



Clonkeen College
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ADMISSION POLICY

SECTION A: MISSION STATEMENT

Clonkeen College is a caring Christian community, founded by the Christian Brothers, now under the Trusteeship of the Edmund Rice School's Trust (ERST). Clonkeen College is a Catholic voluntary secondary school for boys only.

The ethos of the school is based upon the five key elements of the ERST Charter which are

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

The school promotes the personal, spiritual, physical, creative and intellectual development of its students. Its functions and institutions are based on respect for all members of the school community, students, parents and staff. It recognises the importance of each individual's place and function and seeks to facilitate and encourage the active participation of each individual in the development of the school community. All students, parents and staff are expected to conform to the school ethos, rules and policies.

Clonkeen College follows the Department of Education and Skills national curricula and programmes including the Junior Certificate, Transition Year Programme, Leaving Certificate Vocational Programme (at the discretion of the Board of Management) and Leaving Certificate.

Mission Statement

Clonkeen College is a voluntary Catholic secondary school, where each individual and group within the school community is encouraged and facilitated to contribute to the creation of a caring, supportive and inclusive educational environment, conducive to developing the diverse talents of all the participants.

SECTION B: OPERATING CONTEXT

Clonkeen College operates within the legal context of

- Relevant sections of the
 - Education Act 1998
 - Education Welfare Act 2000
 - Equal Status Act 2000
 - Education for Persons with Special Educational Needs Act 2004
 - Disability Act 2005
 - Education Act (Miscellaneous Provisions) 2007
 - Data Protection Acts 1988 and 2003

Clonkeen College also operates within the regulatory, legal and financial context of

- The regulations of the Department of Education and Skills
- The rights of trustees as set out in the Education Act, 1998
- The Edmund Rice Schools Trust Charter
- The Articles of Management of Catholic Secondary Schools
- The regulations of the Department of Education and Skills and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act, 1998.
- The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the Department of Education and Skills, voluntary contributions, and occasional fundraising. Implementation of the school plan and school policies has due regard to the resources and funding available.

The Board of Management reserves the right, in consultation with the patrons, to alter services offered by the school in line with available resources.

Within this operating context, Clonkeen College is a school that

- Is inclusive in intake, particularly in relation to the enrolment of pupils who are either disadvantaged or with special needs, subject to the terms of the Equal Status Act 2000, Section 4 & 7
- Supports the principle of equality of access to and participation in education
- Recognises and supports the rights of parents to choose with regard to admission in secondary school
- Welcomes and respects students with different values, beliefs, traditions, races, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school
- Recognises and supports the principle of parental choice as enshrined in Article 42 of the Constitution and the Education Act 1998, Section 6(e), while at the same time having due regard to the characteristic spirit of the school. Following consultation with the school, parents/guardians can exercise this right by notifying management in

writing of their choice to withdraw their son from the school for the duration of Religious Education classes and other school organised religious and liturgical events. Parents/Guardians should note that Clonkeen College will not be responsible for the supervised care of their son during these times. As a consequence, parents/guardians will need to make alternative arrangements to ensure the adequate supervised care of their son during these times.

This policy is subject to regular review and the Board of Management reserves the right to amend dates and procedures when required.

SECTION C: PROCEDURES

1. Application Procedures

- The school will admit the number of boys the Board of Management deems as feasible.
- Students must be aged at least 12 years on the 1st January in the calendar year following the boy's entry into First Year. A full birth certificate must accompany the application form
- All applications must be accompanied by a utilities bill for the place of residence of the student
- Application forms are available for students from 1st September of the year students enter Fifth Class in primary school
- The closing date for all applications is 12 noon on the last Friday of January (for example, 31st January 2014 is the last Friday of 2014) of the academic year students enter fifth class. First round offers of places will issue within 21 working days of the closing date (e.g. 21st February 2014)
- All applications for the same academic year received on or before the closing date receive equal treatment
- Application forms are delivered to feeder primary schools in September or may be obtained by contacting the school office
- Each year the school holds an information night, in the first term, for interested parents and students. Parents are encouraged to avail of this opportunity to see the facilities and speak to teachers and management.
- The application form and prospectus are also available on that night.
- Completed application forms, accompanied by the applicant's birth certificate, proof of address (for example, a utility bill) and a non-refundable administration fee of €100, should be returned to the school on or before the closing date
- Any application received after the closing date for applications will not be considered, until all applications received before the due date have been processed, and it has been determined that there is a place available. The only exception to this rule is where the number of applications received before the due date is less than the number of places available

- In this case, late applications will be processed, in order of date of receipt, until all the places have been filled. Any candidates still remaining will form a waiting list
- No administration fee will be required for late entries unless and until they become eligible for consideration
- Boys offered a place must sit an assessment test, set and corrected by the school. The test is to allow for the formation of three mixed-ability First Year classes. Parents will be notified of the date of this test by post.

