



ENROLMENT AND ADMISSIONS POLICY

Chairperson of the Board of Management

Principal

Date

Corran College

Trusteeship

Corran College is a multi-denominational, coeducational school under the trusteeship of Mayo Sligo Leitrim Education and Training Board (MSLETB).

The Board of Management

The Board of Management is a subcommittee of the MSLETB which has the responsibility to manage the school. Its composition is as follows

Eamon Scanlon (ETB representative)

Keith Henry (Community representative)

Susan Finan (Parents representative)

Gerry Scanlon (Parents representative)

John Ward (Teacher representative)

Mary Regan (Teacher representative)

Martin Flynn (Principal and secretary to the Board of Management)

Principal

Deputy Principal

Martin Flynn (acting principal)

Martin Flynn

Organisations

Parents Association (Chairperson: to be decided)

Students Council (Chairperson James Waters)

School phone number: 071 9183285

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Email: corrancollege@msletb.ie

Website: www.corrancollege.com

Mission Statement

Corran College by excelling in teaching and learning creates opportunities for excellence for all its students through an all-embracing, well balanced education. We aim to achieve the highest standard of learning and behaviour in a caring atmosphere where all students feel valued.

Ethos

MSLETB is a community of learners with a historic and unique tradition as a provider of education and training. It responds to the needs of the community and delivers the highest standards of teaching and learning. The schools, colleges and centres in MSLETB are democratic, collaborative organizations where all policies, practices and attitudes are underpinned by the core values of respect, fairness and equality.

The school is inclusive, provides equality of access, encourages partnership, respects diversity and operates within the context and parameters set by MSLETB and DES regulations for programmes, funding, facilities and staffing. Corran College acknowledges the right of the Trustees as set out in legislation.

Resources

Corran College is a relatively small school that consists of 14 classrooms, a staffroom and four offices. The breakdown of classrooms is as follows:- 1 Home Economics room, 1 Science laboratory, 1 Woodwork/Construction room, 1 Technical Graphics room, 6 General classrooms, 1 Engineering room, 1 Computer room, 1 Art room and 1 Reading or Resource room.

Class sizes are limited to a maximum of 30 students in general subjects such as French, Geography, English etc., 24 students in practical subjects such as Woodwork, Metalwork, Technical Graphics, Art and Science and 20 students in Home Economics. This has implications for the enrolment of students into first year and the transfer of students from other schools as limited spaces in classes will limit intake.

The school offers the Junior Certificate (3 years), the Junior Certificate Schools Programme (JCSP- 3 years), Leaving Certificate Applied (LCA- 2 years), traditional Leaving Certificate and Leaving Certificate Vocational Programme (LCVP- 2 years). The intake into each programme is limited by the maximum number of students that can be assigned to each subject and teacher allocation.

The resource teacher, special needs team of teachers and Special Needs Assistants (SNA) cater for the special educational needs of students within the limitations of the resources made available by the Department of Education and Science.

Extra-Curricular Activities

Extracurricular activities complement the formal curriculum in that they contribute to the all round physical development of students. The activities include: Sport (GAA, Soccer, Basketball, Table Tennis and Girls Active Activities), Literacy and numeracy activities (math's millionaire, Izak cubes, Reading initiatives etc.); Educational tours and outings. All students are encouraged to participate in extracurricular activities. Parents need to be aware to the risks associated with participation, for example, injury in the case of sporting activities. Participation may involve students being withdrawn from classes and losing out on valuable teaching and learning. It is the student's responsibility to "catch up" on lost instruction and homework.

Scope and Preamble

The enrolment and admission policy sets out school policy in relation to admissions of

- Students applying to enrol in first year.
- Students seeking to transfer and enrol in year groups other than first year.
- Students seeking to repeat a year.
- Students applying for a place in LCA.
- Students applying for a place in the special class.

The school admission policy should be read in conjunction with other published school policies which are available on our website www.corrancollege.com or directly from the school office.

