CTI Clonmel

Raheen College Gaelcholáiste Chéitínn



ADMISSIONS & PARTICIPATION

POLICY

*“Our School Makes All the Difference”*

### RAHEEN COLLEGE

### RAHEEN ROAD, CLONMEL, CO TIPPERARY

This policy reviewed and updated on the 16/5/2019, is published by the BOM of Raheen College as the school's official Admissions and Participation Policy and has been approved by the school’s patron. Copies are given to all persons who wish to apply for admission to the school. Our school brochure and our Code of Positive Behaviour form an integral part of this policy. The school follows all DES curricular and other programmes, pursuant to Sections 9 and 30 of the 1998 Act, which may be changed from time to time subject to the directions of the Minister for Education and Science. The school depends on the DES for grants and teacher resources, and operates within all DES rules and regulations and the relevant law.

## **MISSION STATEMENT**

*The role of our school is to facilitate the students and people of Clonmel and its environs in the* acqisition *of general and specialised education.*

*We seek:*

* *To encourage the development of the full person through imparting knowledge and skills and through inculcating values such as integrity, honesty, a good work ethic*, *compassion, caring, community spirit, a sense of fair play etc.*
* *To* bring *students to an awareness of their identity in a* multi-

*denominational, multi-cultural context;*

* *To enable the transition to further education;*
* *To encourage the participation of parents in the education of their children;*
* *To respond to the educational needs of the local community.*

 *In seeking to fulfil these aims, the school will at all times keep in mind and*

 *attempt to discharge, as far as resources permit the requirements set out in*

 *Section 9 of the Education Act 1998.*

**ETHOS**

Ours is a co-educational school, its ethos being Christian in the sense of symbolizing caring and compassion, and Irish. We are proud of our national identity, heritage and traditions, while extending a welcome and inclusivity to those of different traditions and denominations. The school shall be a safe location, where values of mutual courtesy and respect, justice and equality permeate all interpersonal contacts. These principles underlie all the policies of the school, some of which are explicit, others implicit, but all based on consensus and ownership by the entire school community.

# **SCHOOL STRUCTURE**

#### **LEGAL STATUS**

The school is established, owned and controlled by Tipperary Education & Training Board (ETB), in accordance with The Vocational Education (1930) Act and amendments thereto: it is recognised, financed and supported by the Department of Education and Science through its statutory instruments and current procedures, and legislation such as The Education Act 1998, The Education Welfare Act 2000, The Education for Persons with Special Needs Act 2004, The Equal Status Acts 2000- 2004, The Safety, health and Welfare at Work Act 2005, The Data Protection Acts 1988-2003, The Disability Act 2005, The Education (Miscellaneous Provision) Act 2007, GDPR Legislation.

#### **MANAGEMENT STRUCTURE**

Tipperary ETB devolves to a Board of Management, specific functions in relation to the organisation, control and development of the school. This Board shall include representatives of the parent ETB, of teaching staff, of parents of current students and such others as may be nominated. Responsibility for the day-to-day management and direction of the school falls upon the Principal, Deputy Principal and Assistant Principal Ones, who collectively form the Management Team.

Chairperson of the Board of Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal of Raheen College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OPERATING CONTEXTPOLICY**

The programmes and curricula which the school follows are, in all instances, consonant with the requirements and stipulations of the Department of Education and Science. These programmes and curricula may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

The School and the Board of Management wish to clarify that within:

1. The context and parameters of the Department of Education and Science regulations and programmes as outlined above;
2. The Mission Statement and Ethos of the school;
3. The rights of the Patron as specified in the Education Act;
4. The funding and resources, including teaching resources made available;

That the school supports the following principles as set out in the Education Act Section 15, subsection 2:

* + inclusiveness;
	+ equality of access and participation in the school;
	+ parental choice in relation to enrolments;
	+ respect for diversity of traditions, values, beliefs, languages and ways of life in society.

