



COLÁISTE
NA TRÓCAIRE

Admissions Policy



COLÁISTE NA TRÓCAIRE

Coláiste na Trócaire Admissions / Enrolment Policy



Note: This policy is effective from 09.10.2018 and replaces all previous Admission / Enrolment Policies

Rationale

Coláiste na Trócaire is a designated community college, under the auspices of Limerick Clare Education and Training Board (LCETB), which seeks to provide fair, transparent and effective criteria for admission of students to this college, in compliance with legislative requirements.

Coláiste na Trócaire within the legal context of

- Relevant sections of:
 - Education Act 1998
 - Education Welfare Act 2000
 - Equal Status Act 2000
 - Education for Persons with Special Educational Needs Act 2004
 - Disability Act 2005
 - Education Act (Miscellaneous Provisions) 2007
 - Data Protection Acts 1988 and 2003: The school is a Data Controller under the Data Protection Acts. Data provided to Coláiste na Trócaire in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998) and the Data Protection (Amendment) Act (2003). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child's personal data, you should write to the school principal.

Coláiste na Trócaire also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills
- The rights of trustees as set out in the *Education Act, 1998*
- LCETB ethos, guidelines and regulations
- The regulations of the Department of Education and Skills and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the *Education Act, 1998*.
- The funding and resources available to the school at any given time. Implementation of the school plan and school policy has due regard to the resources and funding available.

Within this operating context, Coláiste na Trócaire is a college that

- Is inclusive in intake
- Supports the principle of equality of access to and participation in education

- Recognises and supports the rights of parents to choose with regard to admission in second level schools or colleges
- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.

Each year the Board of Management may have to decide in advance the number of First Year students for whom Coláiste na Trócaire can provide an appropriate education, having regard to the facilities, personnel, campus and resources.

Coláiste na Trócaire Mission Statement

Guided by the core values of Limerick & Clare Education and Training Board and by our Christian principles, Coláiste na Trócaire is committed to providing an environment that allows for the holistic development of our students.

In Coláiste na Trócaire Community College we seek to:

- Foster values of truth, honesty, integrity and respect in our students
- Give students access to a broad and balanced education so that students are helped to develop their academic, physical, emotional, cultural and spiritual potential
- Create a safe environment where students and staff feel valued, secure and happy
- Provide a welcoming atmosphere for parents and the wider community in a spirit of partnership
- Provide opportunities for lifelong learning for members of the wider community
- Equip our students to play a full and active role as adult members of their community

Enrolment of First Year Students

Each year the Board of Management may have to decide in advance the number of First Year students for whom the College can provide an appropriate education, having regard to the facilities, personnel, and resources. Our procedures for application are in keeping with the characteristic spirit of the College as expressed in the Mission Statement and they comply with all relevant current legislation.

All students wishing to enrol must complete an enrolment form and a subject choice form.

All applicants will be offered a place subject to:

- Meeting eligibility requirements
- Compliance with the enrolment procedures
- The availability of places

Application forms can be had by calling to or telephoning the College Office or from students' Primary School.

First Year Students who are eligible for Admission must:

- Have reached the age of 12 years by 1st of January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations)

- Have completed Sixth Class in Primary School or its equivalent or is deemed to have an appropriate level of engagement with education
- Be willing, in conjunction with their parents/guardians, to accept the characteristic ethos and mission of the college.
- Be willing, in conjunction with their parents/guardians, to accept the Coláiste na Trócaire Code of Behaviour
- Be willing to sit an Assessment Test, the date for which will be communicated in writing to the parents/guardians of the students accepted for admission at the school. This Assessment Test is not an entrance examination as the student has already been allocated a place in the school.
- Be willing to complete the detailed student data form that will be issued following acceptance for admission.

Admission Procedures

- To apply, parents/guardians should complete the official School Application Form, which will be issued through the feeder Primary Schools and which will also be available from the school office and on our website - www.mercycc.ie
- The application form for entry into First Year in Autumn 2019 will be available from Monday **17th September 2018**
- The closing date for receipt of completed applications for First Year for the school year 2019/20 is **Friday 2nd November 2018**
- When an application form, properly completed and signed, is received, it will be marked with the date on which it was received
- Properly completed application forms will be acknowledged not later than 6 weeks after receipt
- Incomplete application forms will not be processed but will be returned to the parents/guardians for completion
- Late applications will be considered only after all applications received on time have been fully processed.

