

Admissions Policy

2019 - 2020

Clonturk Community College Admissions Policy

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Introduction

Clonturk Community College is a brand new co-educational, non-denominational post-primary school. The college is located on the CDETБ campus on the Whitehall Road in the north of the city. This campus also includes Plunket College of Further Education and the CDETБ Sports Grounds.

Clonturk Community College operates under the patronage of the City of Dublin Education and Training Board (CDETБ) with Educate Together as the Trustee Partner. It is an inclusive school community that enables young people to meet their full potential in society. It is learner-centred in its approach to education and run with a respectful partnership between School Management, Teachers, Students, Parents and Guardians.

The College follows the curricular programmes of the Department of Education and Skills (DES), which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998). The College is dependent upon resources provided by the DES and CDETБ. Accordingly, all school policy and expenditure must have regard to such resources and funding.

Scope

This policy has been drafted in consultation with the Board of Management, Parents, Staff and Students of the Clonturk Community College and has been approved and adopted by the Board of Management and confirmed by the CDETБ. The policy applies to all students who wish to enrol in the college and to their parents/guardians. It sets out the procedures to be followed in the following circumstances:

- Students in 6th class who wish to enrol in first year in Clonturk Community College.
- Student who wish to repeat any year of a programme.
- Students who wish to transfer from another post-primary school/college.

Admission Statement

Clonturk Community College shall not discriminate in its admission of a student to the school on:

- a) the gender ground of the student or the applicant in respect of the student concerned,
- b) the civil status ground of the student or the applicant in respect of the student concerned,
- c) the family status ground of the student or the applicant in respect of the student concerned,
- d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- e) the religion ground of the student or the applicant in respect of the student concerned,
- f) the disability ground of the student or the applicant in respect of the student concerned,
- g) the ground of race of the student or the applicant in respect of the student concerned,
- h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

College Profile

School Ethos

This school is equality based, co-educational, learner-centred and managed on democratic principles.

Vision

Our vision is of a welcoming and vibrant school community in which all members will experience a real sense of active participation and belonging. This vision will be built upon:

- A student centred school community
- Positive learning experiences
- Active teaching methodologies at the core of these learning experiences
- A positive culture of achievement and success
- A curriculum designed to meet the needs of all the students
- Mutually respectful relationships between all members of the community
- An environment that ensures happiness and safety for all
- An extensive range of pastoral supports
- An Ethical Education Curriculum
- Extensive and engaging extra-curricular activities
- Promoting and encouraging active participation by all in the school community
- Providing students with the knowledge and skills needed to live, learn, and work in the wider community.

Policy Context and Rationale

Clonturk Community College subscribes to the legislative principles of partnership, transparency, inclusion, accountability, respect for diversity, respect for parental choice and equality. The College community is committed to the successful implementation of its legislative responsibilities in relation to the Education Act (1998), the Education (Welfare) Act 2000, the Equal Status Act (2000 to 2004) and the Education for Persons with Special Educational Needs Act (2004).

In addition, this policy also takes cognisance of the responsibility of the College to ensure a learning environment where all of its students can be educated in a happy, safe, and respectful environment. While recognising the desire of parents/guardians to enrol their son/daughter in the school of their choice, Clonturk Community College is responsible for the protection of the existing school community and in particular, the students already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of all students.

Enrolment is limited by the capacity of the College and by the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by Department of Education and skills regulations and standards.

The Board of Management reserves the right to determine the maximum number of students it shall admit in any one academic year on the basis of:

- The number of anticipated teaching staff available
- The size and availability of learning and circulation space within the College
- The DES directives regarding the maximum class size per subject.

Note:

The establishment of a new school is a unique situation. As such, any enrolment criteria applied prior to the school opening, are superseded by this policy and no precedence shall apply regarding enrolment in subsequent years. (Board of Management, Clonturk Community College)

Criteria for Enrolment

All applicants to the school must be eligible for a place in a Post Primary school. Applicants must have:

- reached twelve years of age by January 1st of their first year in Clonturk Community College and should be no older to their peers than is appropriate.
- completed a primary school programme including 6th Class, or equivalent in another jurisdiction, before taking up a place in the school.

