

Abbey Community College - Admissions Policy

Section A - General Information

General Introduction

This enrolment policy is being set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The Principal teacher, will be happy to clarify any further matters arising from the policy.

School Name: Abbey Community College
School Address: Abbey Road, Ferrybank, Waterford
Telephone No: 051-832930
Fax: 051-851110
e-mail: admin@abbeycommunitycollege.com
Website: www.abbeycommunitycollege.com

Ethos: Co. Kilkenny VEC and the Sisters of the Sacred Heart of Mary shall determine the ethos of the College. The school Mission Statement is appended.

Name of Patron: Joint Trusteeship between Co. Kilkenny Vocational Education Committee and the Sisters of the Sacred Heart of Mary.

Range of Programmes Taught: Junior Certificate, Leaving Certificate, Transition Year, Leaving Certificate Vocational Programme, Post Leaving Certificate Course, Adult and Continuing Education Programmes and others from time to time, subject to demand and adequate resourcing.

The school depends on the grants and teacher resources provided by the Department of Education and Science to Co. Kilkenny VEC and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with the Education Act (1998). Within the context and parameters of Department regulations and programmes, the Equal Status Act (2000), The Model Agreement, the rights of the Trustees as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society

Section B - Enrolment Procedures

Application Procedure

First Year Applicants

Parents/guardians may apply to enrol their child using the following procedure:

- An application form is available in the school office.
- Parents should fully complete the application form and return it to the office. The date of application will be recorded and the application will be placed on a priority list.
- Successful applicants will be offered a place by letter in late September of 6th Class. There will be a cut off date by which to accept the place. An invitation to the school's Information Night will be included in the offer letters.
- The Information evening will take place in the school before Christmas each year to inform prospective parents and students about the school.
- The Principal and staff members will visit primary schools in the locality to inform the students about the school and its facilities.
- In February/March each year, an assessment test will be conducted on applicants to assess competence in numeracy and literacy.
- The school will provide essential information regarding uniform, equipment needed, subject choice etc. in April before the beginning of the next school year.
- Applications will be taken for entry into First Year up to the beginning of the school year subject to available space. Late applications will be asked to undergo the tests mentioned above.

Applicants for Entry to Other Years at Second Level

Applications for entry to other years may be made directly to the Principal. Only in exceptional circumstances will applications be considered after the start of the school year.

These applications will be considered under the following criteria:

- Available space in class.
- Ability of the student to meet the academic targets of the class groups to which s/he applies.
- Receipt of satisfactory report from the Principal of the applicants most recent schools.
- Adequate resources in Abbey Community College to support the student.
- Residence in the immediate school community.
- Special consideration will be given to an applicant whose family has moved into the catchment area and who does not already have a school place in the greater Waterford area

Applications to PLC / Adult Education

Applicants to these courses should apply to the Director / Co-ordinator of the relevant course. The school reserves the right of refusal of access.

Provision of Key Information by Parents

Certain information will be required when children are being enrolled. A specific enrolment application form is provided for this purpose. Such information will include:

- Pupil's name, age and address.
- Names and addresses of pupil's parents / guardians.
- Contact telephone numbers.
- Contact telephone numbers in case of emergency.
- Details of any medical conditions which the school should be aware of.
- Religious denomination.
- Other family members in school.
- Previous schools attended, if any, and reasons for transfer, if applicable.
- Any other relevant information (including any such further information as may be prescribed under the Education Welfare Act (2000)).

- Pupil's PPSN number.

Decision Making

Decisions in relation to application for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision as soon as practicable (to come in to being as per Education Welfare Act 2000). As a general principle and in so far as practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available.

The Board will have regard for relevant Department of Education and Science guidelines in relation to class size and staffing provisions and / or any other relevant requirements concerning accommodation, including physical space and the health, safety and welfare of children.

In the event that applications for enrolment for First Year exceed / is expected to exceed the number of places available the following decision-making process will apply.

Children applying from **March 2011** will be offered places in Abbey Community College based on the following criteria:

- 1. Siblings / step siblings residing at the same address as a current pupil.**
- 2. Pupils from primary schools within this school's catchment area** i.e. Good Council NS, St Mary's BNS, Our Lady of Lourdes NS, Slieverue NS, Ringville NS, Strangsmills NS, Bigwood NS, Ballyfacey NS, Glenmore NS **on a first come first served basis.**
3. Other applicants on a first come first served basis.

There will be a cut off date for applications of 1st May in 5th Class

Enrolment of Children with Special Needs

In relation to applications for the enrolment of children with special needs the Board of Management will request a copy of the child's medical and / or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his / her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request Co. Kilkenny VEC to make representations to the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological and / or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment for furniture, transport services or other.

The Principal / designated staff member will meet with the parents of the child to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, Principal, learning support teacher, special class teacher, resource teacher for special needs or psychologist, as appropriate.

It may be necessary for the Board of Management to defer enrolment of a particular child pending:

- The receipt of an assessment report, and / or
- The provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and / or medical report.

Code of Behaviour

Appended to this enrolment policy is the school's code of behaviour. The parameters of this code of behaviour have been agreed by the Parents Association, Board of Management and School Council. The code will be periodically reviewed and updated. It is expected that parents and pupils sign the school code of behaviour as laid out in the student personal record book. Enrolment in Abbey Community College is taken as commitment to abiding by the code.

Appeals

The Board is cognisant of the right of parents to appeal the decision to refuse enrolment. The appeal procedure is stated in the Education (1998) Act, Part VI, § 29.

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