

<u>Table of Contents</u>	<u>Page Number</u>
<u>Introduction</u>	2
<u>Section 1: Scope and Aims of Admissions Policy</u>	2
Scope of Admissions Policy	2
Aims of Admissions Policy	2
<u>Section 2: Curragh Post Primary School, Management Teaching and Financial Resources, School Organisation and Curriculum</u>	
Curragh Post Primary School	2
Mission Statement	3
Management	3
Parents' Council	3
School and Class Size	3
Teaching and Financial Resources	3
School Organisation	4
Curriculum	4
Religious Instruction	4
<u>Section 3: Procedures – Application, Enrolment Criteria and Decision Making</u>	
How to Apply for Admission as a First Year Student	5
Decision Making Process	6
Assessment Test	6
How to Apply for Re-Registration as a Student in the First Year of The Senior Cycle	7
How to Apply for Immediate Admission in an Existing School Year	8
Decision Making Process	8
How to Apply to Repeat a Year, apart from Leaving Certificate Year	9
Decision Making Process	10
How to Apply for Admission as a Repeat Leaving Certificate Student	10
Decision Making Process	11
<u>Section 4: Refusal to Enrol and / or Admit Students</u>	12
<u>Section 5: Conclusion</u>	12
<u>Appendix 1: Special Needs Information</u>	13

Introduction:

Curragh Post Primary School, opened in 1933, serves the community of the Curragh and surrounding areas; more specifically, this school normally caters for students from the following five national schools: the Curragh Boys' National School; the Curragh Girls' National School; Suncroft National School, Nurney National School and Ballysax National School.

Section 1: Scope and Aims of Admissions Policy

Scope of Admissions Policy:

This document sets out the school policy in respect of admissions to the school in the following circumstances:

- Students applying to enrol in First year;
- Students from outside of the school applying to enrol in any other year- group or programme;
- Students applying to transfer from another second-level school and
- Students applying to repeat any year of any programme within the school, including repeating the Leaving Certificate programme.

This policy should be read in conjunction with the school's Prospectus (if available) and the Student Code of Behaviour.

Aims of Admissions Policy:

This policy aims to ensure that appropriate procedures are in place to enable the school:

- To process all applications in an open and transparent manner consistent with the decisions of the Board of Management and legislative requirements and
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in light of the resources available to it.

Section 2: Curragh Post Primary School, Management, Teaching and Financial Resources, School Organisation and Curriculum

Curragh Post Primary School:

Curragh Post Primary School is a co-educational, second-level school under the patronage of Kildare and Wicklow E.T.B.

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents / guardians to send their children to a school of the parents' / guardians' choice, subject to the domicile of students within the school's catchment (outlined in the introduction to this policy) and the capacities of classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources – where the resources cannot be secured, the school may refuse admission.

Mission Statement:

Curragh Post Primary School supports the principles of inclusiveness, equality of access and participation in the school, parental choice in relation to enrolments and respects the diversity of traditions, beliefs languages and ways of life in society. It is inclusive in its intake and concerned for the disadvantaged and those with special educational needs.

The school's "*Mission Statement*" is

Mission Statement

Our School values the gifts and talents of students and staff in their development in an atmosphere of equity, caring and mutual respect. Can we achieve this? Yes, we can. Is Féidir Linn.

Ráiteas Misin

Luachanna ár scoil ná na buanna, taillainne agus fireann na scoile i bhfobairt san atmaisféar cothromais, comhbhách agus coimhease. An féidir linn é a dhéanamh? Is Féidir Lin seo a dhéanamh.

Définition de notre mission

Notre établissement a pour vocation de valoriser les capacités et les talents de ses étudiants et de son personnel dans leur évolution, dans un esprit d'équité, de sollicitude et de respect mutuel. Pouvons-nous accomplir cela? Oui, nous le pouvons.

