



## ST. KILIAN'S COMMUNITY SCHOOL ENROLMENT POLICY AND PROCEDURE

Revised and adopted by the Board of Management on **December 15<sup>th</sup> 2014**

### 1. Introduction

The Board of Management of St. Kilian's Community School, Ballywaltrim, Bray, Co. Wicklow has adopted the following Enrolment Policy.

The Board takes account of the following legislation: the **Education Act (1998)**, sections 15(2) and 29(1); the **Education Welfare Act 2000** section 19; the **Equal Status Act (2000)**, Sections 3(2), 4 and 7(2, 3, 4); the Education for Persons with Special Educational Needs Act (EPSEN) 2004; the Education. (Miscellaneous Provisions) Act 2007.

This is to assist Parents, Guardians and Applicants by providing information about the Enrolment Policy and Procedures that apply in the school. Further information may be obtained from the Principal, the Deputy Principal or the School Office at (01)2828126.

### 2. The School

The school is mixed and multi-denominational with approximately 500 students. It is under the trusteeship of the Franciscan and Marist Orders and Kildare Wicklow Education and Training Board (KWETB). It is governed in accordance with the Articles of Management in the Deed of Trust for Community Schools, the rules and regulations of the Department of Education and Skills, and the provisions of applicable legislation.

### 3. Management

A Board of Management is responsible for the school. It comprises two Parents, two Teachers, three nominees of the KWETB and three nominees of the Religious Orders. The Principal acts as Secretary to the Board and is responsible for the direct day-to-day management of the school.

### 4. Philosophy of Education and Mission Statement

The school has been established in accordance with the Deed of Trust for Community Schools, with the object of providing a comprehensive system of post-primary education open to all the children of the community. It aims to combine instruction in academic and practical subjects, and ongoing education for persons living at or near St. Kilian's Community School in County Wicklow, for the purpose of contributing towards the spiritual, moral, mental and physical well-being and development of the local community.

The school's mission statement says:

*St. Kilian's works to ensure that each and every pupil is enabled to learn to the best of his/her ability and to mature with confidence and dignity.*

The school endeavours to achieve this mission in all its activities.

In 2010, the school adopted the following *Core Professional Purpose* and *Operating Principles*:

### **Core Professional Purpose (CPP)**

Learning for Excellence, for Life, for All

### **Organisational Principles (OPs)**

To ensure the **best possible education** for our students, St. Kilian's C.S. believes that everyone

- has **rights** with **responsibilities**.
- must be treated **fairly** and **equally**.
- should be **supported** to be the **best** they can be.
- should get **value** for the **time** they spend.
- must be shown **respect**.
- should feel **welcome** and have **fun**.
- must be able to **access** high quality **facilities**.

## **5. Staff**

In the current academic year, the school has a Principal, Deputy Principal and about **50** Teachers. These include a full time Chaplain, a Guidance Counsellor, a Home School and Community Liaison Coordinator, Special Educational Needs Coordinator and staff, a Librarian and, in addition, Administrative and Caretaking staff and Special Needs Assistants. Each cohort of students has a Year Head and Class Tutors. Some programmes, such as the Leaving Certificate Applied or Transition Year, have a separate Co-ordinator.

St Kilian's CS shares a School Completion Programme (SCP) with St Fergal's SNS and JNS. The SCP's offices are based at the school.

## **6. Representative Associations**

Staff: Members of staff are represented by recognised professional associations or unions.

Parents: Parents are actively encouraged to participate fully in the development of the school. Those who wish to do so may be elected to the St. Kilian's Parents' Association by parents at the Annual General Meeting of the association.

Students: The Student Council represents the student body and includes representatives from each Year Group in the school. These are elected annually. The Head Girl and Boy, and the Deputy Head Girl and Boy are *ex officio* members of the Council.

## 7. School Curriculum

### Programmes:

At Junior Cycle, the school offers two programmes:

- The Junior Certificate
- The Junior Certificate Schools Programme (JCSP)

At Senior Cycle, the school offers three programmes:

- Transition Year
- The Leaving Certificate
- The Leaving Certificate Applied (LCA)

### Note:

- Transition Year is compulsory for those students who wish to follow the Leaving Certificate programme.
- Transition Year is not compulsory for those students who wish to follow the LCA programme.
- The school does not offer Post Leaving Certificate or Repeat Leaving Certificate programmes.

