

Moyne Community School Admissions Policy

This is a statement of the Community School policy concerning the admission of pupils to the school.

Scope

This policy has been drawn up in consultation with the Board of Management, Staff, Parents and Students of Moyne Community School and has been approved and adopted by the Board of Management. The policy applies to all pupils who wish to enrol in the school and to their parents, but particularly to those children who live within the local community.

Relationship to the School Mission Statement

This policy statement is in line with the objectives set out in the school's Mission Statement and in the Deed of Trust for Community Schools to

“provide a comprehensive system of post-primary education open to all the children of the community, combining instruction in academic and practical subjects”.

The school Mission Statement is that

“Moyne Community School offers an holistic education, upholding the Christian values and traditions from which the school evolved. Moyne Community School is committed to enabling students and staff to develop their full potential within the school's formal and informal curriculum in a friendly, safe and caring environment.”

This allows for a school that is co-educational, multi denominational and inclusive. This policy statement, therefore, provides for the admission of all boys and girls in the community regardless of religion, social class or educational need within the limits of available accommodation and facilities provided by the Department of Education and Science.

Rationale

The School is subject to all legislative requirements and regulations set down from time to time by the DES. The School is funded by the DES and is provided with staff in accordance with DES staff allocation systems. The curricular programme of the school is governed by Department of Education and Science regulation in accordance with sections 9 and 30 of the Education Act of 1998.

Enrolment is limited by school capacity and by the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by DES regulations and standards.

In assessing applications for admission the school will take fully into account:

1. The rights of children living within the local community
2. The rights of parents to enrol their children in the school of their choice
3. The capacity of the school to provide adequately for the education of all of its pupils

Objectives

The objectives of this policy statement are:

1. To define clearly the procedures to be followed by parents/guardians in applying for the admission of a child to the school:
 - On transfer from primary to post-primary school
 - On transfer from another post-primary school
 - On seeking admission to a particular programme or course e.g. transition year, leaving certificate applied, post-leaving certificate courses.
2. To define the criteria to be applied in the consideration of applications in the event that the number of applications exceeds the number of available places.
3. To define clearly the means by which enrolment decisions may be appealed to the local school management and/or to the Department of Education and Science.

Application procedure

Transfer from primary to post-primary school

Students applying for the school must fill out a school application form. All relevant information requested on the application form must be submitted. A copy of the code of behaviour will be given to all applicants and this must be signed by both the incoming student and by a Parent/Guardian. Parents/Guardians and students are asked to sign the code of behaviour as written confirmation that the code of behaviour is acceptable to them and that “they shall make all reasonable efforts to ensure compliance with such a code by the child.” (Education (Welfare) Act, 2000)

A fully completed application form must be submitted by the closing date and accompanied by original Birth Certificate (Long version) and 2 recent passport size

photographs signed on the back by the student. Birth Certs will be copied and returned to parents/guardians.

Applicants for first year are required to attend an obligatory assessment in late February/March. The data collected will be used to help the school provide a better service to students.

Transfer from another post-primary school

The school will make every reasonable effort to facilitate a student seeking a transfer to Moyne Community School. The Board of Management will decide on applications for admission to any year other than First Year by applying the following criteria.

Where a student is considered for a place, the decision will be taken by the BOM in, consultation with the student's Parent/Guardian, her/his former school, the Education Welfare Officer,(where necessary) whether such a place may be offered, immediately, or whether it would be better to wait until the beginning of the next academic year.

The Board will decide whether or not a transfer:

- Is in agreement with school's Admission Policy
- Is in the best interest of the student
- Is in the best interest of the school
- Is of educational benefit to the student

Students who apply for a transfer from another school or who wish to join during the school year should be aware that

1. Application must be made in writing
2. Acceptance will only be considered if the following criteria are followed
 - a) That the applicant's behavioral record will not be detrimental to the order, discipline and educational welfare of existing students. (Is in the best interest of the school)
 - b) There is place available in the requested school year group and in all of the requested subjects. (Applicants in this case will only be permitted to request subjects previously studied)
 - c) Parents/Guardians meet with the Principal / Deputy Principal accompanied by the student, if s/he is less than 18 years, to discuss previous progress and ongoing commitment to study and good behaviour.
 - d) The pupil submits three most recent school reports, attendance records and results from State Certificate Examinations if applicable
 - e) Parents and Students agree to and sign the school code of discipline.

- f) Parents and Students agree to abide by the policies and practices of the school
- g) Attend for assessment, where deemed necessary, to access educational needs
- h) Final offer of a place will be conditional on an acceptable written reference from the previous school

Applications received after the 30th September of any school year must be approved by the School Board of Management

Students applying to transfer from another school must also fill out the school application form. All relevant information requested on the application form must be submitted. A copy of the code of behaviour will be given to all applicants and this must be signed by both the incoming student and by a Parent/Guardian. Parents/Guardians and students are asked to sign the code of behaviour as written confirmation that the code of behaviour is acceptable to them and that “they shall make all reasonable efforts to ensure compliance with such a code by the child.” (Education (Welfare) Act, 2000)

A fully completed application form must be submitted and accompanied by original Birth Certificate (Long version) and a recent passport size photograph signed on the back by the student. Birth Certs will be copied and returned to parents/guardians.

