



Glanmire Community College

**Glanmire Community College
Enrolment/Admissions Policy 2018/2019**

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Glanmire Community College (GCC) is a second level school for boys and girls under the co-patronage of the Cork Education and Training Board (Cork ETB) and the Diocese of Cork and Ross.

The fundamental purpose of GCC is expressed in our Mission statement:

“Glanmire Community College strives to be a happy, safe, caring and inclusive Christian community that promotes quality teaching and learning in an environment of mutual respect.”

GCC endeavours to provide the best possible education for all its students, taking account of each individual’s unique talents, aptitudes and interests. The pursuit of academic excellence is a central feature of college life. Cultural, spiritual and physical development are strongly supported in the college and given expression through a wide range of co-curricular activities.

The enrolment policy of **Glanmire Community College** has been formulated in accordance with the provisions of the Education Act 1998, The Education Welfare Act 2000 and the Equal Status Act 2000 in order to assist Parents and Guardians of both prospective and existing pupils in relation to enrolment matters. The Principal, as secretary to the Board of Management, will be happy to clarify any further matters arising from the policy. This policy statement was ratified by the Board of Management on 14 May 2018 and replaces all previous Admissions/Enrolment policies.

Application to First Year

Each year at its September meeting, the Board of Management will decide on a closing date for the receipt of applications into first year for the following school year. Please note the closing date is normally the last Friday before October mid-term.

Primary Schools listed as Feeder Schools in this Policy

In the period September to October of each year the Principal and Deputy Principal will visit the named feeder primary schools on our enrolment policy. With the permission of the principal, a presentation about the school will be given to 5th & 6th class pupils. Each 6th class pupil will be given the opportunity to apply to the school. Each 6th class pupil will receive an application form, a prospectus and a letter. The Principal or Deputy Principal will be available to meet parents of prospective pupils for discussion or to answer any queries concerning the ethos in GCC and the curricular programmes offered.

Primary Schools NOT listed in this Policy

In the period September to October of each year the Principal and Deputy Principal will visit primary schools not listed as feeder schools in this policy document. The Principal of the primary school will be asked to distribute, on behalf of GCC, a school prospectus and letter from the principal to 5th & 6th class pupils. The Principal or Deputy Principal will be available to meet parents of prospective pupils for discussion or to answer any queries concerning the ethos in GCC and the curricular programmes offered.

For primary schools NOT listed in this policy document, application forms will only be available from the College’s Administration office. When receiving an application form parents of applicants from such

schools will be advised to familiarize themselves with the school's enrolment policy, in particular, Table 2 Criteria used to prioritize children for enrolment as well as the closing date for receipt of applications.

Open Evening

An Open Night at the college will occur in the early part of the first term each year. The date of this night will be advertised in September 2018. All applicants and their families are invited to attend. The Principal, Deputy Principal and other staff members (such as the First Year Year Head and Learning Support Coordinator) will address parents and applicants. The aim of this meeting is to allow potential students and their parents see how the school operates. The classrooms and specialist rooms are open and teachers are available to answer questions on the academic and extra-curricular programmes of the school.

Parents of applicants are advised to study the College Prospectus, to familiarize themselves with the ethos of the school, the school's enrolment policy, closing date for applications and the student activity fee.

Enrolment Process

The process of enrolment, including the closing date for the receipt of applications, will be made public as follows:

1. *On our school website*
2. *At our Open Evening*
3. *By means of a letter distributed to all primary schools listed as Feeder Schools in this policy document.*
4. *Through an advert placed in the local media*

Parents or Guardians seeking to enrol a child in their care to first year in Glanmire Community College are requested to return a completed Enrolment Application form to the college before the closing date along with any supporting documentation required:

1. The application form must be completed in full and be factually correct. Any incomplete application form will be considered invalid.
2. Parent(s)/guardian(s) and the child applying for a place must give their consent in writing to the college's Code of Conduct (ref: Enrolment Application Form).
3. Enrolment may be refused in the event that parents/guardians of children do not provide such written confirmation.
4. Students who are eligible for admission into First Year must have reached the required age of 12 years old on the 1st of January in the calendar year following the child's entry into First Year.
5. Equality of access is the key value that determines the enrolment of children to Glanmire Community College. No child will be refused admission for reasons that are contrary to the principles outlined in the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Education of Persons with Special Educational Needs Act 2004.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Glanmire Community College seeks to balance this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the students already enrolled in the college. This requires balanced

judgements, which are guided by the principles of natural justice; using fair and transparent procedures.

