# *Grennan College / Coláiste an Ghrianáin*

***Thomastown / Baile Mhic Andáin***



## *Enrolment / Admissions Policy*

POLICY FOR ADMISSION TO SCHOOL YEAR 2021/2022

***(\*\*\* to be reviewed annually. \*\*\*)***

 Date and Revision ***June / 2020 (Revision 4)***

Authors ***Kilkenny and Carlow Education & Training Board***

Modified ***E. Murphy, Sean O Sullivan***

Ratified by BOM **Feb/2017**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of **Grennan College** is responsible for the implementation of this Admission Policy.

Contents

 ***Mission Statement*  Page 4**

1. **Vision**
2. **General Statement**
3. **School Details**
4. **Policy Compliance Page 5**
5. **Glossary of Terms**
6. **Definition of a ‘Multidenominational School’ in an ETB Context Page 7**
7. **General**
8. **Criteria for Admission Page 8**

**Part B – Information for Specific Categories of Applicants**

1. **Application to the First Year Group Page 11**
	1. **Admission Provisions (First-Year Group) Page 12**
		1. Oversubscription
		2. Selection criteria in order of priority
		3. Selection process
		4. Late Applications **Page 13**
		5. Second/third-round offers of a place
		6. Acceptance of a place
		7. Refusal
		8. Withdrawal of an offer **Page 14**
		9. Appeals
	2. **Appeals Page 14**
		1. Appeal where refusal was due to oversubscription
		2. Appeal where refusal was for a reason other than oversubscription **Page 15**
		3. Basis for appeal
2. **Application to All Year Groups Other Than First-Year Page 16**
	1. **Admission Provisions (other than First-Year) Page 17**
		1. Oversubscription
		2. Selection criteria in order of priority
		3. Selection process
		4. Late Applications **Page 18**
		5. Second/third-round offers of a place
		6. Acceptance of a place
		7. Refusal
		8. Withdrawal of an offer **Page 19**
		9. Appeals
	2. **Appeals Page 19**
		1. Appeal where refusal was due to oversubscription
		2. Appeal where refusal was for a reason other than oversubscription **Page 20**
		3. Basis for appeal.

**Appendices**

* **Appendix 1:** **Preliminary Enrolment Form *(Stage 1)* Page 23**
* **Appendix 2: Enrolment Transfer Form Page 24**
* **Appendix 3: Enrolment Form *(Stage 2)* Page 30**
* **Appendix 4:** **Code of Behaviour Page 35**
* **Appendix 5: Quick Reference Guide. Page 38**
* **Appendix 5: Revisions. Page39**

**School Mission Statement**

***“At Grennan College we promote a caring environment where each individual is cherished,***

***and where mutual respect and dignity are valued.”***

1. **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.

1. **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 everyone. This school supports the educational and holistic development of the people of this community. We welcome students of all abilities, denominations and nationalities; and endeavour to help them achieve their full potential, by providing a caring, nurturing and educational environment.

Grennan College was established as Thomastown Vocational School by Co. Kilkenny Vocational Education Committee in 1958. This year (2020-2021) sees the school serving the community for its 62nd year in education. Grennan College is a progressive second level school which provides an excellent educational service to the students of Thomastown and its environs. We offer a comprehensive range of subjects all at Higher Level across a broad curriculum, thus catering for the full scope of student ability - academic, practical, creative and technical.

1. **School Details**

**School Name**: Grennan College,

**School Address** Thomastown, Co. Kilkenny

**Patron**: Kilkenny and Carlow Education & Training Board

**Contact Details: Tel. No**: 056-7724112

**Fax No**: 056-7724091

**Email address**: info@grennancollege.ie

 **Web address**: [www.grennancollege.ie](http://www.grennancollege.ie)

**Number of Teachers:** Principal, Deputy Principal and 25 teachers including part-time teachers.

**Programmes Taught**:

* **Junior Certificate.**
* **Transition Year.**
* **Leaving Certificate.**
* **Leaving Certificate Vocational Programme.**
* **Part-time Adult Education (Night Classes).**
1. **Policy Compliance**

# Legal Framework

Grennan College was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB’s functional area.

The board of management of Grennan College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 9.2 in respect of applications made to the First-Year Group and in section 10.2 in respect of applications made to all years other than the First-Year Group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

*Grennan College is a multi-denominational school and offers religious education to all students. If a parent has a query about their child’s participation in religious education/events, they should contact the principal.*

* 1. **Policy Compliance**

This policy is compliant with relevant sections of the:

* Education Act 1998
* Education Welfare Act 2000
* Equal Status Act 2000-2012
* Education for Persons with Special Educational Needs Act 2004
* Education (Miscellaneous Provisions) Act 2007
* Data protection Acts, 1988, 2003 and GDPR 2018

# Glossary of Terms

‘**Applicant’** means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Grennan College.

‘**Student’** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Grennan College by virtue of application alone.