Management:

The school is managed by a Board of Management, which operates as a committee of Kildare and Wicklow E.T.B. A full list of members of the school's Board of Management can be found in the school's Information Booklet / Prospectus.

The responsibility for the school's day-to-day management is delegated to the Principal, Mr. E. Gaughran and the Deputy Principal, Mr. K. Healy. They are assisted by the In School Management Team, made up of an Assistant Principal and a Special Duties Teacher, who each have specific leadership and management responsibilities for areas of school life.

Parents' Council:

The school has an active Parents' Council, which normally meets monthly during the school year. The Parents' Council plays an important role in supporting the work of the school.

School Size:

The school has a maximum capacity in the region of 240.

Teaching and Financial Resources:

The school is funded by Kildare and Wicklow E.T.B. and the Department of Education & Skills as part of the free education scheme. **This is a non fee paying**

Day School. Registration fees, either before or after admission, are not requested. The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special educational needs, special programmes, etc. The school operates within the regulations laid down by Kildare and Wicklow E.T.B. and the Department from time to time.

From time to time, the school or its Parents' Council may, with the permission of the Board, engage in fundraising activities for a specified purpose. All parents and guardians are encouraged to support such fundraising efforts.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programmes for any school year, the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

School Organisation:

The Information Booklet or Prospectus published each August provides relevant information about the organisation of the school. In addition, the school issues a number of Information Bulletins for parents / guardians each year, setting out relevant information for the current year, including holiday dates, dates of house examinations, dates of Parent / Teacher meetings, etc.

Curriculum:

The school offers a broad curriculum designed to meet the needs of a wide range of ability and aptitudes. The details of the curriculum on offer are set out each year in the separate Information Booklet / Prospectus which is distributed to all who apply for admission and which is available from the school on request. The curriculum is subject to change from time to time as deemed appropriate by the school and in light of staffing resources. The school, also, endeavours to provide a wide range of extra-curricular activities for students. Those on offer each year are set out in the relevant Information Booklet / Prospectus – the provision of these activities is subject to a range of factors and the list of activities is subject to change from time to time.

Religious Instruction:

Parents / Guardians who do not wish their children to participate in religious education classes and associated activities must inform the Principal in writing. Students who are exempted by the Principal from participating in such classes or events may remain in the classroom or if this is not acceptable to the parents / guardians may be assigned to sit in another classroom at the discretion of the Principal. If this is still not acceptable to the parents / guardians, the Principal may assign the student(s) to another area of the school, only if parents / guardians accept full responsibility for the supervision of their child(ren) at these times.

Section 3: Procedures – Application, Enrolment Criteria and Decision(s), Appeal(s)

How to Apply for Admission as a First Year Student:

- Application Forms are available in early / mid November each year from the Secretary, Board of Management. For the 2015 – 2016 school year, these forms will be available on Monday, November 17th 2014.
- The application form, firstly, requires parents / guardians to submit information concerning the applicant student's name, date of birth, address, contact numbers in case of emergency, name of previous school attended, information regarding name, etc. of parent(s) / guardian(s), name of family doctor, details about relevant known medical condition(s), etc. Secondly, the form requires a signed declaration stating that both the student(s) and the relevant parent(s) / guardian(s) agree to accept the terms of the school's code of behaviour and the school's right to promote good behaviour and to deal with indiscipline in accordance with the properly agreed Code of Behaviour. A copy of the school's Information Booklet / Prospectus (if available) and Code of Behaviour will be distributed with the application form.
- A Subject Preference form may be included with the Enrolment Form. Prospective students will be required to indicate their preferred optional subjects, as covered in the school's Junior Cycle programme. The school will try to accommodate these requests, but constraints in relation to staffing resources and class size regulations will lead to limits being applied. Where limitations apply, students will be allocated to optional subject areas at random, in accordance with the terms of the relevant computer package, as agreed by the D.E.S.
- Application forms, with the specified required information being supplied, should normally be returned by the date specified on the form itself. For the 2015 – 2016 school year, the return date is Wednesday, December 17th 2014.
- The school holds Information Evenings for entrants into the first year of both the Junior Cycle programmes and the Senior Cycle programmes.
- **Special Needs Requirements:** After being offered and accepting a place in the school, parents / guardians of prospective students with special needs are advised to contact the school in writing or in person in relation to the general / specific educational needs of the student involved. This should be done in January / February in the year of actual school enrolment. This involves informing the school of the need, the resources previously received from the D.E.S. and, if possible, submitting copies of the various relevant items of correspondence with the D.E.S., psychologists, etc. to the school. The school will use this information, which will be treated in confidence, to apply for additional resources to the Department of Education and Science. The attached form (Appendix 1) may be used as the initial basis for the school's application to the D.E.S. for specific additional resources.
- Failure to complete the form fully and / or to submit it on time may result in refusal to admit a student, or may lead to a student being denied access to his / her specified optional subjects, where classes have already been filled.

