

## ADMISSIONS POLICY

### (A) New Entrants

- Applications must be made to the Principal, Knockbeg College, Carlow, on the official school application form for the year of entry.
- The closing date for Applications is October prior to the year of entry. This is subject to review each year.
- While the closing date for the following academic year is October of the previous year, an application for succeeding years can be made at any time.
- The Board of Management will notify the general public of the availability of this policy through the school web site. Copies of the policy and application forms are available on request from the College.
- Decisions in relation to enrolment are made by the Principal, acting on behalf of Board of Management in accordance with school policy.
- In all cases the regulations of the Department of Education and Science will be followed;-
  - (a) The applicant must have reached 12 years of age on January in the calendar year following his entry into First year (Birth Certificate is required).
  - (b) The applicant must have completed 6<sup>th</sup> class in a primary school or the equivalent in another jurisdiction.
  - (c) The applicant must be willing, with his Parent(s)/Guardian(s), to accept in writing the College ethos as set out in the Religious and Educational Philosophy of the schoolie. Subscribe to the Catholic ethos.
  - (d) The applicant must be willing, with his Parent(s)/Guardian(s), to accept in writing, the College's Code of Behaviour (see appendix 1).
  - (e) Details of relevant medical conditions are required.
  - (f) Details of disabilities or any special educational needs of the student are required.

- (g) Relevant information, if applicable, regarding student custody, access arrangements and court orders pertaining to the student is required.
- (h) The applicant must take an Assessment Test prior to entry.
- (i) Completed entry application forms must be accompanied by a non-refundable deposit which will be determined from time to time by the Board of Management.

### **Allocation of Places**

Decisions made in relation to allocation of places are in accordance with:

- Criteria laid down by the Board of Management (These will apply if the number of applicants exceeds the number of places.
- Department of Education and Science Rules.
- Department of Education and Science provision of staff
- Department of Education and Science provision of resources to meet the needs of students with special needs.
- Department of Education and Science provision of physical space in relation to classroom accommodation and health and safety of the students.

### **Criteria, in order of priority, for allocation of places (these will apply if the number of applicants exceeds the number of places available).**

1. Brothers of present/past students (provided application is in by the due date). A past student is any person who completed the Junior or Leaving Certificate course in the school.
2. Sons of past pupils (provided application is in by due date).
3. Sons of staff members (provided application is in by due date).
4. Special circumstances to be decided at the discretion of the Principal/Board of Management, may apply.
5. All other boys on a first come first served basis. Priority to be given to Catholic boys should space be limited (in keeping with the Equal Status Act 2000, Section 7 (3) C. (see appendix 2)

**Note:** In relation to first come first served the date of receipt of all applications will be recorded. Where a number of applicants are received

on the same day a place will be determined by a lottery supervised by two external observers.

### **Late Applications.**

Late applicants will be placed on a waiting list on a first come, first served basis if the earlier enrolment policy is over – subscribed. An application form with all relevant information must be submitted. There must be compliance with the selection criteria. A place will be offered depending on the availability of a place in the school.

### **Students with Special Needs:**

Every reasonable effort will be made to accommodate students with special needs in so far as school resources, supported by the Department of Education and Science, will allow. In order to assist in establishing the educational and training needs relevant to his disability or special needs, the Board will request a copy of the child's relevant medical/psychological report and will require a professional assessment.

The Board will use the resources, both financial and personnel, provided by the Department of Education and Science to provide reasonable accommodation for students with disabilities or special educational needs up to a nominal cost. Applicants are advised that further resources cannot be guaranteed.

If the Board considers that further resources are required, the Department of Education of Science will be requested to provide the resources eg. Special needs assistant, specialised equipment or furniture, transport etc.

The school authorities will meet the parents/guardians to discuss the student's needs and the school's capacity to meet these needs.

The Board cannot guarantee that it will be able to meet all of the student's needs if the Department of Education and Science does not make the necessary resources available to the school.

It may take some time for the Department of Education and Science to process applications. Parent(s) are advised to inform the school as early

as possible and discuss the situation well in advance of making an application.

Decisions on enrolment are made in accordance with the provisions of the Education Welfare Act 2000 (section 19, (3) (see appendix 3) and the Equal Status Act 2000. Parent(s) of prospective students will be informed in writing of the Principals decision within 21 days of receiving such information as is prescribed by the minister under the Act.

### **Transfer from other Post – Primary Schools.**

Application from Parent(s)/Guardian(s) of student enrolled in other second level schools will be considered if there are vacancies in the appropriate subject – group/class/year.

