

# Gaelcholáiste Charraig Uí Leighin Enrolment Policy



## 1. General:

The Enrolment Policy of Gaelcholáiste Charraig Uí Leighin has been formulated in accordance with the provisions of the Education Act 1998, The Education Welfare Act 2000 and the Equal Status Act 2000 in order to assist parents and guardians of both prospective and existing pupils in relation to enrolment matters. The Principal, as secretary to the Board of Management, will be happy to clarify any further matters arising from the policy.

This policy should be read in conjunction with the following Gaelcholáiste Charraig Uí Leighin policies and legislative documents;

- 1) College Mission and Ethos;
- 2) Code of Behaviour;
- 3) Health and Safety Policy;
- 4) Policy for spoken Irish;
- 5) Data Protection Policy;
- 6) Data Management Policy;
- 7) Records Retention Schedule;
- 8) Child Protection Policy, and
- 9) The Education Act 1998.

## **1.1 Link to school's ethos:**

Gaelcholáiste Charraig Uí Leighin is an all-Irish co-educational multi-denominational post-primary school operating under the patronage of Cork Education and Training Board. All subjects (except other languages) are taught through the medium of Irish. The College is inclusive in its intake and offers a broad curriculum. It is a community of learning excellence where every child is supported and challenged to achieve their potential academically, personally and socially, and is underpinned by core values of respect, fairness and integrity. Irish language and culture is central to every aspect of College life.

## **1.2. Scope of policy**

This document sets out the policy of Gaelcholáiste Charraig Uí Leighin in respect of enrolment to the college in the following circumstances:

- Pupils applying for a place in First Year;
- Pupils from outside Gaelcholáiste Charraig Uí Leighin applying for a place on any other year group;
- Pupils applying to repeat any year of any programme in the school.

## **1.3. Rationale**

This policy aims to ensure that appropriate procedures are in place to enable Gaelcholáiste Charraig Uí Leighin to make decisions on all applications in an open and transparent manner consistent with its mission, ethos and legislative requirements.

## **1.4. Dissemination of Information**

Gaelcholáiste Charraig Uí Leighin utilises appropriate channels of promotion and procedures to inform parents and guardians about the school, its programmes, activities and procedures.

- 1) An annual Open Day is held;
- 2) A notice regarding Open Day is placed on the school's website and in the local newspaper giving notice the date of Open Day;
- 3) Primary schools in the area are visited, and pupils are invited together with their parents/guardians to Open Day;
- 4) Information packs containing information about the school, making particular reference to the Admissions Policy, are distributed to fifth and sixth class

pupils, and are also available on Open Day;

- 5) Closing date for applications is issued in that information pack, and is also made available on Open Day;
- 6) Initial offers of school places are made within a 21-day period following the closing date for applications.

### **1.5. Context**

Gaelcholáiste Charraig Uí Leighin operates under the patronage of Cork Education & Training Board.

- 1) It supports the principle of equality for all students regarding access to and participation in the College.
- 2) It respects the diversity of traditions, values, beliefs, languages and ways of life in society.
- 3) The right of parents to send their children to a school of the parents' choice is acknowledged, subject to the resources available to Gaelcholáiste Charraig Uí Leighin, including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the Gaelcholáiste to provide for the needs of those who apply for admission.
- 4) Where the College 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 Gaelcholáiste Charraig Uí Leighin may have no recourse but to decline admission.
- 5) The Gaelcholáiste Charraig Uí Leighin Board of Management operates as a subset of Cork Education & Training Board.
- 6) Gaelcholáiste Charraig is Leighin is funded by the Department of Education and Skills as part of the free education scheme.

## **2. Policy Content**

### **2.1. Application to First Year**

- 1) Each year the Board of Management will decide on a closing date for the receipt of applications for the following school year.
- 2) The process of enrolment, including the closing date for the receipt of applications, will be made public by means of a letter distributed to primary schools, a notice

placed in the local newspaper and a notice on the College's website.

- 3) This letter will also be available on Open Day.
- 4) Parents or Guardians seeking to enrol a child in first year in Gaelcholáiste Charraig Uí Leighin are requested to return a completed Enrolment Application to the college before the closing date.
- 5) It is a condition of enrolment that the application form be completed in full and be factually correct.
- 6) A provisional offer of places will be made within 21 days of the closing date for receipt of applications.
- 7) Parent(s)/guardian(s) and the child applying for a place must give their consent in writing, to the College's policies. Information regarding links to these policies will be forwarded to parents/guardians with the provisional offer of places and agreement must be signed by the child and by their parent(s)/guardian(s). Parents/guardians are also asked to submit the First-Year book contribution with the acceptance of places. Failure to return signed acceptance of a place and consent to school policies by the date specified on the initial offer may lead to the granting of that college place to another pupil.
- 8) Equality of access is the key value that determines the enrolment of children to Gaelcholáiste Charraig Uí Leighin. No child will be refused admission for reasons that are contrary to the principles outlined in the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000.
- 9) While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Gaelcholáiste Charraig Uí Leighin seeks to balance this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the pupils already enrolled in the college. This requires balanced judgements, which are guided by the principles of natural justice, using fair and transparent procedures.