#### **ENROLMENT APPLICATION PROCEDURES**

* The Principal and Deputy Principal visit all primary schools in the catchment area, speak to and provide all sixth class students with Raheen College’s application form/enrolment pack.
* Open-day, advertised in the local media, for all prospective first year students.
* Open-night, advertised in the local media, for parents of all prospective first years where full enrolment procedures are explained.
* Enrolment pack and application form(s) are available from school secretary (full assistance, if required, will be provided by Principal or Deputy Principal in dealing with questions regarding enrolment and with completing the form)
* The school’s Admissions Policy is available from the Principal’s office on request
* Submission of a fully completed application form together with requested documents

are essential to and will greatly assist in the decision making process re enrolment.

* The completed application form must be returned by the closing date which is specified each year.
* Closing date for completed application forms is
* Date of Assessment Test for successful applicants is

This test is to enable the school to provide the best and most appropriate education for the student

#### **DECISION MAKING PROCESS**

Decisions in relation to application for enrolment are made by the Board of Management of the school in accordance with school policy.

In keeping with the terms of the Education Welfare Act/2000 the Board of Management will notify parents of its decision within 21 days of receiving the completed application form. In the event of refusal to enroll a student, parents will be informed in writing of their rights to appeal such a decision (Section 29 of the Education Act 1998)

Except in very exceptional circumstances, all first year students will be enrolled on receipt of a fully completed application form depending on:

* + Available accommodation / Class size i.e. maximum number of students as specified by the DES-30 in academic subjects and 24 in practical subjects
	+ Staffing resources
	+ Students must be aged 12 on 1st January in the calendar year following his/her entry into first year.

#### **SPECIAL EDUCATIONAL NEEDS**

1. **ADMISSIONS**

The Board of Management of Raheen College welcomes students with special educational needs subject to the resources of the school. In relation to applications for enrolment of students with special needs, the

 school will endeavor to establish such student’s requirements and make the necessary provisions prior to admission.

The school will:

* + Request an interview with the parents and student to discuss the school’s capability to meet the student’s requirements.
	+ Maintain on-going liaison with feeder primary schools to allow access for information re needs of prospective students.
	+ Require access to the student’s records from primary school / individual Educational Programme and progress.
	+ Require a copy of student’s medical and /or psychological report.
	+ Require that the student be assessed immediately in order to assist the school in providing the educational, training and safety requirements relevant to his/her needs
	+ Apply in writing, as soon as is practicable, to the Department of Education and Science for resources to support the student’s needs

e.g. special needs assistant, special equipment etc.

* + As per ETB Guidelines see 2.1 Section (C) and in accordance with legal advice, the school reserves the right to refuse to enroll a student either where the said student has a disability/educational need which the school cannot meet, even with additional resources provided by the Department of Education and Science or where a student would pose an unacceptable threat to students, staff and/or school property.
1. **PARTICIPATION**

Raheen College is happy to welcome students with special needs to enroll in the school. The aim is to enable them to participate in all programmes on offer to the extent that their doing so is consistent with their own safety and that of other students and staff. The school will in so far as resources per sit 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 unacceptable degree of risk, would be excessively disruptive of any pr ogramme or activity or give rise to excessive costs that the school could not reasonably be expected to bear.

**Decisions where applications exceed places available are based on the following criteria:**

* Feeder schools / catchment area
* First come first served i.e. date order of Application

#### **TRANSFERS FROM OTHER SECOND LEVEL SCHOOLS**

The following decisions apply with regard to transfers to Raheen College in accordance

with the following conditions set out below in our schools Admissions, Participation Policy.

1. Where a student is already enrolled in a second level school in the

town of Clonmel we will not consider an application to enroll in

Raheen College until the full process of a Section 29 appeal has been completed by the applicant within the school he/she is already enrolled in.

1. We will not enroll or accept application from a student who has less than

140 days attendance the previous academic year in his/her current school

 unless such absenteeism has been medically certified.

1. We will not accept a request from an applicant to transfer into Raheen College where he/she would be seeking to transfer into an examination year.
2. Available space / limitation on class size. Max. class size for general subjects = 30, max. class size for practical subjects is limited to 24 students to ensure the safety of students and staff under Health and Safety regulations. Therefore we cannot accept transferee’s.
3. The school must be satisfied with the reason for the transfer (all relevant information, documentation re attendance, educational progress etc. as requested on **Transferee – request for information** form is fully supplied). The school cannot consider applications from transferees unless all information requested on the transferee form has been fully furnished. The school will endeavour to assist all applicants with the completion of this form. **Failure** to provide any or all supporting documentation required in the application process may **result in** the **rejection** of **a request for an enrolment form.**
4. The school being given adequate and appropriate resources by the

Department of Education and Science to meet the needs of transferees with disabilities/ special needs.

