

Coiste Gairmoideachais Cho. Chill Chainnigh / Co. Kilkenny Vocational Education Committee

Grennan College / Coláiste an Ghrianáin

Thomastown / Baile Mhic Andáin



Enrolment / Admissions Policy

Grennan College / Coláiste an Ghrianáin

Thomastown / Baile Mhic Anndáin

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

Enrolment / Admissions Policy

Grennan College, Thomastown

1. Policy Statement

- 1.1 Admission to Grennan College is open to all students who, in the professional judgment of the school authority, and based on appropriate documentation/reports, are suitable for the course applied for and whose educational needs can be met by the school taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.

2. Refusal to admit a student

- 2.1 The Board Of Management shall not refuse to admit a student except where in accordance with Section 15(2)(d) of the Education Act 1998, the provisions of which policy are set out at 1.1 above.
- 2.2 The Board Of Management reserves the right to refuse to enroll a student either where said student has a disability/special educational need which the school cannot meet, even with additional resources provided by the Department of Education and Science, or where the student would pose an unacceptable threat to students, staff and/or school property.

3. The Rights of Children and Parents

- 3.1 The Board Of Management acknowledges the rights of all children, including children who have a disability, or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (a) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.
- 3.2 The Board Of Management acknowledges its duty to promote equality of access to and participation in education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.
- 3.3 The Board Of Management acknowledges the right of parents to send their children to a school of the parent's choice, having regard to the rights and statutory/legal duties of the College and with reference to 2.2 above and the effective use of resources pursuant to the Education Act 1998 Section 6 (e).
- 3.4 With regard to the admission of students the Board Of Management affirms its statutory obligation under The Equal Status Act 2000, as it applies to educational establishments.

School Details

School Name:	Grennan College,
School Address	Thomastown, Co. Kilkenny
Patron:	County Kilkenny Vocational Education Committee
Contact Details	Tel. No: 056-7724112 Fax No: 056-7724091 Email address: grennancollege@eircom.net web address: www.grennancollege.ie

Total Number of teachers: Principal, Deputy Principal and 30 teachers incl. part time teachers.

Programmes taught:

- Junior Certificate
- Transition Year
- Leaving Certificate
- Leaving Certificate Vocational Programme
- Post-Leaving certificate Courses —
 1. Business Studies/Secretarial (Reception & Tourism)
 2. Art Craft Design
 3. Equestrian & Stable Management Studies
 4. Gardening

Part-time Adult Education (Night Classes)

The Principal allocates teachers and students to classes. Subject to sufficient demand and resources the Board of Management reserves the right to determine the range and level of subjects on an annual basis.

Resources:

The school receives its resources and teacher allocation from the Department of Education & Science through Co. Kilkenny V.E.C.

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

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

Enrolment Procedure

Applicants to First Year

Students who are eligible for Admission

- Having reached the required age: 12 on 1st January in the calendar year following the child's entry into First Year.
- Having completed Sixth Class in Primary School.
- Be willing to accept the school ethos.
- Be willing, with parent/guardians, to accept school Code of Discipline.
- Confirmation in writing, is required, that parents/guardians and student accept the Code of Discipline.
- Be willing to take an Assessment Test.

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

- By completing an application form (copy attached) which is available from the school office.
- An Information day/evening will be held in the school to inform prospective parents/students about the school.
- The Principal will advertise this event in the local media and will also notify individually each 6th class pupil in the Primary schools in the college's catchment area.
- An assessment test will be conducted on applicants to assess competence in numeracy and literacy in order to provide for the educational needs of all students as far as resources permit.
- The college will provide essential information regarding uniform books and equipment needed, subject options, extra-curricular activities etc
- Applications will be taken for entry to First Year up to the beginning of the school year. Late applicants will be required to undergo the assessment tests mentioned above.

Applicants to other years at second level

- Applications for entry to other years at the school should be made to the Principal.
- Only in exceptional circumstances will applications be considered after the start of the school year.
- The parents / guardians of students requesting a transfer from another post-primary school will be supplied with this Admissions Policy and required to
 - Complete a transfer Application Form
 - Meet with the Principal / Deputy Principal accompanied by the student, if s/he is less than 18 years, to discuss previous progress and ongoing commitment to study and good behaviour.
 - Provide a reference from the Principal of the previous school.
 - Provide copies of reports from the previous school
 - Give an undertaking that their child will abide by the School Code of Behaviour
- These applications will be considered using the following criteria:
 - a) Available space in class
 - b) Adequate resources being available at Grennan College to meet the needs of the applicant.
 - c) In the case of students with special needs, it may be necessary to defer the entry until the necessary supports are in place to enable the student to attend.

