

McEgan College Admissions Policy

Scope of Policy

This policy covers all external applications for admission to the College.

Relationship to Mission Statement

The intent of the policy is to ensure the effective implementation of our mission statement and management plan in the spirit of our stated values.

Rationale

To provide fair, transparent and effective criteria for admission of students to McEgan College in compliance with legislative requirements. The policy is based on the principles of:-

- Parental/student choice
- Equality of access and participation in the school
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

Application from Primary School or students transferring into the catchment area

Enrolment Procedures

1. On application (parents/guardians or students aged eighteen years or over) will be provided with: -
 - An application form for enrolment
 - The schools code of behaviour and dress code
 - Advice as to the closing date for receipt of completed application.
 - Advice on any other requirements e.g. the need to sit an assessment test.
2. Parents will have to submit the signed school enrolment form to the school by a specified date and ensure that they and the student concerned have read and accept the schools Code of Behaviour and discipline.
3. As soon as practicable after a parent has provided all information requested by the board of management the board of management will make a decision in respect of the application and inform the parent in writing of its decision.

Criteria for Decisions to Enrol - General

According to the Policy

Decisions in respect of the enrolment of students will be made by the board of management on the basis of this school policy.

Age

Students will normally be required to be twelve years of age or older in the year they apply for enrolment in the school.

Completion of sixth class in primary school

Except in exceptional circumstances, students who have completed sixth class in primary school will be enrolled on application in the first year programme subject to a place being available and the age requirement.

Criteria for Selection

In the event of an excess of applications over places available, the following criteria will be used:-

Priority will be given to children living in the catchment area of the school. Thereafter, consideration will be given to children outside the catchment area on the following grounds:

- Certified medical reasons
- Access for disabled
- Siblings continuing to attend the school requested.
- Educational course being only available at McEgan college
- Behavioural considerations
- Ease of travel or proximity of home to school
- Attendance at an associated primary school
- Parental affinity with the aims, philosophy and religious character of the school
- Pupils having suffered or likely to suffer, bullying or racial harassment at another educational establishment.

Application for transfer from other schools providing post primary programmes

Applications to transfer from other schools providing post-primary education will be processed in accordance with the policies and procedures outlined in this policy as they relate to students in general and to students with special needs.

Transfer Procedures

1. The parents/guardians of students requesting a transfer from another post primary school will be supplied with: -
 - An application form for transfer
 - A copy of the admissions policy
 - The schools code of behaviour
 - Advice as to the closing date for receipt of completed application.
 - Advice on any other requirements e.g. the need to sit an assessment test.
2. Applications for transfer into the school where the students is not moving into the area will only be accepted up until the end of the October mid-term break.
3. Parents/guardians will be required to: -
 - Meet with the Principal, Deputy Principal/Assistant Principal accompanied by the student if s/he is less than 18 years of age 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 school reports from the previous school.
 - Give a written acceptance that their child will abide by the School Code of Behaviour.
4. In making its decision the board of management will consider:
- The current enrolment status of the child i.e. is the child currently enrolled in another school.
 - The behavioural record of the student.
 - Any supporting documentation provided by the student.
 - The timing of the application with regard to the child's position in the Junior or Senior cycle and the academic year.
 - Any integration implications from having the child enter the school.
5. As soon as practicable, but not later than 21 days after a parent has provided all information requested by the board of management the board of management will make a decision in respect of the application and inform the parent in writing of its decision.

Application for transfer from Junior Cycle to Senior Cycle

Students shall be afforded the opportunity of direct entry into fifth year if any student reaches the age of 16 years by the 31st March while in third year.

Each student who wishes to apply for direct entry to 5th year will also have to have agreement from the Board of Management.

Repeat Leaving Certificate Students

Applicants who completed their leaving certificate in the school will be interviewed by the Principal/Deputy Principal to assess their suitability for the course. Other applicants will be considered as transfer students.

Leaving Certificate Applied Students

Applicants wishing to transfer from other schools into the Leaving Certificate Applied will be interviewed by the Principal/Deputy Principal and LCA Co-ordinator.

The Leaving Certificate Applied has a limit of 14 students and more than that number will not be accepted into the programme.

Reserved rights of the board to refuse enrolment

The board of management reserves the right to refuse an application to enrol, in the school, where in the opinion of the board, adequate physical accommodation is not available for the applicant.

The board of management reserves the right to refuse an application to enrol in the school where, in the opinion of the board a decision to enrol would constitute a risk to the health and safety of other students enrolled.

The board of management reserves the right to refuse an application to enrol where, in the opinion of the board, the school programme is unsuitable to the educational needs of the student and alternative suitable arrangements for an appropriate programme cannot reasonably be made at the school.

The board of management reserves the right to refuse an application to enrol where, in the opinion of the board, a decision to enrol would clearly have a demonstrable negative impact on the capacity of the school to deliver programmes to other students and alternative arrangements cannot reasonably be made at the school.

The board of management reserves the right to refuse an application to enrol where, the board has already required the child to discontinue his or her attendance at the school.

The board of management reserves the right to refuse an application to enrol where, in the opinion of the board, a decision to enrol would be likely to be seriously detrimental to order and discipline in the school.

The board of management reserves the right to refuse or to defer enrolment in the school where it is not satisfied that it has sufficient information to make an informed decision on the educational needs of the student.

PLC Courses

1. Applicants are required to fill in the course enrolment form.
2. Applicants satisfying the minimum course requirements may be invited to attend for an interview in September.
3. The Board of Management can cancel a class if it decides it is not a viable class on 30th September of each year. Students will have the option to transfer to other PLC courses in other County Cork VEC colleges/centres.

Enrolment of students with Disabilities and Special Educational Needs.

