

2017/2018

Admissions & Enrolment Policy



Castletroy College, Newtown, Castletroy,
Co. Limerick.
Tel: 061-330785
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Email: admin@castletroycollege.ie
Website: www.castletroycollege.ie

Important Information/ Key Dates

Parents/Guardians that wish to enrol their child at Castletroy College must complete the Common Application Form. Forms are available from:

1. School Office, Castletroy College, Newtown, Castletroy College, Co. Limerick, V94 6D85. Tel No 061-330785 and/or
2. Your child's primary school and/or
3. Limerick Education Centre, Marshal House, Dooradoyle Road, Limerick.

Closing date for receipt of fully completed application forms is 12.30 pm on Monday, 16th January, 2017

Forms to be posted to:

Mr. Pdraig Flanagan, Secretary, Board of Management, Castletroy College, Newtown, Castletroy, Co. Limerick, V94 6D85

Letter of Offer will be posted on 31st January, 2017.

Letter of Regret will be posted on 1st February, 2017.

Date by which offers are to be accepted/refused 8th February, 2017, 12 noon.

Common Registration Night (parents/guardians only) Tuesday, 28th February, 2017.

MISSION STATEMENT

Our mission in Castletroy College is the holistic education of the individual, enabling students to become responsible, caring members of society as well as encouraging them to reach their full potential.

In our daily lives we value the principles of justice and mutual respect embracing all denominations and cultures. We endeavour to nurture and maintain a school community, which involves the partnership of staff, students, parents, trustees and the local community.

In the pursuit of this ideal we provide a broad and balanced range of curricular and extra-curricular experiences for all students.

ETHOS

The mission of the College is the education of the individual as a whole person.

In the pursuit of this ideal, the College will provide a broadly based curriculum for all pupils of the Community, allowing each pupil to attain the highest level of academic and skill-based attainment consonant with their interests, abilities and talents.

This ideal can only be realised by the College by building on foundations which have already been laid in the home and being assisted at all times by the parents/guardians of the pupil.

Our vision is that education is a joint effort between school, home and community.

The aim of the College is:

1. to be a centre of academic and educational excellence
2. to provide a broadly based education for pupils of the community
3. to provide conditions which will foster the fullest development of each pupil as an individual and as a member of society
4. to teach moral values, attitudes and behaviour patterns and thus engender an attitude of respect towards oneself, others and the environment
5. to enable pupils to learn, preserve and respect their own religious beliefs and worship within their faith tradition
6. to engender a spirit of ecumenism and dialogue, encouraging pupils to grow in their understanding of religious traditions other than their own
7. to help pupils to embrace change, search for truth and develop a critical faculty
8. to engender in each pupil a sense of self-esteem and an appreciation of their own dignity

9. to encourage in pupils a respect for the rights and opinions of others, irrespective of their race, sex, social background or religious beliefs
10. to facilitate pupils to have an understanding of Irish heritage and culture and Ireland's role within the European and world community
11. to impress upon pupils the need to respect personal, school and community property
12. to promote a spirit of self-discipline and integrity
13. to encourage an awareness of equality and a spirit of care and toleration
14. to encourage pupils, parents and staff, to make a positive contribution to the shaping of the College, its image and its role in the community

In order that the College may fulfil its mission and attain its aims, it is essential that all involved with the College community adhere to the code of behaviour and discipline as drawn up and reviewed by the Board of Management.

PHILOSOPHY

The philosophy of Castletroy College is based on the education of the whole person. This co-educational College foster the intellectual, spiritual, social, personal, artistic, physical and vocational development of all its students. The confidence and self-esteem of our students is promoted through a range of curricular and extra-curricular activities.

The Admissions Policy of Castletroy College has been drawn up in accordance with:

- The Education Act 1998
- The Education (Welfare) Act 2000
- Equal Status Act 2000 & 2003
- Education for Persons with Special Educational Needs Act 2004
- Equality Act 2004
- Education (Miscellaneous Provisions) Act 2007 and
- Department of Education and Skills' Circular Letters

The Board of Management of Castletroy College trusts that this policy will assist parents in relation to enrolment matters. The Principal will be available to clarify and deal with queries arising from the policy.

