

ENROLMENT POLICY - ST KEVIN'S COLLEGE

2015/2016

GENERAL INTRODUCTION

The Enrolment Policy of St Kevin's College shall comply with the requirements of the following legislation:

- The Safety and Welfare Act, 1989
- The Education Act, 1998
- The Education Welfare Act, 2000
- The National Disabilities Act, 1999

It is intended that it should clarify for parents/guardians all issues related to enrolment of pupils in the school and to facilitate the enrolment process. This Enrolment Policy has been adapted following consultation with the staff of the school, the Parents Council and approved by the Board of Management. The publication of this policy has been approved for publication by the trustees and is available on the St Kevin's College website and through the school office. This policy will be reviewed annually by the Board of Management.

GENERAL INFORMATION

St. Kevin's College is a voluntary Catholic secondary, single sex school for boys, founded by the Christian Brothers. It is the policy of the school to accept for enrolment boys only, who respect and whose parents respect the religious and educational philosophy of the Edmund Rice Schools Trust, as set out in its Mission Statement. St Kevin's College, as an Edmund Rice School is committed to promoting full personal and social development in caring Christian communities of learning and teaching. The school caters for students between the ages of 11 and 19 years of age.

JUNIOR AND SENIOR CYCLE

The school follows the curricular programmes for Junior and Leaving Certificate prescribed by the Department of Education and Science.

PROCEDURES FOR ENROLLMENT:

1. Incoming First Years:

The school will admit, each year, the number of boys determined by the Board of Management as being feasible. For the school year 2014-2015, this number will be ____ students.

Applications forms for the admission of new 1st Years are available in the school from September and will also be available on Open-Night, which takes place in late September/early October each year. These are also distributed to the sixth classes in all the local feeder schools or will be provided on request by the school secretary along with an invitation to attend the Open Night.

As a general principle, and in so far as it is practicable, and having regard to the school's enrolment policies, incoming first-year pupils are enrolled on application provided there is space available. In the event that the number of applications exceeds the number of places, the Board of Management will use the following order of priority to allocate places:

- 1. Brothers of current students**
- 2. Pupils from Local Parish feeder schools which include: Sacred Heart National School ,Our Mother of Divine Grace, St Canice's National School and Gael Scoil Éarchain.**
- 3. Brothers of Past Students**
- 4. Pupils from Long Term Feeder Schools**
- 5. Children of Past Pupils**

Should the quota of students for the year be exceeded by the above criteria the decision on intake shall be determined by a lottery of those applicants.

1.a Application Procedure

Completed application forms to be submitted by a specified date. These will be placed in order, stamped with date and time and recorded. All decisions on enrolment are communicated in writing within 21 days of the deadline for applications. If a student is refused enrolment, the parents may appeal this decision under section 29 of the Education Act 1998 to the Secretary General within 42 days of receiving written notification from the school.

Written notification to attend a Cognitive Aptitude Test will be issued through the school office to those recorded addresses on completed application forms. It is important to note that the cognitive aptitude test does not have any bearing on admission criteria.

Parents/Guardians will be notified in writing and will be expected to attend Registration Day along with the incoming student. They must furnish the school with the following:

- Birth Certificate and two passport size photographs.
- Pupils name and address.
- Parents' names, occupations and contact numbers.
- Name of Primary school attended and name of Primary Teacher
St Kevin's College may seek to obtain information, assessments, Psychological/Educational Reports from your son's former school/schools.
- Pupils' hobbies
- Any other relevant information.

In registering their son as a pupil of St Kevin's, parent(s) / guardian(s) must confirm in writing that the school's Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure their son's compliance with said code. [See below] They must also be willing to accept the Catholic ethos of the school. Incoming 1st Years must sit Cognitive Aptitude tests. These tests are not used to exclude students. This will take place in February/March, in the school grounds. Pupils who present with learning difficulties may not do a continental language and may have the close attention of the Learning Support and Resource teachers.

All parents/guardians are expected to pay a fixed Registration Fee. This fee partially covers a number of costs including book rental, journal ,lockers, student 24hr insurance, materials for practical's, ICT provision to student and parent, (E-portal and Edmodo) and a range of items throughout the school year such as a reduction in the costs in mock exam papers. St Kevin's College provides all textbooks wherever possible on the book rental scheme.