1. The school regarding the move in the best interest of the applicant (e.g. consequences of midyear transfer, curriculum, subject choices on offer. N.B. Subjects an applicant may wish to study may not be **provided by** the school).
2. The year and class into which an applicant may be accepted is contingent on the applicant having attained an adequate educational standard and having previously studied the subjects pursued by the class. The best interests of the applicant, class and of the school are taken into consideration by the Board of Management. The school, therefore, will insist that an applicant will have to repeat a year to achieve proficiency in the various subject areas.
3. That the participation of the applicant, will, in the opinion of the Principal, contribute positively to the school and not infringe in any way on the opportunities or rights of the students and staff of Raheen College.
4. All applications from students permanently residing within the school’s catchment area wishing to transfer must be submitted, fully completed and signed by both applicant and his/her parent/s or guardian, on or before the closing date for applications — the 31" March. This is to facilitate administration, i.e. timetabling, acquisition of educational resources etc.
5. The school being satisfied that there is no history of the applicant manifesting / being involved in violent or bullying behaviour or behaviour likely to endanger students or staff. This requirement is to protect students and staff in the school under Health and Safety legislation.
6. Compliance with conditions as set out in School Drugs Policy.
7. Written confirmation that where admission to another second level

school was refused, that the parents of the applicant were notified in writing of their right to appeal that decision and of the statutory time limit regarding the making of such an appeal.

1. Consultation with the Educational Welfare Officer and the Special Educational Needs Officer if appropriate.

***The following is an outline of the procedures to be followed before a transfer from***

***other schools is considered for approval:***

1. Parent/Guardian and applicant wishing to transfer **must** make an appointment

to meet with school Principal

1. Following this meeting a written letter setting out clearly the reasons for the

 transfer request and a fully completed transferee request form must be submitted

 to the school Principal along with:

1. A fully completed Principal’s Report form from the previous school is to include information with regard to the applicant’s complete record of behaviour

for previous school years, a full attendance record indicating number of days

missed in current and previous academic year, and academic progress together

with two additional written references, dated within one month of the date of

meeting with school Principal, from a local Youth Club/Sports Club or similar

organisation and/or a member of the Garda Siochána and/or a person of

standing in the community

1. A statement of special needs, if relevant.
2. Transfer applicant’s School Journal/Diary for present academic year
3. English and Maths homework copybooks for present academic year
4. Copies of all term reports. Summer, Christmas reports for previous academic

Years

The school also reserves the right to request a confidential reference from the authorities

in previous school(s) and such other background checks as may be deemed appropriate in

order to fully consider the application. Having due regard and respect for the statutory and constitutional rights of parents and their children, the Board of Management reserves

the right to refuse any application in particular circumstances, which might include

 but are not confined to the following.

1.Applications will not be accepted from students who are the subject of ongoing

disciplinary proceedings in another school which includes any ongoing statutory

procedures in accordance with the Educational Act 1998 or The Education (Welfare)

 Act 2000.

2.Following consideration by the Board of Management of individual applications

to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students

and/or the applicant to accept such a transfer, it is the policy of the school to refuse

 to enrol such applicants.

3.In general, it is the policy of the Board of Management not to accept transfers

during the school year. However in the case of students whose family have moved

into the catchment area, and who are not enrolled in another post primary school, such applications will be considered.

On receipt of all the information requested on the Transferee – Request for Information Form, the Principal of Raheen College, having satisfied himself/herself that all the information provided is complete and valid, may issue an enrolment form. This fully completed enrolment form should be submitted to the School Principal

**Enrolment forms will only be issued when the information sought above has been provided and has been verified by the school authorities in Raheen College.**

**Where a transferee withholds information, particularly with regard to his/her behavioural record in his/her previous school an offer of a place will be withdrawn if information that has been withheld subsequently comes to light.**

 The School Board of Management shall normally issue a decision to the

parent/guardian of a child within 21 days of receipt of the relevant information

outlined on the enrolment form, or within 21 days of the specified closing date for

 enrolment, pursuant to the Education Welfare Act Section 19(3)

#### **RIGHT TO APPEAL**

Parents have the right to appeal a refusal by the school to enroll a student and must be notified in writing of this right under Section 29 of the Education Act. Appeal form available from school.