The College, which is a trustee partnership initiative involving Limerick & Clare ETB and the Catholic Diocese of Limerick, operates in accordance with the regulations laid down by the Department of Education and Skills.

Within the context and parameters of Department of Education & Science regulations and programmes, and the funding and resources available, the school supports the principles of:

- Parental/Student choice
- Inclusiveness
- Equality of access to and participation in the school
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society
- Ability of the school to provide an appropriate education for individual applicants, if resources are provided
- Accountability to applicants for enrolment, their parents, the LCETB staff and the community served by the school
- The resources are provided to make reasonable provision and accommodation for students
- Parents/Guardians/Students and Staff will have all necessary information to ensure each student will have his/her needs met.
- Provide all relevant information as required by the Department of Education and Skills
- Admission is open to students of all ethnic groups
- Admission is open to students of all or no religious beliefs

Castletroy College Admissions Policy welcomes all students for whom the school can provide and appropriate education. The school aims to provide an integrated and an inclusive education for all students.

Each year the Board of Management may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, campus and resources. Our procedures for application are in keeping with the characteristic spirit of the school as expressed in the Mission Statement and they comply with all relevant current legislation. The Board of Management has agreed that the intake of First Year students is limited to 210 for September, 2016.

ENROLMENT

All students wishing to enrol in Castletroy College must complete an enrolment form through the Limerick Area Post Primary Schools' Common Application System. This is the process by which the transfer of 6th class primary school students to the participating post-primary schools is managed and one of which is Castletroy College. Forms are available from the School Office at Castletroy College and should also be available to all identified feeder primary schools.

When completing the form, it is important that you indicate a **minimum of 9 schools** to which you are applying in genuine, descending order of choice as a failure to do so may result in your child not being offered a school place. [See list of schools below]. All information by you, must be, to the best of your knowledge, accurate and truthful. It should be noted, that application forms found to have inaccurate or misleading

information will be withdrawn from the system and any offer made by a participating post-primary school, based on the information provided, will be deemed invalid.

School under the Limerick Area Post-Primary Schools Common Application System

Ardcoil Mhuire (girls), Corbally, Limerick.
Ardcoil Rís (boys), North Circular Road, Limerick.
Castletroy College (co-ed), Newtown, Castletroy, Co. Limerick.
Coláiste Chiaráin (co-ed), Croom, Co. Limerick.
Coláiste Mhíchíl (boys), Sexton Street, Limerick.
Coláiste Nano Nagle (girls), Sextron Street, Limerick.
Crescent College Comprehensive S.J. (co-ed), Dooradoyle, Limerick.
Gaelcholáiste Luimnigh (co-ed, All Irish), Sir Harry's Mall, Limerick.
Laurel Hill Coláiste F.C.J. (girls, All Irish), South Circular Road, Limerick.
Laurel Hill Secondary School F.C.J. (girls), South Circular Road, Limerick.
Limerick City and Environs (South-West Mungret), Limerick.
St. Clement's College (boys), South Circular Road, Limerick.
St. Munchin's College (boys), Corbally, Limerick.
Thomond Community College (co-ed), Moylish Park, Limerick.
Salesian Secondary College (co-ed), Pallaskenry, Co. Limerick.
Villiers Secondary School (co-ed, Fee Charging), North Circular Road, Limerick.

What can I do if I have submitted an application form but wish to change the order of preferences?

Changes to the order of preferences are allowed providing that they are made prior to the closing date/time for the submission of fully completed application forms.

- If the school of first preference remains unchanged you should write to the Principal of that school enclosing the second application form, and informing him/her that you have amended choices 2 to 9 and now wish to proceed with new/revised application form.
- If the school of first preference has changed, you should write to the Principal of the school of your original first choice informing him/her that you are withdrawing your application. The new/revised form should then be submitted to the school of your first choice.

If you submit more than one application form and fail to notify the relevant schools of same, the Common Application System Administrative Centre will attempt to contact you in order to determine the form with which you wish to proceed. In the event that staff from the Administrative Centre are unable to contact you, the application form with the earliest date of submission will remain on the system. If all forms submitted by you are dated on the same day they will be removed from the system until the end of the process, at which time they will be presented for consideration to all the schools listed on your form with available capacity.

What happens if an application form is submitted after the closing date/time for receipt of full completed application forms?

