



**CLONKEEN COLLEGE,
CLONKEEN ROAD,
BLACKROCK,
CO. DUBLIN**

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Clonkeen College

Admissions Policy.

[Ratified 14/05/13]

SECTION A: MISSION STATEMENT.

- Clonkeen College is a caring Christian community, founded by the Christian Brothers.
- **Clonkeen College is an Edmund Rice School's Trust (ERST) school.**
- **The ethos of the school is based upon the five key elements of the ERST Charter.**
- 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 of the school and their parents are expected to conform to the school ethos, rules and policies.
- Clonkeen College is a Catholic voluntary secondary school for boys only.

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

1. Underlying Principles.

In formulating this policy the Board of Management of Clonkeen College, within the parameters of the financial and resource support available via the Department of Education and Skills and other sources, has paid due regard to the provisions of the Education Act 1998 and the Education Welfare Act 2000. It recognises and supports the important role played by the religious and educational philosophy of the Christian Brothers, patrons of our school, in the form and substance of its daily life.

Within the context of the above the Board, through its Admissions Policy supports the principles of;

- Inclusiveness, 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.
- 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. Any parent who objects to the content and participative requirements of their son's RE classes as determined by the RE Policy of Clonkeen College, may withdraw their son from the school for the duration of the class by indicating this in writing after consultation with management. 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.
- Equality of access to and participation in the school.
- Respect for diversity of traditions, values, languages and ways of life in society.

2. School Resources.

- The financial and teaching resources of the school are provided by a combination of:
 - ✓ Department of Education and Skills grants and teacher allocations,
 - ✓ Voluntary contributions by parents and guardians,
 - ✓ Local fundraising.
- The implementation of the school plans and policies must have due regard to:
 - ✓ the funding and resources available and
 - ✓ the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.
- The Board of Management reserves the right, in consultation with the patrons, to alter services offered by the school in line with available resources.
- This policy is subject to regular review and the Board of Management reserves the right to amend dates and procedures when required.

SECTION C

SCHOOL DETAILS

1. Type of School.

- Clonkeen College is a voluntary Catholic Secondary School under the Trusteeship of the Christian Brothers.
- It is a boys only, single-sex school, grant-aided by the Department of Education and Skills.

School Name: Clonkeen College
Address: Clonkeen Road,
Blackrock,
Co. Dublin.

Contact details: Telephone. 01-2892709
Fax. 01-2898260
Email. reception@clonkeencollege.ie

Principal: Kevin Barry
Deputy Principal: Edward Melly

Number of Teachers:	33
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Guidance Counsellor: Damien O’Hora
T.Y. Year Head: Jim Byrne

General Administrators: Teresa Bird, Mary Lynch.
Financial Administrator: Sandra McGovern.

- **Board of Management:**

Chairperson:	Ms. P.McCarthy
Members:	Ms. S. Flynn, Ms. N. McKeever, Ms. J. Egan, Mr. M. Salley, Mr. D. Megan, Mr. C. Downes, Mr. S. O’ Faherty.

2. Organisation.

- There is an active Parents Council.
- Students’ interests are served by the Student Council.

3. Curriculum.

Clonkeen College follows the curricular programmes laid down by the Department of Education and Skills. These may be amended from time to time in accordance with the Education Act 1998, Sections 9 and 30.

There is no streaming of classes in Junior Cycle. In Second and Third Year there is setting in Irish and Mathematics.

- **Junior Cycle:**
 - Irish
 - English
 - French
 - Computer Studies

- | | | | |
|---|---------|----------|----------|
| <input type="checkbox"/> Business Studies | Science | Maths | Religion |
| <input type="checkbox"/> Geography | History | C.S.P.E. | |
| <input type="checkbox"/> P.E. | SPHE | Art | |

- **Transition Year:**

Transition Year in Clonkeen College is compulsory for students generally. Therefore, parents of prospective first year students should anticipate six years of second level education. In exceptional circumstances however, entry to Transition Year may be refused to some students. Such decisions to refuse entry to Transition Year can only be made by the BOM following a recommendation by the Principal.

The TY curriculum is a balance between core academic subjects, term modules, options and out of class pursuits.

The academic core of the year contains English, Irish, Maths and French. Computer Studies Some aspects of the Leaving Certificate curriculum can be included here. There are also classes in Computer Studies, Religious Education and Careers.

Term modules are offered in Science, Cookery, Music Appreciation, Media Studies, Effective Communication, Classical Studies and European Studies.