#### **APPEAL PROCEDURES**

An appeal must be made in writing to the Tipperary ETB within 21 days of the date of notification of refusal.

Tipperary ETB will consider the appeal and its response to the appeal will be notified to the parents concerned within a further 21 days of its deliberations.

#### **ATTACHMENTS TO ADMISSIONS POLICY**

This Admissions Policy is accompanied by the school’s Enrolment Pack which includes a brochure setting out information about the school, curriculum, services, extra-curricular activities, the Code of Positive Behaviour and the school’s Drugs Policy.

**Gaelcholáiste Chéitinn**



ADMISSIONS &

PARTICIPATION POLICY

**GAELCOLÁISTE CHEITINN**

**THE MALL, CLUAIN MEALA, CO TIPPERARY**

This policy is being proposed and submitted for approval to the teaching staff, school management and to the BOM of Gaelcholáiste Chéitinn as the school’s official Admissions and Participation Policy. Copies of this policy, when approved and adopted, will be available on request to all persons who apply for admission to Gaelcholáiste Chéitinn. Our school brochure and our Code of Positive Behaviour form an integral part of this policy. The school follows all DES curricular and other programmes, pursuant to Sections 9 and 30 of the 1998 Act, which may be changed from time to time subject to the directions of the Minister for Education and Science. Gaelcholáiste Chéitinn depends on the DES for grants and teacher resources, and operates within all DES rules and regulations and the relevant law.

**MISSION STATEMENT**

Gaelcholàiste Chéitinn provides a quality all-Irish, second level education in a co-educational setting to students interested in learning through the medium of Irish.

We seek:

* + To foster in students a love for the Irish language and a pride in studying through Irish and speaking it in all daily interactions
	+ To encourage and promote a commitment to understanding and participating in an evolving Irish culture and heritage
	+ To encourage in students a love of learning and to support them in reaching their potential by giving them every opportunity to achieve academic excellence
	+ To develop a school community where trust and confidence enable, empower and inspire students to thrive holistically
	+ To acknowledge that parents are integral to our school Community, playing a vital role in supporting the work of the school and in upholding the school’s culture and ethos
	+ To develop a reciprocal relationship with the broader local community in the promotion of Irish language and culture and preservation of our Irish heritage

*In seeking to fulfil these aims, the school will at all times keep in mind and attempt to discharge, as far as resources permit the requirements set out in Section 9 of the Education Act 1998.*

**ETHOS**

Ours is an all Irish co-educational school where all communication, teaching and learning is through the medium of Irish, our native language. We seek to foster a love of the Irish language among our students, promote its use in daily interaction as the prime medium of communication. We hope to instill in our students an appreciation of all things Irish — heritage, history, culture, literature, music, dance, art, etc. The entire curriculum is delivered through the medium of Irish. Our long term aspiration is that all students of Gaelcholáiste Chéitinn will see Irish as a living language and will continue to speak it throughout their lives, handing on the practice of doing so to the next generation. The ethos of Gaelcholáiste Chéitinn is Christian in the sense of symbolizing caring and compassion. The school shall be a safe location, where values of mutual courtesy and respect, justice and equality permeate all interpersonal contacts. These principles underlie all the policies of our sehool, some of which are explicit, others implicit, but all based on consensus and ownership by the entire school community.

**SCHOOL STRUCTURE**

#### **LEGAL STATUS**

Gaelcholáiste Chéitinn is established, owned and controlled by Tipperary

Education & Training Board (ETB)as an independent unit under the umbrella

of The Central Technical Institute, in accordance with The Vocational Education

 (1930) Act and amendments thereto. Gaelcholáiste Chéitinn is an all Irish, co-educational

school. It provides a six year cycle covering a broad range of subjects taught through the

medium of Irish from first year to Junior Certificate, through the Idirbhliain and up to Leaving Certificate.

