

# ST. KEVIN'S COMMUNITY COLLEGE

## ADMISSIONS & TRANSFER POLICY



	DATE.
RATIFIED BY THE BOARD OF MANAGEMENT:	DAY OF 201 .
REVIEW DATE:	DAY OF 201 .

## **Background**

St. Kevin's Community College is a co-educational, multi-denominational post primary college. It is run under the auspices of the Dublin and Dun Laoghaire Education and Training Board. By a Board of Management which is a sub-committee of the Dublin and Dun Laoghaire Education and Training Board.

## **Our Mission Statement**

“St. Kevin's is a Community College where students, teachers, parents/guardians and the wider community work together to help each individual student achieve their academic, social and spiritual potential in a safe, secure and happy environment of mutual trust and respect”.

Our Core Professional Purpose (CPP)

**“Expect the Best”**

We the community of St. Kevin's believe in:

- Dedication to learning
- Reaching full potential
- Pride in achievement
- Mutual respect
- Caring for all

In a welcoming and safe environment.

### **The Board of Management**

The Board of management is made up of two parents, two teacher representatives from the school staff, three representatives from the Dublin and Dun Laoghaire Education and Training Board and three nominees of the Archbishop of Dublin.

Within the school a Year Head and a team of Class Tutors manage each year group. The school also has a Home School Community Liaison Co-ordinator who has a role along with the Year Heads in co-ordinating school enrolments.

The Board has delegated the right to refuse enrolment to the Principal. In the case of a refusal to enrol, the Principal will write to the applicants and advise them of the right to appeal this decision directly to the Dublin and Dun Laoghaire Education and Training Board.

### **School Programs:**

- Junior Certificate
- Junior Certificate School Programme
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied Programme (Senior Cycle)
- Leaving Certificate Vocational Programme (Senior Cycle)
- Adult Education

St. Kevin's Community College is a DEIS school and as such participates in a number of schemes operated by the Department of Education and Science for disadvantaged schools. St. Kevin's Community College also participates in the Clondalkin Higher Education Access Project, which provides additional supports for students who wish to pursue third level education.

### **Feeder Schools**

The majority of the students entering St. Kevin's Community College come from our two local primary schools, St. Bernadette's Senior National School, Quarryvale and Archbishop Ryan Senior School, Balgaddy. These are the feeder schools for St. Kevin's and the priority is given to students from these schools.

**Catchment Areas:**

St. Bernadette's Senior National School:

Estates:

Shancastle

Greenfort

Harelawn

Old Tower

Archbishop Ryan National School:

Estates:

Foxdene

The Elms

Foxborough

Rosberry

Earlsfort

Griffeen (half off)

Meile an Rí

Tully Hall

Búirg an Rí

Cluin Rí

Tur an Rí

Roachford

Droim Na Coille

Larkfield (including Ballyowen Hall)

Foxfort Court

Abbeywood / Abbeydale

Coldhurst

Mount Andrew

The Oaks

Liffey Valley

Castle Riada

Moyglas Road

St. Edmond's

Elmwood

### **Procedures for enrolment of 1<sup>st</sup> Years**

- Enrolment for September of each year is held in the school early in November of the previous year.
- It is open to all students in the feeder schools and all applicants will be considered.
- A copy of the applicant's Birth Certificate and three passport photographs must be accompany all applications. A fee of €10.00 to cover administration is also required.
- If any student and his/her parents/guardian miss the enrolment day the application forms can be obtained through the school office.
- Following enrolment, students will be invited to the school for an assessment test.
- As a condition of enrolment the school requires the student and his/her parents/guardians to confirm in writing that the Code of Behaviour is acceptable to them and that they will make all reasonable efforts to ensure compliance with the Code.

### **Procedures for enrolment of 1<sup>st</sup> Years, Not Attending Feeder Schools**

- Other students may apply by following the procedures as outlined above.
- Application forms must be submitted before the date of the assessment.
- If places are awarded they will be allocated according to the following criteria.
- That the student lives in our catchment area
- That a sibling of the student has attended St. Kevin's Community College
- That the family is planning to move into the schools catchment area by the beginning of the next academic year.

### **Students transferring from other schools who have already commenced Second Level:**

#### Students moving into the catchment area

The school application form must be completed and returned to the school office. Information will be requested from the previous school concerning attendance, education progress, subject or course choices and any other relevant information.

The Principal, Deputy Principal and Year Head will assess the needs and suitability of the candidate student.

Consultation will take place with the Education Welfare Officer if necessary.

A space must be available. A Special Needs Class is subject to a maximum of fourteen students, a Leaving Cert Applied Class is subject to a maximum of twenty students.

A parent/guardian applying to transfer their child must be supplied with the school Ethos, Policies and Code of Behaviour and agree in writing to accept these.

An answer regarding the application will be given in writing within 21 days.

#### Students from within the catchment area

Students from within the catchment area wishing to transfer from other schools may apply to join the school. The same procedures outlined above will apply. In addition the school must be informed of the reason for the transfer.

#### Students with Special Educational Needs

St. Kevin's Community College makes every effort to meet the needs of the students with special needs.

Applicants with special needs must meet the entry criteria set out for all students in this policy. The regular admissions procedure must be adhered to. The existence of special needs requirements does not give any individual applicant any prioritised entry entitlement.

#### **St. Kevin's Community College will:**

- Take steps at an early stage to identify those children who enrolled at the school with special needs within the terms of the school admissions policy and to become familiar with their particular educational needs.
- Request a copy of the child's medical/psychological report, individual educational plan

and/or

- Request in a timely manner, from the Department of Education & Science any additional resources deemed necessary e.g. Special Needs Assistant, specialised equipment or furniture, transport etc.
- Meeting the parent(s)/guardian(s) to discuss and disclose the child's needs, the special staffing or equipment or resources received by the school from the Department of Education & Science to assist that child achieve their potential and the school's capacity to meet the child's needs.
- Through the Department of Education & Science, do all that is possible to identify, plan and provide for the needs of a student with special needs or a disabled child who is accepted as a student at the school under the terms of the admission policy.

### **The rights of the Board of Management**

The Board of Management retain the right, in light of Health & Safety and Education Welfare of the staff and students to refuse admission in exceptional circumstances. The Board of Management has delegated to the Principal the authority to write on behalf of the Board, in the case of an enrolment refusal.

Parents have the right to appeal a refusal by the college to enrol a student under Section 29 of the Education Act (1998). Parents/Guardians will be informed of their right to appeal a decision.

This admission policy is subject to review on an annual basis.