Special Educational Needs

Clonturk Community College welcomes applications from students with special educational needs (SEN). The application process for a pupil with special educational needs will be the same as that of any other applicant. However, in order to assess the needs of an SEN student, the school authorities will meet with the parents/guardians to discuss the pupil's needs and the school's ability to meet those needs. A copy of the student's educational, medical, or where appropriate psychological reports will be requested prior to enrolment. Clonturk Community College will strive to ensure that an education appropriate to their needs is provided for pupils with special educational needs and will seek to:

- Identify the needs of pupils in advance
- Acquire the necessary resources
- Do all that is reasonable to accommodate the needs of a person with a disability by providing special treatment or facilities if required

Procedure for Admission into First Year in Clonturk Community College 2019/2020

- Information regarding the commencement of the enrolment procedure will be communicated via the school website.
- All applicants must fully complete an official Student Enrolment Form. Forms will be available online and in the college office from **Monday 1st October 2018**
- Open/Information Evening will be held on **27th September 2018**
- Enrolment forms will be accepted from Monday 1st October until **Monday 22nd October 2018 at 4pm.**
- **Forms must be handed directly into the office and a receipt will be issued.**
- Application forms must be accompanied by a current utility bill and a valid birth certificate.

Allocation of Places

Applications for enrolment received by the final date for application shall be processed and offered places, if available, in the following order of priority:

Category:	Criteria and Order of Selection:
1	Siblings of students currently enrolled and attending Clonturk Community College.
2	Students from Group A* feeder primary schools whose parent's principal, private residence is in the Clonturk Community College catchment area*. <i>*See Appendices</i>
3	Students from Group A* feeder primary schools whose parent's principal, private residence is not in the Clonturk Community College catchment area*. <i>*See Appendices</i>
4	Students from a Group B* feeder primary schools whose parent's principal, private residence is in the Clonturk Community College catchment area*. <i>*See Appendices</i>
5	Students from a Group B* feeder primary schools whose parent's principal, private residence is not in the Clonturk Community College catchment area*. <i>*See Appendices</i>
6	All other applicants.

Applications received by the final date for application shall be considered in the above priority order and processed as follows:

- Where sufficient places are available to accommodate all applicants in a category, every applicant in that category will be accepted, and applicants in the next category will then be considered.
- If there are more applications in Category 1 than places available, the Board of Management will cause a random lottery to be held to establish a numbered waiting list.
- In the event that there are more applications received in respect of students in Category 2 than places available, the number of places to be offered to students in Category 2 schools will be decided by lottery on a percentage pro-rata basis directly proportional to the average number of on-time application forms received from each of the prioritised schools. An example of this process is presented in Appendix 3. It is not possible to guarantee that places will be offered to all schools.

- If after the pro-rata lottery has occurred, there remain more applications in Category 2 than places available, the selection of students for the Waiting List will occur. This will be done by a random lottery of the remaining applicants to establish a numbered waiting list.
- Where further categories are reached in which the numbers of applicants exceed the remaining places available for the intake of the year in question, the Board of Management will cause a random lottery to be held for that category and each subsequent category for the purpose of allocating those remaining places and for generating a waiting list for that category.
- In conducting any lottery the Board of Management will seek to maintain gender equity.
- Applicants shall be informed, within twenty one days of the final application date, of the category placement and status of the application in regard to overall demand for and supply of places in First Year for the relevant academic year at the time of writing. Such communication will not in any way constitute refusal to enrol. Applicants shall be informed of their entitlement to appeal in accordance with the provisions of Section 29 of the Education Act 1998
- Acceptance of place must be confirmed within 14 days of the date the offer letter is issued.

Offers of places and Waiting List

Places will be offered as early as is feasible in accordance with the above provisions and in the context of the adequacy of physical provision in the College.

Where any applicant is offered a place and declines it, that place shall be offered in turn to each succeeding applicant with the highest current priority on the waiting list until it has been accepted. Where an applicant has accepted a place offered but subsequently changes his/ her mind, the place vacated shall be dealt with in the same way.

Where a place is not accepted in writing within the specified time then the offer will be deemed null and void and the place will be offered to the next applicant with the highest current priority on the waiting list.

Late Applications

The process for dealing with late applications will be to place applications on a waiting list subject to gender equity being maintained. This process of dealing with late applications shall be undertaken only after all other applications have been dealt with.

Procedure for Admission from another School (Transfers)

This section of the policy applies to students who are already enrolled in another school and wish to make an application to enrol in Clonturk Community College. As a matter of general policy, transfers into Clonturk Community College from another school are discouraged in the overall interests of the continuity of the student's education. However, the Board of Management will give consideration to an application from a student **who has already moved into the area**, subject to all of the following:

- The availability of places in the year group and specific subjects
- ***Conformity with all of the selection criteria as per the admission into first year***
- Proof/evidence of residence in the catchment area
- Fully completed Transfer Form (available from School Office).
- The ability of the College to ensure continuity of study of subjects and levels
- The acceptance and full compliance with the Code of Behaviour by the student and the parent/guardians
- Where relevant, the exhaustion of all Section 29 appeals with the school where they are currently or have been enrolled.