Applications presented to post primary schools outside the submission deadline will be accepted but will be marked “Late Application”. Late applications will not be included in the normal selection process. They will, however, be presented for consideration to all the schools listed on the forms with available capacity at the end of the process.

First Year students who are eligible for admission must:

- Have reached the required age of 12 years on 1st January in the calendar year following the child’s entry into First Year
- Have completed sixth class standard in primary school, or equivalent
- Be willing to accept the school ethos
- Be willing, with parents/guardians, to accept the school’s Code of Behaviour and sign the declaration and student’s diary where this is outlined, to confirm this.

Applicants who do not give their first preference to Castletroy College will forfeit their right to be placed in any of the categories from (1) to (6) below. In category (6) priority will be given to applicants with Castletroy College as their first preference.

CASTLETROY COLLEGE PROCESS

Applicants that have chosen Castletroy College as their number 1 choice of school under the CAS will now be processed and the offer of a place will be determined in compliance with the following order:-

- (1) Brothers and sisters of students **currently** attending Castletroy College.
- (2) Children of Castletroy College staff.
- (3) Children **permanently residing**[see note 3] in the immediate locality of Castletroy College [Ahane, Castleconnell, Lisnagry, Milford & Monaleen Parishes] **and** attending primary schools in the immediate locality of the College [Ahane, Castleconnell, Lisnagry, Milford and Monaleen (including Gaelscoil Caladh an Treoigh)].
- (4) Children **permanently residing**[see note 3] in the immediate locality of Castletroy College [Ahane, Castleconnell, Lisnagry, Milford & Monaleen Parishes].

- (5) Children attending primary schools in the immediate locality of the College [Ahane, Castleconnell, Lisnagry, Milford and Monaleen (including Gaelscoil Caladh an Treoigh)].
- (6) Remaining applicants.

Note 1: If there are insufficient places available to meet demand in a particular category, it will be necessary to allocate these places on the basis of an independently adjudicated draw.

Note 2 Following such a draw, a waiting list will be established from which students will be subsequently offered a place should one arise.

Note 3 “Permanently residing” is defined as living at an address in the immediate locality since 1st September, 2014.

Note 4 The Board of Management reserves the right to verify all information provided by parents. False or misleading information will invalidate an application.

Written offers will be made to successful applicants once the Board of Management has adopted same, with a closing date of acceptance on each offer letter.

Following the acceptance of a place, parents will be invited to an Information Night to complete the formal registration.

- Consent Forms, Language Forms, Student Profile Forms etc will be distributed on that night. These forms need to be completed and returned by the date advised. Parents/Guardians must read and sign the Code of Behaviour with their child.
- Exemption from the study of Irish must be in accordance with the Department of Education and Skill’s guidelines and a copy of same must be furnished to the school office.
- Incoming First Years students will be invited to Castletroy College in June for a tour and to view the school facilities.
- Students will be assigned classes but will not take any aptitude evaluation until mid-September.

APPLICATION TO APPLY TO TRANSITION YEAR

Students who wish to take up Transition Year will be asked to complete an application form. A list of suitable candidates will be compiled.

A letter will be issued to these students’ parents/guardians offering a place in Transition Year. The parents/guardian will then have to accept or decline the place.

The limit on the number of students in Transition Year is 144. This is subject to change at the discretion of the Board of Management each academic year.

For entry into Transition Year students are required to

- Complete Third Year
- Have a commitment to good behaviour, hard work and study
- Be committed to applying him/herself to Transition Year and to what it has to offer (e.g. to co-operate and participate in all events)
- Pay the fee prior to beginning Transition Year.

Students' suitability to undertake Transition year and the suitability of the programme for the students will be considered during the application process. Students who are unsuccessful in their application for Transition Year have the right to appeal this decision to the Principal. They should appeal within seven days of the refusal of a Transition Year place.

