

**ADMISSIONS AND PARTICIPATION POLICY  
ST. ANNE'S COMMUNITY COLLEGE.  
KILLALOE, CO. CLARE.**

The enrolment policy of St. Anne's Community College is in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the EPSEN Act 2004. This policy has been drawn up in consultation with County Clare VEC, the Board of Management, staff, parents/ guardians and students of the school and it has been adopted by the Board of Management. The implementation of the policy has been delegated to the Principal by the Board of Management and in her absence a nominated representative will be available to clarify any query arising from this policy.

**INTRODUCTION**

St. Anne's Community College is a coeducational post-primary school. Each student is accepted as an individual with his/her unique talents and gifts which we as a staff hope to nurture and develop while they are in our care. We hope to produce school leavers who are confident, mature and responsible and are well equipped for the world of work and leisure.

St. Anne's religious ethos while essentially guided by the central tenets of the Christian tradition is respectful of all faith traditions. We endeavour to develop students of all faiths and none, to their full potential.

Funding and staff are provided to the school by the Department of Education and Skills (DES) through County Clare VEC. The school operates in accordance with the regulations as set down from time to time by the DES. The curricular programmes provided are set down by the DES in accordance with Sections 9 and 30 of the Education Act, 1998.

**(1). ENROLMENT PROCEDURE – FIRST YEAR STUDENTS**

St. Anne's Community College works very closely with the Principals of the Primary schools in the local area in matters relating to the application procedures. Generally, the following timetable will apply;

1. Sixth class students will be visited by a member of staff of St. Anne's at the beginning of the school year to give prospective students an overview of life in St. Anne's.
2. Application forms will be provided for the prospective students.
3. An open evening will be held for parents/ guardians and pupils.
4. Application forms must be returned by a specified date.
5. Late applications will be considered in the order in which they are received and within the context of the factors outlined in number 6, only after all other applications have been dealt with.
6. The number of students who can be accommodated in first year is determined by the resources available to the school, the capacity of the school and other relevant factors. Priority will be given to brothers and sisters of current students and students living in and attending school in the local area.

7. Parents/ Guardians will be informed within 21 days of the closing date for applications if they have or have not secured a place at St. Anne's.
8. Once a place has been offered to a student the parent/ guardian must return the following to the school by a specified date.
  - a. A signed form indicating acceptance or non- acceptance of the place at St Anne's
  - b. A signed copy of the Code of Behaviour (parent/ guardian and student)Failure to do this may result in the forfeit of the place at St. Anne's.
9. An information evening will be held subsequently. Option subject forms will be distributed and must be returned by a specified date.
10. An evaluation assessment will normally take place in March/ April/May for Incoming First Years.
11. The school welcomes applications from pupils with Special Educational Needs (SEN). Parents/ guardians of SEN students must provide the school with assessment reports and all relevant information and documentation so that the school can apply for resources and best meet the pupil's needs. Parents/guardians who accept a place in St. Anne's Community College are advised that their child's needs can only be accommodated to the extent of the resources available. Any concerns that a parent/guardian may have should be brought to the attention of the Principal.
12. Students who have an Irish exemption in accordance with the Department of Education and Skills circular M10/94 must provide an Irish Exemption Certificate. This is available from the Primary school.

## **(2). ENROLMENT OF STUDENTS OTHER THAN FIRST YEARS**

- Parents/guardians should contact the school to arrange a meeting with the Principal.
- The student should be present at the meeting.
- Application forms include a section to be completed by the school the student is attending and/ or the most recent school(s) the student has attended. Copies of school reports, other relevant reports and documentation must be provided.
- The school welcomes applications from pupils with Special Educational Needs (SEN). Parents/ guardians of SEN students must provide the school with assessment reports and all relevant information and documentation so that the school can apply for resources and best meet the pupil's needs. Parents/guardians who accept a place in St. Anne's Community College are advised that their child's needs can only be accommodated to the extent of the resources available. Any concerns that a parent/guardian may have should be brought to the attention of the Principal.
- Students who have an Irish exemption in accordance with the Department of Education and Skills circular M10/94 must provide an Irish Exemption Certificate.

- The Principal will consider each application on its own merits.
- The Board of Management reserves the right to refuse or defer an offer of a place to any applicant if
  - a. There is no place available in base classes in the year group
  - b. The required subject options are not available
  - c. Places are not available at the appropriate level in Irish, English and Maths
  - d. The applicant is already registered at another post primary school and has been excluded from his/her school for disciplinary reasons.
- If offered a place parents/guardians must indicate in writing their acceptance of the place within two weeks of receiving the offer. Parents must return, with their written acceptance, the completed form in relation to their acceptance and their child's acceptance of a commitment to abide by the schools Code of Behaviour. Failure to do so may result in an offer being forfeited.

### **(3). ENROLMENT – TRANSITION YEAR**

- An information evening for parents/ guardians and third year students is held in the second term.
- Transition Year (TY) application forms are supplied by and returned to the Transition Year Coordinator.
- A closing date will be indicated on the application form and late applications may not be considered.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- External applications will only be considered after the closing date for applications from third year students attending the school and only if places are still available.
- The maximum number of places available in each Transition Year Class group is 24. The number of classes that can be formed is determined by available resources.
- Where the number of applicants exceeds the number of places available the following criteria may be used to allocate places in the TY programme-
  - a. The reasons given by the student for wanting to do TY on the application form
  - b. The student's adherence, as a Junior student to the Code of behaviour, school records may be referred to and staff consulted as needed.
  - c. Attendance record
  - d. The student's age
  - e. Pastoral needs as communicated by the Year Head, Guidance Counsellor, Chaplain and/ or other professionals in the school
  - f. Case made at an interview
  - g. All things being equal initially or at a later stage in the process, a lottery system may be used.
- Successful applicants will be required to pay a fee to cover the additional expenses arising from their participation in the programme. TY students are expected to organise their own work placements with the assistance of the Transition Year Coordinator.
- Candidates must be willing to participate in all elements of the TY Programme both school based and external.

#### **(4) PUPILS WISHING TO REPEAT A YEAR**

Consideration will only be given to pupils wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education and Skills as set out in circular letters M57/87, M33/89, M47/93 and M02/95.

#### **EXCEPTIONAL CASES**

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either:

- a. The student has special needs such that even with additional resources available from the Department of Education and Skills the college cannot meet such needs and/or provide the student with an appropriate education.
- b. In the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or to school property.

#### **REVIEW**

This policy will be reviewed by the Board of Management annually.

#### **APPEALS PROCEDURE IN THE EVENT OF A REFUSAL TO ENROL A STUDENT**

In the event of an applicant being refused enrolment the parent/ guardian (and students who have reached the age of 18) have the right to appeal under Section 29 of the Education Act.

This appeal in the first instance is made to the Board of Management of the school, in the second instance to County Clare VEC and thirdly to the secretary General of the Department of Education & Skills.

The first appeal must be made in writing within two weeks from the date the decision of the Principal was notified to the parent/guardian/ student.

Contact the school for further information.

The Admissions and Participation Policy was approved by the Board of Management on October 16<sup>th</sup> 2012