VOLUNTARY CONTRIBUTION

The school endeavours at all times to provide a good all-round education for every pupil in a good physical and moral environment. In order to do so the Board deems it necessary to request a voluntary contribution from all parents and guardians who are in a position to so contribute. Varying methods of payment are arranged to accommodate individual circumstances. These monies are used in general to fund the shortfall in Government financing, especially in relation to the maintenance of the school environs e.g. to finance the upkeep of the physical environment, fund the provision of necessary technical equipment and repairs of a general nature etc. The Board of Management reserves the right to vary the contribution at any time.

2. Decision-making Process – Enrolment

- All decisions in relation to the enrolment of pupils in Clonkeen College are made by the Board of Management of the school in accordance with school policy and legislation referred to above in Section B:Operating Context
- Full support and acceptance of, and agreement with, the Clonkeen College Student Code of Conduct and all other agreed school policies, by students and their parents/guardians is a condition of admission to, and continuing enrolment in, Clonkeen College
- No person aged fifteen or over on the last Friday of October of the year preceding the year of entry (i.e. for entry in Sept. 2014 the closing date is Oct. 25th 2013.) may apply for admission to first year in Clonkeen College
- Parents will be notified of the Board's decision within 21 days of the closing date for enrolment and/or receiving relevant information as prescribed by the Board of Management and the Minister for Education and Skills, under the Education Welfare Act 2000 and under Section B:Operating Context above
- On receipt of an offer of a place, a booking fee of €400 will be required. This fee will be refundable only when the student takes up his place in the school. This will be deemed to have occurred when the October lists have been returned to the Department of Education and Skills. Otherwise, the deposit is non-refundable and non-transferable
- When a place in the school is offered, parents/guardians will be required to confirm in writing their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn

- In deciding the number of boys to be admitted the Board of Management will have due regard for the relevant Department of Education and Skills provisions re class size, staffing provision and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children
- The recognised feeder schools are Our Lady of Good Counsel N.S., St. Brigid's Boys N.S. St. Patrick's Boys N.S. Holly Park. These are the closest Catholic primary schools and have traditionally supplied most students to Clonkeen College
 - In the event that the number of boys wishing to enrol in the school is greater than the number of places available the Board of Management will apply selection criteria in the following order of importance:
 - 1) brothers of present pupils
 - 2) sons of past pupils
 - 3) brothers of past pupils
 - 4) sons of school staff
 - 5) attendance at recognised feeder schools – the recognised feeder schools are Our Lady of Good Counsel N.S., St. Brigid's Boys N.S. St. Patrick's Boys N.S. Holly Park. These are the closest Catholic primary schools and have traditionally supplied most students to Clonkeen College
 - 6) proximity of home to the school. [This is determined by straight line measurement made by the school on the school's street map.]
 - 7) order of receipt of application (for entries received after the closing date only.)

3. Medical

If a student has a medical condition requiring medication during the school day or possible medical intervention parents are required to make this known in advance when applying to the school. Any additional information required by the school will then be sought and the conditions of entry clearly agreed between the parents and the school.

4. Right of Refusal

- The Board of Management reserves the right to refuse an application for admission where such refusal is in accordance with the policy of the school, subject to the provisions of the Education Welfare Act, Section 19 (1)
- Even where there is a place available, the school reserves the right to refuse to enrol a student in exceptional circumstances. Such exceptional circumstances may include a refusal to enrol a student whose enrolment would cause an unacceptable risk to other students, to staff or to school property, or where the student has special educational needs such that, even with additional resources available from the DES the school cannot provide the student with an appropriate education

5. Right of Appeal

- The Board wishes to advise parents/guardians that, in the event of a pupil being refused entry to Clonkeen College an appeal may be made under Section 29 (d) of the Education Act 1998
- On appeal parents/guardians are informed in writing of the Board's decision and the reasons why the student was not accepted. The right to appeal should be restated
- Any appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians

6. Transfers from other second-level schools

Decisions on transfers from other second-level schools are made by the Board of Management. Boys may only transfer to Clonkeen College in exceptional circumstances at any time, subject to;

- the provisions of the school admission policy
- space being available in the year or class groups in question
- the school curricular provisions being suitable for the applicant in the opinion of the Board
- satisfactory provision of all relevant information by the former school and the parents/guardians of the boy
- the move, in the opinion of the Board, being in the best interests of the school
- the move, in the opinion of the Board, being in the best interests of the student
- consultation with the Educational Welfare Officer, if appropriate
- signed acceptance by the applicant and his parents/guardians of the school's Code of Behaviour, ethos and policies
- No prospective student may transfer into either a Junior Certificate Year Three class or a Leaving Certificate Year Two class unless it is deemed by the Board to be in the best interests of Clonkeen College

7. Special Educational Needs

Section A

In accordance with the school's Mission Statement, and its commitment to the religious and educational philosophy of Edmund Rice, the school welcomes students with disabilities or special educational needs.