Legal Framework

The Admissions and Enrolment Policy is set out in accordance with the provisions of:-

The Education Act 1998 – Sections 6(e), 9(i), 9(m), 15(2)(d) and 27(1)

The Education (Welfare) Act 2000 – Section 19

Education for Persons with Special Educational Needs Act 2002 – Section 1(2)

Equality Status Act 200 – Section 5 and Section 7(2)

Channels of Communication

Prior to the enrolment evening all sixth class students in the feeder primary schools in our catchment area are invited into a “Taster Day” to sample a number of subjects on the second level curriculum and view the facilities on offer in Corran College.

An open night for students in 5th and 6th class in all feeder schools and their parents takes place after the Taster Day. Teachers and current students are present on the night to offer tours of the school and answer subject specific enquiries.

Advance notice of the Enrolment evening may be published in the Sligo Champion and/or advertised by means of notice boards on all approach roads to Ballymote. The enrolment advertisement or poster is also published on the school website and relevant information published in all local church bulletins.

The Principal/Deputy Principal or both visit all schools and give a presentation to potential students. A school prospectus, explanatory letter and a flyer highlighting the date of enrolment is circulated to each student and spare copies left in each school for absentees.

Parents and potential students are asked to attend the Enrolment evening and complete a detailed Enrolment form which has been deemed fair and accountable. This Enrolment form is also available to parents that cannot attend the Enrolment evening. All applications require a birth certificate, PPSN, medical card (if applicable) and supplementary information needed to support a claim for resource hours, SNA allocation, Assistive Technology or Special School Transport, if applicable. Relevant information needed to support any of the applications listed above must be submitted to the school before mid February so that management can ensure that the appropriate supports are allocated and in place for the beginning of the new school year. In some cases, it may be necessary for the Principal or Board of Management to defer enrolment of a particular child with special educational needs pending the receipt

of an assessment. A meeting between parents of a prospective SEN pupil and school management will take place to clarify the needs of the pupil and parental expectations. Parents will be told what the school can deliver to meet these needs of the student. Further liaison with SENO, social worker, EWO or other significant professional may be necessary.

Parents must sign all enrolment application forms and accept and sign the Code of Discipline which is available on Enrolment evening or can be downloaded from the school website. Parents must accept all risks associated with extracurricular activities.

An agreed closing date for the receipt of completed enrolment applications will be established by the Board of Management each year. Late applications may not be accepted after this date. The Board will advise parents of acceptance of students into first year. Repeat students and transfer students will be informed by the Board within 21 days of submitting their application.

Enrolment Criteria

The school supports the principles of inclusiveness, equality of access, parental choice in relation to enrolment, diversity of values, beliefs and traditions and operates a policy of openness, accountability and transparency. In the event of first year enrolment being oversubscribed, the following criteria will apply in order to determine those enrolled and the formation of a waiting list:-

- Siblings (including foster siblings, half siblings or step siblings) of existing students enrolled in the school.
- Pupils attending the following schools – Scoil Mhuire gan small, Knockminna NS, Carn NS, Mullaghroe NS, Killavil NS, Keash NS, Culfadda NS, Ballinacarrow NS, St Paul's NS and Cloghogue NS.
- Pupils residing in the catchment area but not attending the national schools listed above.
- Children of staff.
- Children of past pupils.
- Children residing outside the catchment area.
- All applications that are submitted before the closing date.

- Applications that meet DES requirements re age, completion of national school, repeat year etc.
- Lottery which is witnessed and monitored by an independent person.

On the designated Enrolment night, parents of students enrolling must sign the application to enroll and accept the Code of Discipline. In addition parents must accept the risks associated with extracurricular activities. A birth certificate, PPSN number, medical card details(if applicable) and all other supporting documentation such as Educational Assessments, speech and language reports etc. must be submitted with the application. Failure to comply with this request will result in a delayed ruling on enrolment of the child.

The decision making process on acceptance and rejection of an enrolment is subject to Board of Management direction. In making the decisions on applications the Board will have regard to relevant DES provisions in relation to (i)class (ii) Staffing Provisions (iii) Accommodation (iv)Whether or not the greater good of the existing student body would be adversely affected by an admission. This requires balanced judgment which is guided by principles of natural justice and acting in the best interests of all students. The Board seeks to promote the greater good of the largest possible number of students.

