

Boherbue Comprehensive School

ADMISSION POLICY

MISSION STATEMENT

Boherbue Comprehensive School, conscious of its position in the community, endeavours to give the best education and service to its pupils and community, based on Christian values that will help all who come in contact with the School to reach their full potential.

The Board of Management, Parents and Staff of Boherbue Comprehensive School are committed to the creation of an inclusive, supportive learning environment for all pupils. We acknowledge inclusive education to mean “the process of increasing the participation of students in, and reducing their exclusion from the curricula, cultures and communities of local mainstream educational institutions”. (Booth & Ainscow 1998)

1. INTRODUCTION

1.1 Boherbue Comprehensive School provides an integrated and inclusive education for all the pupils in its catchment area in so far as the resources, i.e. facilities, personnel and plant provided by the Department of Education and Skills permit.

The School provides the curricular programme as set down by the Department of Education and Skills in accordance with Sections 9 and 30 of the Education Act, 1998.

2. OPERATIONAL FRAMEWORK

2.1 Within the context and parameters of Department regulations, programmes, and legislation such as the Education Act 1998 and the Education (Welfare) Act 2000, and the Equal Status Act 2000, the School supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other additional/special educational needs.
- Equality of access and participation in the School.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, language and ways of life in society.

2.2 All incoming First Years will be assessed to determine individual/additional educational needs.

- 2.3** Children with additional/special needs will be supported in accordance with the level of resources provided to the Board by the DES. The Board will, within the confines of the resources provided, make all reasonable efforts to provide suitable accommodation and educational resources for children with disability or additional/special educational needs and will make a further application if necessary.

3. APPLICATION PROCEDURES

- 3.1** The following procedures apply for the enrolment of pupils in Boherbue Comprehensive School:

- Parents/Guardians who wish to enrol their children must return a completed Enrolment Application Form (available in the office) with an original Birth/Adoption Certificate to the School and two recent passport size photographs with name and date of birth on the back. The application form will request such information about each child as is necessary, e.g. child's name, address, date of birth, parents'/guardians' names etc. and any other information which may be required under the Education Welfare Act 2000.
- The School will notify the parents that the applicant has been accepted within four weeks.

- 3.2** All students in the catchment area are eligible for Admission:

- Department of Education and Skills rules stipulate that secondary students must be aged 12 on January 1st in the calendar year following the student's entry into First Year. (Birth Certificate is required.)
- Prior to registration and admission to the School the parent(s) shall be required as a condition of such registration and admission to confirm in writing that:
 - (a) the Code of Behaviour is acceptable to them and
 - (b) that they will make all reasonable effort to ensure that their daughter/son will comply with the Code.
- The operation of these procedures may vary from time to time to take account of relevant legislation.

4. TRANSFER OF A STUDENT FROM ANOTHER SCHOOL

The School will make every reasonable effort to facilitate a student seeking a transfer to our School. The Board of Management will decide on applications for admission to any year other than First Year, including repeat students, by applying the following criteria:

The application:

- is made in accordance with the School's Admissions Policy.
- is in the best interest of the student.
- is in the best interest of the School community.
- is of educational benefit to the student.

A Completed Student Transfer Application includes:

- (a) Student Transfer Application Form (available from the office)
- (b) Two recent passport size photographs with name and date of birth on the back
- (c) a recent academic progress report
- (d) an attendance report
- (e) a punctuality record
- (f) a behaviour report
- (g) a reference from the Principal of the previous school.

Parents will be presented with the following when they are applying for an Application Form:

- (a) Admission Policy
- (b) Code of Behaviour

It may be necessary for a consultation with the Educational Welfare Officer to take place.

On behalf of the Board of Management, the Principal will consult with the parents/ student/ principal of previous school and/or other interested parties and present his/her finding to the Board. The Board of Management of Boherbue Comprehensive School shall make a decision in respect of the application concerned and inform the parent/guardian in writing thereof as soon as practicable but not later than 21 days.

5. ENROLMENT AS A REPEAT LEAVING CERTIFICATE STUDENT

The School will make every reasonable effort to facilitate a student seeking to repeat the Leaving Certificate Examination in our School. The Board of Management will decide on applications for admission to Repeat Leaving Certificate Year by applying the following criteria:

The application:

- is made in accordance with the School's Admissions Policy.
- is in the best interest of the student.
- is in the best interest of the School community.
- is of educational benefit to the student.