Decision Making Process:

The Board of Management will decide on the admission of each applicant, subject to the final decision being made by Kildare and Wicklow E.T.B. The Board may delegate the Secretary, Board of Management / Principal to accept students on behalf of the Board in accordance with the school's Admissions Policy. For the most part, it is envisaged that enrolment on application will be automatic. However, where this is not the case, due to the demand for places exceeding the number of places available, the Board of Management will decide on the following basis:

- Priority will be given to students who have attended the national schools referred to on page 2 of this policy document, provided their parents / guardians apply for enrolment on / before Wednesday, December 17th 2014.
- In allocating the remaining available places, priority will then be given to students for whom this is the nearest second level school to their home, brothers and sisters of current students and children of school staff (in that order).
- After this process is complete, the allocation of places will be carried out by lottery of all other prospective students.
- Where a waiting list is deemed necessary due to the number of applicants exceeding the number of available places as set out earlier in relation to school and year group size, the above criteria will operate, but within each category, a lottery policy will apply.
- In exceptional circumstances the Board of Management may refuse enrolment, subject to a hearing being granted to the parents / guardians of the student(s) involved and the directions of legislation and Ministerial orders.
- All applicants will normally be notified of the success or otherwise of their application for admission within 21 calendar days of the application being formally submitted.
- The offer of a place must be accepted within ten working days from the date of the offer (otherwise it will be deemed withdrawn).

Assessment Test:

Incoming First Year students are not required to attend for an Assessment Test.

How to Apply for Immediate Admission in an Existing School Year:

- Application Forms for Enrolment are available from the Principal.
- Except where there is a change of address which necessitates a change of second level school, the Board of Management does not accept applications for admission after September 30th each year.
- The aforementioned form, firstly, requires parents / guardians to submit information concerning the applicant student's name, date of birth, address, contact numbers in case of emergency, information regarding name, etc. of parent/guardian, name of family doctor, details about relevant known medical condition, etc. Secondly, the form requires a signed declaration stating that both the student(s) and the relevant parent(s) / guardian(s) agree to accept the terms of the school's code of behaviour and the school's right to promote good behaviour and to deal with indiscipline in accordance with the properly agreed Code of Behaviour. A copy of the school's Code of Behaviour will be distributed with the application form.
- Parents / Guardians are required to submit the name, address and phone no. of the previous second level school attended by the relevant prospective student, as well as the reason for the prospective student's transfer to Curragh Post Primary School.
- Parents / guardians are, also, required to submit copies of all reports received from the previous second level school attended, as well as full information on the student's attendance records, previous disciplinary sanctions imposed by the transferring school, especially suspensions and expulsions as part of this application and before a decision is taken as to whether or not to accept the enrolment application.
- The school Principal must speak in person to the Principal or Deputy Principal of the transferring school before a decision to admit the applicant student is taken.
- Special Needs Requirements: After being offered and accepting a place in the school, parents / guardians of prospective students with special needs are advised to contact the school in writing or in person in relation to the general / specific educational needs of the student involved immediately. This involves informing the school of the need, the resources previously received from the D.E.S. and, if possible, submitting copies of the various relevant items of correspondence with the D.E.S., psychologists, etc. to the school. The school will use this information, which will be treated in confidence, to apply for additional resources to the Department of Education and Science. The attached form (Appendix 1) may be used as the initial basis for the school's application to the D.E.S. for specific additional resources.
- Failure to complete the form fully and / or to submit all of the required information may result in refusal to admit a student or may lead to a student being denied access to his / her specified optional subjects, where classes have already been filled.