In Gaelcholáiste Chéitinn, the Idirbhliain, as requested by and in agreement with parents and sanctioned by the B.O.M. in 2007, is a compulsory one year programme provided within the six year school cycle between Junior Certificate and Leaving Certificate.

Gaelcholáiste Chéitinn is recognised, financed and supported by the Department of Education and Science through its statutory instruments and current procedures, and legislation such as The Education Act 1998, The Education Welfare Act 2000, The Education for Persons with Special Needs Act 2004, The Equal Status Acts 2000- 2004, The Safety, Health and Welfare at Work Act 2005, The Data Protection Acts 1988-2003, The Disability 4.ct 2005, The Education (Miscellaneous Provision) Act 2007.

#### **MANAGEMENT STRUCTURE**

Tipperary ETB devolves to a Board of Management, specific functions in relation to the organisation, control and development of Gaelcholàiste Chéitinn. This Board shall include representatives of the parent ETB, of teaching staff, of parents of current students and such others as may be nominated. Responsibility for the day-to-day management and direction of the school falls upon the Principal, Deputy Principal, the Muinteoir I BhFeighil and Assistant Principal Ones, who collectively form the Management Team.

Chairperson of the Board of Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal of Gaelcholàiste Chéitinn: Muinteoir I BhFeighil:

#### **OPERATING CONTEXT OF POLICY**

The programmes and curricula which Gaelcholàiste Chéitinn follows are, in all instances, consonant with the requirements and stipulations of the Department of Education and Science. Thèse programmes and curricula may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

The School and the Board of Management wish to clarify that within:

 1. The context and parameters of the Department of Education and Science regulations and programmes as outlined above;

2. The Mission Statement and Ethos of the school;

3. The rights of the Patron as specified in the Educatlon Act;

4. The funding and resources, including teaching resources made available;

That the school supports the following principles as set out in the Education Act Section 15, subsection 2:

* inclusiveness
* equality of access and pallicipation to students whose proficiency in Irish is such as to allow them to benefit from and participate fully in education through the medium exclusively of Irish
* parental choice in relation to enrolments
* respect for diversity of traditions, values, beliefs, languages and ways of life in society

# **ENROLMENT APPLICATION PROCEDURES**

* The Principal and Muinteoir I bhFeighil visit the Irish language feeder schools, Gaelscoil Chluain Meala and Gaelscoil Carraig na Siúire, speak to and provide all sixth class students with Gaelcholáiste Chéitinn’s application form/enrolment pack, detailing enrolment criteria. He/She also visits other primary schools in the catchment area, outlining to sixth class pupils the benefits of pursuing a second level education through the medium of the Irish language. He/She also provides them with Gaelcholáiste Chéitinn’s application form/enrolment pack, detailing enrolment criteria.
* Open-day, advertised in the local media, for all prospective first year students.
* Open-night, advertised in the local media, for parents of all prospective first years where the criteria for admission and full enrolment procedures are explained.
* Enrolment pack/information regarding criteria for admission and application form(s) are available from school secretary (full assistance, if required, will be provided by Principal or Deputy Principal or the Muinteoir i bhFeighil in dealing with questions regarding enrolment criteria and with completing the form)
* The school’s Admissions Policy is available from the Principal’s office on request
* Submission of a fully completed application form together with requested documents are essential to and will greatly assist in the decision making process re enrolment.
* The fully completed application form must be returned by the closing date which is specified each year.
* Closing date for return of fully completed application forms is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of Assessment Test for successful applicants is

The purpose of this test is to enable the school to provide the best and most appropriate education for the student.

# **DECISION MAKING PROCESS**

Decisions in relation to application for enrolment are made by the Board of Management of Gaelcholàiste Chéitinn in accordance with school policy.

In keeping with the terms of the Education Welfare Act/2000 the Board of Management will notify parents of its decision within 21 days of receiving the completed application form. In the event of refusal to enroll a student, parents will be informed in writing of their rights to appeal such a decision (Section 29 of the Education Act 1998)

All sixth class pupils from Gaelscoileanna will be enrolled on receipt of a fully completed application form depending on:

* + Available accommodation / Class size i.e. maximum number of students as specified by the DES-30 in academic subjects and 24 in practical subjects
	+ Staffing resources
	+ Students must be aged 12 on 1st January in the calendar year following

his/her entry into first year.