**Subjects:** St Kilian's CS endeavours to offer the subjects below in accordance with the regulations of the Department of Education and Skills (Sections 9 and 30 of the Education Act 1998).

**Examination Subjects:** Irish, English, Mathematics, History, Geography, Music, French, German, Business, Accounting, Science, Biology, Chemistry, Physics, Art, Home Economics, Metalwork / Engineering, Materials Technology Wood / Construction Studies, Technical Graphics / Design and Communication Graphics, Religious Education, Civic Social and Political Education.

**Non-Examination Subjects:** Information and Communication Technology, Religious Education, Physical Education, Social Political and Health Education, Careers Guidance, Literacy, Numeracy, Social Skills and Pastoral Care.

**Programme Subjects:** St. Kilian's CS also offers other subjects associated with particular programmes such as Transition Year or the Leaving Certificate Applied.

**Other Activities:** The school also makes available intra- and extra-curricular activities to support the pastoral and developmental needs of students.

### Note:

- The provision of these subjects is contingent on the school's resources, on student demand and on class sizes.
- The decision of the Board of Management in relation to subject provision in the school is final.

## 8. Enrolments Policy

Subject to the regulations and programmes of the Department of Education and Skills, the rights of the patron as set out in the Education Act (1998), and the Articles of Management in the Deed of Trust; with respect to the Education Welfare Act (2000), the EPSEN Act (2004), the Child Protection Guidelines (2004) and other relevant legislation; and subject to the funding, resources and places available, the Board of Management supports the following principles:

1. Inclusiveness: for example, the enrolment of those with disabilities or special educational needs, subject to policies covering these areas adopted by the Board of Management.
2. Equality of Access and Participation in the school.
3. Respect for the diversity of traditions, values, beliefs, languages and ways of life in Ireland, with due regard to the traditions of Ireland, its laws and its constitution.
4. The health, safety and welfare of the whole existing school community.
5. The right of parents to choose a school. This does not confer a right to enrolment in this school.

If practicable within the Enrolments Policy, and subject to the places available in a particular year, students transferring from mainstream primary schools in the local catchment area will be enrolled on application, provided that the applicant has attended for the school's Entrance Assessment (see 9.5 below).

Where an Applicant has attended the entrance test for another secondary school, and has then been refused admission, this school will only consider an application where appeal procedures to the school of first choice have been exhausted.

**The total number of First Year students enrolled for the 2015-2016 school year will not exceed 90.**

In the event that the number of applications exceeds, or is expected to exceed, the number of places available in the relevant year, the Board of Management will apply, in descending order, the following criteria in the allocation of places, with preference given to:

1. Siblings of current pupils.
2. Pupils from
  - (a) St. Fergal's Senior National
  - (b) Bray School Project National School
  - (c) Kilmacanogue National School
  - (d) St. Philomena's Ravenswell National School
  - (e) St. Peter's National School
  - (f) St. Cronan's National School
  - (g) St Andrew's National School
  - (h) Gaelscoil Uí Chéadaigh, Bré
  - (i) Scoil Chualann, Bré in equal precedence.
3. Other primary schools in the catchment area.
4. Children of staff members of the school.

The remaining places will be offered on a first-come, first-served basis, according to a numbered list, to those within the catchment area, and then to those outside it.

## 9. Application Procedures

The following procedures are in place for applying for places in St. Kilian's:

1. First Term of Fifth Class: Primary Schools within the catchment area are visited by school personnel and the Fifth Class groups are given information about St Kilian's CS.
2. September of Sixth Class: The schools are visited and *Application for Enrolment* forms are distributed to Sixth Class students.
3. October of Sixth Class: Completed *Application for Enrolment* forms must be returned to the school before the Halloween break.
4. January of Sixth Class: Students who have submitted an *Application for Enrolment* form and are offered a place at St Kilian's Community School are supplied with:
  - *Registration Forms*, which include more detail than the initial *Application for Enrolment* forms, and are to be completed and returned to the school.
  - A copy of the school's Enrolment Policy.
  - Information about the school's Entrance Assessment Day.
5. January 29<sup>th</sup> 2015: Closing date for receipt of completed *Registration Forms*.
6. February 7<sup>th</sup> 2015: Entrance Assessment tests are administered. These do not stream students according to ability, but may be used to establish a student's general level of ability and to identify those with special educational needs.
7. April of Sixth Class: Incoming Students and their Parents/Guardians are provided with information on subject choices, Subject Choice Forms and other relevant information at an evening meeting at the school.
8. April/May of Sixth Class: Completed Subject Choice Forms must be returned before a date of which Parents/Guardians have previously been advised.
9. Early August: Incoming First Year Students are sent their timetables, a calendar for the new school year a schedule of arrangements for the beginning of the new school year.
10. Late August: Induction of incoming First Year Students. The Induction Programme includes activities organised by the School Completion Programme during the summer months and during the week immediately preceding the start of the new school year.