Decision Making Process:

The Board of Management/Principal will decide on the admission of each applicant, subject to the final decision being made by Kildare and Wicklow E.T.B. The Board may delegate the Principal to accept students on behalf of the Board in accordance with the school's Admissions Policy. For the most part, it is envisaged that enrolment

on application will be automatic. However, where this is not the case, the Principal will decide on the following basis:

- Priority will be given to students who have attended the national schools referred to on page 2 of this policy document.
- In allocating the remaining available places (if they exist), priority will then be given to students for whom this is the nearest second level school to their home, brothers and sisters of current students and children of school staff (in that order).
- Subject to the above conditions and after noting the maximum number of students admitted to the particular year group (see page 3 of this policy document), if a place exists it will be offered to the potential student in question.
- In exceptional circumstances the Board of Management may refuse enrolment, subject to a hearing being granted to the parents / guardians of the student(s) involved and the directions of legislation and Ministerial orders.
- All applicants will normally be notified of the success or otherwise of their application for admission within 21 calendar days of the application being formally submitted.
- All applicants will normally be notified of the success or otherwise of their application for admission within 21 calendar days of the application being formally submitted.
- The offer of a place must be accepted within ten working days from the date of the offer (otherwise it will be deemed withdrawn).

How to Apply to Repeat a year, apart from Leaving Certificate Year:

- Applications to repeat a year must be made in writing to the Principal.
- The applicant and / or his / her parents / guardians must state the reason for the application, as well as information concerning the applicant student's name, date of birth, address, contact numbers in case of emergency, name of previous school attended if not Curragh Post Primary School, information regarding name, etc. of parent(s) / guardian(s), name of family doctor, details about relevant known medical condition, etc. The application will only be considered if it is accompanied by a signed declaration stating that both the student(s) and the relevant parent(s) / guardian(s) agree to accept the terms of the school's code of behaviour and the school's right to promote good behaviour and to deal with indiscipline in accordance with the properly agreed Code of Behaviour. A copy of the school's Code of Behaviour will be made available to the applicant.
- Prospective repeat students will be required to indicate their preferred optional subjects, as covered in the school's relevant programme. The school will try to accommodate these requests, but constraints in relation to subject options, staffing resources and class size regulations agreed by the Department of Education and Science will lead to limits being applied. Students will be allocated to optional subject areas if possible. Where limits have to be applied, decisions to admit / not admit students into specific classes will be made on the basis of priority being given to existing students, ahead of repeat students.
- Special Needs Requirements: Parents / guardians of prospective students with special needs are advised to contact the school in writing or in person

immediately in relation to the general / specific educational needs of the student involved. This involves informing the school of the need, the resources previously received from the D.E.S. and, if possible, submitting copies of the various relevant items of correspondence with the D.E.S., psychologists, etc. to the school. The school will use this information, which will be treated in confidence, to apply for additional resources to the Department of Education and Science. The attached form (Appendix 1) may be used as the initial basis for the school's application to the D.E.S. for specific additional resources.

Decision Making Process:

If the application is in order, the Principal will meet with the applicant and his / her parents / guardians to discuss the matter and to determine if it is in the best interests of the student and the school to facilitate the application. In the event of a dispute, the Principal will refer the matter to the Board of Management, who will decide on the admission of each applicant, subject to the final decision being made by Kildare and Wicklow E.T.B.