Whilst a waiting list for places into any given year may exist, priority will be given to a student who has already moved into the area, has proof of residence and has no existing school place.

Where a student is considered for a place, the decision is taken by the Board of Management following consultation with the student's parents/guardian's and his/her former school. It is necessary that the applicant's behaviour record is deemed to be beneficial to the good order, discipline and educational welfare of the existing students. In addition, the Board of Management must be of the opinion that the admission is considered beneficial to the student's continuing education.

A decision will then be made as to whether a place may be offered immediately or whether it would be more appropriate to wait until the beginning of the next term/year. This is to minimise disruption to the existing students and to facilitate the student's smooth transition into Clonturk Community College. Transfers into any year group will not be considered after 29th September in any given year, other than in extenuating circumstances. Applications will only be examined from May 1st preceding year of proposed entry. Exception may be made for those families who move into the area, have proof of residence and no existing school place.

The Board of Management reserves the right to refuse and to postpone enrolment (see section on *Right to Refuse Enrolment*).

It is not the Policy of the Board of Management to accept transfer applications from students already enrolled **in local post-primary schools, except in exceptional circumstances**. The Principal will contact the local post-primary school concerned in order to verify the reason for the enrolment application.

Transfer Application forms are available from the office of Clonturk Community College. Specific information and supporting documentation as requested on the form must accompany the Transfer

Application form (as per Section 20 of the Education Welfare Act (2000)) in order to be deemed complete. Only fully completed applications will be processed. Where an applicant has attended more than one post-primary school, they must submit all requested documentation from each post-primary school.

On submission of a fully *completed transfer application form*, the student and their parents/guardians will be invited to a meeting with the Principal and/or the Deputy Principal of Clonturk Community college.

In the interest of fairness, transfer students will not receive preferential entry to specific curricular programmes such as Transition Year or Leaving Certificate Applied over students already enrolled in Clonturk Community College. This means that a student cannot apply for entry into a specific curricular programme. They must first enrol in Clonturk Community College and then apply for the curricular programme like all existing students.

Procedure for Admission into a Curricular Programme or Subject

Clonturk Community College intends to offer the full range of senior cycle programmes subject to demand and resourcing by the DES and CDETB. Such programmes will include:

- Transition Year (TY)
- Leaving Certificate (Established) (LCE)
- Leaving Certificate Vocational Programme (LCVP)
- Leaving Certificate Applied (LCA)

Entry to specific programmes will be determined following a review of all applications from existing students. An interview process may apply (specifically for TY and LCA) to ascertain the suitability of the student applying for the specific programme. In all instances, students and parents/guardians will be informed of the selection criteria prior to interview.

Entry to specific subjects will be determined by reference to the subject choice preference forms completed by students at the end of first year (for Junior Cycle) and at the end of third year/transition year (for students progressing to LCE and LCVP). For senior cycle subjects (and levels), the students previous performance (in that subject) may be considered relative to the other students applying for the subject/level. The suitability of some subjects will be considered and discussed with parents/guardians for students with SEN. The College uses computer software to optimise the subject bands and to satisfy the *majority of student preferences*. It should be noted that while every effort will be made to accommodate individual subject preferences, it is not always possible due to over/under demand or scheduling issues e.g. two subjects on at the one time on the timetable.

Application to Repeat a Year.

All applications to repeat a year are governed by the guidelines set down in the DES Circular Letter M02/95. All applications will be considered in light of places available in the relevant group, overall school numbers, subject availability and the admissions criteria set out in this policy. Clonturk Community College does not offer a repeat year for students who have completed senior cycle. The Principal must be satisfied that the repeat of the year is in the interest of the relevant student and other students.

Applications from students already enrolled and attending Clonturk Community College will be the first applications considered in any year. Consequently, parents/guardians must contact the Principal as soon as possible regarding the application as places may be filled before the College is even aware of such a request.

Right to Refuse Enrolment

The Board of Management reserves the right to refuse and post-pone an application for admission into Clonturk Community College. An application for enrolment in Clonturk Community College will be refused in any of the following situations:

- It is considered that the enrolment would be seriously detrimental to the continuity of the education of the applicant
- It is considered that the enrolment of the applicant would make impossible, or have a serious detrimental effect on, the provision by an educational establishment of its services to others
- It is considered that the enrolment would be likely to cause significant detriment to the order, discipline, learning environment and positive atmosphere in the College
- It is considered that the enrolment of the applicant would likely be significantly detrimental to the wellbeing of the other students attending the school
- It is considered that the enrolment of the applicant would likely pose a significant Health and Safety risk to the members of the school community
- It is considered that the enrolment of the applicant would be inappropriate because the College is considered to be inadequately resourced to provide a suitable education in a particular case
- It is considered that the enrolment of the applicant would cause a significant risk to other students, school staff or school property
- The applicant still has a place in another post-primary school
- The student or parents/guardians do not agree to confirm in writing their acceptance of the Code of Conduct
- The applicants has been excluded (formally or informally) from another school for causing serious disruption to the learning environment, drugs related offences, sexual assault, or violence. The list of reasons stated here are not exhaustive and all factors will be considered.