## 10. The school's Catchment Area

The school's catchment area comprises:

- The town of Bray, South of the county boundary with Dublin, but including areas immediately North of it and East of the M11/N11 road such as Cois Cairn, Woodbrook Glen and Corke Abbey;
- The area between Bray and Greystones, North of the road from Glen o' the Downs Eastwards to the coast, including Glen Road and Mill Road;
- The area West of the M11/N11 road, to include the areas of Kilmacanogue, Enniskerry and Roundwood, (but not including Newtownmountkennedy).

## 11. Transfer of Students from other second-level schools

The following is the school's Enrolment Procedure and Policy in relation to students transferring from other post-primary schools.

### **Policy:-**

Please note that completion of an *Application to Transfer* form does not confer any right to the offer of a place in the school.

The school will, only in the most exceptional circumstances, accept students into third or sixth year (i.e. state examination years).

In general, St. Kilian's only considers transfers from other second-level schools where:

1. There has been a change of the Applicant's permanent address from outside the school's catchment area to within it.
2. The application to enrol is for the beginning of a school year.
3. The Applicant is not currently enrolled in a school within the catchment area.
4. There is clear evidence that the Applicant has experienced difficulties not of his/her own making and that every effort has been made at his/her present school to resolve these
5. There has been no history in the Applicant's current or previous schools of
  - substance misuse
  - serious misbehaviour
  - persistent absenteeism
  - lack of commitment to schoolwork or homework
  - suspension or exclusion

*In the case of a student being suspended or excluded from his/her current school, all appeal procedures to that school must be exhausted prior to an application to this school being considered.*

The Parent/Guardian, or the Applicant, if over 18 years of age, must provide a full previous educational history in writing prior to enrolment to include examination or programme results, school reports, comments from teachers, correspondence with Parents/Guardians, etc..

**The provision of incomplete, misleading or false information by the Applicant, Parent or Guardian may be considered sufficient grounds to refuse an application, or to withdraw any offer of enrolment that has already been made.**

The school recognises that the Department of Education and Skills provides schools with resources for students with special educational needs to *"ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for"* (Education Act, 1998).

St. Kilian's will, therefore, not accept applications arising from another school's claim not to have resources necessary to deal with a Student's educational, emotional, behavioural or social needs.

This Policy is predicated on the understanding that all second-level schools will act in good faith to cater for Students of all interests, backgrounds, abilities and capacities, and that all schools have equal access, in this regard, to resources from the Department of Education and Skills.

**Procedure:-** Applications may be made by Parents, Guardians, or Applicants over 18 years of age.

1. A copy of the *St. Kilian's Community School Enrolment Policy and Procedure* is provided.
2. An *Application to Transfer* form is provided.
3. The Parent/Guardian/Applicant is required to complete, and arrange for the completion of, the *Application to Transfer* Form. This will provide information on the applicant, and give the written consent of the Parent/Guardian/Applicant for the current or most recent school(s) to provide information on the applicant. It is the responsibility of the Parent/Guardian/Applicant to ensure the provision of full, accurate and up-to-date information on the applicant from his/her current or most recent school(s).
4. The Applicant and Parent(s)/Guardian(s) are interviewed by the Principal or Deputy Principal. All relevant data, including attendance, school reports (per Education Welfare Act 2000) should be available to the Principal/Deputy Principal in advance of this meeting. At this meeting, the reason(s) for the proposed transfer are discussed.

Note: St Kilian's CS reserves the right to make all appropriate enquiries with the Applicant's current/previous school(s), and any other enquiries deemed appropriate.