Allocation of Places in First Year 2019/2020

Decisions regarding student admissions are a matter for the College Management.

As soon as possible but not later than 6 weeks after the closing date for receipt of completed application forms, the College Management shall make a decision in respect of each application, and inform the parents/guardians of the outcome in writing (as required by the *Education Welfare Act 2000*).

When a place in the school is offered, parents/guardians will be required to confirm in writing their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.

A maximum of **96** places will be available in First Year for the school year 2019/20. In the event that applications for admission exceed this number the Board of Management will allocate places in accordance with the following procedure:

Offer of Places

Pupils will be offered places strictly in the following order:

- Applicants who have a sibling currently attending the school
- Applicants who have a sibling who is a past pupil of the school
- Applicants from the feeder primary schools
- Children of Staff Members in Coláiste na Trócaire
- Other applicants.

All places are offered on the strict understanding that Parents and/or Guardians accept and students agree to abide by our school code of behaviour.

Excess of applicants

- Only students whose applications have been received **on time** will be offered places in accordance with the criteria above.
- Places will only be offered to students in a given category after all students in each previous category have been offered a place.
- Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery.

Conduct of Lottery

- The lottery will be supervised by at least three of the following; member of the Garda Síochána, the Principal, the Chairperson of the Board of Management, the Chairperson of the Parents Council.
- Siblings (e.g. twins or triplets) will be treated as joint applicants and allocation of a place to one guarantees allocation of a place to another.
- Names will be drawn until all places are filled.
- When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
- If a vacancy arises it will be offered to the applicant highest on the waiting list.

- The waiting list will be terminated when the first term begins.

Application to apply to Transition Year.

Students who wish to take Transition Year will be asked to either complete an application form or sit an interview. A list of suitable candidates will be compiled.

A letter will be issued to these students' Parents/Guardians offering a place in Transition Year. The Parents/Guardians will then have to accept or decline the place.

The limit on the number of students in Transition Year is 60. This is subject to change at the discretion of the Board of Management.

For entry into Transition Year students are required to:

- Complete third year
- Have a commitment to good behaviour, hard work and study.
- Be committed to applying him/herself fully to Transition Year and to what it has to offer(e.g. to co-operate and participate in all events)
- Pay the fee prior to beginning Transition Year.

Students' suitability to undertake Transition Year and the suitability of the programme to the students will be considered during the application process. Students who are unsuccessful in their application for Transition Year have the right to appeal this decision to the principal. They should appeal within seven days of the refusal to attend Transition Year.

Application to transfer from another School or College.

The Parents/Guardians of students requesting a transfer from another post-primary school or college will be supplied with this admissions policy and are required to:

- Complete a Transfer Application Form.
- Agree to their current Principal filling in a Student Enquiry Form.
- Provide copies of reports from their previous school or college
- Meet the Principal, Deputy Principal accompanied by the student to discuss previous progress and on-going commitment to study and good behaviour.
- Be willing to accept the ethos of Coláiste na Trócaire
- Be willing to accept the Code of Behaviour of Coláiste na Trócaire. Confirmation in writing, is required, that parents/guardians and the student accept the Code of Behaviour.
- Where the student is in the Care of the HSE a meeting between a designated staff member from Coláiste na Trócaire, the HSE, the Foster Carers and any other relevant statutory stakeholders will take place in advance of enrolment to ascertain if the college can meet the students' needs
- Parents / Guardians of Students with Educational, Social, Behavioural or Psychological reports must submit such reports on enrolling.

Subject to class sizes, subject choices and available resources, Coláiste na Trócaire will make every reasonable effort to facilitate a student seeking a transfer to our College. Depending on academic ability/progress, consideration may be given to repeating the academic year.