‘**Gender’**, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male and the other is female*”. This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise*.*

‘**Parent’** has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

‘**Feeder Primary Schools’** refers to the primary schools of priority (but not exclusively) for application to Grennan College. The main feeder primary schools for Grennan College are:

* 1. St. Mary’s National School, Maudlin Street, Thomastown
	2. St. Colmcille’s National School, Kilmacshane, Inistioge, Co. Kilkenny
	3. St. Mary’s National School, Church Road, Clover, Gowran, Co. Kilkenny
	4. Bennettsbridge National School, Bennettsbridge, Co. Kilkenny
	5. Scoil Chiaráin Naofa, Stoneyford, Co. Kilkenny
	6. Scóil Mholainge National School, Listerlin, Tullogher, Co. Kilkenny

For the purpose of the selection criterion relating to the student having a sibling who **previously** attended the school, ‘**Sibling’** refers to full siblings, half-siblings, foster-siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling **currently** enrolled in the school, ‘**Sibling’** refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

***[Note:*** *the wider definition of sibling in the second of the two paragraphs immediately above is for the purpose of facilitating families who are required to do more than one drop-off and/or collection to/from the school.]*

**‘First-Year’** means the intake group of Students for the most junior class or year in a school.

1. **Definition of a ‘Multidenominational School’ in an ETB Context**

ETB schools are state, co-educational, multidenominational schools underpinned by the core values of:



* ***Excellence in Education.***
* ***Care.***
* ***Equality.***
* ***Community.***
* ***Respect.***

As the state provider of education, the ETB sector defines a “multidenominational” school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

1. **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:

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

Accordingly, Grennan College shall not discriminate in its admission of a Student based on the following grounds:

* 1. Gender of the Student or Applicant.
	2. Civil status of the Student or Applicant;
	3. Family status of the Student or Applicant;
	4. Sexual orientation of the Student or Applicant;
	5. Religion of the Student or Applicant;
	6. Disability of the Student or Applicant;
	7. Race of the Student or Applicant;
	8. The Student’s or Applicant’s membership of the Traveller community;
	9. Special educational needs of the Student or Applicant.

Grennan College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

# General Admission Provisions

A decision on an application for admission shall be based on:

* the implementation of this Admission Policy,
* the annual Admission Notice of the school, and the
* information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Grennan College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Grennan College **shall not consider**:

* 1. The payment of fees or contributions to the school;
	2. A Student’s academic ability, skills or aptitude;
	3. The occupation, financial status, academic ability, skills or aptitude of a Student’s Parent(s);
	4. A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
	5. A Student’s connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school’s Admission Notice for that academic year.
	6. The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Grennan College **will consider**the offer of a place to every Student seeking admission to the school, **unless one of the following applies**:

* 1. The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;
	2. Adequate resources not being available at Grennan College to meet the needs of the applicant, including subject options.

Where Grennan College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria (below) will be applied to each application.

Section 9 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

Section 10 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

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 in line with criteria laid out below, provided that enough space is available.

***(Enrolment to first year is currently uncapped.)***

**PART B**

***Information for Specific Categories of Applicants***

1. ***Application to the First-Year Group***
2. ***Application to All Year Groups Other Than First-Year***

# Application to the First-Year Group

* 1. **Admission Provisions (First-Year Group)**
		1. Oversubscription
		2. Selection criteria in order of priority
		3. Selection process
		4. Late Applications
		5. Second/third-round offers of a place
		6. Acceptance of a place
		7. Refusal
		8. Withdrawal of an offer
		9. Appeals
	2. **Appeals**
		1. Appeal where refusal was due to oversubscription
		2. Appeal where refusal was for a reason other than oversubscription
		3. Basis for appeal
	3. **Admission Provisions (First-Year Group)**

Where Grennan College is not oversubscribed, all Students will be offered a school place, **subject to sections 8.7 & 8.8 above**.

**9.1.1. Oversubscription**

When the number of applications **exceeds** the number of places available, the published selection criteria as set out at section 9.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Grennan College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, **a new application must be made** on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

* + 1. **Selection criteria**

Grennan College will apply the following criteria for admission to the First-Year Group:

* + - 1. *Current sibling preference (brother / sister of current or past students).*
			2. *Children of staff members of Grennan College.*
			3. *Applicants from our main feeder schools (with St. Mary’s National School, Thomastown as first priority and all other named feeder schools considered equally as 2nd priority) will have priority over applicants from other schools.*
			4. *If the number of applicants then exceeds the number of places available a random lottery system will apply. Excess applicants will be drawn and numbered, and places offered numerically as they arise.*
		1. **Selection process**

Grennan College will apply the selection process as follows:

Applications are considered against the published selection criteria (9.1.2.). Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Grennan College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

* + 1. **Late applications**

An application received by Grennan College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Grennan College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school’s selection criteria will be applied in accordance with this Admission Policy.