A Completed Repeat Leaving Certificate Application includes:

- a) Repeat Leaving Certificate Application Form
(available from the office)
- b) a recent academic progress report
- c) an attendance report
- d) a punctuality record
- e) a behaviour report
- f) a reference from the Principal of the previous school.

Parents will be presented with the following when they are applying for an Application Form:

- (a) Admission Policy
- (b) Code of Behaviour

It may be necessary for a consultation with the Educational Welfare Officer to take place.

On behalf of the Board of Management, the Principal will consult with the parents/ student/ principal of previous school and/or other interested parties and present his/her finding to the Board. The Board of Management of Boherbue Comprehensive School shall make a decision in respect of the application concerned and inform the parent/guardian in writing thereof as soon as practicable but not later than 21 days.

APPEAL PROCEDURE IN THE EVENT OF A REFUSAL TO ADMIT A PUPIL

The parents/guardians (and students who have reached the age of 18) have a right of appeal to the Board of Management.

Appeals must be made using the appropriate appeal form available from the office within two weeks from the date of receipt of the decision of the Board.

In the case of Boherbue Comprehensive School, the appeal shall be made in the first instance to the Board of Management of the School.

Section 29 of the Education Act 1998, provides that an appeal may be made to the Secretary General of the Department of Education and Skills in respect of a decision by a Board of Management, to refuse to enrol a student in the school.

The Admission Policy was ratified by the Board of Management on 17th January, 2012. The policy will be reviewed at the latest in 2014.

Tick ✓ as appropriate

STUDENT TRANSFER APPLICATION FORM 201_/201_

REPEAT LEAVING CERTIFICATE APPLICATION FORM 201_/201_

Student Name: _____

Date of Birth: _____

PPS Number: _____

Home Address: _____

Second Address (if applicable): _____

Country of Birth: _____

Mother's Maiden Name: _____

Exempt from Irish: Yes No

Parents / Guardians Name(s): _____

Contact Telephone Numbers:

Name: _____ **Home:** _____ **Mobile:** _____

Name: _____ **Home:** _____ **Mobile:** _____

Family Doctor: _____ **Phone:** _____

Outline any medical condition if applicable: _____

Long term medication if applicable – please give details: _____

Does this student hold a medical card? Yes No

Student's Interest / Hobbies: _____

Previous School Attended: _____

Educational Achievement / Results / Reports: _____

Learning Support / Resource Needs: _____

Educational or Psychological Assessments: _____

Was this student ever referred to the Board of Management in relation to behavioural concerns? Yes No

Please supply information or reports if applicable.

Was this student ever suspended? Yes No

Please supply details.

Was this student ever expelled from school? Yes No

Please supply details.

Proposed Course & Year:

Tick ✓ as appropriate

- | | |
|--|---|
| <input type="checkbox"/> Junior Cert. Year 1 | <input type="checkbox"/> Transition Year |
| <input type="checkbox"/> Junior Cert. Year 2 | <input type="checkbox"/> Leaving Cert. Year 1 |
| <input type="checkbox"/> Junior Cert. Year 3 | <input type="checkbox"/> Leaving Cert. Year 2 |

Personal Data Protection

Personal Data on this form:

Further to the Data Protection Acts 1988 and 2003 the personal data supplied on the application form is required for the purposes of student enrolment, registration, child welfare and to fulfil our other legal obligations. Contact details will also be used to notify you of school events or activities. While the information provided will generally be treated as confidential to Boherbue Comprehensive School, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills, Department of Social Protection, An Garda Síochána, Health Service Executive, National Educational Welfare Board, National Educational Psychological Service or with another school (where the student is transferring). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your child's personal data, you should write to the School Principal.

Photographs of Students:

The School maintains a database of photographs of school events held over years. It has become customary to photograph students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our School website or in brochures, newsletters, local and national newspapers and similar school related productions. In the case of website photographs students' names will not be recorded with the picture. If you would prefer not to have your child's photograph included in such records, please notify the School Principal.

Signed : _____ **(Parent/Guardian)**

Signature of Parents/Guardians: _____

Student Signature: _____

Date: _____

Note: All transfer applications are subject to school policy and Board of Management Approval.

**Please return completed form to:
Boherbue Comprehensive School,
Boherbue, Mallow,
Co. Cork.**