

Enrolment Policy

Coláiste Muire Cobh

This policy only applies to the enrolment of 6th Class pupils commencing Secondary School in 2020

Coláiste Muire is a Catholic co-educational secondary school, under the trusteeship of the Presentation Brothers Schools Trust (PBST). The school is managed by a Board of Management, representing the trustees, parents and teaching staff. A Parents' Council is elected by the parents of students in the first term of each school year. A Student Council, representing first to sixth year students, is elected each year. The school was established in 1976 when St. Mary's Secondary School amalgamated with Presentation College. The school welcomes applications from students, who are resident in Cobh and on Great Island. Coláiste Muire does not accept enrolments in respect of adult education. All enrolments must receive the sanction of the Board of Management.

Mission Statement

Coláiste Muire is a Christian community of students, staff, parents, chaplaincy and management who work together towards the common goal of preparing young people, for living life to the full, as committed Christians, as concerned and loving people and as responsible members of society. Coláiste Muire aims to provide the best possible education for students in a caring, Christian environment. The highest standards of teaching, learning and behaviour are expected at all times. The school provides a comprehensive, holistic system of post-primary education for its students. This embraces spiritual, academic, practical and physical instruction, as specified by the Department of Education and Skills (DES). The school also recognises the uniqueness of the individual and strives to co-operate with parents and the community in working towards our common goal.

Operating Context

The school respects the diversity of values, beliefs and traditions, languages and ways of life in our school and in the community. The school operates in accordance with the ethos of the Presentation Brothers Schools Trust, within the context of the following Acts and any amendments thereof and within the policies and circulars of the Department of Education and Skills.

- Education Act 1998
- Safety, Health and Welfare Act 2005
- Education (Welfare) Act 2000
- Equal Status Act 2008
- Children First Act 2015

No member of the school community will be discriminated against on grounds of age, race, culture, religion, marital status, family status, sexual orientation, membership of the traveller community, physical or intellectual disability or special educational needs.

The school is funded by grants from the Department of Education and Skills (DES), by voluntary contributions and fundraising and is provided with staff in accordance with the regulations as set down from time to time by the DES. The school provides the following curricular programmes as set down by the DES, in accordance with Sections 9 and 30 of the Education Act 1998.

- Junior Cycle
- Transition Year Programme
- Leaving Certificate
- Leaving Certificate Vocational Programme (LCVP)

Enrolment Procedures for 1st Year Students Commencing Studies in August 2020

Enrolment is limited by school capacity, the requirements of the school curriculum and organisational factors. The Board of Management must be satisfied that it has the resources to discharge its statutory obligation to provide an appropriate education for every child in the school. There are **100** First Year places available for August 2020. The number is reviewed annually by the Board of Management. The procedures are as follows:

- **There will be an Open Evening for parents/guardians and 6th class pupils on Thursday 26th September 2019, from 5.30pm to 7.30pm.** The Principal and Deputy Principal will visit 6th class pupils in local primary schools in September.
- The date of the Open Evening is advised to the Principal of each of the following primary schools, Scoil Iosaef Naofa, St. Mary's N.S., Walterstown N.S., Bunscoil Rinn an Chabhlaigh, Gaelscoil Ui Eigearthaigh and Cobh Mixed N.S.
- The Open Evening is advertised locally.
- Enrolment Forms and relevant information are available at Coláiste Muire school office, from **8.30am on Monday 23rd September 2019** up to **4pm Friday 11th October 2019**. A signature is required when collecting an enrolment form. **Please note the school is closed Friday 27th September 2019.**
- Fully completed enrolment forms with the required documentation may be returned to the Colaiste Muire office staff from **8.30 a.m Monday 30th September up to the closing date of 4 p.m Tuesday 22nd October 2019.** Late

applications will only be considered in exceptional circumstances and providing there is space. Late applications will be dealt with in accordance with the enrolment policy.

- All applicants must produce the original birth certificate to the school authorities with the enrolment form. PPSN number is also required.
- Parents/official guardians consent to the release of relevant data by the Primary School Principal to the Principal of Coláiste Muire. This Form of Consent must be returned signed with the Application Form.
- Parents/Guardians of children with special educational needs, please refer also to the section in this Enrolment Policy entitled **Enrolment of Students with Special Educational Needs**.
- Parents will be notified of an Offer of Enrolment or of a place on a waiting list, by letter, **posted on 14th November 2019**.
- It is the responsibility of the parents/legal guardian of applicants to notify, in writing, the Principal of Coláiste Muire of any change of address or contact details.
- Formal enrolment is complete, when the Offer of Enrolment Form has been signed and returned to Coláiste Muire together with;
 - Birth certificate
 - Both student and parents/official guardians have read and signed their commitment to compliance with the Code of Behaviour and school policies. (The *Education Welfare Act 2000 section 23 (1) allows schools to require this commitment.*)
 - The contribution requested from 1st Years is a total of €190, to include book rental scheme, student journal, personal accident insurance (24h), locker rental for 1st year, school SMS texts, and a voluntary contribution towards school activities. Contribution is €130 on enrolment and €60 before Friday 29th May 2020.
 - Form of Consent.
 - A separate declaration **must** be signed by **both** parents/official guardian/s, where an applicant is designated as eldest child (See note below). Please note that the Board can request an affidavit to verify the declaration. A false declaration may result in the application being voided.

N.B. It should be noted that under the DES rules, secondary students must be aged at least 12 years old on January 1st of the calendar year following the applicant's entry into 1st Yr.