Where Grennan College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 8.7 & 8.8 above, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue*.*

* + 1. **Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within Grennan College but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

* + 1. **Acceptance of a place**

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School’s Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School’s Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

* + 1. **Refusal**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

* + - 1. The reasons that the Student was not a offered a place in Grennan College
			2. Details of the Student’s ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
			3. Details of the Student’s place on the waiting list, if applicable; and
			4. Details of the Applicant’s right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 8.7 & 8.8, an offer of admission may not be made where:

* + - 1. The information contained in the application is false or misleading in a material respect.

Under Section 15(1) of the Education Act 1998 the board of management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff. Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

* + 1. **Withdrawal of an offer**

An offer of admission may be withdrawn where:

* + - 1. The information contained in the application is false or misleading in a material respect, or
			2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
			3. An Applicant has not indicated:
1. whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

1. whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 9.1.4 above.

* + 1. **Appeals**

For information relating to an Applicant’s right to appeal a decision of Grennan College regarding admission to the First-Year Group, see section 9.2 below.

# Appeals

* + 1. **Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school’s website, for it to be reviewed by the board of management of Grennan College at Ladywell, Thomastown, Co. Kilkenny, (fax: 0567724091, email: info@grennancollege.ie). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school’s decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

* + 1. **Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Grennan College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school’s website, for it to be reviewed by the board of management of Grennan College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school’s decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

* + 1. **Basis for appeal:**

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school’s Admission Notice and also set out the grounds of the request to appeal the decision.

# SECTION 10

# Application to All Year Groups Other Than First-Year

# Application to All Year Groups Other Than First-Year

* 1. **Admission Provisions (other than First-Year)**
		1. Oversubscription
		2. Selection criteria in order of priority
		3. Selection process
		4. Late Applications
		5. Second/third-round offers of a place
		6. Acceptance of a place
		7. Refusal
		8. Withdrawal of an offer
		9. Appeals
	2. **Appeals**
		1. Appeal where refusal was due to oversubscription
		2. Appeal where refusal was for a reason other than oversubscription
		3. Basis for appeal

# Admission Provisions (Other Than First-Year)

Where Grennan College is not oversubscribed, all Students will be offered a school place, subject to sections 8.7 & 8.8.

* + 1. **Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 10.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Grennan College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all years other than the First Year Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

* + 1. **Selection criteria**

Grennan College will apply the following criteria for admission to a year-group other than First-Year:

* + - 1. *Current sibling preference (brother / sister of current or past students).*
			2. *Children of staff members of Grennan College.*
			3. *If the Student resides (or will be residing) within the general catchment area.*

**And fulfil the following criteria/conditions:**

* + - 1. *Have submitted a complete “Enrolment Transfer Form.” with the official school stamp from their previous school.*
			2. *Space is available in that year group for the forthcoming academic year;*
			3. *Adequate resources being available at Grennan College to meet the needs of the applicant, including subject options.*
			4. *Received the approval of the Board of Management.*
			5. *Have submitted a complete Application Form and signed Grennan College’s* ***“Code of Behaviour”****.*
			6. *If the number of applicants then exceeds the number of places available a random lottery system will apply. Excess applicants will be drawn and numbered, and places offered numerically as they arise.*

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

* + 1. **Selection process**

Grennan College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Grennan College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

* + 1. **Late applications:**

An application received by Grennan College after the closing date published by Grennan College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Grennan College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school’s selection criteria will be applied in accordance with this Admission Policy.

Where Grennan College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Grennan College, subject to sections 8.7 & 8.8 above, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue*.*

* + 1. **Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within Grennan College but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

* + 1. **Acceptance of a place:**

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

* + 1. **Refusal:**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

* + - 1. The reasons that the Student was not a offered a place in Grennan College,
			2. Details of the Student’s ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
			3. Details of the Student’s place on the waiting list, if applicable, and
			4. Details of the Applicant’s right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 8.7 & 8.8 above, an offer of admission may not be made where:

* + - 1. The information contained in the application is false or misleading in a material respect.

Under Section 15(1) of the Education Act 1998 the board of management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff. Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

* + 1. **Withdrawal of an offer**

An offer of admission may be withdrawn where:

* + - 1. The information contained in the application is false or misleading in a material respect, or
			2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
			3. An Applicant has not indicated:
1. whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

1. whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 10.1.4 above.

* + 1. **Appeals:**

For information relating to an Applicant’s right to appeal a decision of Grennan College regarding admission to a year-group other than First-Year, see section 10.2 below.

# Appeals

* + 1. **Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school’s website, for it to be reviewed by the board of management of Grennan College at Ladywell, Thomastown, Co. Kilkenny, (fax: 0567724091, email: info@grennancollege.ie ). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school’s decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

* + 1. **Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Grennan College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school’s website, for it to be reviewed by the board of management of Grennan College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school’s decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

* + 1. **Basis for appeal:**

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school’s Admission Notice and also set out the grounds of the request to appeal the decision.