Transfer applications will be considered by applying the following criteria:

Is the student requesting transfer

- Is student requesting transfer in agreement with the Admissions Policy of Coláiste na Trócaire
- Is the transfer in the best interest of the student.
- Is the transfer in the best interest of Coláiste na Trócaire.
- Is the transfer of educational benefit to the student.
- Has the student requesting made available all relevant information from the former School or College.
- Has consent to liaise with necessary external agencies been received from the student/parent.

The Board may refuse the transfer application

- If the board is satisfied that there is a threat of violence towards another student or member of staff in their current School or College
- If it is satisfied that there is a history of the applicant involvement in violent behaviour toward staff or students.
- If the board is satisfied that there is a history of theft from other students or from the School or College
- If the Board is satisfied that the transfer is not in the best interest of the student
- If the board is satisfied that the transfer is not in the best interest of Coláiste na Trócaire
- If the board is satisfied that there is a history of bullying towards other students or staff.
- If the board is satisfied that there is any history of possession, using and/or supplying illegal substances to others.
- If there is any history of sexual assault.
- If transfer information requested by the school is not forthcoming.

The board may consider other issues that it deems relevant in making its final judgement on the transfer application. With the best interest of the student in mind and considering the issues relating to transfer which may include subject choices, class sizes and available resources, the Board of Management or the Principal may decide to refuse admission at the time of application and advise his/her parents/guardians to reapply if they so wish at the start of the following College year.

Repeat Leaving Certificate Students

Applicants who completed their Leaving Certificate in Coláiste na Trócaire will be interviewed by the Principal/Deputy Principal to assess their suitability for the course. Applications to repeat should be made by September 1st. Other applicants will be considered as transfer students.

Requests to repeat a year excluding Leaving Certificate year.

Requests to repeat a year should be submitted to the Principal/ Deputy Principal in writing on or before March 31st each year. Applications made after this time may not be considered.

It is the policy of LCETB and Coláiste na Trócaire, where persons over the age of 18 years apply to enrol in a programme of study which may entail contact with persons deemed to be vulnerable by reason of age, disability etc. to seek consent for Garda vetting.

Special Education Needs (SEN)

The Board of Management of Coláiste na Trócaire welcomes students with special educational needs including students who are exceptionally able or talented. It is our policy to meet with the parents/guardians of incoming students with special needs, well in advance of admission to assess the child's particular needs. Coláiste na Trócaire accesses the student's records from the student's primary school in advance of entry into the College. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The College may deem it necessary to request immediate assessment in order to assist it in establishing the educational requirements of the student relevant to his/her special needs. With the ETB, the college makes early application to the Department of Education and Skills for appropriate resources e.g. special needs assistant, specialised equipment transport etc. Where adequate resources are not forthcoming from the DES the college may have to postpone admission until the DES puts such resources in place.

The Board of Management is aware of its responsibility under **Section 9** of the Education Act 1998 to:

Provide education to students which is appropriate to their abilities and needs and to ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for,

The Board of Management is also aware that the Equal Status Act, 2000 prohibits discrimination on the grounds of disability. The Education Act 1998 and the Equal Status Act, 2000 define disability as:

- (a) The total or partial absences 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.*

Apart from any legal responsibilities the Board accepts that it has a moral and social responsibility to promote inclusiveness and integration in the College. The principles of inclusivity and integration underpin the admission policy for SEN students in the College.

The Board of Management of Coláiste na Trócaire welcomes applications from students with special educational needs. The Board will strive to ensure that an education appropriate to their needs is provided for pupils with special educational needs. It will hold a hearing where necessary to ensure that the needs of the student can adequately be met within the resources available to the College.

Final confirmation of a place may in exceptional cases be given when the Department of Education and Skills confirm that the necessary resources are in place.

N.B. It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the College as early as possible and discuss their particular situation well in advance of the commencement of the school year.

Appeals

The Board of Management wishes to state that it reserves the right to refuse an application for admission in exceptional circumstances such as for example where a student poses an unacceptable risk to the health and safety of the students and staff of the College and/or to College property or where a student may present with such a degree of special need that even with additional resources by the Department of Education and Skills, the College believes it would not be able to reasonably accommodate the student concerned under **Section 29** of the Education Act. *The Parents' of any student who is refused admission will be given a copy of this Policy within seven days of such refusal.* In the case of Coláiste na Trócaire which is established and maintained by LCETB an appeal against the decision of the Board of Management shall be made, in the first instance, to LCETB and thereafter to the Secretary General of the Department of Education and Skills.