Places for First Year will be offered, up to a maximum of **100** applicants, using **the following 7 criteria in the following order**.

1. Children resident on Great Island, whose siblings or half siblings are present or past pupils of Coláiste Muire and who attended Colaiste Muire for a minimum duration of 1 school year
2. Children of the staff who are presently employed and hold a contract of employment with the Board of Management of Coláiste Muire.
3. Children resident on Great Island, attending a local primary school, i.e. Scoil Iosaef Naofa, St. Mary's N.S., Bunscoil Rinn an Chabhlaigh, Walterstown N.S., Gaelscoil Ui Eigearthaigh, and Cobh Mixed N.S., being the eldest* child, where eldest child is deemed to mean not having an older sibling or half-sibling eligible** to progress to mainstream post-primary school. (See Notes below)
4. Children resident on Great Island, whose parent/s is/are past pupil/s of the school.
5. Children resident on Great Island, who do not qualify in any of the above mentioned categories, and who attend a local primary school, i.e. Scoil Iosaef Naofa, St. Mary's N.S., Bunscoil Rinn an Chabhlaigh, Walterstown N.S., Gaelscoil Ui Eigearthaigh, Cobh Mixed N.S.
6. Children resident on Great Island, not attending a local primary school and who do not qualify in any of the above mentioned categories.
7. Children not resident on Great Island.

Notes:

*Eldest

Eldest child is deemed to mean **not** having an older sibling or half sibling, who is or was eligible to transfer to post-primary school on Great Island. Twins and other multiples who are the eldest sibling or half sibling are each treated as eldest child. A separate declaration **must** be signed by **both** parents/official guardian/s, where an applicant is designated as eldest child. In cases where the eldest child applied previously to Colaiste Muire under Criterion 3, was placed on the waiting list following the lottery process and was **not** offered a place, the next eldest child in the family will be treated as the eldest eligible.

**Eligible

Children ineligible to transfer to mainstream post-primary school refers to those children whose special educational needs are not provided for in mainstream post-primary schools on Great Island.

Where the number of enrolment forms received for 1st Year exceeds the full quota of places:

In circumstance where the number of applicants exceeds the number of place available within any criterion, the available place will be allocated by lottery. The names of any remaining applicants in that criterion will be placed on a numbered Waiting List, using the same lottery process. Similarly, Waiting Lists will be drawn up by lottery in each succeeding criterion in order.

If a place becomes available through non-acceptance, cancellation or other cause, the place will be offered to applicants on the Waiting List in the number order as determined by the lottery process.

The lottery will be carried out under the direction of the Board of Management and supervised by a Commissioner of Oaths or Garda Officer.

Enrolment of Students with Special Educational Needs

Coláiste Muire welcomes applications from students with special educational needs and is wholly committed to the welfare and support of students with special educational needs. The school will use both the financial and personnel resources, provided by the Department of Education and Skills, to make reasonable accommodation for students with disabilities or special educational needs, so that students are free to participate in the life of the school, so far as is reasonably practicable. Coláiste Muire does not accept enrolments in respect of adult education.

The Board of Management welcomes applications from students with special educational needs, unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

If a place becomes available under the criteria in the relevant section/s of this policy, the Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the student can be met. Contact will be made with the National Council for Special Educational Needs regarding special educational needs resources to which the student may be entitled. The Principal may request a meeting with the parents of the student to discuss the application and the student's needs. The parents of the student may request a meeting with the Principal to discuss the student's educational or other needs.

As soon as is practicable, but not later than 21 days after the closing date in respect of applications for 1st Year and not later than 21 days, after a parent/guardian has provided all the relevant information and documentation in respect of applications for other year groups, the Board of Management shall make a decision in respect of the application concerned and shall inform parents/guardian in writing thereof. (Education Welfare Act 2000 (Section 19 (3).31)

Right of the Board of Management to Refuse Enrolment

The school respects the diversity of values, beliefs and traditions, languages and ways of life in our school and in the wider community. The Board shall take into account the past records of students applying for entry to the school. The Board of Management of Coláiste Muire reserves the right to refuse an application for enrolment in exceptional circumstances. Such an exceptional case could include the following:

1. *In the opinion of the Board of Management, the student poses an unacceptable risk to themselves, to other students, to school staff or to school property.*
2. *Coláiste Muire does not accept enrolments in respect of adult education.*

Right of Parent to Appeal a Refusal to Enrol

Parents/Guardians, or students over the age of 18 years, have a right to appeal a refusal by a Board of Management to enrol or being placed on the waiting list. Parents/Guardians who wish to appeal the Board's decision may do so provided the appeal is directly linked to the 7 criteria above and where Parents/Guardians believe the Board did not apply the criteria as set out in this policy when allocating places. A letter, stating the grounds of the appeal, may be made in writing to The Secretary, Board of Management Coláiste Muire, within 21 days following notification of a place on the waiting list or of refusal to enrol.

Section 29 of the Education Act 1998 also provides for an appeal process to, "The Secretary General" Department of Education and Skills, Athlone. An appeal must be lodged within 42 calendar days of the notification by the Board of Management of its refusal to enrol. (Circular M48/01). Details available on education.ie.

N.B. It may take some time for the Department of Education and Skills to process such applications.

The Board of Management will review this policy annually.

This policy was adopted by the Board of Management on 18th June 2019

Signed:

Mr. Sean Culhane, Chairperson, Board of Management