2. Students with Special Needs

The school welcomes pupils with special needs. Reasonable provision shall be made for the needs of such students up to a nominal cost and their participation in the life of the school shall be facilitated in so far as is reasonably practicable. The school authorities may meet with the parents/guardians to discuss the pupil's needs and the school's ability to meet those needs and may request a copy of medical and/or psychological reports or request that the pupil is assessed prior to enrolment. If special resources are required, it may be necessary to defer enrolment until the Department of Education and Science provide these.

3. Transition Year Programme

The Transition Year Programme in St Kevin's College is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

For acceptance on to the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, the student and the parents of the student concerned.

3.a Application Procedures

Early in the third year, the Programme Co-coordinator and Guidance Counselor will visit all third year classes. They will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors. In January each year, a formal presentation will be made to the parents and third year students regarding senior cycle options, which will include Transition Year. Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). This application will outline their commitment given to the programme should they be offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process. The final submission date for applications will be a specified date in February. Valid applications will be date-stamped on submission. Applications will be considered valid only if they are fully completed and submitted to the Programme Coordinator within the specified deadline. Applications will be date-stamped only when considered valid.

3.b Transition Year Admissions Committee

The Transition Year Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (chairman), a Transition Year teacher and a parent of a Transition Year student. Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice in writing to the Programme Coordinator within a time schedule. The criteria outlined above, the Application Form, Behaviour Record and the Professional Advice of the teaching staff will be critical factors in determining a student's admission on to the Transition Year Programme. The Transition Year Admissions Committee will interview all applications in relation to their applications and their suitability for participation.

3. c Offer & Acceptance of Places

Places will be offered in writing to successful applicants within 10 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal.

Students accepting a place must complete and return the Acceptance Form within the date specified. This form must be signed by the applicant, witnessed by a parent/guardian and accompany a set fee. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited.

At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange two work-experience placements for the specified periods during the academic year. They will be expected to present definite proposals in writing in relation to these placements.

4. Students Transferring

Applications for enrolment to the College after First Year enrolment are assessed on an individual basis. St Kevin's College does not encourage the transfer of students currently pursuing a course at another school but considerations will be given to the following applicants:

- recently taken up residence in the catchment area
- siblings previously enrolled in the school
- exceptional circumstances determined by school management

Students who request a transfer from another post-primary school to this College will be supplied with the Enrolment Policy and are required to:

- Meet the Principal or Deputy Principal, accompanied by his parents/guardians to discuss previous progress and ongoing commitments to study and good behaviour;
- Complete a transfer reference form;
- Give an honest and forthright explanation as to why the transferring student has left his existing school;
- Have read the College's Code of Behaviour, agree to obey and accept it by signing it as required on the enrolment form;
- May undergo a probationary period, to be reviewed in a time set by management.

5. Leaving Certificate Applied (LCA)

All students who complete the Junior Certificate are offered an opportunity to apply for a place in our LCA Programme. All Transition Year/3rd year students are briefed along with their parents during the Senior Information Evening in early January as to the senior cycle options available to them. The students are then given an opportunity to apply for a position. Parents can be invited to discuss this option based on test scores collated over the student's years in school.

The Programme Coordinator, 5th Year Head, SEN Coordinator and Guidance Counsellor identify student whom they deem to be suited to the LCA programme and encourage them to apply based on the following criteria:

- Attendance (in cases where there is poor attendance and the student is in danger of dropping out)
- Career choice
- Junior Certificate results
- Behaviour records
- Advice from teacher, parents and Guidance Counsellor

As part of the selection process all students are expected to complete an application form and undergo an interview (similar to the Transition Year selection process). Class numbers are limited to 16 students (as recommended by the Department of Education and Skills) and students will be informed 10 school days following the interviews as to their progress. Should they be successful they must complete an return their acceptance letter, signed by their parent(s)/guardian(s) within a specified deadline set by the Programme Coordinator. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal. The students and

parents engaging in the LCA programme will be invited for further information meetings in early September to outline the course curriculum.

6. Repeating 6th Year Leaving Certificate Students

Students will be interviewed on an individual basis following a formal application to the Principal/Deputy Principal to assess their suitability.

Refusal to Enroll

The Board of Management reserves the right to refuse to enroll, or accept the transfer of, a student who may in the opinion of the Board pose an unacceptable threat to the safety, welfare and the teaching and learning environment of himself or other students, either because of prior behavioural difficulties or special needs which cannot be safely provided by the school.

Data Protection

St Kevin's College is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data provided on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfill any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary to exchange personal data on a confidential basis with other bodies including the Department of Education and Science, the Department of Social and Family Affairs, An Garda Síochána, the Health Services Executive, the National Educational Welfare Board.