General information:

* **Applicants to First Year / Transfer Students**

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

***Students who:***

* have reached the required age of 12 years on 1st January of the year they start 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 Behaviour. ***(Parents/Guardians and students must sign the Code of Behaviour)***. By signing the enrolment form parents/guardians and students accept the Code of Behaviour.
* are willing to take an Assessment Test, once successful enrolment has been confirmed.
* have submitted a completed application forms on or before the application deadline.

***(the application deadline varies each year).***

* have submitted all/any Educated Assessments/Reports, Irish Exemptions Certificates, Relevant Medical Information.
* **Grennan College Enrolment Process.**
* The Enrolment Process is a 2 stage process.

***Stage 1.*** *The applicant shall fill in the “Preliminary Application Form”* ***(expression of interest form)***

***Stage 2****. The applicant shall fill the more comprehensive “Application Form”*

(Stage 1) Complete the Stage 1 Preliminary Application Form which is available from:

1. The school office, or
2. may be downloaded from the school website, or
3. at the Information day or evening (Open Night) which 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 or/and 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 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.
* Stage 1 Preliminary 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.
* A place in the school will be offered after the pre-set date is passed. The Applicant will be requested to complete the Stage 2 (Main) Application Form at this time and sign Grennan College’s ***“Code of Behaviour”***.
* 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.
* **Applicants/Transfers to other years at second level**

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

* 1. **Students are eligible for admission if:**
* *Have submitted a complete “Enrolment Transfer Form.”* ***(Appendix 2)*** *with the official school stamp from their previous school.*
* *Space is available in that year group for the forthcoming academic year;*
* *Adequate resources being available at Grennan College to meet the needs of the applicant, including subject options.*
* *Received the approval of the Board of Management.*
* *Have submitted a complete Application Form and signed Grennan College’s* ***“Code of Behaviour”****.*
* **Transition Year**

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

* **Code of Behaviour**
* *Appended to this Enrolment / Admission policy is the school’s Code of Behaviour.* ***(Appendix 4)***
* *The Code of Behaviour 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.*
* **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. ***This policy will be reviewed annually by the Board of Management.***

**Appendix 1**

Preliminary Application Form *(Stage 1)*

Grennan College,

Ladywell Street,

Thomastown,

Co. Kilkenny

*Phone: 056-7724112*

*E-mail: info@grennancollege.ie*

Note: The information provided on this form is confidential and will be retained, used and disclosed by *Grennan College* in line with the ETB Data Protection Policy in place, a copy of which can be viewed on the KCETB website. <http://kilkennycarlow.etb.ie/what-we-do/data-protection/>

**Expression of interest to Enroll**

|  |  |
| --- | --- |
| **1. Child’s First Name/s** | **2. Child’s Last Name** |
| **3. Parent/Guardian Name****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contact Numbers****Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **4. Parent/Guardian Name****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contact Numbers****Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Primary School**
 | **6. Childs Date of Birth** |

**Parent/Guardians Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

** **

**Appendix 2**

**SCHOOL - TO - SCHOOL TRANSFER FORM**

|  |
| --- |
| **SECTION 1 – STUDENT DETAILS** |
| *Details of the young person to whom this Transfer Form relates.* |
| **Name:**  |  |
| **Date of Birth:** | **Day** | **Month** | **Year** |
|  |  |  |  |  |  |  |  |
| **PPSN:**  |  |

|  |
| --- |
| **Please be advised that the above-named student has been offered a place in Grennan College and has accepted. On foot of same, in accordance with section 20(5) of the Education (Welfare) Act 2000, please note that the completion of section 2 below by the Principal of the student’s former school in respect of the attendance records of a student under 16 years of age (or who has not completed 3 years of post-primary education) is mandatory.****For students over 16 years of age, the legal basis for transferring the data in section 2 below is set out in section 28 of the Education (Welfare) Act 2000, which provides for the supply of personal data between education bodies where it is used for, *inter alia,* ascertaining how best the student may be assisted in availing of educational or training opportunities or in developing his or her full educational potential.** |

|  |
| --- |
| SECTION 2 – STUDENT’S PREVIOUS ATTENDANCE RECORD |
| In relation to all academic years, including the current year, how many days was the student absent?First Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transition Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Second Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fifth Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Third Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sixth Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- |
| **In line with section 20(5) of the Education (Welfare) Act 2000, the following section 3 of this form is mandatory in relation to students who are under 16 years of age (or have not completed 3 years of post-primary education) where the Principal of the student’s former school considers the information relating to the student’s educational progress to be appropriate for transmission to the student’s new school.****However, the following section 3 is not mandatory where the student is over 16 years of age (unless s/he has not completed 3 years of post-primary education), but may be completed by you, the Principal of the student’s former school, in accordance with section 28 of the Education (Welfare) Act 2000 to enable the new school to ascertain how best the student “*may be assisted in availing of education or training opportunities or in developing his/her full educational potential*”.**  |