Applicants are welcome from primary schools other than the Gaelscoileanna and will be enrolled subject to:

Their written and oral proficiency in the Irish language. Gaelcholáiste Chéitinn, accordingly, will require applicants to furnish the school with copies of their school reports from third class to sixth class inclusive indicating marks achieved in Irish along with a written assessment of their proficiency in Irish from the Principal of their primary school. Applicants will also be interviewed in Irish by the Principal and/or the Muinteoir I BhFeighil in Gaelcholáiste Chéitinn. This is to determine that their level of Irish and commitinent to the speaking and use of Irish is such as to allow thern to successfully pursue a broad based curriculum through Irish. Students from English speaking primary schools seeking admission to Gaelcholáiste Chéitinn’s First Year class must attend a pre-enrolment Irish class run by GCC and/or attend an Irish 3 week summer course that is officially recognised by the Department of Irish, Heritage and Rural Affairs. They must pass an examination showing proficiency in both written and oral Irish to a Merit standard i.e. 55% plus.

Applicants who meet the criteria with regard to Irish will be enrolled on receipt of a fully completed application form and depending on the conditions applying to students from the Gaelscoileanna as outlined above.

# **SPECIAL EDUCATIONAL NEEDS**

### A ADMISSIONS

The Board of Management of Gaelcholàiste Chéitinn welcomes students with special educational needs who wish to study through the medium of Irish, subject to the resources of the school, from the Gaelscoileanna and from other primary schools where the proficiency of applicants from the latter meets and satisfies the criteria in Irish as outlined above. In relation to applications for enrolment of students with special needs, the school will endeavor to establish such student’s requirements and make the necessary provisions prior to admission.

The school will:

* + Request an interview with the parents and student to discuss the school’s capability to meet the student’s requirements.
	+ Maintain on-going liaison with feeder primary schools to allow access for information re needs of prospective students.
	+ Require access to the student’s records from primary school / individual Educational Programme and progress.
	+ Require a copy of student’s medical and /or psychological report.
	+ Require that the student be assessed immediately in order to assist the school in providing the educational, training and safety requirements relevant to his/her needs
	+ Apply in writing, as soon as is practicable, to the Department of Education and Science for resources to support the student’s needs

e.g. special needs assistant, special equipment etc.

* + As per ETB Guidelines see 2.1 Section (C) and in accordance with legal advice, the school reserves the right to refuse to enroll a student either where the said student has a disability/educational need which the school cannot meet, even with additional resources provided by the Department of Education and Science or where a student would pose an unacceptable threat to students, staff and/or school property.
1. **PARTICIPATION**

Gaelcholàiste Chéitinn is happy to welcome students with special needs, subject to their satisfying the school’s requirement regarding their proficiency in Irish as set out above, to enroll in the school. The aim is to enable them to participate in all programmes on offer to the extent that their doing so is consistent with their own safety and that of other students and staff. 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 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 expected to bear.

**DECISIONS ON ENROLMENT**

**(*WHERE APPLICATIONS EXCEED PLACES AVAILABLE ARE BASED ON THE FOLLOWING CRITERIA*)**

Priority is given to applicants from

* + Feeder Gaelscoileanna on a first come first served basis
	+ Siblings of current or past students of Gaelcholáiste Chéitinn except in exceptional circumstances
	+ Sons and daughters of staff of the school
	+ Primary schools in the catchment area where the applicants meet the proficiency criteria in Irish as set out above in this policy on a first come first served basis (in the event of places not being filled by feeder school applicants) i.e. date order of application,

**TRANSFERS FROM OTHER SECOND LEVEL SCHOOLS**

Students will only be accepted into Gaelcholàiste Chéitinn during an academic cycle if they are transferring from another Gaelcholàiste.