## 2.2. Registration Criteria

The Board of Management will determine the maximum number of children to be enrolled in first year in any one year, bearing in mind the following criteria (Table 1).

**Table 1: Criteria determining maximum number for enrolment:**

- |   |
|---|
| <ol style="list-style-type: none"><li>1) The culture and ethos of the college community.</li><li>2) Availability of space in classrooms and limits to the number of students in each classroom dictated by Health and Safety requirements.</li><li>3) The availability of sufficient space along corridors and in social areas.</li><li>4) Availability of grants and teaching resources provided by the Department of Education and Science.</li><li>5) The ability of the college to cater for the educational needs of children.</li><li>6) Department of Education and Science maximum class size directives.</li></ol> |
|---|

## 2.3. Allocation of places

- 1) In the event that the number of children seeking enrolment in any year exceeds the number of places available, the criteria outlined in Table 2 will be used to prioritize children for enrolment.
- 2) If selection has to be made within a particular category preference will be given to pupils from homes where Irish is spoken. Applicants and their parents/guardians will be asked to indicate this on the Application Form and may be required to satisfy the Board of the applicant's fluency in Irish if seeking a preference on that basis. Where selection is still necessary within a particular category the remaining available places will be filled by means of a lottery involving all the applications within that category.
- 3) Any applicant not offered a place will then be placed on a waiting list based on that lottery.
- 4) Applicants in all subsequent categories will be placed in order on the waiting list, based on a lottery within each category.
- 5) Applications received after the closing date will be considered only after all applications received before the closing date have been accommodated.
- 6) The waiting list for each particular year will cease to exist on the last working day prior to the opening of the college for the next new school year.

**Table 2: Criteria used to prioritize children for enrolment:**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Brothers and sisters of pupils who are attending or who have attended Gaelcholáiste Charraig Uí Leighin;</li><li>2. The children of college staff members;</li><li>3. Pupils who have attended Gaelscoil Charraig Uí Leighin and Gaelscoil na Dúghlaise;</li><li>4. Pupils who have attended other Gaelscoileanna;</li><li>5. Pupils from other primary schools not included in 1-4 above.</li></ol> |
|---|

Applications must contain the following documentation:

- A completed application form;
- A copy of Birth Certificate;
- Signed consent of parent(s)/guardian(s) and the applicant to the College's policies.\*

*\*The relevant links will be forwarded to parents/guardians with the provisional offer of places.*

The Board of Management reserves the right to reserve 10% of places which may be allocated at the Board's discretion. These allocation of these places will only be considered in exceptional circumstances. Such applications must be justified to the Board. They will be considered on a case-by-case basis, and subject to the criteria set down in Table 1.

#### **2.4. Applications to enroll in other Year Groups or to First Year after the start of the school year:**

Applications to enroll a pupil will be considered subject to the provision of requirements outlined in Table 3.

Applications will not be accepted after the school year has commenced except in exceptional circumstances, for example if a family has moved into the area and the child, according to the school management has sufficient Irish to achieve within the year group he/she wishes to join.

### **Table 3: Requirements for application for transfer**

1. A completed application form;
2. A copy of Birth Certificate;
3. An interview with the child, parent(s)/guardian(s) and Principal/Deputy Principal;
4. The two most recent school assessment reports;
5. A completed Student Reference, signed by the Principal/Deputy Principal of applicant's most recent school;
6. A letter explaining the reason for the application.

The Board of Management reserves the right to refuse the offer of a place to any applicant on the following basis:

- 1) That no suitable accommodation/ place exists in the year group;
- 2) That the school cannot offer the student the subject(s) requested by the applicant;
- 3) That an offer of a place may have a negative impact/outcome on the pupil;
- 4) That an offer of a place at the time may have a negative impact/outcome on pupils already enrolled in the school;
- 5) That the applicant has been expelled from another Post Primary school;
- 6) That the applicant has a poor disciplinary record in another school;
- 7) That the applicant already has a place in another post-primary school.

## **2.5. Pupils wishing to repeat a year**

Consideration will only be given to pupils wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education & Skills as set out in circular letters M57/87, M33/89, M47/93 and M2/95.

## **3. Appeals Procedure**

All applicants will receive a written answer to their request for enrolment. Where possible, this will be done within 21 days of receipt of the application. Where it is not possible to make a decision on an application at the time it is received, the procedures to be followed will be explained in writing to the applicant within 21 days of receipt of the application.

A decision to refuse admission may be appealed to the school's Board of Management, and in the event of an unsatisfactory response, to the Department of Education & Skills under Section 29 of the 1998 Education Act. Details of the Appeals process will be enclosed with the letter of refusal to enroll.

## **4. Data Use and Storage**

Enrolment data is held by Gaelcholáiste Charraig Uí Leighin, and used for specific purposes, as outlined in the school's Data Protection Policy and Data Management Policy.

## **5. Policy Availability**

This policy is available on Gaelcholáiste Charraig Uí Leighin's website, [www.gaelcholaistecul.ie](http://www.gaelcholaistecul.ie).

Hard copies are available on request from the Principal.

This policy was reviewed by the Gaelcholáiste Charraig Uí Leighin's Board of Management on December 4<sup>th</sup>, 2018.

This policy will be reviewed on an annual basis.