|  |
| --- |
| SECTION 3 – EDUCATIONAL DETAILS  |
| *Required for the assessment of individual educational needs* |
| Additional Educational Needs |
| Does the student have additional needs?  | Yes |  | No |  |
| *If yes, tick which of the following describes those needs. Tick all that apply.*  |
| Physical Disability |  | Moderate General Learning Disability |  |
| Hearing Impairment |  | Severe/Profound General Learning Disability  |  |
| Visual Impairment  |  | Autism/Autistic Spectrum Disorder |  |
| Emotional/Behaviour difficulty/disturbance (*e.g.* ADD, ADHD, SEBD) |  | Specific Learning Disability (*e.g.* dyslexia, dyscalculia, dyspraxia) |  |
| Severe Emotional/Behavioural Disorder/Disturbance |  | Specific Speech and Language Disorder |  |
| Borderline Mild General Learning Disability  |  | Multiple Disabilities (tick relevant low incidence disabilities)  |  |
| Medical Condition  |  | English as an Additional Language  |  |
| Other:  |
| *Briefly describe the nature of any of the needs ticked or described above.* |
|  |
| Does the student have a support file?  | *Yes* |  | *No* |  |
| If yes, is a copy of the support file being sent with this form? | *Yes* |  | *No*  |  |
| What level of support is the student currently receiving? (Please tick) | *Class Support (Support for All)* |  |
| *School Support (Support for Some)* |  |
| *School Support + (Support for Few)* |  |
| Does the student have a personal pupil plan (PPP)?  | *Yes* |  | *No*  |  |
| If yes, is a copy of the PPP being sent with this form?  | *Yes* |  | *No*  |  |
| Does the student have access to an SNA?  | *Yes* |  | *No*  |  |
| If yes, please describe the nature of access (toileting *etc*.) |
|  |
| Has the student had access to an SNA in the past? If yes, please list dates and nature of access. |
|  |
| Does the student require any additional supports and/or any environmental adaptions such as adapted furniture, ramps, hoists, assistive technology etc.?  |
|  |
| Irish Language Information |
| Is the student currently studying Irish?  | Yes |  | No |  |
| If you answered no, please outline the reason why *e.g.* exemption: |  |

|  |
| --- |
| Subjects |
| *Please tick the subjects that the student is currently studying in your school.*  |
| *If the student is currently in transition year, please complete in respect of student subjects studied at Junior Certificate.* |
| English |  | Irish  |  | Maths |  |
| History |  | Geography |  | Science |  |
| French |  | Italian |  | Spanish |  |
| German |  | Japanese |  | Russian |  |
| Business Studies |  | Accounting |  | Economics |  |
| Home Economics |  | Art |  | Latin |  |
| Classics |  | Applied Mathematics |  | Arabic |  |
| Design and Communication Graphics |  | Social, Personal and Health Education (SPHE) |  | Civil Social and Political Education (CSPE) |  |
| Computer Science |  | Agricultural Science |  | Engineering |  |
| Construction Studies |  | Graphics |  | Ancient Greek |  |
| Physics |  | Biology |  | Chemistry |  |
| Hebrew Studies |  | Religious Education |  | Music |  |
| Technology Wood |  | Applied Technology  |  | Technology Metal |  |
| Politics and Society |  | Modern Foreign Language |  | Physical Education Specification |  |
| Agriculture/Horticulture |  | Childcare |  | Craft and Design |  |
| Engineering |  | Graphics and Construction |  | Hair and Beauty |  |
| Hotel and Catering |  | Office Administration |  | Technology |  |
| Drama |  | Dance |  | Sign Language |  |
| *If you have ticked ‘Modern Foreign Language’ above, please state which one:* |
| *If the student is currently studying any subject(s) not listed above, please name the subject(s) here:* |

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| School Reports  |
| Please tick to indicate that you are enclosing with this form, a minimum of the last two school reports (where available) relating to the student.  |

|  |
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| Behaviour |
| Has the student ever been suspended? | *Yes* |  | *No* |  |
| If you answered yes, please outline how many times and the reason(s): |  |
| Has the student been expelled? | *Yes* |  | *No* |  |
| If you answered yes, please outline the reason(s): |  |

|  |
| --- |
| *Other relevant information* |
| Please provide details of any other education related information regarding the student which you deem appropriate to share with the school. |

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| **IMPORTANT INFORMATION:*** **Where a student is exempt from studying Irish or has additional educational needs we ask that you transmit any documentation which the school has in its possession which you deem relevant to these needs.**
* **Please sign the “*Former School Declaration*” below as an indication that you are satisfied that the information provided by you is correct.**
 |