Appeal to the ETB

An appeal will generally not be admitted unless it is made within fourteen calendar days after the decision of the Board was communicated to the parents in writing. The College Principal will notify the parent of their right of appeal to the ETB. Appeals should be made in writing on the **Section 29** Appeal Application Form available from the ETB.

Suspension & Expulsion

Please consult the Code of Behaviour of Coláiste na Trócaire with respect to a decision to:

- *permanently exclude a pupil.*
- *suspend a pupil.*

Appeal to Secretary General

If the appellant remains unhappy with the outcome of the appeal process he/she has an entitlement to make an appeal directly to the Secretary General of the DES and may be done by contacting the DES 'Appeals Administration Unit'.

Consultation and Review:

This policy has been drawn up by the Management of Coláiste na Trócaire in consultation with parents, staff and representatives of our feeder schools. It is operative for the First Year intake in the school year

2019/20. It will be reviewed by the Board of Management annually. Submissions for such review are welcome and should be forwarded to the Board

Ratification and Publication

This policy was ratified by the Board of Management on 9.10.2018 and was published on the College website on 12.10.2018

Signed: Sr Margaret Hogan
Chairperson of Board of Management

Signed: Michael Behan
Principal

Date of next review: October 2019

Appendix 1



COLÁISTE NA TRÓCAIRE

Principal: Michael Behan

Deputy Principal: Ms Susan Burke

Student's Surname: First Name:

Address:

..... Home Telephone No:

Date of Birth: (*Official Birth Certificate to be enclosed*)

Student's Country of Birth :.....*Student's PPS Number:*

Previous School: Name of Principal:

If you intend to use School Transport Service, name nearest pick-up point:

Bus Eireann: OR Private School Bus:

Brothers or Sisters in the School: No of Children in Family:.....

Father's/Guardian's Name:

Signature:Mobile No:.....Work No:.....

Mother's/Guardian's Name:Mother's Maiden
Name.....

Signature:Mobile No:.....Work No:

Medical Card Holder: Yes [] No [] Medical Card No:

Please state: Name and Address to which correspondence is to be sent:

.....

.....

Email Address:..... Date:

ENROLMENT FORMS SHOULD BE RETURNED TO THE COLLEGE ON OR BEFORE Friday 2nd November, 2018.
Offers of places will be posted the week commencing 10th December 2018

- **Assessment of incoming students** will take place in Coláiste na Trócaire on Saturday 9th March 2019 from 9.00 a.m. to 1pm.
- Results of tests will be provided on request.
- Only students who have provided all information required including Birth Certificate and PPS number will be permitted to sit the Assessment.

If you wish to discuss any of the above, please contact school reception on 069/64094.

Appendix 2



COLÁISTE NA TRÓCAIRE

Coláiste na Trócaire – 1st yr Subject Choice Form

Name of Student:.....

All students will study:

Core Subjects: 1) Irish 2)English 3)Maths 4)Science 5)History/Geography

4 or 5 classes per week per subject

Wellbeing Subjects: 1)P.E. 2)S.P.H.E. 3)C.S.P.E 4) Computers 5)Religion

1-2 classes per week per subject

Language Subjects: 1) French 2) German

2 classes per week per subject

Optional Subjects

Students will take four of the following subjects. Please number the subjects in order of priority **(1 to 8)**

Subject	Rating
Art	
Business Studies	
Home Economics	
Metalwork	
Music	
Technical Graphics	
Woodwork	
Religion -Exam Level	

Note

- Careful consideration by parents and students should be given to choice of subjects. It is advisable not to confine one's choices to one particular area of the curriculum.
- Choosing a Subject at Junior Certificate level may influence choice of subject available at Leaving Certificate level.
- While every effort will be made to accommodate your choices, this **cannot** be guaranteed.

