



BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION
AND TRAINING BOARD

Causeway Comprehensive School

Admissions & Enrolment Policy

ADMISSIONS AND PARTICIPATION POLICY - Causeway Comprehensive School

INTRODUCTION

The following is the mainstream post-primary Admissions and Enrolment Policy of Causeway Comprehensive School, Causeway, Tralee, Co. Kerry. The policy is deemed under review until such time as the Board of Management of Causeway Comprehensive School considers it otherwise. All previous policies are now deemed superseded. The Board of Management of Causeway Comprehensive School is setting out this policy in accordance with the Education Act 1998, Section 15:2 (d) and it trusts that parents/carers will be assisted in relation to admission matters and that furthermore the Principal will clarify any matters arising from this policy. The Board of Management of Causeway Comprehensive School is publishing this official Admission and Participation Policy with the full approval of its patrons, Kerry Education & Training Board and the Presentation Order in accordance with the policies of the said patron, The Education Act 1998, The Education and Training Boards Act 2013, The Education Welfare Act 2001 and relevant circulars from the Department of Education and Skills. The Board of Management has delegated the implementation of this policy to the Principal of the school. Copies of this policy are available in the school and are furnished, to each person who applies to be admitted to the school.

The operating framework of this policy is governed by the context and parameters of :

- Legislation enacted by Dáil Eireann.
- Department of Education and Skills regulations.
- Available resources and funding.
- Adequate resources provided by the Department of Education and Skills.
- That the school follows the curricular programmes prescribed by the Department of Education and Skills in accordance with Sections 9 and 30 of the Education Act (1998).

AIMS

- That the School Management and Staff will have all necessary information to ensure each student will have his/her needs appropriately met and addressed.
- Provide all relevant information as required by the Department of Education and Skills.
- Admission is open to students of all ethnic groups.
- Admission is open to students of all religious beliefs or none.

KEY INFORMATION

Name: Causeway Comprehensive School

Address: Causeway, Co. Kerry

Principal: Mr. Cathal Fitzgerald

Deputy Principal: Ms. Ann Marie Hassett

Contact Details: Tel: 066-7131197

Fax: 066 - 7131595

Email: admin@causewaycs.ie

Patron: County Kerry ETB & Presentation Order

Causeway Comprehensive School is a multi-denominational, co-educational school. It is comprehensive in its intake and in its curricular provision.

Administrative Information:

The school day runs from 9.00 to 3.50 Monday to Friday.

Mid-morning break occurs from 11.00 to 11.15 with Lunchtime from 1.15 to 1.50.

The school Office hours are from 8.30 to 5.00 daily.

Programmes:

The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998. Causeway Comprehensive School offers education to boys and girls on the following programmes:

Junior Certificate, Junior Cycle, Transition Year, Leaving Certificate Vocational Programme, Leaving Certificate Applied and Leaving Certificate.

The school has a dedicated Special Needs Department, who in conjunction with the Career Guidance teacher look after the special educational needs of students in the school in accordance with the SEN policy.

Extra-Curricular Activities

As part of the holistic philosophy, the school offers a range of extra-curricular activities in order to promote the full personal development of the students. Each student in the school is encouraged to participate in extra-curricular activities. These include Gaelic Football, Hurling, Camogie, Basketball Futsal, Rich Task events such as Tag rugby, Athletics, Outdoor Pursuits, The School also offers a wide range of sports activities both in individual and team events during lunchtime or representing the school. Further activities such as: Book Club, Xbox, Chess Club, School Musical, Quiz teams, Drama, Choir, coaching in leadership, mentoring programme, etc

MISSION STATEMENT

Our school welcomes each student into a friendly, caring and supportive community, where we recognise that each young person is unique and has different talents and different needs. In partnership with parents, we promote a Christian ethos (Characteristic Spirit), and nurture a positive self-image in students. This enhances their self-confidence and allows them to realise their full potential.

We provide a well-balanced educational programme, so that each student can develop skills and attitudes that will allow them to grow into mature, responsible, well-rounded individuals capable of living fulfilling lives and of making a worthwhile contribution to society.