Application must be made on a Knockbeg College application form which can be obtained from the college on request. The Application Form should be returned with a written reference from the previous school. Parent(s)/Guardian(s) who request a place for their son will be asked to attend for interview with him before the Principal makes a decision on the application. Places are not guaranteed. Students may transfer from another post – primary school subject to the following:-

1. References in writing will be sought in each case from the pupil's previous school/schools in relation to his conduct. Where it is established that a student's behaviour is unacceptable in his previous school/schools, the Principal may decide not to accept such a student in the interest of the general school community.
2. That the school authorities are satisfied with the reasons for the transfer being in the best interest of the student and not detrimental to the interests of the students already in the school.
3. The possible problems and disruption of studies when moving into an established class and year group will be considered. The situation may arise where a student may have to take up or discontinue a subject.
4. That space is available in the school, in particular with specialist classes where the capacity is limited.
5. The school authorities are provided with all relevant information from the former school.
6. That it is in the best interests of the school.

7. It is in agreement with the schools enrolment and admissions policy.
8. The student fulfils all conditions laid down by the Department of Education and Science.
9. A suitable vacancy exists in the school.
10. Parent(s)/Guardian(s) and their son must sign Code of Behaviour and Rules of the school, thereby agreeing to accept and uphold them.

### **Acceptance of places.**

#### **General.**

All admissions are subject to the approval of the Principal. The Principal acting on behalf of the Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Such an exceptional case could include the following:

- (a) The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education.
- (b) In the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or school property.

The final decision with regard to enrolment of students in Knockbeg College, Carlow and with regard to all matters covered in this admissions policy lies with the Board of Management. The Board of Management reserves the right to review and amend the Enrolment and Admissions Policy from time to time.

#### **Parents Rights.**

In accordance with Sections 28 and 29 of the Education Act 1998, parents/guardians of applicants who are not enrolled in the school may appeal the decision to the Board of Management in the first instance and subsequently, if necessary, to the Department of Education and Science.

#### **Acceptance of Places.**

Applicants who are being offered places will be invited to confirm in writing acceptance or otherwise within a designated time span of the posting of the offer, along with a non-refundable sum to be set against administration costs. Failure to comply with this will result in the offer being withdraw. At this

point, Parent(s)/Guardian(s) are asked to provide four passport size photographs of their son in order to facilitate school administration.

### **Appendix 1.**

Include this and Code of Behaviour.

### **Appendix 2.**

#### Equal Status Act Section 7 (3) (c)

“An educational Establishment does not discriminate where the establishment is a school providing primary or post-primary education and the objective of the school is to provide education in an environment which promotes certain religious values, it admits persons of a particular religious denomination in preference to others or it refuses to admit a person who is not of that denomination and, in the case of a refusal, it is proved that the refusal is essential to maintain the ethos of the school.”

### **Appendix 3**

“Education Welfare Act 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 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.”

### **APPENDIX 4**

The special class for children with Autistic Spectrum Disorder (ASD) has been developed with the co-operation and support of the NCSE and the DES. The class will cater for the catchment area of St. Mary's, Knockbeg College and can accommodate a maximum of 6 students (boys) who have a diagnosis of ASD.

- DES policy dictates that all ability levels should be catered for within the ASD class. The Board of Management supports such a policy unless the nature and degree of the needs of the student are such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for other students with whom the student concerned is to be educated. Students with severe behavioural difficulties will not be enrolled.
- Parents who wish to enrol their son into first year should make contact with the Principal Knockbeg prior to the Open Day of the academic year when the child is in 6<sup>th</sup> class Primary School. Applications for the class must be returned to the office on or before the closing date for first year applications. The school is obliged to make it clear that no late applications can be considered for the class particularly when places for first year are oversubscribed.
- Parents must attend an interview with the Principal and provide all relevant documents pertaining to their child's diagnosis and to their previous schooling/education. The diagnosis must be in accordance with DSM IV or ICD 10 for resourcing and documentation must also have a recommendation for a "special class placement" (NCSE requirements).
- Where a report outlining the student's care or educational needs is deemed inadequate or out of date the Principal/Board of Management may insist that the family obtain an up to date educational and or psychological report.
- As places within the ASD class are limited (total of 6) the school shall run a lottery to determine the order in which places can be filled if there are more qualified applicants than places available.
- Participation in the ASD class will be subject to ongoing review.
- Transfers from other second level schools to the ASD class will be in line with the requirements of the Knockbeg admissions policy and applicants also satisfying the criteria for ASD class.

- A decision to enrol a student in the ASD class will be made by the Board of Management and a decision by the Board is final.
- Students who are enrolled in this class will follow the normal 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Leaving 1 and Leaving 2 programme (5 years). Students will be registered with the relevant year group.