

**GAIRMSCOIL MHUIRE**

**ADMISSIONS POLICY**

**ADOPTED BY THE BOARD OF MANAGEMENT**

18 November 2008

**Approved by Co. Galway VEC**

17 December 2008

**THIS POLICY HAS BEEN PREPARED IN CONSULTATION WITH PARENTS, STUDENTS,  
STAFF, THE BOARD OF MANAGEMENT AND COUNTY GALWAY VEC**

## LINK TO MISSION STATEMENT

Gairmscoil Mhuire is a school under the trusteeship of Coiste Gairmoideachais Chontae na Gaillimhe. We are an inclusive school both in our intake and in the curriculum which we provide. We aim to provide the highest standard of education for all our students.

We endeavour to fulfil our mission in partnership with parents/guardians, staff, students, trustees and the local community.

## SCOPE, RATIONAL AND LEGAL FRAMEWORK

The scope of this policy is to provide fair, transparent and effective criteria for the admission of students to Gairmscoil Mhuire in compliance with the legislative requirements of the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Acts 2000-2004.

The policy is based on the principles of:

- Respect for parental & student choice
- Equality of access and participation in the school
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

This policy should be read in conjunction with:

- The School's Mission statement
- The School's Code of Behaviour
- The School's Net- & e-Book Rental Policy
- The School's Homework Policy
- The Schools Attendance Policy
- The School's Special Education needs Policy
- The School's Policy on substance Abuse
- The Schools Policy on Bullying
- The Schools Prospectus

## PROCEDURES FOR ADMISSION INTO FIRST YEAR

**Application:** Application forms are available from the school office on request. Application forms will also be handed out to prospective parents of first year applicants at an information evening held in November of the applicants 6<sup>th</sup> class in primary school. The date of the enrolment night will be advertised in the local media and through notification to each parent of all 6<sup>th</sup> class pupils in the feeder primary schools.

The **closing date for receipt of applications is 3pm on the third Friday in November** of the applicants 6<sup>th</sup> class in primary school.

When application forms are received they will be stamped with the date and time on which it was received. Failure to complete the application form in full or to supply

relevant documentation requested by the school or to make a reasonable arrangement to meet the principal to discuss the application will result in a refusal. Application for a place in the school implies acceptance of the schools admission policy and the code of behaviour.

**Enrolment criteria:** the maximum number of places which the school can normally accommodate in first year is 140. Where the number of applications exceeds the number of places available, places will be allocated according to the following order of priority.

1. Students whose parents/guardians are staff members
2. Students who have a sibling in the school
3. Students from the traditional feeder schools as listed in Appendix A.
4. Students who live in the catchment area but have attended primary schools other than those mentioned in appendix A.
5. In the event that the number admitted to the above criteria does not exceed the number of places available the remaining places will be filled according to a lottery.
6. Where the school is oversubscribed under any of the above criteria the final determining factor will be a lottery.

**Offering of Places:** Places will be offered to students in the last week of November of the applicants 6<sup>th</sup> year in primary school. All of those students who accept a place will be asked to sit an assessment on a day and time determined by the school. It should be noted that academic ability is not a consideration for admission and that this assessment is used to determine if additional supports will be required for students upon the enrolment in first year.

#### **PROCEDURES FOR ADMISSION INTO ALL OTHER YEARS / TRANSFER FROM ANOTHER SCHOOL**

**Application:** Applications forms are available upon request from the school office. Applicants should complete the application form in full. Incomplete forms will be returned to parents/guardians.

Applicants must provide details of their educational performance, full behaviour record including any files relating to incidents of misbehaviour and school attendance in their previous school. Where an applicant has attended more than one second level school they must submit all reports from each school. The application for a place in the school will not be considered where no such reports are provided.

**Enrolment criteria:** The overall capacity of the school is 700 students; this includes post leaving certificate students. Given the available accommodation in the school the board of management wish that the overall enrolment does not rise above this number. The following criteria will be applied in arriving at a decision:

- Class size
- Subject choice ( to ensure a consistency in the curriculum being studied)

- Record of behaviour and attendance in previous school
- The enrolment criteria from 1-6 outlined above for first year will be applied to all other years also.

However, where the number of applicants exceeds the number of places in any year the final determining factor will be date and time on which application forms were received

**Note:** Priority will be given to current students who are permitted by the school, in accordance with department of education and science regulations, to repeat a year when determining the number of places available in that year.

