

## **Enrolment Policy - Coláiste Daibhéid**

The enrolment policy has been formulated in accordance with the provisions of the Education Act 1998, The Education Welfare Act, the Equal Status Act 2000 and Education for persons with Special Educational Needs Act 2004 to assist parents and guardians in relation to enrolment procedures.

Coláiste Daibhéid is a co-educational multi-denominational second level school under the auspices of the City of Cork Vocational Educational Committee. The aim of the college is to provide a high quality of education through the medium of Irish. As indicated in our Special Needs Policy the school welcomes applications from students across the full ability range including those with special educational needs.

The regulation of the Department of Education and Skills stipulates that students must be at least 12 years of age by Jan 1<sup>st</sup> following the commencement of the school year. The student must have completed 6<sup>th</sup> class in primary school.

### **Enrolment Procedure**

1. Completed application forms to be submitted to the college by a date specified each year. All applications will be date-stamped on receipt.
2. Places will be allocated in accordance with the criteria outlined below
3. Applicants who have been offered a place will be required to return an acceptance form by a specified date.
4. If necessary a second round of offers will take place based on the waiting list as formed under the agreed criteria.
5. A meeting will be held with each student and his/her parents/guardians where school rules, procedures and expectations are discussed, accepted and signed.
6. Relevant documentation, e.g. birth certificate, primary school reports, any pertinent medical information must be provided to the school.

### **Selection Criteria**

1. Applicant from sixth class in a Gaelscoil or who has the potential to operate in school through the medium of Irish<sup>i</sup>.
2. Applicant who has or had a brother or sister attending the college
3. Applicant who is the eldest in the family<sup>ii</sup>.
4. Applicant who will be 14 years or older on the 1<sup>st</sup> of September of the year in which he/she will begin in Coláiste Daibhéid.
5. Applicant whose parent /brother/sister were, or are members of the school staff
6. If the school is unable to allocate a place to all remaining applicants at this stage the places will be allocated on the basis of date received with priority given to the earliest.
7. If the school is unable to allocate a place to all applicants at this stage the remaining places will be allocated by means of a lottery.

*Note (i): The School Authorities will ascertain the Irish language ability of a student through interview and from information obtained from the Primary School.*

*Note (ii): This criteria will only commence for the application process 2013/14 onwards*

## **Late Applicants**

Late applicants will not be considered until all applications received on time are fully processed and the waiting list is cleared. On a date not later than Feb. 1<sup>st</sup> of the year of entry, and if there are no further applications on the original waiting list, the criteria as outlined above will be applied and places allocated accordingly.

Applications received after the 1<sup>st</sup> of February will be dealt with on a case by case basis

## **Applications from students other than those transferring from 6<sup>th</sup> class in primary school.**

The following criteria will be used:

- That a place exists in the appropriate year or in the case of optional subjects within the class of the subject required
- That applicants have the required linguistic skills to enable them participate fully in Irish medium education
- That the student and parents/guardians accept the Code of Behaviour, the Rules and Regulations of the college.

## **Transition Year**

The number of places available each year on the Transition year programme will be determined by the Board of Management within the context of the overall enrolment and the resources available within the college.

The parents/guardians of pupils in Junior Certificate (3<sup>rd</sup> year) will be required to attend an information session where the procedures for applying for places on the programme will be outlined.

Pupils will be required to return a completed application form by the date specified. On receipt of this form candidates will be interviewed by the Transition Year coordinator using agreed criteria to determine students' suitability for the Transition Year programme.

The signed code of conduct must accompany the acceptance for a place in Transition Year.

## **Students who make a request to repeat a year**

Consideration will only be given to pupils wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education and Skills as set out in circular letters M57/87, M33/89, M47/93, and M2/95

This policy will be reviewed in accordance with the school's needs and current legislation but in any case after 3 years.

## **Parents have the right to appeal enrolment decisions as per Section 29 of the Education Act 1998 and circular M48/01**

This policy was approved by the Board of Management of Coláiste Daibhéid on \_\_6/6/13\_\_

Signed: \_\_\_\_\_ (Chairperson)

**This enrolment policy takes immediate effect and supersedes all previous policies**

Review: September 2014