The school will use the resources both financial and in personnel provided by the Department of Education and Skills to make reasonable provision for students with disabilities or special educational needs, up to a nominal cost. While fully supportive of parents' rights to have the school of their choice for their children, the school's ability to cater for a student with particular needs is dependent on the level of resources made available by the Department of Education and Skills.

- On being offered a place in the school, parents are required to make the school aware that their child has special educational needs

- It is the responsibility of the parents to make known to the school in good time the special educational needs of their child. Failure to do so may affect the school's ability to adequately prepare for the child's needs
- 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 a resource teacher
 - 4. Help with behavioural modification
 - 5. Psychological assessment; report to be provided
 - 6. Help in areas including visual impairment, hearing impairment, general learning disability or emotional disturbance
 - 7. Any resource in relation to travel, mobility, etc.
- If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available
- In the event that such a report is not available the Board will request that the child be assessed immediately and that any other information which would be deemed relevant to the boy's educational development be provided
- The school, upon becoming aware of a child having special needs will apply any or all of the following strategies as deemed necessary:
 - arrange to meet the parents/guardians of the child
 - access the child's records from primary school/Individual Education Program,
 - request a copy of the child's medical and/or psychological report
 - arrange a case conference with the parents/guardians and/or the professionals involved in catering for the child's needs
- The purpose of such action is to assist the school in establishing the educational needs of the child relevant to his ability or special needs and to profile the support services needed
- "The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:
 - a) The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education or b) In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property."

Section B

Students with a Moderate General Learning Disability

Clonkeen College provides a special programme for students who are designated to have a Moderate General Learning Disability but not ASD (Autistic Spectrum Disorder) and who have completed a full course of primary education or an approved equivalent course of studies. This programme is delivered in one class comprised of a maximum of 8 students.

- Within the whole school community, from first year to sixth, the school reserves a limited number of places for students who have been diagnosed as having a Moderate General Learning Disability (ModGLD)

- The ModGLD class has its own, dedicated classroom and timetable but, in keeping with the school's commitment to developing an inclusive school community, students participate in mainstream school activities where possible
- Only students who have been diagnosed as having a ModGLD will be considered for these places. Although students whose special needs do not fall within the ModGLD range are required to provide information on their requirements after an offer of place, applicants for the ModGLD programme must provide this information with the application form. This is to allow for the process of consultation needed to determine their eligibility for a place on the programme, and for the fact that the process of allocating these places differs significantly from the general admission process
- Applicants must fill in the ModGLD Application Form and provide all necessary documentation with the form. Failure to provide all the required information may delay or invalidate an application.

Allocation of places to the ModGLD Class

- Admission to the class will depend on the required resources to deal with an individual's needs being provided by the Department of Education and Skills
- Comprehensive documentary evidence indicating a Moderate GLD diagnosis must be provided to the school
- The school reserves the right to verify all documentation provided
- The school reserves the right to consult with relevant external bodies to determine (a) that the applicant is within the assigned range of intellectual disability and (b) the capacity of the school to provide adequately for his needs
- It will consult with the applicant's present school. As part of the application process the applicant must provide copies of any current Individual Education Plan (IEP) and information on any other relevant strategies being used to cater for his educational, behavioural and medical requirements
- All applicants who (a) are verified to be within the assigned range of intellectual disability, (b) have provided all the required documentation within the necessary timeframe, and (c) for whom the necessary resources can be provided will be eligible for consideration for a place
- On receipt of an offer of a place, a booking fee of €400 will be required. This fee will be refundable only when the student takes up his place in the school. This will be deemed to have occurred when the October lists have been returned to the Department of Education and Skills. Otherwise, the deposit is non-refundable and non-transferable
- Where the number of eligible applicants is greater than the number of places available, priority for admission and the waiting list will be determined by the standard Clonkeen College Admissions Policy criteria, namely:
 1. brothers of present pupils
 2. sons of past pupils
 3. brothers of past pupils
 4. sons of school staff
 5. attendance at recognised feeder schools
 6. proximity of home to the school. [This is determined by straight line measurement made by the school on the school's street map.]

7. order of receipt of application (for entries received after the closing date only.) [See Section C.2 (“Decision-making Process – Enrolment”)]
- Any application received after the closing date for applications will not be considered, until all applications received before the closing date have been processed, and it has been determined that there is a place available. The only exception to this rule is where the number of applications received before the closing date is less than the number of places available
 - In this case, late applications will be processed, in order of date of receipt, until all the places have been filled. Any candidates still remaining will form a waiting list in order of date of receipt.

Transfer during the school year

- Applications to transfer to this class from another secondary school, during the school year, will only be considered if there is a place available and it is deemed by the Board to be in the best interests of Clonkeen College.