Student Signature:

Signature of Parent /Guardian:

Date:

Please return completed forms to:

Mr. Michael Behan
 Coláiste na Trócaire
 Rathkeale
 Co Limerick
 Tel: 069 64094
 Fax: 069 64582
 E-mail: mercycc@eircom.net

For Office use only - Date Received;

Appendix 3



COLÁISTE NA TRÓCAIRE

Inter-SCHOOL/COLLEGE Student Transfer – Application Form

Students Name: Date of Birth:

Address:

.....

PPS Number Male Female

Name & Address of SCHOOL/COLLEGE currently attending:

.....

Name of Principal or Deputy Principal:

Current Year and Course:

Year and Course being requested:

Name of Mother/ Guardian: Phone no:

Address:

.....

Name of Father/ Guardian: Phone no:

Address:

.....

Are there any medical conditions the College needs to be aware of?

.....

Does your child have special educational needs? Yes No

If yes please give details and attach a copy of relevant information:

.....



COLÁISTE NA TRÓCAIRE

List of subjects you are currently studying and at what level :

1	2
3	4
5	6
7	8
9	10
11	12

Outline your reasons for leaving your current School:

.....

.....

.....

Outline your reasons for wishing to transfer into Colaiste na Trocaire:

.....

.....

.....

Signature of Mother/Guardian:

Signature of Father/Guardian:

Signature of Student:

Please return completed forms to:

Mr. Michael Behan

Coláiste na Trócaire

Rathkeale

Co Limerick

Tel: 069 64094

Fax: 069 64582

E-mail: mercycc@eircom.net

Appendix 4



COLÁISTE NA TRÓCAIRE

Private and Confidential - Inter-SCHOOL/COLLEGE Student Transfer - Information Request form

This form must be completed in full by or on behalf of the Principal of the previous Post Primary SCHOOL/COLLEGE attended.

An application for transfer will only be considered when this form is received by Coláiste na Trócaire

Name & Address of SCHOOL/COLLEGE currently attending:

.....

Name of Principal or Deputy Principal:

Students Name: Date of Birth:

Address:

.....

PPSN: Date of enrolment:

Current Year and Course:

Days attended in the last academic year: Days attended this year to date:

Academic Progress (Please attach copies of examination results.)

.....

.....

Special Educational Needs (Please provide details if relevant) :

.....

.....

Overall attitude to school:

.....

.....

General comments on behaviour:

.....

.....

Has the student ever been put on Report or a Behaviour Plan?

If yes then why?

Has the student ever been suspended from school?

If so how many times has the student been suspended?

What is the total number of days the student was suspended?

Please state the reason(s) for the suspension(s)?

Has the student ever been expelled / excluded or refused enrolment in your school?

If yes please state the reason for exclusion:

Is the student still on the register of your school/college?

Principal's Signature: Date:

Official SCHOOL/COLLEGE Stamp



Please return completed forms to:

Mr. Michael Behan
Coláiste na Trócaire
Rathkeale
Co Limerick

Tel: 069 64094

Fax: 069 64582

E-mail: mercycc@eircom.net

Thank you for your time in filling this form

Appendix 5



COLÁISTE NA TRÓCAIRE

I/We the parent/guardian of give permission to the
Management of Coláiste na Trócaire to contact the Principal/Head Teacher of

.....
.....

about the behavioural and academic records and reports held by the school on our child.

Students Name: Date of Birth:

Address:
.....

PPSN:

Signature of Mother / Guardian:

Signature of Father / Guardian:

Date:

Appendix 6

List of Feeder Schools

Our feeder schools are, but not necessarily confined to:

1. St. Anne's N.S. Rathkeale
2. St. Joseph's N.S. Rathkeale
3. Rathkeale No. 2 N.S.
4. Christ the Saviour N.S. Ballingarry
5. Ahalin Primary School Ballingarry
6. Croagh N.S.
7. Coolcappa N.S.
8. St. James' N.S. Cappagh
9. Our Lady's Abbey, Adare
10. Shountrade N.S Adare
11. Scoil Naomh Iósaf (CBS) Adare
12. Church of Ireland Primary School Adare
13. Kilfinny N.S
14. Kilcolman Primary School, Ardagh
15. Ardagh National School
16. Granagh Primary School