The Board will decide whether or not

- A transfer is in agreement with School Admissions policy
- A consultation with Educational Welfare Officer is necessary.

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's parents/guardians, his former school, the Education Welfare Officer, whether such a place may be offered, immediately, or whether it would be better to wait until the beginning of the next academic year.

Applicants to PLC/Adult courses

- Applicants to these courses should apply to the Principal. The courses will be advertised in the local media.

Criteria for Admission.

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

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

- Sibling preference
- First come, first served
- The availability of resources

- Suitability of courses/programmes for the applicant
- The Health & Safety of other students and staff.
- The establishment of a waiting list
- The college's professional assessment of supporting documentation/reports and of the student following interview.

Provision of Information by Parents / Guardians

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

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

Enrolment of children with special education needs.

When enrolling a child with special education needs the Principal will request a copy of the child's medical / psychological report where available. Where such report does not exist the Principal will request that the child be assessed as soon as possible. The purpose of this assessment is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the resources required.

If further resources are required the VEC will be requested to apply to the DES for additional support for the student in question.

The principal will make every effort to identify, plan and provide for the needs of a special needs or disabled child seeking admission to the school.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.

In making provision for special need students the following information is required.

Has the student had access to any of the following resources:-

1. Special Needs assistant or classroom assistant.
2. Special Class.
3. Help, for specific needs, from any resource teacher.

4. Assistance with behavioral modification.
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with their special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility etc.

Transition Year

The Transition Year is a one year programme which comes immediately after completion of the Junior Certificate. One group of students is selected by means of interview for the Transition year programme.

The aim of the programme is:

- To provide a good academic basis for beginning the Senior Cycle Course
- To develop aspects of the curriculum which tend not to be catered for in other courses.
- To develop teamwork through task oriented projects.
- To develop links between school and the wider community.
- To encourage students to become more responsible for their own development
- To introduce students to a wide range of cultural and sporting activities
- To prepare students to become responsible members of society.

Leaving Certificate Vocational Programme (LCVP)

The LCVP is an enhanced Leaving Certificate programme where students, in addition to their normal seven subjects, study three additional link modules, namely, Preparation for the World of Work and Enterprise Education

Decision Making Process

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

Code of Behaviour

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

Right of Appeal.

Under Section 29 of the Education Act 1998 parents have the right to appeal a refusal by a school to enrol a student.

Appeals

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances.

The Board of Management of a recognised school shall not refuse to admit as a student in such school, a child in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15 (2) (d) of the Education Act 1998. Education (Welfare) Act 2000. (Section 19 (2))

Should a student's application for admission to the school be refused the parents/guardians have the right to appeal to the Secretary General of the Department of Education and Science, (Education Act 1998, Section 29 (d)). The Parents/guardians are informed in writing of the Board's decision and the reasons why the student was not accepted should be clearly stated. The right to appeal should be restated and the application form provided. (Circular M48/01). The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the Parents/guardians concerned. (Circular M48/01).

An appeal may be made to The Secretary General of the Department of Education and Science. The Appeals Administration Unit, Department of Education and Science, Marlborough Street, Dublin 1.

An appeal should be made in writing on Application Form supplied. The Appeals Application Form should be completed in full and should state:

- 1 The decision being appealed
- 2 The grounds on which the decision is being appealed
- 3 The date that the Parents/guardians were informed of the decision
- 4 All other relevant information etc. (Circular M48/01)

The school must be informed in writing of the decision to appeal.

Having regard to the desirability of resolving grievances within the school where possible, the parties to an appeal under Section 29 i.e. the appellant and the school's Board of Management, will be asked to consider the matter in the first instance at local level to see if an accommodation can be reached. As a general rule, appeals will only be considered by an appeals committee under section 29 where the parties are unable to resolve the issue at local level. (Circular M48/01).

Review

This policy will be reviewed on an annual basis

End.