Parents are formally advised of acceptance within 21 days of the subsequent Board of Management meeting. A parent may lodge an appeal to the Board of Management following a refusal to enroll and/or appeal a refusal to enroll a student under Section 29 of the Education Act 1998 as stated in circular M48/01 of the DES.

Special Needs

Corran College prides itself on being an inclusive school and facilitates students with special education needs subject to resources, supports and adequate staffing. The parents or guardians must submit all relevant documentation such as psychological assessments, reports from Child and Adolescent Mental Health Services (CAMHS) and a medical report that clearly identifies the intellectual or medical needs of the student.

Senior management will meet with the parents to identify or clarify the needs of the student and determine the capacity of the school to meet these needs. If further resources are required a meeting with the special education needs organizer (SENO), social worker or education welfare officer (EWO) may

be necessary. Application forms for a special needs assistant (SNA), special school transport and assistive technology will be submitted to the SENO, if necessary.

Students with a Moderate General Learning Disability

The school reserves a limited number of places for students who have been diagnosed as having a Moderate General Learning Disability. A maximum of eight students can currently be accommodated.

The Moderate Support class will have its own dedicated classroom and timetable but, in keeping with the schools commitment to developing an inclusive school community, students of the class will participate in mainstream school activities where possible.

Only students who have been diagnosed as having a Moderate General Learning Disability will be considered for these places. Applicants for the Moderate Support class must provide evidence of appropriate diagnosis* with their application form. This is to allow for the process of consultation needed to determine their eligibility for a place in this class. Failure to provide all the required information may delay or invalidate an application.

Eligibility:

Admission to the class will depend on the required resources to deal with an individual's needs being provided by the Department of Education and Skills.

The School reserves the right to consult with relevant external bodies to determine:

- (a) that the applicant is within the assigned range of intellectual disability and
- (b) the capacity of the school to provide adequately for his/her needs.

Corran College will consult with the applicant's present school. As part of the application process the applicant must provide copies of any current Individual Education Plan (IEP) and information on any other relevant strategies being used to cater for the students educational, behavioural and medical requirements.

All applicants who (a) are verified to be within the assigned range of intellectual disability, (b) have provided all the required documentation within the necessary timeframe, and (c) for whom the necessary resources can be provided will be eligible for consideration for a place.

Allocation of places:

Where the number of eligible applicants is greater than the number of places available, a waiting list will be established. A student's place on the waiting list will be determined by order of receipt of completed application. (Please note that an application is only deemed complete when evidence of appropriate diagnosis has been provided to the school).

Closing date:

Applications for the Moderate Support class should be received by the last school day before the February Mid-term break of the year of application.

Late applications:

Any application received after the closing date for applications will not be considered, until all applications received before the closing date have been processed, and it has been determined that there is a place available. The only exception to this rule is where the number of applications received before the closing date is less than the number of places available. In this case, late applications will be processed, in order of date of receipt, until all the places have been filled. Any candidates still remaining will form a waiting list in order of date of receipt.

Transfer during the school year:

Applications to transfer to this class from another secondary school will only be considered if there is a place available. Such an application will be subject to the conditions above, and the other procedures for transfer outlined in the school's Enrolment and Admissions Policy.

*In order to access a special class, a student must have a report from a relevant professional or team of professionals (for example, psychologist or psychiatrist) stating that:

1. S/he has a Disability (in line with the designation of the special class in question) and
2. S/he has complex or severe learning needs that require the support of a special class setting and the reasons why this is the case.

The professional report must meet DES requirements for the particular disability in question. Under no circumstances can a school place a student in a special class without such a professional report (NCSE Guidelines)

Admission Procedures into LCA

Corran College is an inclusive school and every effort is made to ensure that each student participates in the programme of their choice. Students are facilitated, in the first two months of the new school year, if there is a change of mind in relation to their choice of programme. Students are advised to apply for the LCA programme based on suitability.