The School welcomes special needs applications

The BOM_welcomes applications from students with special education needs. The staff and Board of Management will do all it possibly can to identify, plan and provide for a special needs or disabled child seeking admission to the school. Every effort shall be made to provide an integrated and inclusive education.

Definitions:

For the purposes of this policy, a student with 'special education needs' is a student who, because of attributes arising from a disability,(as defined in the Equal Status Act 2000 see appendix 1) is unable to benefit from an ordinary school programme without special classes or other special education services.

Students who have been in receipt of special education programmes or services immediately prior to the application to enrol will be deemed to have special needs.

Students who in the view of the school, formed on the basis of assessments carried out by the school and/or on information provided on application, are deemed to be students with special education needs, and shall be so treated under the terms of this application process.

Early Application

It is the policy of the school to try to identify at an early stage of the admissions process students who may have special education needs. The school will make every effort to become familiar with these needs and to make the necessary arrangements to meet them. The school may request to access the student's records from Primary school/ individual learning programme.

Applications for enrolment for students with special education needs must be received on or before the closing date above. Late application may result in deferred enrolment or the deferred commencement of the educational programme for the student at the school.

Decisions on such applications will be made within 21 days of all the required information being made available to the school.

Information on Special Education Needs

Parents / Guardians will be required to provide information on educational, medical or psychological reports relevant to the education of the student. Parents / Guardians will be required to provide written information on the education plan or programme being provided for the student prior to their application for enrolment. Lack of information or failure to provide required reports may be a basis for a decision to defer the commencement of the educational programme for the student at the school.

If the student has not to date been formally assessed by an appropriate professional, written consent of parents/ guardians for the student to be assessed, may be required. The school may not accept responsibility for costs associated with such assessments as may be required.

Resources

Requests to Department of Education and Science for resources of students with disabilities or special education needs will be made by the school to Co. Cork VEC on behalf of the school in accordance with the procedures of the Department of Education and Science.

Deferred Enrolment

Commencement of an educational programme and attendance at the school for a student with special education needs will be subject to the availability of the requisite resources at the school for the appropriate education programme of the student relevant to her disability or special needs, and the support services required.

It may be necessary to defer commencement of an educational programme and attendance at the school pending receipt of the resources required for the special education needs of the student,

In such circumstances, the school will make every effort to make arrangements for any compensatory programme which will be required so that the student can benefit fully from the programme of education to be provided at the school.

Appeal against refusal

Under section 29 of the Education Act, 1998, Parents/guardians have the right to appeal a refusal by the school to enrol a student. A decision of the Board of Management may be appealed to County Cork VEC, in accordance with Department of Education and Science circular M48/01. In a letter to parents/guardians refusing enrolment, this right will be stated and the relevant form made available.

Special Class Entry

Autistic Class/ Support Class 1 & Moderate General Learning Class/ Support Class 2

Support Class 1

A child will be accepted for admission into the support class 1 when all of the following criteria have been met:

- a) The child has a diagnosis of an Autism Spectrum Disorder (this diagnosis being made by a professionally recognised multi disciplinary team).
- b) If the child presents with a general learning disability, it must fall within the mild range (this diagnosis must also be made from a professionally recognised clinical and psychological assessment procedure).
- c) Integration of students in mainstream is the aim of the support class. Although the support class students have their own base room they will when appropriate to the student's learning, attend mainstream classes both with and without SNA support. In order to enrol in the class students must be capable of integrating into mainstream classes. Evidence must be provided that the student is capable of integration and a multidisciplinary team must support this evidence.

Support Class 2

A child will be accepted for admission into the support class 2 when the following criteria have been met:

- a) The child has an up to date report diagnosing Moderate General Learning disability and a recommendation to attend the support class 2 from the relevant professional (psychologist). If places are available, consideration will be taken for pupils with a

diagnosed low functioning mild general learning disability, with an up to date report and a recommendation for a special class.

- b) Integration of students in mainstream is the aim of the support class. Although the support class students have their own base room they will if appropriate to the student's learning, attend mainstream classes both with and without SNA support.

Appendix 1

Education Act 1998

Section 14(2)

A board ... shall fulfil in respect of the school the functions assigned to that school by this Act,

Section 15 (2)

A board shall perform the functions conferred on it and on a school and in carrying out its functions shall --

15(2d)

publish, in such manner as the board with the agreement of the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy of the school relating to the expulsion and suspension of students and admission to and participation by students with disabilities or who have other special educational needs and ensure that policy principles of equality and the right of parents to send their children to a school of the parents' choice are respected and such directions as may be made from time to time by the Minister, having regard to the characteristic spirit of the school and the constitutional rights of all persons concerned, are complied with.

Section 9 of the Education Act states that a recognised school shall provide education to students which is appropriate to their abilities and needs and... Section (9a) ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for,

Education (Welfare) Act 2000

Section 19.-# (1) 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 Act of 1998.

(2) The parent of a child who has made an application referred to in subsection (1) shall provide the recognised school concerned with such information as may be prescribed by the Minister.

(3) As soon as practicable, but not later than 21 days, after a parent has provided, in accordance with subsection (2), such information as may be prescribed by the Minister thereunder, the board of management of the school concerned shall make a decision in respect of the application concerned and inform the parent in writing thereof.

Disability as defined in legislation.

Equal status Act 2000

Section 2. - (1) in this Act, unless the context otherwise requires-

“Disability” means-

(a) The total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body,

- (b) The presence in the body of organisms causing, or likely to cause, chronic disease or illness,*
- (c) The malfunction, malformation or disfigurement of a part of a person's body,*
- (d) A condition or malfunction which results in a person learning differently from a person without the condition or malfunction, or*
- (e) a condition, disease or illness which affects a person's thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour;*