#### **PROCEDURES RELATING TO ADMISSION TO SPECIFIC PROGRAMMES AND SUBJECTS**

If the demand for a specific programme (e.g. Transition Year and Post Leaving Certificate) or subject exceeds the number of places available then the school will make every effort to accommodate the student. Preference will be given to applicants from within the school over those transferring from other schools.

**Entry to specific programmes** will be determined following a review of all applications forms and an interview process designed to ascertain the suitability of the applicant for the specific programme. In all instances students will be informed of the criteria for selection prior to interview.

**Entry to specific subjects** will be determined by reference to the subject choice preference forms completed by students. For senior cycle, reference to the students previous performance at the subject in junior cycle relative to other applicants and their result in state examinations will also be considered.

**Application to repeat a year** will be governed by the guidelines as set down in the Department of Education and Science circular letter M2/95. Applications will be considered in the light of places available on the relevant programme, the class size, subject availability and the overall enrolment restrictions set out in this policy.

#### **STUDENTS WITH SPECIAL EDUCATIONAL NEEDS**

It is the policy of the school to try and identify at an early stage of the enrolment process the specific needs of each student. Parents/guardians will be required to provide all relevant reports and assessments on students with special educational needs. This information is required to

1. Ensure the most appropriate education can be planned and provided for students with special educational needs.
2. To access the appropriate supports and resources from the Department of Education and Science and other support agencies

Enrolment of a student is not contingent upon securing such resources; however it may be necessary to defer the admission/commencement of the educational programme for the student in the school until such resources as deemed necessary by the Special Education department in the school or as outlined in any reports by relevant professionals are provided by the Department of Education and Skills or other appropriate agencies.

#### **DECISION MAKING PROCESS REGARDING ENTRY**

This is a matter for the board of management but is delegated to the Principal, who decides on such matters in accordance with the school's admission policy. The principal may also refer any application to the board for decision. Both the principal and board of management in arriving at their decision may refuse enrolment if it considers that

- it would not be in the educational interests of, and the effective provision of education for, other students of the school or the applicant  
and/or
- would not be in the best interests of the safety, health and welfare of teachers, students and staff of the school should the applicant be enrolled in the school  
and/or
- the school is of the opinion that the enrolment of the student may interfere with the smooth running of the school  
and/or
- all places have been assigned in accordance with criteria for admission into first year or transfer as outlined above.

**Right of Appeal:** Where a student is refused admission to a specific programme within the school they have a right to appeal the decision to the Board of Management, in the first instance, to the Vocational Education Committee and thereafter to the Secretary General of the Department of Education and Science in accordance with Subsection (i), Section 29 of the Education Act 1998. Should the decision be taken by the Board of Management in the first instance to refuse enrolment, as outlined above, then the student and his/her parents/guardians have a right to appeal the decision in the first instance, to the Vocational Education Committee and thereafter to the Secretary General of the Department of Education and Science in accordance with Subsection (i), Section 29 of the Education Act 1998.

The **National Education Welfare Board** are notified when a student is refused enrolment. The contact details of the local office are **Unit 19, Sandyfort Business Centre, Grealishtown, Bohermore Galway Tel: 091 385 302 Fax: 091 760 915.**

## **REVIEW AND EVALUATION OF THIS POLICY**

The implementation, monitoring and review of this policy will be done by senior management in conjunction with the staff, parents and the board of management on an ongoing basis. It is envisaged that the policy would be reviewed on a formal basis two years after the date of adoption by the board of management.

**Date adopted by the Board of Management    18 November 2008**

**Date approved by co Galway VEC            17 December 2008**

### **Signed**

Chairperson Board of Management

\_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive Officer County Galway VEC

\_\_\_\_\_ Date: \_\_\_\_\_

### **Appendix 1 List of traditional Feeder Primary schools**

Annagh Boys, Annagh Girls, Athenry Boys, Athenry Girls, Baunmore, Carnaun, Carnmore, Claregalway Educate together, Claregalway National School, Clarinbridge, Coldwood, Coolarne, Craughwell, Cregmore, Crumlin, Esker, Kilcolgan Educate Together, Killeeneen, Kiltulla, Lackagh, Lisheenkyle, Monivea, Newtown, Newcastle.