

## Admissions Policy

Coláiste Eoin is a co-educational second level school serving the Finglas Community and surrounding areas. The school operates under the City of Dublin Vocational Education Committee. The following courses are offered: Junior Certificate, Junior Certificate School Programme, Transition Year, Leaving Certificate Applied, and Leaving Certificate (Established). Coláiste Eoin also provides a range of Adult Education classes which operate on day and evening basis.

### **Mission Statement**

We aim to foster a caring atmosphere of learning and respect which promotes self confidence and achievement through education and a sense of belonging for all

Coláiste Eoin's ethos has always been the joint aims of developing the students' full academic potential while promoting the growth of each student as a confident, self-assured individual. The school offers a comprehensive range of extra-curricular activities including a variety of sporting activities and adventure sports.

The school operates within the grants and resources provided by the Department of Education and Science. The implementation of school policy will have due regard to resources and funding available at any particular point in time.

The school supports the principles of:

- Inclusiveness
- Equality of access and participation in the school
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

Admission to the school is governed by the "*CDVEC Admissions Policy set out in its General Rules and Regulations for schools, Colleges, other Centres and the Classes and Activities operating under the authority of the CDVEC*"

This policy states that:

Admission to a particular course/activity is subject to places being available and is governed by three principles

- That in the professional judgement of the School Authority (the term 'School Authority' as in these regulations, indicates the Chief Executive Officer, or an officer delegated to act on his behalf), and following an interview (if deemed appropriate) the student/participant is suitable for the course/activity
- That in the professional judgement of the School Authority, the student/participant, because of previous education, training or experience, is considered likely to benefit from attendance
- That participation will contribute positively to the course/activity and in no way infringe upon the opportunities or rights of other students or staff.

### **Eligibility for Admission**

- Students should have reached the required age i.e. 12 years on 1<sup>st</sup> January in the calendar year following the young person's entry into first year.
- Should have completed sixth class in primary school
- Be willing to take an assessment test
- Be willing with parent/guardian, to accept the school's Code of Behaviour and CDVEC General Rules and Regulations for schools, College and other Centres.

The admission procedure usually commences in the month of October of the school year preceding entry. Further applications will not be considered after 30<sup>th</sup> April unless the circumstances are exceptional.

Students are considered for admission following an interview with the student and parent(s)/guardian, during which the student's application card is completed and signed. In the case of students entering First Year an entrance assessment, the dates of which will be notified to applicants, must also be completed and in the case of some applicants, further assessment/referral or reports from previous assessments may be required.

### **Transfer from another 2<sup>nd</sup> level school/centre**

In the interest of the student's progress, Coláiste Eoin will normally only accept enrolment at the beginning of the Junior or Senior cycle programme. In exceptional circumstances applications will be considered. Applicants will be required to submit a detailed reference and copies of previous school reports. In the case of students who have been assessed, copies of those assessments will also be requested. The school may also seek a report directly from the previous school/centre. All such references/reports will be considered before a decision is made in accordance with the three principles outlined above.

In a situation where there are excess applications for a particular class/course, selection will be made on a first come, first served basis.

### **Non EU Nationals**

Applicants who are Non EU Nationals must satisfy all the requirements of the immigration authorities and must be deemed eligible by the DES to participate in the course applied for.

### **Students with Special Needs/Disabilities**

The school welcomes applications from students with special educational needs/disabilities. An applicant with a special educational need/disability must inform the school about his/her situation at the time of application. To assist the school in establishing the educational and training needs relevant to his/her disability or special needs and to profile the support services required the school will

- Assess the student's records from his/her previous school/education centre
- Request copies of student's medical/psychological report
- Request an assessment if deemed necessary by the school

The school will meet with the parents/guardian of the student concerned and other agencies involved with the applicant's welfare as deemed appropriate to discuss the applicant's needs and the school's capacity to meet these needs.

If, having assessed the matter, the school is of the view that further resources (additional teaching hours, special needs assistant, specialised equipment etc.) are required, National Council for Special Education will be requested to provide these resources.

No enrolment is considered completed until

- All supporting documentations, references etc. which have been requested by the school have been submitted
- The student has agreed to abide by the CDVEC Rules and Regulations and the School's Regulations and Code of Conduct
- The student has been offered a place

### **Exceptional Circumstances**

The school reserves the right to refuse an application for enrolment in exceptional circumstances

### **Refusal to Enrol**

In a case where the school is proposing to refuse an enrolment the matter will be referred to the school Management Sub-Committee. The parents/guardian of an applicant will be afforded an opportunity to put their case to the Management Sub-Committee. If having considered the matter, the Management Sub-Committee deems that the enrolment should be refused it will make such a recommendation to the City of Dublin Vocational Education Committee. A decision by the VEC to refuse enrolment may be appealed by parents/guardian of an applicant or the applicant (if 18 years or over) to the Department of Education and Science in accordance with procedures established under the Education Act 1998.