A Transfer may or may not be allowed following consideration of:

- The Best Interests of the Applicant concerned, given his or her age, the respective schools' curricular provision, subject choices, and facilities/resources available at the time of application or in the future.
- The likely Impact on existing Students and Staff of the school.
- The Capacity and Resources of the School.
- Issues relating to the Health and Safety of the Applicant, other Students and Staff.
- Any other factors affecting the Educational Benefit to the Applicant.

The school will convey a decision in writing, whether or not to enrol an Applicant from another school, to the Parent/Guardian/Applicant over 18 as soon as is practicable, on condition that the Principal of St. Kilian's CS has received all necessary documentation. Decisions dependent on class sizes, or the availability of particular resources, subjects or programmes, may take some time.

If an Applicant's application to transfer to St Kilian's CS is successful, the Applicant will be required to be fully registered with the school within an appointed time.

## **12. Children with special needs or with disabilities**

Subject to the overall criteria for enrolment stated above (paragraph 8), and having regard to the facilities and services available in the school, the Board of Management wishes to facilitate, where practicable, the enrolment of pupils with disabilities and/or special educational needs.

To enable the school to establish the needs of such pupils, the Principal or his delegate together with the appropriate Special Educational Needs (SEN) staff of the school will meet the Parents/Guardians/Applicant over 18 to discuss the Applicant's needs and to consider the school's capacity/suitability to meet these needs. This meeting will take place prior to enrolment in the school.

The school will request the following information from the Parents/Guardians/Applicant over 18:

- Copies of relevant medical, education or psychological professional assessments, and individual education plans, if available.
- If such reports are not available, the Parents/Guardians/Applicant over 18 will be asked to have an assessment done immediately. The purpose of this assessment is to assist the school in establishing the educational and other relevant needs of the Applicant and to establish the support services that may be required.

Following the receipt of the report(s), the Principal will assess whether or how the school can meet the needs specified.

If the Principal concludes that the Applicant has educational needs of such complexity or severity that the school cannot reasonably hope to meet them, even with the provision of additional resources from the National Council for Special Education, (e.g. resource hours or a Special Needs Assistant), the Board of Management reserves the right to refuse admission.

### **13. Appeals**

In accordance with the provisions of the Education Act 1998, any refusal to enrol may be appealed to the Board of Management in the first instance and then, if necessary, to the Department of Education and Skills. Any appeal to the Department must be lodged within 42 days of a Board's decision to suspend for more than 20 school days, to exclude permanently (expel) or to refuse to enrol a student.

### **14. The School's Class Sizes and Composition**

The following maximum class sizes apply at St Kilian's CS:

- Thirty students in general classes
- Twenty-four students in scientific, technological or practical subjects.
- Twenty students in Home Economics
- Twenty students in LCA classes
- Fifteen students in JCSP classes

Note:

- The school may also impose minimum class sizes.
- It may also balance classes in gender terms.

**15. ST. KILIAN'S COMMUNITY SCHOOL POLICY ON SPECIAL EDUCATIONAL NEEDS**  
Adopted by the Board of Management in January 2006. Reviewed December 2014.

The school will, given the availability of appropriate resources, do the following:

1. Accept Students in accordance with the Enrolment Policy.
2. Monitor the progress of Students with special educational needs adequately.
3. Provide appropriate special education for each Student, taking account of any disability or special educational need.
4. Plan provision for each individual Student.
5. Co-operate with relevant professional and support services and Special Educational Needs Organiser in providing assessments, individual educational plans, resources and supports.
6. Provide the fullest possible degree of information on Students' progress to Parents/Guardians.
7. Advise staff on best practice, and provide or facilitate training for staff, as necessary.
8. Liaise with primary, special and other schools in planning intake and facilitating transfer.
9. Decide on reasonable resource allocation to Students, as groups or as individuals.
10. Make, or co-operate with, provision for resources, equipment and transport of students with disabilities.

The school will, make every effort to:

1. Educate Students with special educational needs alongside other Students who do not have special educational needs, unless this is inconsistent with the best interests of the Student, or with the effective provision of education for the other Students.
2. Respect the dignity of Students with disabilities and/or special educational needs.
3. Co-operate with National Council for Special Education and Department of Education and Skills.

This Policy is predicated on the understanding that all second-level schools in the area act in good faith to cater for Students with special educational needs.