Students transferring into the Idirbhliain or who wish to study for Leaving Certificate will be accepted depending on:

1. Their proficiency in the Irish language is such that it meets the requirements of Gaelcholàiste Chéitinn. The school, accordingly, will require applicants to furnish the school with copies of their school reports, covering the full length of time they have been studying at second level indicating marks, levels and grades achieved in Irish along with a written assessment of their proficiency in Irish from the Principals of all second level schools that they have attended. Prospective students will be expected to have studied Irish at higher level and must have obtained a minimum of Higher Merit in Higher Level Junior Cycle Irish or a H3 in Higher Level Irish in in-house examinations and in state examinations. Applicants will also be interviewed in Irish by the Principal and/or the Muinteoir I BhFeighil in Gaelcholàiste Chéitinn to determine if their level of Irish is such as to allow them to learn and communicate effectively in the school’s first language and thereby be in a position to reach their potential academically.
2. Applicants seeking to transfer into Second Year or Third Year must demonstrate that their proficiency in the Irish language is such that it meets the requirements of G.C.C. The school accordingly will require an applicant to provide:
* Photocopies of his/her current Irish, English and Maths copybooks
* A photocopy of his/her current year school diary
* Copies of school reports, covering the full length of time he/she has been studying at second level indicating marks, levels, grades achieved in Irish along with a written assessment of his/her proficiency in Irish from the Principals of all second level schools he/she has attended.
1. Applicants will also be required to demonstrate to the Principal and/or the Múinteoir I bhFeighil in the G.C.C. that their level of Irish is such as to allow them to communicate effectively in the school’s first language and thereby be in a position to learn and to reach their potential academically.
2. Available space / limitation on class size. Max. class size for general subjects = 30, max. class size for practical subjects is limited to 24 students to ensure the safety of students and staff under Health and Safety regulations.
3. The school being satisfied with the reason for the transfer (all relevant information, documentation re attendance, educational progress etc. as requested on application form is fully supplied). **The school will not consider applications from transferees unless all information requested on the application form has been fully furnished.** The school will endeavour to assist all applicants with the completion of the application form. **Failure** to **provide any or all supporting documentation required in the application process may result in the rejection of an enrolment application.**
4. The school being given adequate and appropriate resources by the Department of Education and Science to meet the needs of transferees with disabi1ities/ special needs.
5. The school regarding the move in the best interest of the applicant (e.g. consequences of mid year transfer, curriculum, subject choices on offer).
6. The year and class into which an applicant may be accepted is contingent on the applicant having attained an adequate educational standard and having previously studied the subjects pursued by the class. The best interests of the applicant and of the class are taken into consideration by the Board. The school, therefore, will insist that an applicant will have to repeat a year to achieve proficiency in the various subject areas.
7. That the participation of the applicant, will, in the opinion of the Principal, contribute positively to the school’s ethos and culture and not infringe in any way on the opportunities or rights of the students and staff of Gaelcholáiste Chéitinn.
8. All applications from students permanently residing within the school’s catchment area wishing to transfer must be submitted, fully completed, on or before the closing date for applications — the 315' March. This is to facilitate administration, i.e. timetabling, acquisition of educational resources etc.
9. The school being satisfied that there is no history of the applicant inanifesting / being involved in violent or bullying behaviour or behaviour likely to endanger students or staff. This requirement is to protect students and staff in the school under Health and Safety legislation.
10. Compliance with conditions as set out in School Drugs Policy. 13.Written confirmation that where admission to another second level

school was refused, that the parents of the applicant were notified in writing of their right to appeal that decision and of the statutory time limit regarding the making of such an appeal.

14.Consultation with the Educational Welfare Officer and the Special Educational Needs Officer if appropriate.

## **RIGHT TO APPEAL**

Parents have the right to appeal a refusal by the school to enroll a student and must be notified in writing of this right under Section 29 of the Education Act. Appeal form available from school.

##  **APPEAL PROCEDURES**

An appeal must be made in writing to the Tipperary ETB within 21 days of the date of notification of refusal.

Tipperary ETB will consider the appeal and its response to the appeal will be notified to the parents concerned within a further 21 days of its deliberations.

## **ATTACHMENTS TO ADMISSIONS POLICY**

This Admissions Policy is accompanied by the school’s Enrolment Pack which includes a brochure setting out information about the school, curriculum, services, extra-curricular activities, the Code of Positive Behaviour and the school’s Drugs Policy. An Application Form is also included.