- The Board must be satisfied that it is in the interests of the applicant to repeat the year involved, that granting the request is in the best interests of the school and that it is in accordance with D.E.S. guidelines on the matter.
- All applicants will normally be notified of the success or otherwise of their application to repeat a year within 21 calendar days of the application being formally submitted.
- All applicants will normally be notified of the success or otherwise of their application for admission within 21 calendar days of the application being formally submitted.
- The offer of a place must be accepted within ten working days from the date of the offer (otherwise it will be deemed withdrawn).

How to Apply for Admission as a Repeat Leaving Certificate Examination

Student:

- Application Forms are available from the Principal.
- The application form, firstly, requires parents / guardians to submit information concerning the applicant student's name, date of birth, address, contact numbers in case of emergency, name of previous school attended if not Curragh Post Primary School, information regarding name, etc. of parent(s) / guardian(s), name of family doctor, details about relevant known medical condition, etc. Secondly, the form requires a signed declaration stating that both the student(s) and the relevant parent(s) / guardian(s) agree to accept the terms of the school's code of behaviour and the school's right to promote good behaviour and to deal with indiscipline in accordance with the properly agreed Code of Behaviour. A copy of the school's Code of Behaviour will be distributed with the application form.
- Parents / Guardians are required to submit the name, address and phone no. of the previous second level school attended by the relevant prospective student.
- Prospective students who have completed the Leaving Cert. in another school will be required to submit a copy of their Leaving Cert. results if published, before admission is granted. If the results are pending, these results must be

submitted the day after they are published by the Department of Education and Science.

- Parents / guardians are, also, required to submit copies of the last four reports received from the previous second level school attended, as well as full information on previous disciplinary sanctions imposed by the transferring school, especially suspensions and expulsions as part of this application and before a decision is taken as to whether or not to accept the enrolment application.
- Application forms, with the specified required information being supplied, should normally be returned by the date specified on the form itself.
- Prospective students will be required to indicate their preferred optional subjects, as covered in the school's Senior Cycle programme. The school will try to accommodate these requests, but constraints in relation to subject options, staffing resources and class size regulations agreed by the Department of Education and Science will lead to limits being applied. Students will be allocated to optional subject areas if possible. Where limits have to be applied, decisions to admit / not admit students into Leaving Cert. Year classes will be made on the basis of priority being given to students coming up from 5th Year, ahead of repeat students.
- In September, the student involved or his / her parent(s) / guardian (s) will be required to pay the Repeat Leaving Cert. fee, as determined annually by the Department of Education and Science.
- Special Needs Requirements: After being offered and accepting a place in the school, parents / guardians of prospective students with special needs are advised to contact the school in writing or in person in relation to the general / specific educational needs of the student involved. This should be done in January / February in the year of actual school enrolment. This involves informing the school of the need, the resources previously received from the D.E.S. and, if possible, submitting copies of the various relevant items of correspondence with the D.E.S., psychologists, etc. to the school. The school will use this information, which will be treated in confidence, to apply for additional resources to the Department of Education and Science. The attached form (Appendix 1) may be used as the initial basis for the school's application to the D.E.S. for specific additional resources.
- Failure to complete the form fully and / or to submit it on time may result in refusal to admit a student or may lead to a student being denied access to his / her specified optional subjects, where classes have already been filled.

Decision Making Process:

The Board of Management/Principal will decide on the admission of each applicant, subject to the final decision being made by Kildare and Wicklow E.T.B. The Board may delegate the Principal to accept students on behalf of the Board in accordance with this Admissions Policy. For the most part, it is envisaged that enrolment on application will be automatic. However, where this is not the case, the Board of Management will decide on the following basis:

- Priority will be given to students who have completed their initial Leaving Cert. examination and education in preparation for this exam in Curragh Post Primary School.