APPLICATION TO TRANSFER FROM ANOTHER SCHOOL

The parents/guardians of students requesting to transfer from another post-primary school will be supplied with this admissions policy and are required to

- Complete a Transfer Application Form
- Provide copies of school reports from the previous school
- Meet the Principal and/or Deputy Principal accompanied by the student, to discuss previous progress and on-going commitment to study and good behaviour
- Be willing to accept the school ethos
- Be willing to accept the school Code of Behaviour. Confirmation in writing is required that parents/guardians and the student accept the Code of Behaviour.
- Where the student is in the care of the HSE a meeting between the school, the HSE, the foster carers and any other relevant statutory stakeholders will take place in advance of enrolment to ascertain if the school can meet the student's needs
- Parents/Guardians of students with educational, social, behavioural or psychological reports must submit such reports on enrolling

Subject to class sizes, subject choices and available resources, the school will make every reasonable effort to facilitate a student seeking a transfer to our school. Depending on academic ability/progress, consideration may be given to repeating the academic year.

Transfer applications will be considered by applying the following criteria:

Whether or not a transfer application/applicant:

- Is in agreement with school Admissions' Policy
- Is in the best interest of the student
- In the best interest of the school
- Is of educational benefit to the student
- Has made available all relevant information from the former school
- Necessitates a consultation with the Educational Welfare Officer

With the best interest of the student in mind and considering the issues relating to transfer which may include subject choices, class sizes and available resources, the Board of Management or the Principal may decide to refuse admission at the time of application and advise his/her parents/guardians to reapply if they so wish at the start of the following school year.

The Board may refuse the transfer application:

- If the Board is satisfied that there is a threat of violence towards another student or member of staff in their current school
- If it is satisfied that there is a history of the applicant's involvement in violent behaviour towards staff or students of the current school
- If the Board is satisfied that there is a history of theft from other students or from the current school
- If the Board is satisfied that the transfer is not in the best interest of the student
- If the Board is satisfied that the transfer is not in the best interest of Castletroy College
- If the Board is satisfied that there is a history of bullying towards other students or staff of the current school
- If the Board is satisfied that there is any history of possession, using and/or supplying illegal substances to others
- If there is any history of sexual assault

The Board may consider other issues that it deems relevant in making its final judgement on the transfer application.

REPEAT LEAVING CERTIFICATE STUDENTS

Applicants who completed their Leaving Certificate in the school will be interviewed by the Principal/Deputy Principal to assess their suitability for the course. Applications to repeat should be made by **1st September** of the given year. Other applicants will be considered as transfer students.

Request to repeat a year excluding Leaving Certificate Year

Students in Castletroy College are not normally permitted to repeat a year. Exceptions to this rule are:

- (a) Where a student is absent for 30 or more days in a school year and medical certification is provided **at the time**, not retrospectively.
- (b) Where a significant personal or family trauma occurs.

Adults over 18: - Repeat Leaving Cert/Student Transfer

- It is the policy of Limerick & Clare ETB and any school under its auspices, where persons over the age of 18 years apply to enrol in a programme of study which may entail contact with persons deemed to be vulnerable by reason of age, disability etc., to seek both a reference and consent for Garda vetting
- A reference will be sought from two people, one of whom must be your current or most recent employer/School Principal. Contact with referees may include written and telephone contact details. Applicants must be directly known to the referee but not related. Each applicant will be asked to complete the relevant consent form for Garda vetting and to nominate two referees whom the school will ask to complete a Reference Request Form. It is the responsibility of the applicant to seek the consent of the referee in advance of making an application for such a reference to be sought.

SPECIAL EDUCATION NEEDS (SEN)

The Board of Management of Castletroy College welcomes students with special educational needs including students who are exceptionally able or talented. It is our policy to meet with the parents/guardians of incoming students with special needs, accompanied by the student himself/herself well in advance of admission in order to assess the student's records from primary school. This may involve requesting a copy of the student's medical/psychological or individual educational report, if available. The school may deem it necessary to request immediate assessment in order to assist it in establishing the educational requirements of the student relevant to his/her special needs. Through LCETB the school makes early application to the Department of Education and Skills for appropriate resources e.g. special needs assistant, specialised equipment etc.

Where adequate resources are not forthcoming from the DES, the school may have to postpone admission until the DES puts such resources in place. The Board of Management will do all it possibly can to identify, plan and provide for a student with special needs or for a student with a disability seeking admission to the school.

The Board is aware of its responsibility under Section 9 of the Education Act 1998 to:

Provide education to students which is appropriate to their abilities and needs in order to ensure that the education needs of all students, including those with a disability or other special educational needs are identified and provided for.