Students take a year-long option from a choice of Technical Drawing, German or Japanese. Some of these options may change from year to year.

Out of class activities are in the Tourism Programme and in Outdoor Pursuits. In Tourism the students visit sites in and around Dublin on half-day excursions. The Outdoor Pursuits section covers coaching in Gaelic Games and Soccer, Rock Climbing, Hill Walking, Self-Defence, Sailing and Canoeing.

At the end of each of the three terms parents are provided with a written report of their son's progress in all of the above.

- **Senior Cycle:**

Tuition is offered in each of the three core subjects plus four other subjects from a list of options. The options offered are based on the choices of each group of incoming Fifth Year students and are designed to satisfy the maximum number possible. Students may also study two extra subjects (denoted by *). Each student, in consultation with his teachers, may choose between higher or ordinary level in all subjects.

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|---|-----------|------------|---------------------|
| <input type="checkbox"/> Irish | English | French | Art |
| <input type="checkbox"/> Chemistry | Physics | Biology | Religious Education |
| <input type="checkbox"/> Maths | Economics | Accounting | Business |
| <input type="checkbox"/> Geography | History | P.E. | Applied Maths* |
| <input type="checkbox"/> Classical Studies* | LCVP* | | |

In general, students may not repeat their Leaving Certificate in Clonkeen College.

Admission to LCVP is determined by Clonkeen College based on availability of the programme and the particular subject mix that students choose.

4. Extra-curricular Activities.

- Students are encouraged to participate fully in a wide variety of sports and other activities. Each year the school competes in inter-school competitions in Gaelic football, soccer, hurling, badminton, tennis, golf, athletics and cross-country.

- Internal leagues at year level are organised each term in most sports.
- There is a match-play competition in golf for all interested students.
- School tours are organised annually. They include cultural visits to foreign countries, ski trips and outdoor activities in France. In exceptional circumstances however, participation in school tours may be refused to some students. Such decisions to refuse participation in school tours can only be made by the BOM following a recommendation by the Principal and the Tour leader.
- There is an annual drama production in which students from all non-exam classes are encouraged to participate.
- The school participates in public speaking competitions.
- Students also have the opportunity to participate in creative writing, school magazines, art competitions, Young Scientist and business competitions.

5. Study.

- **Supervised study is provided from 4.10 p.m. to 5.45 p.m. Monday to Friday.** Study is supervised by our teachers and there is a charge per student.
- Study and homework are crucial parts of school life and we seek parents' help and co-operation in developing the discipline needed by students to meet these demands.

6. Other information.

- **Opening hours:** Classes are time-tabled from 9.00 a.m. - 3.55 p.m. on Monday and from 9.00 a.m. - 3.50 p.m. Tuesday to Friday. Morning break 10.30 a.m. - 10.45 a.m. Lunch 12.45 p.m. – 1.45 p.m.
- The school will open to receive pupils at the hour of 8.45 a.m. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.00 a.m. No pupils should arrive later than 8.55 a.m.
- At the end of the school day parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate. The person to escort them should be at the school not later than 3.50 p.m. as the school cannot accept responsibility for looking after the children after that time.
- **Parent-teacher meetings:** Meetings for Sixth Year and Third Year take place in the first term. All other parent-teacher meetings take place in the second term. Parents are notified by letter in advance of the relevant dates.
- We recognise that parents and guardians may not be in a position to attend at these times. Parents can make an appointment to meet subject teachers, Tutors or Year Heads by appointment if they so wish.
- **Voluntary Contributions:** 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.

SECTION D PROCEDURES.

1. Application Procedures.

- The school will admit the number of boys the Board of Management deems as feasible. **For the year 2013-2014, and until amended, the number is 90 students.**
- 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.
- Applications are accepted from 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 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 primary schools in September or may be obtained by contacting the school office.
- Each year the school holds an information night, in October, 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 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.

2. 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.

3. Decision-making Process – Enrolment.

- 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.
- All decisions in relation to the enrolment of pupils in Clonkeen College are made by the B.O.M. of the school in accordance with school policy, the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act.
- 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 B.O.M. and the Minister for Education and Skills, under the Education Welfare Act 2000 and under Section (b) 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.
- In deciding the number of boys to be admitted the B.O.M. 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 B.O.M. 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
 - 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.)

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 admissions 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 disability 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.

- 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). A maximum of eight students can be accommodated.

- The ModGLD class will have its own, dedicated classroom and timetable but, in keeping with the school's commitment to developing an inclusive school community, will 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.
- 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 4* (“*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.