

**Bord Oideachais agus Oiliúna Chill Chainnigh agus Cheatharlaigh**

**Kilkenny and Carlow Education & Training Board**

***Grennan College / Coláiste an Ghrianáin***

***Thomastown / Baile Mhic Andáin***



## ***Enrolment / Admissions Policy***

**Bord Oideachais agus Oiliúna Chill Chainnigh agus Cheatharlaigh**

**Kilkenny and Carlow Education & Training Board**



## ***Grennan College / Coláiste an Ghrianáin***

### ***Thomastown / Baile Mhic Anndáin***

This policy was drafted in consultation with the education partners at Grennan College. It was ratified by the Board of Management at its meeting on 7<sup>th</sup> December 2005 and adopted by Co. Kilkenny Vocational Education Committee at its meeting held in January 2006.

This policy was reviewed in consultation with the Board of Management and Kilkenny Vocational Education Committee Chief Executive Officer Mr. Rodger Curran at Grennan College on 16<sup>th</sup> December 2010 to be represented to the board, after consultation with all the education partners, when finally drafted.

This policy was ratified by the Board of Management at its meeting on 31<sup>st</sup> of March 2011 and sent forward to Co. Kilkenny Vocational Education Committee for legal clarification and adoption.

Mr. O'Sullivan was to make enquiries to the VEC following the BOM meeting 15<sup>th</sup> September 2011 re status of the Enrolment Admissions Policy.

This policy was reviewed by a school planning committee in November 2012.  
No changes were recorded.

This policy was reviewed by a school planning committee in October 2013  
Changes were made and policy is to be sent forward to BOM for ratification (January 2014).

# *Enrolment / Admissions Policy*

## **School Mission Statement**

### **Mission**

At Grennan College we promote a caring environment where each individual is cherished,  
and where mutual respect and dignity are valued.

### **Vision**

We aim to provide a holistic education which will enable our students to develop their individual talents, to reach their full potential and to become mature responsible members of society.

### **General Statement**

The school is a centre of learning, catering for the educational needs of the community, facilitated by a staff who work together to cater for each individual. This school supports the educational and holistic development of the people of this community. We welcome students of all abilities, denominations and nationalities and help them achieve their full potential in all areas by providing a caring, nurturing and educational environment.

## **School Details**

<b>School Name:</b>	Grennan College,
<b>School Address</b>	Thomastown, Co. Kilkenny
<b>Patron:</b>	Kilkenny and Carlow Education & Training Board
<b>Contact Details:</b>	<b>Tel. No:</b> 056-7724112 <b>Fax No:</b> 056-7724091 <b>Email address:</b> <a href="mailto:grennancollege@eircom.net">grennancollege@eircom.net</a> <b>Web address:</b> <a href="http://www.grennancollege.ie">www.grennancollege.ie</a>
<b>Number of Teachers:</b>	Principal, Deputy Principal and 25 teachers including part-time teachers.
<b>Programmes taught:</b>	<ul style="list-style-type: none"><li>• Junior Certificate</li><li>• Transition Year</li><li>• Leaving Certificate</li><li>• Leaving Certificate Vocational Programme</li><li>• Post-Leaving certificate Courses —<ol style="list-style-type: none"><li>1. Art Craft Design</li><li>2. Equestrian &amp; Stable Management Studies</li></ol></li><li>• Part-time Adult Education (Night Classes)</li></ul>

This policy is compliant with relevant sections of the:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education for Persons with Special Educational Needs Act 2004
- Education (Miscellaneous Provisions) Act 2007
- Data protection Acts, 1988 and 2003

## **General**

Within the context and parameters of Department regulations and programmes, the Education Act 1998, the Equal Status Act 2000 and the Education (Welfare) act 2000, and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment; and
- Respect for diversity of values, beliefs, traditions, sexual orientations, languages and ways of life in society.

## **Criteria for Admission.**

As a general principle and, in so far as is practical having regard to the college's enrolment policy, children will be enrolled on application, provided that sufficient space is available.

**Enrolment to first year is currently capped at 72 students**

In the event that the number of applications exceeds, or is likely to exceed, the number of places available the following order of criteria will apply.

- Current sibling preference (brother / sister of current or past students)
- Children of staff members of Grennan College
- If the number of applicants from the school's catchment area then exceeds the number of places available a lottery system will apply. Excess applicants will be drawn and numbered and places offered numerically as they arise.

## **Enrolment Procedure**

### **Applicants to First Year**

**The following students are eligible for Admission, (once successful enrolment has been confirmed.)**

- Students who:
  - have reached the required age of 12 on 1<sup>st</sup> January in the calendar year following the child's entry into First Year.
  - have completed Sixth Class in Primary School or its equivalent.
  - are willing to accept the school ethos.

- are willing, with parent/guardians, to accept school Code of Discipline. (Confirmation in writing, is required, that parents/guardians and student accept the Code of Discipline).
- are willing to take an Assessment Test, once successful enrolment has been confirmed.