INTAKE POLICY

The Principles which underpin this policy are those of :

- Student centeredness.
- Parental/student choice.
- Inclusiveness.
- Equality of access and participation.
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.
- Ability of the school to provide an appropriate education for individual applicants given the resources available.
- Accountability to applicants for enrolment, their parents, the Kerry ETB staff and community served by the school.

NUMBER OF FIRST YEAR PLACES AVAILABLE

Restrictions are placed on the numbers of available places by the size of the building, the limits on class sizes and the overall number of students for which the school can cater. The maximum school enrolment in any one year will be determined by the current school capacity of 530 students.

The numbers accepted into First Year will be limited to 120 students. In relation to any other year this will be determined by this overall number as well as the following:

- the maximum number in a general subject class is 30
- The maximum number in science and practical classes is 24 and Junior Cycle Home Economics is 20

ENROLMENT PROCEDURES FOR FIRST YEAR

Parents or guardians who wish to have their child(ren) considered for admission to the school as a first year student must complete a "Causeway Comprehensive School Application Form" on or before the closing date for applications.

The Application forms will be made available on the from 1st Monday in October when prospective students are in 6th class in Primary school. The Application form will be available from the School Office and on the school website. www.causewaycs.ie

Parents/Guardians will be notified in writing of the following:

- Closing date for receipt of completed application forms will be 10 school days after the School's Open Night.
- Latest date for decision of applications which will be within twenty one days of the closing date.

Applications received after the closing date/time will not be considered unless places remain unfilled following the offer of places to valid applicants. (Valid applicants are those whose application is received on or before the closing date). Late applicants may request to be added to the waiting list for consideration in these circumstances

- On receipt of an offer, each student will be notified of the procedure in accepting the place. Application forms must be returned to the school office only by the parents/guardians of the applicant. An official receipt will be issued by the school as a record of proof that an application has been submitted. This will detail the name and address of the student as well as the date, time and signature of the Parents/guardian who has submitted the form
- In due course, assessment tests will be conducted on all students who accept a place. This is to ensure appropriate grouping in classes etc. The Open Night will also provide more detailed information to parents on the application process, the Admission and Enrolment Policy of the school, the characteristic spirit of the school etc. Parents will have an opportunity to have their queries answered on this occasion or on another occasion, by appointment with the Principal or Deputy Principal.

CRITERIA FOR SELECTION

- The Criteria for selection refers to a first come basis with a waiting list if needed. The term "First come" refers to those who have fully completed an application form and submitted to the school office on or before the closing date and time.
- Students from outside the catchment area can only be enrolled if there is available capacity.
- All students who apply to enrol and their parents will be required to sign their agreement to support the school's Code of Behaviour.
- Students who will be under 12 years on the 1st of January following the school admission date cannot be enrolled.

- The school reserves the right to refuse enrolment to any student where in the opinion of the Board of Management the student poses an unacceptable risk to other students, to school staff or to school property
- In the event that applications are received from twins, triplets or more, it is the policy of the school that if one child is successful, his/her siblings will be offered a place automatically.

Students not offered a place may appeal the decision of the Board of Management to the Chief Executive Officer, (CEO) County Kerry ETB, Tralee, Co. Kerry under Section 29 of the Education Act (1998) or in the event of further appeal, the Secretary General of the Department of Education & Skills.

ENTRY-UP-THE-SCHOOL/TRANSFERS

Applications received seeking places for the start of a school year in a year group other than First Year are placed in a waiting file. Entries are not generally entertained during the course of a school year. Persons making such application for transfer will be given a decision on their application within 21 working school days of receipt of the application and fully completed Causeway Comprehensive School Transfer Student Information Report Form.

