

Grennan College

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2 of 3 Enrolment
Policy's

Transfer Students Admission/Enrolment Policy 2023 - 2024

To be Reviewed Annually







kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

Statement

*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.*

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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.

2. 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 63rd 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.

3. 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	
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).

4. Legal Framework

KCETB 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 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 admit a student. 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 and 11.2 for applications made for the Special Class(es).

Grennan College will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Grennan College will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

5. Policy Compliance & Admission Statement

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.

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

- 5.1. *Gender of the Student or Applicant.*
- 5.2. *Civil status of the Student or Applicant;*
- 5.3. *Family status of the Student or Applicant;*
- 5.4. *Sexual orientation of the Student or Applicant;*
- 5.5. *Religion of the Student or Applicant;*
- 5.6. *Disability of the Student or Applicant;*
- 5.7. *Race of the Student or Applicant.*
- 5.8. *The Student's or Applicant's membership of the Traveller community.*
- 5.9. *Special educational needs of the Student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).*

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

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*

6. 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 an application or acceptance of offer makes him/her a Student of Grennan College; a person is only regarded as a student of Grennan College once s/he is enrolled on his/her first day of attendance.

'Enrolled' means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

'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.

'Catchment Area for the Special Class(es)' refers to the designated residential area for application to the Special Class(es) within Grennan College in respect of the person on whose behalf the application is being made. The catchment area for the Special Class(es) within Grennan College is defined as:

St Mary's National School,	Thomastown
St. Colmcille's National School,	Inistioge
St. Mary's National School,	Gowran
Bennettsbridge National School,	Bennettsbridge
Scoil Chiaráin Naofa,	Stoneyford
Scoil Mholainghe National School,	Listerlin

'Feeder Primary Schools' refers to the primary schools of preference for application to Grennan College. The main feeder primary schools for Grennan College are:

- 6.1. **St. Mary's National School,** Maudlin Street, Thomastown
- 6.2. **St. Colmcille's National School,** Kilmacshane, Inistioge, Co. Kilkenny
- 6.3. **St. Mary's National School,** Church Road, Clover, Gowran, Co. Kilkenny
- 6.4. **Bennettsbridge National School,** Bennettsbridge, Co. Kilkenny
- 6.5. **Scoil Chiaráin Naofa,** Stoneyford, Co. Kilkenny
- 6.6. **Scóil Mholainghe National School,** Listerlin, Tullogher, Co. Kilkenny

'Sibling' refers to full siblings, half-siblings, foster-siblings, stepsiblings and students who reside in the same household.

'Special Class' means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education. Grennan College has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders, (ASD, DSM IV, DSM V or ICD 10)

'Relevant Report', as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant

professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

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

7. 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 group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

8. 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.*

9. 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**:

- 9.1. The payment of fees or contributions to the school;
- 9.2. A Student's academic ability, skills or aptitude; unless:
It is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a special class;
- 9.3. The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 9.4. A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 9.5. 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 or more of the following applies**:

- 9.6. 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;

- 9.7. The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class.
- 9.8. The letter of acceptance of a place in the school is not returned by the due date.

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

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.

SECTION A

Information for Specific All Year Groups Other Than First Year

10. Admission Provisions (*other than First-Year*)

- 10.1. Oversubscription
- 10.2. Selection criteria in order of priority
- 10.3. Selection process
- 10.4. Late Applications
- 10.5. Second/third-round offers of a place
- 10.6. Acceptance of a place
- 10.7. Refusal
- 10.8. Withdrawal of an offer
- 10.9. Appeals

11. Appeals

- 11.1. Appeal where refusal was due to oversubscription
- 11.2. Appeal where refusal was for a reason other than oversubscription
- 11.3. Basis for a review by the Board of Management

10. Admission Provisions (Other Than First-Year)

Where Grennan College is not oversubscribed, all Students will be offered a school place, subject to sections 8.6, 8.7, 8.8.

10.1. 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, subject to the provisions of section 11.1.1 regarding the Special Class.

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 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.

Where the Transition Year Programme and/or Leaving Certificate Applied (LCA) Programme in Grennan College is/are oversubscribed. A Student applying for admission to such programme(s) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/these programme(s).

10.2. Selection criteria

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

- 10.2.1.** If the student has siblings currently enrolled in the school;
- 10.2.2.** If the Student has siblings who were previously enrolled in the school;

And fulfil the following criteria/conditions:

- 10.2.3.** Have submitted a complete "Enrolment Transfer Form." with the official school stamp from their previous school.
- 10.2.4.** Space is available in that year group for the forthcoming academic year;
- 10.2.5.** Received the approval of the Board of Management.
- 10.2.6.** Have submitted a complete Application Form and signed Grennan College's ***"Code of Behaviour"***.

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

10.3. 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/satisfy all of the set criteria. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the number of criteria met (10.1.2.1, 10.1.2.2) as well as from 10.1.2.4-10.1.2.8.

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.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, (i.e.) the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

(This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act (2004), which requires that: "A child with special educational needs shall be in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out.....or the effective provision of education for children with whom the child is to be educated.")

10.4. 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, subject to section(s) 8.6, 8.7, 8.8.

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 8.6, 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.

10.5. 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.

10.6. 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.

10.7. 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:

The reasons that the Student was not offered a place in Grennan College,

- 10.7.1.** Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 10.7.2.** Details of the Student's place on the waiting list, if applicable, and
- 10.7.3.** Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 8.6, 8.7, 8.8 above, an offer of admission may not be made where:

- 10.7.4.** 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.