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| --- |
| **FORMER SCHOOL DECLARATION** |
| Principal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_School Roll Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Former School Stamp |

|  |
| --- |
| **DATA PROTECTION** |
| Both the student’s previous school and new school are data controllers in accordance with the GDPR and as such must comply with all relevant data protection laws, as well as each school’s/ETB’s respective Data Protection Policy. The legal basis for processing the personal data included in this form, in accordance with Article 6(1)(c) of the GDPR, is that such processing is necessary for each school’s compliance with its respective legal obligations under the Education Act 1998 and the Education (Welfare) Act 2000. |

**Appendix 3:**

Application Form & *(Stage 2)*

& Data Protection Statement Details

Grennan College,

Ladywell Street,

Thomastown,

Co. Kilkenny

*Phone: 056-7724112*

*E-mail: info@grennancollege.ie*

Note: The information provided on this form is confidential and will be retained, used and disclosed by *Grennan College* in line with the ETB Data Protection Policy in place, a copy of which can be viewed on the KCETB website. <http://kilkennycarlow.etb.ie/what-we-do/data-protection/>

**Part 1 Family Details** (*Required for school enrolment and parental contact purposes and to ensure that the applicant meets Grennan College’s admissions criteria*

**APPLICATION FORM FOR ADMISSION – 2021/2022**

|  |
| --- |
| ***This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word ‘student’ throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as a having been accepted as a student of Grennan College.*** |
| Completed applications will be accepted from:  | [School to insert date here] |
| The closing date for receipt of applications is: | [School to insert date here] |

|  |  |
| --- | --- |
| **All Application Forms and accompanying documentation should be sent to:** | **For office use only** |
| Grennan College,Ladywell,Thomastown,Co. Kilkenny R95 T959 | Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_School Stamp: |

|  |
| --- |
| **Please tick the Year Group the student is applying to enter:** First Year Third Year Fifth Year Second Year Transition Year Sixth Year |

|  |
| --- |
| Please complete all sections of the following application using BLOCK CAPITALS |
| SECTION 1 - PROSPECTIVE STUDENT DETAILS |
| *Details of the young person for whom this application is being made.* |
| First Name: |  |
| Middle Name: |  |
| Surname: |  |
| Student Address: |  |
|  |
|  |
|  |
| Eircode: |  |
| PPSN: |  |  |  |  |  |  |  |  |  |

|  |
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| SECTION 2 – DETAILS OF PARENT/GUARDIAN |
| *This section is NOT required to be completed where the student* *is over 18, unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter will issue and will be addressed to both individuals.* |
|  | **Parent / Guardian 1** | **Parent / Guardian 2** |
| Prefix: (*e.g.* Mr. / Ms. / Ms. *etc*.) |  |  |
| First Name: |  |  |
| Surname: |  |  |
| Address: |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Eircode: |  |  |
| Telephone no. |  |  |
| Email address: |  |  |
| Relationship to student: |  |  |

|  |
| --- |
| **SECTION 3 – STUDENT CODE OF BEHAVIOUR** |
| **Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at** [www.grennancollege.ie](http://www.grennancollege.ie) **or from the school office.** |
| **I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that the Code of Behaviour for the school is acceptable to me as the student’s parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.** |

|  |
| --- |
| SECTION 7 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION |
| *This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Grennan College.* |

|  |
| --- |
| 1. **If the student currently has any siblings in this school, please indicate their names and current year of study.**
 |
| 1. **Name:**
 |  |
| **Year:** |  |
| 1. **Name:**
 |  |
| **Year:** |  |
| 1. **Name:**
 |  |
| **Year:** |  |
| 1. **Name:**
 |  |
| **Year:** |  |

|  |
| --- |
| 1. **If the student has previously had any siblings in this school, please indicate their names and years of attendance.**
 |
| 1. **Name:**
 |  |
|  **Year(s):** |  |
| 1. **Name:**
 |  |
|  **Year(s):** |  |

|  |
| --- |
| 1. **Please provide details of the primary school attended by the student.**
 |
| **School name:** |  |
| **School address:** |  |
|  |
|  |

|  |
| --- |
| **IMPORTANT INFORMATION:*** **All of the information that you provide in this application form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.**
* **Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to this application.**
* **For information regarding how your data is processed by the school and Kilkenny & Carlow ETB, please see overleaf.**
* **Please sign below to demonstrate that you have read and understood this information.**

***NOTE:*** *Should the student receive a place in Grennan College, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.* |

**(Parent / Guardian 1) (Date)**

**(Parent / Guardian 2) (Date)**

**(Student [where over 18]) (Date)**

|  |
| --- |
| **OFFICE USE ONLY** |
| **Date Application Received:**  |
| **Checked by:** |
| **Date entered on School Database:** |
| **Entered by:** |

|  |
| --- |
| **DATA PROTECTION** |
| The Board of Management of Grennan College is a committee of Kilkenny & Carlow ETB, Seville Lodge, Callan Road, Kilkenny which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for Kilkenny & Carlow ETB is Data Protection Office and can be contacted at Kilkenny & Carlow ETB, Seville Lodge, Callan Road, Kilkenny. The personal data supplied on this Application Form and the accompanying documentation sought is required for the purpose of:* Verification of identity and date of birth;
* Verification and assessment of admission criteria;
* Allocation of teachers and resources to the school; and
* School administration,