The Education Welfare Act 2000 promotes the exchange of full information between schools in respect of transfer pupils and this condition shall apply to all transfer pupils to Moyne Community School.

Admission to a particular programme or course

Many school courses such as Transition Year, Leaving Certificate Applied and Leaving Certificate Vocational Programme have their own individual entry requirement, such as previous level of attainment, subject requirements, interview and past record. Details of these requirements will be made available on request.

Repeat Students

The school will endeavour to accommodate repeat Leaving Certificate students where possible. The decision on whether a student is enrolled as a repeat student will be based on the principles of this Admission Policy, namely

- Is in agreement with school's Admission Policy
- Is in the best interest of the student
- Is in the best interest of the school
- Is of educational benefit to the student

Applications must be made in writing. The applicant will be required to present for interview with the Principal/Deputy Principal or Guidance Councillor. Applicant must agree to abide by the school rules and policies and sign the school Code of Discipline.

Applicants must satisfy the school that they will benefit from repeating the Leaving Certificate. Applicant must take at least six subjects within the school senior cycle programme at the level the student requires.

Applications may be granted only in circumstances where there are available places in the subject classes. Priority will be given to applicants from our school.

Applicants from other schools will only be considered if places exist. These applicants will be considered as ***Transfer from another post-primary school*** and must follow the procedures and criterion above.

Entry Criteria

Students to be admitted to Moyne Community School must:-

- Have reached the required age: 12 years on the 1st of January in the calendar year following the child's entry into First Year.
- Have completed sixth class in Primary School or its equivalent
- Be willing in conjunction with their parents to accept the school ethos

In the event of the school having more applications than places available, the following criteria will apply:

1. Siblings preference (brothers or sisters of students already in the school)
2. Students from the schools community and catchment area
3. Students whose parents were past pupils
4. Length of residence in the area.

Appeals of Decision on Enrolment

Parent or pupils who wish to appeal the decision of the school in relation to enrolment are advised of the following procedures

- a. Unsuccessful applications for enrolment at Moyne Community School may in the first instance be appealed to the Board of Management. Such appeals shall be made in writing to the Secretary, Board of Management, Moyne Community School, Moyne, Co. Longford.
The appeal should be lodged within 10 days of receipt of the notification not to enroll.
- b. Where the Board of Management of the school refuses the application to enroll the parents/guardian will be notified in writing of the decision and the reasons why the application was refused. The parents/guardian may appeal the decision of the Board within 42 calendar days to the Secretary General, Department of Education and Science, Appeals Administration Unit, Marlborough Street Dublin 1, in accordance with the provisions in that regard contained in Section 29 (1) of the Education Act 1998.

Special Educational Needs

Moyne Community School welcomes pupils with special educational needs and in line with the Education for Persons with Special Educational Needs Act 2004 recognises “the need to provide that the education of people with such needs shall wherever possible take place in an inclusive environment”. It will endeavour to ensure that these students are free to participate in school life in so far as is reasonably practicable.

While recognising and fully supporting parents’ and guardians’ rights to have a school of their choice for their children, the school’s ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Science. The school uses the financial and personnel resources provided by the DES to make reasonable accommodation for students with disabilities or special educational needs up to a nominal cost.

Parents/Guardians are required to contact the school well in advance of the admissions process if they feel their child has special educational needs so that the school can establish the resources required and seek allocation of appropriate resources.

As set out in our SEN Policy the school will liaise with our feeder schools in order to access information relevant to providing for the needs of students with special educational needs.

In each case the Board will seek recent records (Educational Report/Psychological Report) of the student's needs and the resources needed to meet them. All language exemptions must be sanctioned by the Department of Education and Science and supporting documentation must be made available to the school.

The Board of Management, having gathered all the relevant information and professional documentation, assesses how the needs of the student with special needs can be met.

Final confirmation of a place may in exceptional cases, have to be withheld until the Department of Education and Science confirms that the necessary resources are to be allocated.

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

- The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or
- In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property

Implementation and Review Procedures

Enrolment Application forms are distributed to prospective pupils and parents as follows:

- During visits by Principal/School Representative to catchment area Primary Schools.
- During School "Open Evening."
- From School Office, during School hours.

Information on Enrolment Night, closing dates for receipt of application and Open days will appear with school literature, be advertised in the local media and appear on the school website www.moynecs.ie

Decisions will be notified to parents within 21 days of the entry testing by posting a Confirmation of Enrolment Form