

ADMISSIONS POLICY

1. Aims.

- 1.1 Parents / Guardians / Students / Staff will have all necessary information to ensure the student will have his/her needs met.
- 1.2 Admission is open to all who satisfy this policy. In relation to discrimination it is the policy of Borrisokane Community to comply with the Equality Act, 2000. This act prohibits discrimination on nine grounds as follows: Gender, Marital Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race and Membership of the Traveller Community.

2. Enrolling Procedures.

- 2.1 All enrolment applications must in the first instance be made to the school Principal. The school principal may refer the enrolment to the Board of Management if he/she feels grounds may exist for refusing to admit the student. Enrolment forms are available from the school at 067-27268 or on the school website www.borrisokanecce.ie
- 2.2 Parents/Guardians/Students are informed of enrolment through
 - (a) Prospectus
 - (b) Visits to Primary Schools
 - (c) Media
 - (d) Church Announcements
 - (e) Open Night
 - (f) Appointment with School Principal.
- 2.3 Complete application form, provide a copy of applicants Birth Certificate.
- 2.4 Parents of a student who has an Educational / Behavioural/Medical or Psychological report(s) should furnish them on enrolling.
- 2.5 Parents/Guardians or applicants over the age of eighteen must undertake to read – sign and abide by the school’s Code of Behaviour.
- 2.6 In the case of second level students they must have completed 6th class National School and be the required minimum age (12 on January 1st of school year they are proposing to commence i.e. 12 on January 1st 2019 for commencing September 2018). In the case of Further Education or Life Long Learning Courses satisfy any relevant entry requirements.
- 2.7 Exemption from study of Irish must be in accordance with Department of Education and Skills guidelines. Evidence of Exemption must be supplied with the enrolment form.
- 2.8 In the event of college having more applications than places available, the following criteria will apply in the order shown:-
 - a. Reside in the Catchment Area of Borrisokane Community College.
 - b. Brothers / sisters of present students.
 - c. Students who live closest to Borrisokane Community College

If there are insufficient places available under a particular category it may be necessary to allocate those places on the basis of an open draw. Such a draw if required will take place at a Board of Management Meeting.

Note: For the school year 2018/2019 the maximum number of enrolments for first year will be 96 students. The closing date for enrolments for the school year 2017/2018 is Friday December 15th 2017.

3 Transfers

- 3.1 Applications from students transferring from other schools after 30th September of the school year will only be accepted if students are becoming new residents in the catchment area.
- 3.2 Applications for transfers to year groups other than first year for the school year 2018/2019 will be processed after May 1st 2018. The reason for this is to ensure that students currently attending Borrisokane Community College are catered for first in relation to Programmes and Subjects.
- 3.3 Students transferring from other Second Level schools must produce the following:
 - (a) School reports from previous school/s
 - (b) Details of attendance,
 - (c) Behaviour records
 - (d) Subject Choice
 - (e) Reference from previous school/s
 - (f) Application form
 - (g) Any other relevant information

Note: Borrisokane Community College allocates students to classes based on their subject preference. If the number of students requesting a subject exceeds the number of places available, then a waiting list will be put in place. Students transferring to Borrisokane Community College must join the end of this list and will not be offered a place in the school until their position on the list is reached.

- 3.4 Students enrolling in second level in years other than 1st year:
 - (a) All school policies to apply
 - (b) A progress report will be sent to parents/guardians approximately four weeks after commencing at Borrisokane Community College. A meeting with parents/guardians will take place if necessary.
 - (c) Each student will be mentioned at the weekly management meeting to monitor progress, mixing with others, behaviour etc.

4. Special Needs

The college will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs. These students are free to participate in the life of the school in so far as is reasonable practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept

students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.

In making provision for special need students the following information is required.

Has the student had access to any of the following resources? :

1. Special needs assistant or classroom assistant.
2. Special class.
3. Help, for specific needs, from any resource teacher.
4. Assistance with behavioural modification.
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with their special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility. etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be fulfilled.

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 school as early as possible and discuss their particular situation well in advance of making an application.

Note: Further information on this area is contained in the School's Policy on Special Needs

Students enrolling in the Centre for Young People with Autism (ASD Special Class):

Borrisokane Community College has in place a dedicated Centre for Young People with Autism (ASD Special Class). Applications for students to enroll in and be accommodated in the Centre will only be accepted if the parents/guardians can provide a specialist report diagnosing the child with Autism and recommending that the child's needs can be met by attendance at an ASD Special Class attached to a second level school. The report should state that the child has complex or severe learning needs that require the support of the ASD special class setting and the reasons why this is the case.

The Centre is designed to support a student with a diagnosis of Autism and who is functioning at a level that allows them to be integrated into mainstream classes for some subjects. The maximum number of students that can be accommodated in the Autism Centre is twelve. If the number of applications exceed the number of places the criteria in 2.8 above will be used to allocate places.

5. Grounds upon which Borrisokane Community College may refuse to admit a student are set out below:

5.1 If admitting the student to the school would:

- (a) Make it necessary for the school to employ additional staff which are not funded by the Department of Education and Skills.
- (b) Give rise to significant expenditure on extending or altering the accommodation or facilities at the school, which are not funded by the Department of Education and Skills.
- (c) Be seriously detrimental to the continuity of the child's education
- (d) Be likely to be seriously detrimental to order and discipline in the school
- (e) Be likely to be seriously detrimental to the education wellbeing of students attending the school.

5.2 If the education normally provided at the school is not suited to the age, ability or aptitude of the child.

5.3 If the child was previously expelled from this school.

5.1 Suspension and Expulsion

Suspension and Expulsion of students are dealt with in the school's Code of Behaviour

5.2 Appeals

Parents/Guardians/Students that are over eighteen have a right to appeal against a decision of refusal to enroll in line with Circular Letter M48/01 – Appeals Procedures under Section 29 of The Education Act 1998.