all of which are tasks carried out pursuant to various statutory duties to which Kilkenny & Carlow ETB is subject. Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.The personal data disclosed in this Application Form may be communicated internally within Kilkenny & Carlow ETB for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018.The personal data provided in this Application Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with Kilkenny & Carlow ETB’s Data Retention Policy, which can be found at [www.kilkennycarlowetb.ie](http://www.kilkennycarlowetb.ie) . A copy of the full Kilkenny & Carlow ETB Data Protection Policy is available at [www.grennancollege.ie](http://www.grennancollege.ie) or from the school office. Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where Kilkenny & Carlow ETB does not have a legal basis for retaining it.If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission. |

**Appendix 4:**

**General School Information & Guidelines:**

* At Grennan College we aim to provide an environment conducive to teaching and learning and to ensure the safety and welfare of the whole college community.
* Students are expected to behave in such a manner as to allow the teacher to teach and fellow pupils to learn.
* Each member of the college community must be allowed to carry out their duties and tasks in an atmosphere that respects the dignity of each individual and assures the safety of all persons.
* No student should impede the ability of another student to learn.
* Some of the policies outlined in the student’s diary are in summary format only.
* Copies of the complete policies are available from the college upon request.
* Parents / Guardians and pupils are expected to familiarise themselves with, and adhere to, these policies and regulations.
* It is a condition of attendance at Grennan College that parents/guardians and pupils confirm their agreement to recognise, and abide by, these policies and Code of Behaviour. Parents / Guardians are expected to:
* Support the college in meeting the needs of the pupils. • To become familiar with the rules and policies and to ensure pupil cooperation.
* To monitor the pupil’s progress and behaviour by regularly checking the student diary and by attending to all communication in relation to their child.

**Code Of Behaviour**

***Students are expected to abide by the following:***

**General Behaviour:**

* Students should behave in a polite respectful manner at all times while at the college or while engaged in college related activities.
* The use and carrying of mobile phones by students is prohibited at any time during the school day *(this includes break time, lunch and school related activities – unless stated otherwise).*
* Bad or abusive language must never be used.
* Smoking (including e-cigarettes and associated devices) and chewing gum are strictly forbidden.
* No alcohol, solvents or illegal substances.
* No objects or substances of an inappropriate nature may be brought into school.
* Bullying (in all of its forms) will not be tolerated.
* Students must not loiter in college toilets.
* Students are expected to have a sense of pride in the college and to maintain it litter free.
* A student may not leave the college without the permission of the Principal or Deputy Principal.
* Students may go to their lockers at specified times only.
* Schoolbooks, workbooks, copies and diary should be covered and kept neat, tidy and free from graffiti, drawings, pictures etc.
* Students must not use any school-based learning Learning Management System (LMS) and E-mail platform for any rude, lude, vulgar, and cyber bullying content. *(Teams, Outlook, Notebook)*
* No student has any permission to interfere with any other students Student digital account.

**Courtesy and Respect:**

**All students are expected to:**

* show respect and courtesy to their teachers, other college staff and each other.
* comply with the instructions of teachers and college ancillary staff.
* respect the property of the college, the teachers and their fellow students
* obey the Health and Safety regulations, particularly in the practical subjects i.e. Science, Home Economics, Metalwork, Engineering, Materials Technology, Construction and P.E.

**Attendance and Punctuality:**

**All students:**

* should attend school every day unless totally unavoidable.
* should be in time for registration (in the base classroom for 8.55am) AND each class throughout the school day. In the event that a student is late, they must have a signed explanatory note from the Parent/Guardian, AND MUST sign in at the Deputy Principal’s office in order to be marked present.
* should be fully equipped for class, that is, have all necessary books, copies, student diary, pens, instruments, etc. • must remain in class during class time except where, in exceptional circumstances, they are given permission to leave by the teacher.
* All requests to be absent from college and /or class must be accompanied by a signed request from student’s parent/guardian **in advance.**
* In the interest of the student’s safety and welfare, only those students who actually go home for lunch will be allowed leave the college grounds during lunch break. Parents/guardians are urged to discourage their son/daughter from requesting permission to go to the local shop at this time.
* **5th, 6th & Transition Year students ONLY have permission to leave the school grounds at main lunch.**
* **NO STUDENT may leave the school grounds at morning break (10.55am11.10am).**

**Student Absences:**

In the event of a student being absent from school the parents/guardians should inform the school in writing of the absence and the reason for such absence. Record of absence forms are printed at the back of the student’s school diary for this purpose. (see Attendance and Participation Policy on separate page)

**Class and Homework:**

**All students are expected to:**

* Pay attention in class and not disrupt the work in progress.
* Do homework, both written and oral, each night for all subjects.
* Keep an account each day in the student diary of homework given and work covered in class.
* Keep the student diary in a neat and tidy condition and have it signed each week by parents/guardians and class teacher.
* In the event of being absent (including matches, trips, etc.), **it is the student’s responsibility and in their best interests to record and complete all missed homework for their return to school.**

**College Uniform:**

Full college uniform should be worn at all times while attending college or on college related activities (see full details of required uniform on separate page). Uniform should be well maintained and be clean, neat and tidy.