6. At its November meeting the Board of Management will determine the maximum number of children to be enrolled in first year in any one year, bearing in mind the following criteria (table 1).
7. Parents/guardians of successful applicants will receive a letter within fourteen days of the Board meeting confirming whether a place will be offered to their son/daughter.
8. Applicants will be required to provide written acceptance of the place within seven days of receiving the offer from the school.
9. Every effort is made to accommodate applicants for whom it is clear GCC is their first choice of secondary school.
10. It is important to note that if an applicant accepts the offer of a place in the college and subsequently declines the offer, the €250 paid towards the student development fund on acceptance of the place will not be refunded. It is vital therefore that students and their parents/guardians are fully committed to taking up a place in the college before accepting the offer.

Table 1: Criteria determining maximum number for enrolment.

On any given year, the college plans to enroll 180 students in 1st year (6 classes). This figure is set annually by the Board of Management and is subject to review, depending on the overall school enrolment and the criteria set out below:

- The culture and ethos of the college community as defined in the mission statement.
- The balance between male and female pupils.
- Availability of space in classrooms and limits to the number of students in each classroom dictated by Health and Safety requirements.
- The availability of sufficient space along corridors and in social areas.
- Availability of grants and teaching resources provided by the Department of Education and Science.
- The ability of the college to cater for the educational needs of children.
- Department of Education and Science maximum class size directives.

In the event that the number of children seeking enrolment in any year exceeds the number of places available it is the responsibility of the Board of Management to determine the total number of applicants for admission who best fit the admission criteria.

The criteria outlined in Table 2 will be used to prioritize children for enrolment.

- If, when any one of the categories below is reached, the full quota of places available would be exceeded if all applicants within that category were accepted; the remaining available places will be filled by means of a lottery involving all the applications within that category.
- Any applicant not offered a place will then be placed on a waiting list based on that lottery.
- Applicants in all subsequent categories will be placed in order on the waiting list, based on a lottery within each category.
- Applications received after the closing date will be considered only after all applications received before the closing date, have been accommodated.
- The waiting list for each particular year will cease to exist on the last day of June prior to the opening of the college for the relevant academic year.

Table 2: Criteria used to prioritize children for enrolment.

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| <ol style="list-style-type: none"> 1. Brothers and sisters of students who are attending or who have attended Glanmire Community College. 2. Children whose parent attended Glanmire Community College and who continue to live in the greater Glanmire area. 3. The children of college staff members, former staff members and members of the Board of Management. 4. Children who are the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in this policy document. 5. Children who are not the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in this policy document. 6. Any applicant not covered within the criteria 1-4. |
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The primary schools listed as Feeder Primary Schools are as follows: (*in no particular order*): Brooklodge NS, St Josephs NS Riverstown, New Inn NS, Glounthaune NS, Knockraha NS, Little Island NS, Watergrasshill NS, Upper Glanmire NS, Leamlara NS and Gaelscoil Ui Drisceoil.

The Board of Management will reserve 12 places which will be allocated at the Board's discretion. These places will be used to consider exceptional cases e. g. where the eldest child has attended a post primary school that caters specifically for students with a moderate or profound learning disability.

Following the receipt of applications, and the provisional allocation of places, each pupil may be required to attend for interview with his/her parents/guardians on a day and time that will be notified to them. Where an interview is requested by the school, failure to attend for interview without furnishing adequate notice and/or reason may lead to the offer of a place being withdrawn.

An Assessment Examination is held for all incoming First Year students. The purpose of this examination is to assign each incoming student to a mixed ability class group. This examination has no bearing on admissions criteria and is held after places have been assigned to incoming First Years.

