from a student who makes application after the 30th September of the academic year.
- 6.3 It is not the policy of Louth and Meath ETB or **Coláiste Beaufort College** to accept transfers from students already enrolled in other local post primary schools, except in exceptional circumstances. Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which include any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000. Where the Board of Management of **Coláiste Beaufort College** is satisfied that exceptional circumstances do exist, the following conditions and procedures will apply:
- 6.4 The parent(s)/guardian(s) of the student (or the student who is over 18 years of age) must complete the Application to Transfer form. This form should be accompanied by a letter outlining clearly the reason(s) for the application.
- 6.5 The parent(s)/guardian(s) of the student (or the student who is over 18 years of age) must sign the Student Enquiry form.
- 6.6 The Principal of the school that the student is currently attending or last attended must return the completed Student Enquiry form.
- 6.7 **Coláiste Beaufort College** also reserves the right to request a confidential reference from the authorities in previous schools.
- 6.8 Applications must also be accompanied by the following documentation:
- Two most recent reports from the student's previous school
 - Two written references, dated within one month of the date of application, from a local Youth or Sports Club or similar and/or a member of the Garda Síochana or upstanding member of the community
 - Any psychological/educational reports
 - **The Application Form must be completed in full**
- 6.9 When the requirements of 6.4, 6.5 and 6.6 and 6.8 are complied with, the parent(s)/guardian(s) of the student (or the student who is over 18 years) must

attend for interviews with the Principal and other relevant personnel of **Coláiste Beaufort College**

- 6.10 Having due regard to the statutory and constitutional rights of parent(s)/guardian(s) and their children, the Board of Management of **Coláiste Beaufort College** reserves the right to refuse any application in particular circumstances which might include but it not exclusively confined to the following:
- An established prior record of poor behaviour
 - Lack of adequate resources to cater for particular needs
 - Insufficient educational attainment to participate in a particular course
- 6.11 If the Board of Management of **Coláiste Beaufort College** is satisfied that the applicant has provided full and accurate information and, mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant, whilst not infringing the rights of the students already attending the school, then a place may be offered to the applicant. The Board of Management of **Coláiste Beaufort College** reserves the right to refuse to admit a student where full disclosure of information has not been provided or where inaccurate, false or misleading information has been provided.
- 6.12 Applications to transfer into **Coláiste Beaufort College** will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space and resources. Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.
- 6.13 In a case where a student has been permanently excluded from a school, the application may not proceed before the parent(s)/guardian(s) (or a student who is over 18 years) have been advised of their right to appeal the decision of the previous school with regard to the student. If a student was expelled from **Coláiste Beaufort College** application to re-enrol will not be permitted.
- 6.14 The school will inform the parent(s)/guardian(s) (or a student who is over 18 years) of this right. The school can provide appeal application forms in this regard.
- 6.15 Where a student, who has left **Coláiste Beaufort College** voluntarily to take up employment or to attend another educational establishment, subsequently makes a formal application for re-admission to the school, the Board of Management of **Coláiste Beaufort College** shall, upon review, take a decision as to whether or not to readmit a student to the school. Such a review would incorporate the student's previous record in the school in relation to

application to work, participation in school activities, attendance, behaviour, records from previous school. The parent(s)/guardian(s) and the student will be interviewed as part of the re-entry procedure.

- 6.16 **Coláiste Beaufort College** reserves the right to request other details relevant to the enrolment process. Decisions will be notified within 21 days after parent(s)/guardian(s) or student over 18 years have provided all relevant data as per Section 19 Education Welfare Act 2000.
- 6.17 The following factors will be considered in respect of applications:
- Class size
 - Availability of staff
 - Availability of appropriate accommodation
 - The rights of applicants
 - The rights and welfare of existing students/staff within the school
 - The educational attainment of the applicant in regard to the programme they wish to enrol in
 - The previous record of attendance and behaviour of the applicant
- 6.18 Prior to admission to **Coláiste Beaufort College** students will be required to sign a form indicating their acceptance of the school's Code of Behaviour.
- 6.19 **Coláiste Beaufort College** welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodations for students with disabilities or special educational needs up to a nominal cost so that these students are free to participate in the life of the school in so far as is reasonably practicable.

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 the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The school welcomes applications from students with special educational needs, unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The Board of Management of **Coláiste Beaufort College** having gathered all relevant information and professional documentation including student's records from primary school, will assess how the needs of these students can be met.

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

are required, the Special Educational Needs Organiser (SENO) will request NCSE to approve the necessary assistance – forms will be completed in consultation with parent(s)/guardian(s).

The Principal may request a meeting with the parent(s)/guardian(s) of the student to discuss the application and the student's needs.

The parent(s)/guardian(s) of the student may request a meeting with the Principal to discuss the student's education and/or other needs.

NB It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.

7 Refusal to Admit a Student

7.1 **Coláiste Beaufort College** shall not refuse to admit a student except where it is in accordance with the policy of Louth and Meath ETB under Section 15(2) (d) of the Education Act 1998.

7.2 The Board of Management of **Coláiste Beaufort College** reserves the right to refuse to admit a student in exceptional circumstances. Such circumstances may include where the enrolment of the student may pose an unacceptable risk to the health, welfare and safety of other students or staff, or a risk to school property.

8 Appeals

8.1 Where an application for admission to **Coláiste Beaufort College** is refused, the parent(s)/guardian(s) (or a student who is over 18 years of age) shall be informed of the appeals procedure in accordance with the Education Act 1998 and the Education (Welfare) Act 2000.

9 Implementation and Review

9.1 Louth and Meath ETB, the Boards of Management and the Principal of each second level school are responsible for implementing this policy.

9.2 This policy will be reviewed periodically by **Coláiste Beaufort College** Board of Management in light of any legislative or other relevant indications.

This Admissions Policy was ratified by the **Coláiste Beaufort College** Board of Management in November 2017

Appendix A

List of Primary Feeder Schools for Coláiste Beaufort College.

Scoil Bhríde, Cannistown, Navan.
St Joseph's Mercy Convent, Navan.
Navan Educate Together, Clougherboy, Navan.
Scoil Mhuire, Abbeylands, Navan.
Scoil Naomh Eoin, Clonmagadden, Navan
St Anne's Loreto, Navan.
St Oliver Plunkett N.S. Navan.
St Pauls Navan
Scoil Eanna, Trim Road, Navan.
Ard Rí NS
Balreask Montessori School
Bohermeen NS
Boyerstown NS
Flowerfield
Kentstown NS
Lismullen NS
Slane NS
Skryne NS
Yellow Furze NS
Robinstown NS