Admissions to years other than First Year are considered under the following conditions:

Reasonable space is available in the year group and/or subject choices

- i. In the opinion of the Board of Management, special circumstances requiring a change of school exist and are verifiable
- ii. In the opinion of the Board of Management, the admission of the applicant will pose no reasonable behavioural or health & safety concerns for the applicant or the existing school community.
- iii. On curricular grounds no entry to 5th year or 6th year will be considered unless in the context of a student of Causeway Comprehensive School who wishes to repeat a year.
- iv. The completion of a signed agreement to uphold the school's Code of Behaviour and a signed authorisation for the use of information supplied for bona fide school purposes.
- v. Students in care with the HSE. The Board of Management will continue to endeavour as far as practicable and having regard to the resources available, to accommodate students who are in the care of the HSE. In order to ascertain the needs of each student, an interagency case review will take place with all relevant stakeholders in advance of admission to determine if the school facility and resources can adequately meet the student needs. The Principal will interview, or deputise others to interview, any applicant for a place in the school.
- vi. No consideration will be given to any such application without the full completion of the Causeway Comprehensive School Transfer Student Information Report Form, which must be completed by the applicant's previous or current school Principal or Deputy Principal and stamped with the official school stamp. The Board of Management may at

its discretion, request the completion of additional forms from previous schools attended, if applicable. On receipt of a copy of this form, it is the responsibility of the parents/carers of the applicant to ensure full completion by the current or previous school. Following completion of this process, students not offered a place may appeal the decision of the Board of Management to the Chief Executive Officer, (CEO) County Kerry ETB Tralee, Co. Kerry, under Section 29 of the Education Act (1998) or in the event of further appeal, the Secretary General of the Department of Education & Skills. The applications of students remaining on all “waiting files” on 30th September of the school year for which entry was sought will be removed and deemed to have lapsed unless a particular request is received to place them in a waiting file for entry at the start of the following school year. It is the responsibility of the parent/carers to make such a request in writing.

- vii. Students who opt to transfer to another second level school will have no automatic right of re-entry should they change their mind and indicate a wish to return to Causeway Comprehensive School.
- viii. **APPEALS PROCESS** Any refusal to admit a student to the school may be appealed by the parent/carers to the Board of Management in the first instance, and thereafter may be appealed to the Chief Executive Officer, (CEO) of County Kerry ETB, Tralee, Co. Kerry, or in the event of further appeal, the Secretary General of the Department of Education & Skills.
- ix. **POLICY ON SUSPENSION AND EXCLUSION** The procedures for managing suspensions and exclusions, and all details of appeals in these situations, are set out in the Code of Behaviour of the school, to which readers are referred.
- x. **POLICY ON CHILD PROTECTION** The Board of Management procedures for child protection are outlined in the Child Protection Policy, to which readers are referred.
- xi. **PARTICIPATION POLICY** Causeway Comprehensive School aims to enable all students to participate as fully as possible in all school programmes, both curricular and extra-curricular. To facilitate this to happen, the Board has put in place procedures to keep students informed of all school activities and opportunities. These procedures are aimed at facilitating the involvement of students in the operation of the school, having regard to their age and experience. As a means of progressing this involvement, the Board has drawn up rules to enable the students to establish a Student’s Council and will assist the students as far as is reasonable and as required by law in setting up and managing the Council.
- xii. **ADMISSION AND PARTICIPATION BY STUDENTS WITH DISABILITIES OR OTHER SPECIAL EDUCATIONAL NEEDS**

Students with disabilities and special needs are welcome to enter the school and participate in all programmes on offer to the extent that their doing so is consistent with their own safety and that of other students. In order to cater coherently for these students, their previous educational records will be accessed in advance of entry. This

will allow for applications to be made to the Department of Education and Skills for key resources and support for the student. The school may request a copy of a student's medical, psychological or Individual Education Report to assist any application to the Department of Education and Skills. All information concerning students with special needs will be disseminated to relevant teachers, where appropriate. The school will in so far as resources permit, provide special treatment and facilities to enable them to participate in the life of the school, unless to do so would expose them or others to an unacceptable degree of risk, would be excessively disruptive of any programme or activity or give rise to excessive costs that the school could not reasonably be expected to bear. The Board of Management of Causeway Comprehensive School will, in endorsing the school Admissions and Participation Policy, pay due regard to the Department of Education and Skills' regulations on school enrolment, particularly those contained in the Education Act 1998, the Education (Welfare) Act 2000, the Equal Status Act 2000, the Education for Persons with Special Needs Act 2004 and any subsequent legislation.