Parents/guardians may **apply to enroll** a child in the school as follows:

- By completing an application form which is available from the school office or may be downloaded from the school website, or at the Information day or evening (Open Night) will be held in the school to inform prospective parents/guardians & students about the school.
- The Principal will advertise this event on the school website, in the local media and will also notify individually each 6th class in the Primary schools in the college's catchment area.
- An assessment test will be conducted on successful applicants to assess competence in numeracy and literacy in order to provide for the educational needs of all students as far as resources permit.
- The college will provide essential information regarding uniform, books and equipment needed, subject options, extra-curricular activities, etc.
- The Board of Management reserves the right to specify a closing date for enrolments in relation to the following academic year.
- Applications will be taken for entry to First Year up to a stated due date, of which notification will be sent to all Primary Schools in the catchment area. All applicants up to this date will be considered under the selection criteria.
- Late applicants will be considered under the criteria set out under the "Late Applications" section.
- Misleading or inaccurate information may result in disqualification of the applicant.

### **Late Applications:**

- Applications will only be considered when all pre-deadline applicants have been catered for and if there are spaces available for the forthcoming year.
- If there are no spaces currently available, the application will be considered according to the general enrolment procedures (stated above), date stamped, put on file and places will be offered when and if available on a first come first served basis (after the original list of applications has been exhausted).
- Late successful applicants will be required to undergo the assessment tests mentioned above.

## **Applicants to other years at second level**

The parents / guardians of students requesting a transfer from another post-primary school will be supplied with this Admissions Policy. Only in exceptional circumstances will applications be considered after the start of the school year.

Students are eligible for admission if:

- Application is made to the Principal;
- Space is available in that year group for the forthcoming academic year;
- All subjects previously studied are available;
- Parents / Guardians
  - Complete a transfer Application Form available from the Principal/office;
  - Meet with the Principal / Deputy Principal accompanied by the student, if s/he is less than 18 years, to discuss
    - Reasons for transfer
    - Previous academic progress
    - His / her ongoing commitment to study
    - Previous good behavior.
  - Provide a reference from the Principal of the previous school.
  - Provide copies of reports and bring necessary practical work from the previous school.
  - Give an undertaking that their child will abide by the School Code of Behavior
- These applications will be considered using the following criteria:
  - a) Available space in class
  - b) Adequate resources being available at Grennan College to meet the needs of the applicant, including subject options.
  - c) The approval of the Board of Management.

## **Decision Making Process to years other than First Year**

As soon as is practicable, but not later than twenty one days, after a parent / guardian has provided **ALL** the relevant information, the Board of Management, Principal and Deputy Principal shall make a decision in accordance with school Admissions Enrolment policy, in respect of the application and inform the parents/guardians in writing thereof .

## **Transition Year**

- Enrolment to Transition Year is by selection under criteria as outlined in our Transition Year Policy

## **Applicants to PLC/Adult courses**

- Applicants to these courses should apply to the Principal.
- The courses will be advertised in the local media.
- PLC Courses – applicants must be a minimum of 17 years of age with a minimum of 5 passes in the Leaving Certificate exams. Mature students must be at least 23 years of age on the 1<sup>st</sup> January of the year of application.

## **Provision of Information by Parents / Guardians**

When enrolling a child at Grennan College parents / guardians will be required to furnish the following information:

- Student's full name as on Birth Certificate, date of birth, address;
- Name, addresses and contact telephone number of student's parents/guardians. Also emergency contact numbers.
- Details of any medical conditions which the school should be aware of
- Any disabilities or special educational needs (to include copy of any educational / psychological reports available where applicable)
- Name and address of previous schools attended.
- Reasons for transfer (if applicable)
- Any other relevant information as required by the Department of Education and Skills

## **Code of Behaviour**

- Appended to this Enrolment / Admission policy is the school's Code of Behaviour.
- The Code may be reviewed and updated from time to time.
- It is expected that enrolment at Grennan College is a commitment by each student that (s)he will abide by this code.
- Parents and students are expected to sign their commitment to abide by the code.

## **Right of Refusal**

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or

2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Ultimately, the right to refuse admission is a matter for the Board of Management, who must balance the rights of the individual alongside the rights of the school community in line with legislation.

### **Right of Appeal**

Where a student is refused admission to the school or to a specific programme within the school, they have the right to appeal this decision to the Board of Management. This appeal must be furnished within 21 days of the refusal to enrol. The decision of the board will be made within 21 further days. In the event of the appeal to the Board of Management being unsuccessful an appeal may be made under S.29 of the Education Act, to the Secretary General of the Dept of Education & Science within 42 days of the result of the decision by the Board of Management.

### **Data Protection**

The school is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data supplied on the enrolment form will be used for the purposes on student enrolment, registration – including the October Returns to the Department of Education & Science, administration, child welfare, the school texting service for parents and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, 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 & Science, the Department of Social & family Affairs, An Garda Síochána, the Health Services Executive and the National Educational Welfare Board.

### **Review & Evaluation**

The implementation, monitoring, review and evaluation of this policy will be a matter for school management in conjunction with the staff, students and their families. The policy will be reviewed annually by the Board of Management.