The Board is also aware that the Equal Status Act, 2000 prohibits discrimination on the grounds of disability. The Education Act 1998 and the Equal Status Act, 2000 define disability as:

- (a) The total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body
- (b) The presence in the body of organisms causing, or likely to cause, chronic disease or illness
- (c) The malfunction, malformation or disfigurement of a part of a person's body
- (d) A condition or malfunction which results in a person learning differently from a person without the condition or malfunction or
- (e) A condition, disease or illness which affects a person's thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour

Apart from any legal responsibilities, the Board accepts that it has a moral and social responsibility to promote inclusiveness and integration in Castletroy College. The principles of inclusivity and integration underpin the Admission Policy for SEN students in the College.

The Board of Management of Castletroy College welcomes applications from students with special educational needs. The Board will strive to ensure that an education appropriate to their needs is provided for pupils with special educational needs. It will seek to:

- Identify the needs of pupils
- Acquire the necessary resources to cater for students' needs
- Do all that is reasonable to accommodate the needs of a person with special needs

The application process for a special needs pupil will be the same as that of any other applicant. However, in order to assess the needs of a Special Educational Need student the parents/guardians will be requested to provide a copy of the student's educational, medical, or where appropriate, psychological reports. If the student has not been previously assessed, the written consent of the parents for a test will be required. Failure to provide such permission may result in the refusal of permission to enrol the student in the school.

In order to expedite Board requests for facilities and resources for special needs pupils, the Board will seek to identify possible applicants at an early date and encourage early applications from parents.

Castletroy College reserves the right to refuse enrolment to any students in exceptional cases. Such an exceptional case could arise where either:

- The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education

- In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to the staff or to school property.

The parents/guardians (or a student over eighteen years) have the right to appeal a refusal to enrol to Limerick & Clare ETB. This appeal should be lodged with the ETB within fourteen calendar days.

The school will use both financial and personnel resources provided by the Department of Education and Skills, to make reasonable provision and accommodation for students with disabilities or special educational needs up to a nominal cost and that these students are free to participate in the life of the school in so far as is reasonable practicable.

While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs are dependent on the supply of resources suitable to the needs of the individual student being supplied by the Department of Education and Skills.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.

In making provision for special needs' students the following information is required:

Has the students had access to any of the following resources?

- (a) Special Needs' Assistant or Classroom Assistant
- (b) Special Class
- (c) Help, for specific needs, from any resource teacher
- (d) Assistance with behavioural modification
- (e) Psychological assessment. Report to be provided
- (f) Any additional resources to help with their special needs
- (g) Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance
- (h) Any resource in relation to travel or mobility etc

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

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

Final confirmation of a place may, in exceptional cases, be given when the Department of Education and Skills/School confirms that the necessary resources are in place.

Note: It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.

APPEALS

The Board of Management wishes to state that it reserves the right to refuse an application for admission in exceptional circumstances such as where a student poses an unacceptable risk to the health and safety of the students and staff of the school and/or to school property or where a student may present with such a degree of special need that even with additional resources granted by the Department of Education and Skills, the school would not be able to reasonably accommodate the student concerned under Section 29 of The Education Act. The Parents/Guardians of any student who is refused admission will be given a copy of this policy within seven days of such refusal.

In the case of Castletroy College, which is established and maintained by Limerick and Clare ETB, an appeal against the decision of the Board of Management shall be made, in the first instance, to Limerick and Clare ETB and thereafter to the Secretary General of the Department of Education and Skills.

Appeal to the ETB

An appeal will generally not be admitted unless it is made within fourteen calendar days after the decision of the Board is communicated to the parents in writing. The School Principal will notify the parent of their right of appeal to the ETB. Appeals should be made in writing on the Section 29 Appeal Application Form available from the ETB.

Appeal to Secretary General

If the appellant remains unhappy with the outcome of the appeal process he/she has an entitlement to make an appeal directly to the Secretary General of the Department of Education and Skills and this may be done by contacting the Appeals Administration Unit.

SUSPENSION AND EXPULSION

Please consult the school's Code of Behaviour with respect to a decision to:

- Permanently exclude a pupil
- Suspend a pupil