The admission procedures to the LCA programme are as follows: -

1. An information evening is held in March of third year for both parents and students. This session is addressed by the Principal, Guidance Counsellor, LCVP Coordinator and LCA Coordinator to ensure everyone is fully briefed on the options available for senior cycle in Corran College.

2. Prospective LCA students complete an LCA application form which is in appendix A. Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the LCA programme.
3. External applicants are subject to the same admission procedures as internal applicants and are subject to our Admission Policy.
4. The LCA coordinator consults teaching staff re suitability of the applicants at the next available staff meeting.
5. Applicants may be interviewed following the consultation with staff.
6. Parents will be notified in writing re admission or refusal.

The following criteria are taken into consideration when determining suitability for the LCA programme:

- The completed application form.
- Suitability of the candidate to the LCA Programme
- The level of interest shown by the candidate at interview.
- Past attendance at school.
- The student's adherence to the Code of Behaviour in Corran College or other school in the case of an external candidate.
- Willingness to participate fully in all aspects of the LCA programme.

Students seeking to transfer into LCA2 must complete an "application to transfer" and submit a birth certificate, PPSN number, a medical card, school reports, state examination results, psychological assessments, a reference from the previous principal, a letter from the previous school stating that they have completed all key assignments and tasks in session 1 and 2 and a copy of their results or credits for session 1 and session 2.

Transfers from other Second Level Schools

All applications to transfer to Corran College are treated individually but are subject to

- The School's Admission and Enrolment Policies.
- Acceptance of the Code of Discipline by both student and parents, even if the applicant is over 18 years of age.

- Availability and compatibility of subjects.
- Full and honest reasons being given for the transfer.
- The presentation of a reference from the previous school.
- Examination results to date indicating specific subjects and levels studied.
- The presentation of a psychological report or medical report, if available.
- Consultation with EWO, if appropriate.

No application will be considered until all of the documentation is received. Applications and supporting documentation must be submitted within two weeks of the initial enquiry re transfer.

The Principal, with the assistance of the staff, will assess the suitability for the programme and inform the Board of Management. The Board of Management will rule on the application with regard to the impact on

- Safety of the school community.
- Whether the enrolment of the applicant would interfere negatively on the education process within the school or interfere with the education of other students at the school.
- The applicants' previous conduct, if deemed to be a serious breach of the code of behaviour.
- Whether or not the school can offer the full programme required.
- Availability of a suitable range of subjects.
- Class Size.
- Staffing Provisions.
- Space
- Supervision issues.
- Behaviour / attendance record at previous school.

The Board of Management may refuse entry or recommend an alternative programme. Parents have a right of appeal to the Board of Management and/or ETB under section 29 of the Education Act.

Students seeking to transfer to Corran College and to repeat a year are subject to the above criteria in addition to approval from the Department of Education and Science (DES). Any student who is admitted to the school or transfers from an existing second level school or other educational establishment will be subject to a period of probation and subject to conditional admission to the school as determined by the Principal/Board of Management e.g. a period of six weeks or one term. The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Such exceptional circumstances are exemplified by:

- (a) An established adverse record of behavior of the student
- (b) An established adverse record of attendance of the student.
- (c) Lack of adequate resources to cater for the particular needs of the student.

Parents/Guardians will be notified of decisions after receipt of the above information, and any further information that may be required, and will be prescribed under Section 19 of the Education Welfare Act 2000.

Please note that with the best interest and educational welfare of the student in mind, and considering issues related to mid-year transfer, which may include subject choices, class sizes, and available resources, it is school policy not to admit any student after the 30th September in any school year and to defer admission to the start of the following school year.

In the event that a family relocated to the area mid-term, such an application for enrolment may be considered as an exception.

Repeat Leaving Certificate Candidates

Students, including existing students of Corran College, wishing to repeat their Leaving Certificate examination year are subject to the same criteria as above.

Appendices

1. An Enrolment Form/Transfer Form
2. Code of Discipline
3. School Prospectus
4. Parents letter