The application to repeat the Leaving Cert. year in the school may be refused where:

- the Board believes that the admission of a student is not in the best interests of the student himself / herself,
- the student has displayed a significant disregard for the student's previous school's code of behaviour,
- the student has engaged in illegal activity,
- the Board believes that the health and safety of students and / or staff is at risk from the student's presence in the school and / or
- constraints of space place a limit on the numbers of students that the school can adequately cater for.

In exceptional circumstances the Board of Management may refuse enrolment, subject to a hearing being granted to the parents / guardians of the student(s) involved and the directions of legislation and Ministerial orders.

Applicants may appeal this decision to the Board of Management and then to the ETB.

All applicants will normally be notified of the success or otherwise of their application for admission within 21 calendar days of the application being formally submitted. The offer of a place must be accepted within ten working days from the date of the offer (otherwise it will be deemed withdrawn).

Section 4: Refusal to Enrol and / or Admit Students

Parents and guardians are asked to especially note that the Board of Management of Curragh Post Primary School and, ultimately, Kildare and Wicklow E.T.B. reserves the right to refuse to enrol and / or admit students and / or allow students repeat academic years where:

- the Board believes that the admission of a student is not in the best interests of the student himself / herself;
- the student has displayed a significant disregard for the student's previous school's code of behaviour;
- the student has been excluded from his / her previous school, i.e. suspended and / or expelled;
- the student has not exhausted all avenues of appeal, in his / her former school, up to and including a Section 29 Appeal;
- the student has engaged in illegal activity;
- the Board believes that the health and safety of students and / or staff is at risk from the student's presence in the school;
- constraints of space place a limit on the numbers of students that the school can adequately cater for and / or
- the granting of the application places the school in breach of D.E.S. guidelines.

Parents / guardians have the right to appeal this decision to Kildare and Wicklow E.T.B. itself. A decision to refuse admission may be appealed to the Department of Education and Skills, under Section 29 of the Education Act. The name and address of the person(s) to whom the appeal should be addressed will be included in the

notification to refuse admission, as will the time constraints involved. An Appeal Form will be enclosed with the letter.

Section 5: Conclusion

The Board of Management of Curragh Post Primary School, in devising this “Admissions Policy”, is determined to ensure that the school serves students of both genders and of all abilities in a healthy, safe, positive, challenging and rewarding learning environment. The Board would like to emphasise to parents / guardians the necessity for the school and the home to work together and in partnership to develop fully the range of talents, abilities and personalities of its students, so that they can, both individually and collectively, contribute confidently and productively to the local and global communities.

Ratified by BOM on 14th December 2015

Signed _____ Chairperson

Admissions Policy Reviewed and Amended: August 2012

Admissions Policy Reviewed and Amended: December 16th 2013

Admissions Policy Reviewed and Amended: March 24th 2015

Admissions Policy Review Date: October / November 2015

Admissions Policy Reviewed and Amended: December 2015

Appendix 1: Special Needs Information

Dear Principal,

I / We wish to formally apply for specific additional teaching resources to meet the needs of our son / daughter _____, on whose behalf we are applying for enrolment in Curragh Post Primary School.

Our son / daughter has

A Physical Disability Explain.	†
A Hearing Impairment Explain.	†
A Visual / Sight Impairment Explain.	†
A General Learning Disability Explain.	†
A Specific Learning Disability Explain.	†
A Speech & Language Disorder Explain.	†
An Emotional or Behavioural Disorder Explain.	†
An Autistic Disorder Explain.	†
Any Other Disability Explain.	†

Please contact me / us at a later date to discuss our son / daughter's needs. At this meeting, we will supply copies of all relevant documentation that we have to you.

We accept that failure to supply additional documentation as requested by the school or failure to make a reasonable arrangement to meet with the school to discuss this application for admission and this application for additional teaching resources for the

aforementioned child(ren) may result in our child(ren) being refused admission to the school.

Signed: _____

Date: _____