10.8. Withdrawal of an offer

An offer of admission may be withdrawn where:

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

or

- 10.8.2.** 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

- 10.8.3.** An Applicant has not indicated:

(i) *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

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

(iii) *that they had not indicated/confirmed acceptance of the school's Code of Behaviour.*

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.

10.9. 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.

11. Appeals

11.1. 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 first request a review by the Board of Management in writing, via a 'BOMR1 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 a review must be sought by the Applicant within twenty-one calendar days 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 forms should be submitted to the school office or online by emailing info@grennancollege.ie

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 under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29A Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeals Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the Board of Management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

11.2. 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 first choose to request a review by the Board of Management via a 'BOMR1 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. 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 a review must be sought by the Applicant within twenty-one calendar days 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 forms should be submitted to the school office or online by emailing info@grennancollege.ie (An Applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the Board of Management in writing to that effect.)

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. Appeals must be made in writing on a 'Section 29A Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeals Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by 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, as outlined in the immediately preceding paragraph.

11.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, any request for the Board of Management to review a decision of the school to refuse admission 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 review the decision.

Appendix 1**Preliminary Application Form for Transfer Student (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 Enrol

1. Child's First Name/s		2. Child's Last Name	
3. Nationality		4. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
5. Parent/Guardian Name _____ Address 2 _____ _____ _____		6. Parent/Guardian Name _____ Address 2 _____ _____ _____	
Contact Numbers Home: _____ Mobile: _____ Work: _____ E-mail: _____		Contact Numbers Home: _____ Mobile: _____ Work: _____ E-mail: _____	
7. Primary School		8. Childs Date of Birth	
9. Please indicate what year you are looking to enrol in. <input type="checkbox"/>			
10. PPS. Number	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has an application for enrolment been made to another school(s)? **Yes** [] **No** []

If yes, please state the 'other' school(s):

Parent/Guardians Signature : _____ Date: _____

Bord Oideachais agus Oiliúna Chill Chainnigh agus Cheatharlaigh
Kilkenny and Carlow Education & Training Board



kcetb
Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlaigh
Kilkenny and Carlow
Education and Training Board

Appendix 2**SCHOOL - TO - SCHOOL TRANSFER FORM**

Please complete all sections of the following application using BLOCK CAPITALS							
SECTION 1 - PROSPECTIVE STUDENT DETAILS							
<i>Details of the young person for whom this application is being made.</i>							
First Name:							
Middle Name:							
Surname:							
Date of Birth	Day		Month		Year		
Student Address:							
Eircode:							
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.

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'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: _____

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 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.

A. If the student currently has any siblings in this school, please indicate their name(s) and current year of study.

i. Name:	
Year:	
ii. Name:	
Year:	
iii. Name:	
Year:	

B. Please provide details of the primary school/schools attended by the student.

School Name:	
School Address:	
Eircode:	
School Name:	
School Address:	
Eircode:	

C. If the student has previously had any siblings in this school, please indicate their names and years of attendance.

iv. Name:	
Year:	
v. Name:	
Year:	
vi. Name:	
Year:	

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)

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

In line with section 20(5) of the Education (Welfare) Act 2000, the following section 4 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 4 – 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? <i>(Please tick)</i>	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 adaptations 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					
<i>Please tick the subjects that the student is currently studying in your school.</i>					
<i>If the student is currently in transition year, please complete in respect of student subjects studied at Junior Certificate.</i>					
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:

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.

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.

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.

FORMER SCHOOL DECLARATION

Principal Name: _____

Principal Signature: _____

Date:

____/____/____

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.

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.

A copy of the full Kilkenny & Carlow ETB Data Protection Policy is available at 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

Appendix 3:

General Information

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 **or** of teachers to teach and conduct their classes in a safe, progressive and respectful manner.
- 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 their VS Ware, 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 requested/required by the teacher for the conduct of their class***).

- 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 its forms) will not be tolerated.
- Students must not loiter or gather 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 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, Engineering, Wood Technology, Construction Studies, Art and P.E.

Attendance and Punctuality:

All students:

- should attend school every day unless totally unavoidable.
- should be in time for registration (in the 1st classroom for 8.45am) 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** or logged on the VS Ware texting facility.
- **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 (10.55am-11.10am).**

Student Absences:

In the event of a student being absent from school the parents/guardians should inform the school in writing or on the VS Ware texting system 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. Standard school uniform is different to the PE uniform and should not be mixed.

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 and have written permission from home.

Jewellery:

Only the following items of jewellery may be worn:

- Earrings
- A watch
- One ring
- Single nose stud (no nose rings, bars or alternatives).
- **No other facial jewellery may be worn - this includes lip, 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 (***unless requested/required by the teacher for the conduct of their class***). (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 4: Quick Reference Guide.

Procedures and Requirements.

Applicants/Transfers to other years at second level

- Must complete the "Preliminary Application Form" (**Appendix 1**) and send it in before the deadline.
- 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 3**).
- 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.

Designed by
Edmond Murphy



Date and Revision

May / 2022 - Rev 5

Authors

Kilkenny and Carlow Education & Training Board

Modified

E. Murphy, Sean O Sullivan

Ratified by BOM

Oct / 2022



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
*Kilkenny and Carlow
Education and Training Board*