**Lunch Times:**

Students are not allowed to leave the school grounds at morning break. 1st, 2nd & 3rd Years are not allowed to leave the school grounds at lunch time, unless they are going home for lunch.

**Jewellery:**

* Only the following items of jewellery may be worn:
* A watch
* One ring
* One pair of stud earrings
* **No facial jewellery may be worn - this includes lip, nose, eyebrow piercings & studs.**
* Cosmetic make-up is not allowed

**Mobile Phones:**

* In order to promote greater communication, socialisation, classroom focus and general wellbeing, the use and carrying of mobile phones by students is prohibited at any time during the school day (this includes break time, lunch and school related activities – ie Supervised Study, Homework Club, matches, etc.). Some trips away from school may allow for the carrying of mobile phones.
* Phones must be switched off and placed in the student’s locker, otherwise left at home or into the Principal’s Office for the day.
* The college cannot accept responsibility for loss of, or damage to, mobile phones at any time.
* In cases of emergency, students will be allowed use the school phone to contact parents/guardians.
* All contact between students & home MUST be done through the school office phone.

Sanction – Failure to comply/cooperate with these rules will result in the phone being confiscated for **5 school days.** *(Phones* ***are not returned for the weekends*** *and are not counted as part of the 5 school days).*

***This Code may be adapted at short notice to meet unforeseen developments***

I have read the above rules and regulations, I understand them and I agree to make all reasonable efforts to comply with them.

Signed …………………………….……… (Student) Date……………….

Signed ………………………….………… (Parent/Guardian) Date ………………

**Appendix 5:**

**Quick Reference Guide.**

**Procedures and Requirements.**

**New First Year Applicants**

* Must be at least 12 years of age on 1st January on the year they start second level and completed Sixth Class in Primary School or its equivalent.
* Must complete the “Preliminary Application Form” ***(Appendix 1)*** and send it in before the deadline.
* Must complete the “Application Form” ***(Appendix 3)*** and send it in before the Assessment Test.
* Agree to, sign and return the “Code of Behaviour Statement” ***(Appendix 4)***.
* Must take an “Assessment Test” if offered a place at Grennan College.

**Applicants/Transfers to other years at second level**

Must complete the “Transfer Student Application Form” ***(Appendix 2)*** and send it in.

It must be stamped by the previous school.

Agree to, sign and return the “Code of Behaviour Statement” ***(Appendix 4)***.

Parents / Guardians of students requesting a transfer from another post-primary school will be made aware of the detail of the Admissions Policy.

 Only in exceptional circumstances will applications be considered after the start of the school year.

**Parents / Guardians of transfer students must:**

Complete an “Enrolment Transfer Application Form” ***(Appendix 2)***, and provide the following information:

* + *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 Behaviour*

**Transfer Students are eligible for admission:-**

* If they have submitted a complete “Enrolment Transfer Form.” ***(Appendix 2)***
* Agree to, sign and return the “Code of Behaviour Statement” ***(Appendix 4)***.
* If there is a space available in that year group/class for the forthcoming academic year;
* If adequate resources are available at Grennan College, including subject options.
* If the applicant receives approval, of the Board of Management.

**Appendix 5:**

**Revisions.**

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| --- | --- | --- | --- |
| ***Rev No.*** | ***Description*** | ***Page*** | ***Date*** |
| **3** | *Contents Page New Contents**Section 3 QQI included**Section 4 GDPR**Section 7.1 (Appendix 1 or2 & 3)**Section 7.2 Stage 1, Stage 2 ( Appendix 3)* *Section 8 Stage 1, Stage 2 ( Appendix 3)* *Section 9 GDPR**Section 10.1 (Appendix 2 & 3)**Section 10.2 Code of Behaviour (Appendix 4)**Section 13 (Appendix 4)**Section 16 GDPR**New Preliminary Application Form**New Transfer Student Application Form**New Application Form* *Code of Behaviour Same as Student Diary(Appendix 4)* *Quick Reference Guide (Appendix 5): Updated* | *2**3**3**4**5**5*56678910112526 | **Nov / 18** |
| **4** | *5. Definition of a ‘Multidenominational School’ in an ETB Context (New Section)**8.2 Grennan College is a multi-denominational school added (New Bullet Point)**14.2 Under Section 15(1) of the Education Act 1998 (New Official Wording)**Code of Behaviour**Students must not use any school-based learning Learning Management System (LMS) ---(New Bullet Point)**No student has any permission to interfere --(New Bullet Point)* | 45825 |  |
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