The Board will continue to endeavour as far as practicable and having regard to the resources available, to accommodate students with disabilities or those who have special educational needs. In the event that the general assessment test, as administered by the school Guidance Department for all incoming students, indicates that a student appeared unable to benefit from the educational programmes on offer in Causeway Comprehensive School, the Board of Management reserves the right to appoint an assessor in order to ascertain whether an applicant is at the stage where he/she would benefit from the second level programme which this school could provide. If, following this assessment, the parents/carers should wish to seek a second opinion, the Board would accept the results of a reassessment of the candidate by a Department of Education and Skills psychologist before a final decision to admit is made. Should a decision then be taken to give a place to the candidate, a further assessment will be made at the end of the first year in the school to determine what progress the pupil had made over the year, with a view to determining the best way forward for his/her further educational growth.

Alternatively, and in this context, the Board of Management reserves the right to refuse to enrol a child on the following grounds:

(a) That to have the child as part of a class in the school would not be consistent with "the best interests of the child as determined in accordance with any assessment carried out under the Education for Persons with Special Needs Act 2004".

(b) That the child's presence in a mainstream class would be inconsistent with "the effective provision of education for children with whom the child is to be educated." (Education for Persons with Special Needs Act 2004) The Principal of Causeway Comprehensive School will, in accordance with Section 23 of the Education Welfare Act (2000), before registering a child as a student of the school, will provide the parents/carers with a copy of the code of behaviour and will require that the parents/carers confirm in writing that the code of behaviour is acceptable to them and

shall make all reasonable efforts to ensure compliance with this code by the child. A refusal by the parents/carers to make this commitment will be grounds for refusing to admit their child to the school.

Application for entry into Transition Year

Application to apply to Transition Year Students who wish to take Transition Year will be asked to both complete an application form and may 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 45 places. 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 cooperate and participate in all events)
- Transition Year Students' suitability to 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.

LCA Admission Policy

The school runs a Leaving Certificate Applied Programme if there is sufficient demand from suitable candidates in the relevant Year Group. The school is committed to the LCA programme and will always endeavour to provide it but there may be years when numbers are not viable.

Students will not be accepted into the LCA programme once the programme has commenced. Preference will be given to those students who were enrolled in Causeway Comprehensive School for Junior Cycle. Exam.

Admission to students from other schools will be in exceptional circumstances only and will be considered on a case by case basis.

Acceptance into the Leaving Cert. Applied Programme is not automatic and is based on the following criteria:

- The maximum number in an Leaving Certificate Applied year will be set at 15 students
- The potential of the student to benefit from the course. The student's previous school attendance and behaviour record.

- Cat 4 testing results will be used to assist in the determination of the student's ability
- The student's academic record. Teacher recommendations. The capacity of the student to be a positive influence in the programme.
- Advice from outside agencies e.g. the Health Service Executive or the National Educational Psychological Service.
- An interview will be conducted with each applicant by a panel of teachers which will include the Leaving Certificate Applied Co-ordinator, the Year Head and the Career Guidance Counsellor. Additional members of staff may be invited to join.
- Parent(s)/Guardian(s) of each prospective Leaving Certificate Applied student will then be invited to discuss the student's decision and future prospects as a result of pursuing the Leaving Certificate Applied programme.
- In the event of a student being refused a place in the LCA Programme, parents may appeal the decision to 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. 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

Parents/guardians of students who wish their child(ren) to repeat a year must apply in writing to the Principal of the school before the 1st of May in the current academic year. The closing date for applications is 31st May as per Department of Education circular M2/95. In allocating places to repeat a year, the school will follow the details of circular M2/95 from the department. When filling the application form, parents must provide supporting documentation.