Right to Appeal

Every applicant who is refused enrolment on foot of an application under this Policy is entitled to appeal that decision.

- A. Such appeal should be made in the first place to

The Secretary,

Board of Management

Clonturk Community College

Swords Road

Whitehall

Dublin 9

- B. Where an appellant is unsuccessful in their appeal to the Board, and wishes to appeal further such appeal should be made to:

Chief Executive,

City of Dublin Education and Training Board,

Administrative Offices,

Town Hall,

1-3 Merrion Road,

Ballsbridge,

Dublin 4.

Appeal forms and guidelines are available from the school or from the above address.

- C. Where an appellant is unsuccessful in their appeal to the CDET B appeals unit, and wishes to appeal further such appeal should be made to the Department of Education and Skills under the Section 29 appeals process.
- D. If an appeal is upheld regarding Category Placement, the Board may deem a candidate equally qualified to be placed in the relevant category.

Appendix 1 – Catchment Area

The feeder catchment area for Clonturk Community College includes all students whose primary residence is within the following postal code areas:

Dublin 3

Dublin 5

Dublin 7

Dublin 9

Dublin 11

Appendix 2 – Listed Feeder Schools

Group A Feeder Schools are schools from which students are currently attending Clonturk Community College.

<u>Group A Feeder Primary Schools</u>	<u>Group B – Other Primary Schools in Catchment Area</u>
<p style="text-align: center;"> Belmayne Educate Together National School Corpus Christi NS Drumcondra National School Dublin 7 Educate Together NS Gaelscoil Colaiste Mhuire Glasnevin Educate Together NS Holy Child National School, Larkhill Holy Child BNS, Larkhill Lindsay Road NS Mother of Divine Grace, Holy Faith NS North Bay ET NS North Dublin National Schools Project Our Lady of Victories NS Rutland NS St Canices NS St Columbas NS St Fiachras Senior National School St John of God NS D5 St Patricks National School St Peter’s NS D7 St Vincent de Pauls Girls School Griffith Avenue St Vincents Primary School, Glasnevin S N Fhursa Scoil An Croi Naofa Scoil an tSeachtar Laoch Scoil Chiaráin Scoil Mhuire Griffith Avenue Scoil Mobhi Scoil na Maighdine Muire </p>	

Appendix 3 – Example of Pro-Rata proportional basis of lottery.

Example of Pro-rata proportional basis of lottery

The following sample numbers give an explanation of the method of allocation of places to schools in Category B.

Total number of application forms received: 257

Comprising:

Category 1	40
Category 2	87
Category 3	50
Category 4	20

Total Number of places: 110

Number of places filled for Category 1: 40

Number of places remaining (110-40): 70

Number of applications received in Category 2: 87

As the number of applications in Category 2 exceed the remaining places, the remaining places will be offered on a percentage pro-rata basis directly proportional to the average number of application forms received from each of the prioritised schools over the current and previous two years.

Schools in Category 2	Average number of on-time applications over this and previous two years	Average percentage of on-time applications out of total of previous	Applying percentage in previous column to available places	Number of places to be allocated to each school by lottery (numbers rounded down/truncated)
School A	30	32.97	32.97% of 70	23
School B	20	21.98	21.98% of 70	15
School C	15	16.48	16.48% of 70	11
School D	10	10.99	10.99% of 70	7
School E	8	8.79	8.79% of 70	6
School F	5	5.49	5.49% of 70	3
School G	3	3.30	3.3% of 70	2
Total	91			67

In the above example rounding down of calculations has resulted in three of the available places not being offered. This allows for places that may be offered to a student whose sibling has already been drawn during the lottery process.

Remaining places of this kind would then be offered to the first person on the waiting list established.

Please note that all decimal figures will be rounded down to ensure places above the maximum number available are not offered.

The calculation of the average number of on-time applications from the prioritised schools will be undertaken by the school administrative staff and will be examined by a representative of the Board prior to the occurrence of the lottery process.

Other issues that may arise from the management of the pro-rata lottery process shall be interpreted by the Board in line with the intention of this enrolment policy.