The college will arrange an Option Subject information session for new students and their parents/guardians prior to the commencement of the academic year. Please note:

Students who move into the catchment area after the start of the school year (or apply after the June 30th for the following September) and apply for entry into the college will be offered places subject to the criteria in Table 1 and 2.

Applications to Enrol to other Year Groups or to First Year after the start of the School Year

(a)

Applications to enrol a student will be considered subject to the conditions outlined below.

Except in exceptional circumstances, e.g. a family moving into the area, applications will not be accepted after the school year has commenced. All applications from the parents / guardians of students requesting a transfer from another post-primary school to GCC must contain the following documentation.

- A completed application form.
- A copy of Birth Certificate
- The two most recent school assessment reports.
- A completed "Student Reference Form" signed by the Principal/Deputy Principal of applicant most recent school.
- A letter explaining the reason for the application.

Applicants are asked to note that a follow up telephone call may be made to the School Principal from the current/past school to discuss the particular circumstances of the transfer application and current needs of the student.

(b)

The Board of Management reserves the right to refuse the offer of a place to any applicant on the following basis:

1. That no suitable accommodation/ place exists in the year group.
2. That the school cannot offer the student the subject(s) requested by the applicant.
3. That an offer of a place at the time may have a negative impact/outcome on students already enrolled in the school
4. That an offer of a place may have a negative impact/outcome on the student himself/herself.
5. That the applicant has been expelled from another Post Primary school.
6. That the applicant has a poor disciplinary record in another school.
7. That the applicant already has a place in another post-primary school in the area.

Please note where a place is offered to an applicant it will be offered on a provisional basis initially. The parents / guardians of the student must be willing to accept the school ethos and to provide written confirmation that the parents/guardians and the student accept the Code of Behaviour of the school.

During this period the student's discipline record will be monitored on a frequent basis. The student will be offered a place on a permanent basis when the Principal, Deputy Principal, Year Head and Class teacher deem the student's behaviour to be acceptable.

Transition Year, Leaving Certificate Applied & Leaving Cert Vocational Programme

The decision to offer these programmes is taken on an annual basis by school management. The number of places available on these programmes will be determined each year by the School Management, having regard to the resources available within the college.

The parents/guardians of students in third year (Junior Certificate) will be invited to attend an information session wherein the procedures for applying for places on the programmes will be outlined. Students will be required to return a completed application form by the notified closing date.

Applicants may be required to attend for a suitability interview with the Programme Co-ordinator who will make a recommendation to the Principal on whether a place should be offered to a student.

A decision to offer a place will be based on the following criteria.

- The academic record of the student.
- The disciplinary record of the student.
- Performance at interview.
- Suitability of the applicant to the programme.

The final decision on whether a place should be made available to a student will be made by the Principal.

The signed Contract of Learning and Code of Conduct must accompany confirmation of acceptance to the Transition Year or the Leaving Certificate Applied Programme.

Places will only be made available to students enrolling in the college from another second level school in the area in very exceptional circumstances and after all applicants from within the college have been accommodated.

Pupils wishing to repeat a year

The school does not offer repeat Leaving Certificate courses. For other year groups consideration will only be given to students wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education & Skills as set out in circular letters M57/87, M33/89, M47/93 and M2/95.

Appeal Process

The school reserves the right to refuse an application for admission in exceptional circumstances, for example, where a student poses an unacceptable risk to the health and safety of the students and staff of the school and/or to school property. Similarly where a student may present with such a degree of special educational needs that even with additional resources by the Department of Education and Skills the school would not be able to reasonably accommodate the student concerned.

Appeals Process:

Parents of applicants who have been refused a place may appeal this decision in the first instance to the Board of Management. Such appeals must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within 14 days of receiving a letter of refusal.

If parents are dissatisfied with the result of an appeal to the Board of Management, they may appeal the decision to the Chief Executive of Cork Education and Training Board (E.T.B.) and thereafter to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998.

The policy was updated and ratified by the Board of Management of Glanmire Community College on 28 May 2018

Signed: Ms Linda Skillington
(Chairperson of Board of Management)

Date: 28 May 2018

Signed: Mr Ronan McCarthy
(Principal)

Date: 28 May 2018

Date of next review: May 2020