

Kishoge Community College

Admissions Policy 2020

Adopted by the Board of Management 23rd May 2018

Amended 20th September 2018

Under the patronage of Dublin & Dun Laoghaire Education and Training Board, Kishoge Community College operates in formal partnership with Educate Together to develop a welcoming, inclusive school community that enables young people to meet their full potential in society.

Kishoge Community College guarantees equality of access and esteem to students irrespective of their social, cultural, religious or non-religious backgrounds. It is learner-centred in its approach to education and run with a respectful partnership between parents/guardians, students, teachers and staff.

As Kishoge Community College will be catering, in the foreseeable future, to an increasing population within its catchment area, the Board of Management will each year review its Admissions Policy.

The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act (1998), the Education (Welfare) Act 2000 and the Equal Status Act 2000. The Board of Management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

Kishoge Community College will operate within the regulations laid down by the Department of Education and Skills and will follow the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Section 9 and 30 of Education Act 1998.

Kishoge Community College will support the principles of inclusion, equality of access and participation in the school. Pupils at Junior and Senior Cycle will follow a core programme with a number of optional subjects. The College will also offer the option of the Transition Year Programme and the Leaving Certificate Applied Programme.

Criteria for Enrolment to Kishoge Community College

Enrolment to KCC is a two-stage process: application and enrolment.

- **Application:** Complete an Application Form. All Application Forms received by closing date will be processed in accordance with the *Admissions Policy*.

- **Enrolment:** Offers of places and Enrolment Forms, requiring more detailed information, will be sent to successful applicants. Completed Enrolment Forms **must be returned within 28 days of issue** or the offer of a place will be withdrawn and the place offered to a student on the waiting list.
- Applicants must have reached twelve years of age by January 1st of their first year in the College.
- A copy of the applicant's Birth Certificate (Long Form) and two passport photographs must accompany all enrolment forms.
- Students should have completed the required primary school education programme or equivalent.
- It is a condition of enrolment that parents and students accept the Code of Behaviour.
- Kishoge CC will only accept applications for places in First Year on behalf of students transferring directly from 6th class.
- Gender-balance is an important element of an Admissions Policy of a school with a commitment to co-education and the promotion of the personal development and educational attainment of all students.

Allocation of Places in First Year

The number of places available to incoming First Year students is a matter for the Board of Management to decide.

There will be **168** places available to incoming First Year students, 84 places for girls and 84 places for boys. Places will be allocated in the following order:

Band One

Siblings of students who will be attending the school at the same time.

Children of members of staff of Kishoge CC.

Band Two

Pupils attending the following schools:

Divine Mercy National School

Esker Educate Together National School

Griffeen Valley Educate Together National School

Lucan Community National School

Lucan East Educate Together National School

Band Three

Pupils attending the following schools:

Adamstown Castle Educate Together National School

Lucan Educate Together National School

Band Four

Any children of families living in the defined area*

Band Five

Any children applying for places who live outside the area.

*** Defined area is as follows: Catchment of M50, River Liffey, New Nangor Road & Kildare boundary.**

Proof of Residence

Where residency in the defined area is a criterion for entrance to the College, proof of residency in the area may be necessary.

Closing Date

The closing date for receipt of applications for enrolment in First Year 2020 is 5.00pm on 30th November 2018.

After the closing date, remaining places for girls and/or boys will be filled on a first-come, first-served basis. The requirement for gender-balance will not be a reason to refuse an

application for enrolment of a sibling of a student who will be attending the school at the same time.

In the event that there are any remaining places for girls or boys on 31st May of the year of entry, these will be filled, irrespective of gender, on a first-come, first-served basis.

In the event of more applications than places on the closing date, the following procedure will apply:

Where sufficient places for boys and/or girls are available to accommodate all applicants in a band, all applicants in that band will be accepted and applicants in the next band will be considered.

If there are more applications in a band than available places for boys and/or girls, a random lottery/lotteries will be held to establish a numbered waiting list(s).

In the case of brothers or sisters applying for a place in the same academic year, the selection of one sibling in the lottery process will mean an automatic offer of a place to the other, irrespective of the requirement to maintain gender balance.

Offers of places and waiting list

If an applicant is offered a place and declines it or does not accept the place within an agreed period, the place will be offered to the next applicant on the waiting list.

Entrance Assessment

An Assessment Test will be organised for incoming First Year students in the February preceding their entry to the college.

The purpose of this assessment is:

- To ensure students are placed in their First Year classes in keeping with the College's general mixed ability philosophy.
- To establish which students may require learning support from the College.

Students transferring from another second-level school

Students may transfer from another second-level school **only at the start of each school year** except in exceptional circumstances.

Students may transfer to Second, Transition and Fifth Years only. Transfers to Third Year and Sixth Year will not be considered unless the transfer is necessitated by a change of residence.

The closing date for receipt of applications for the academic year commencing in August is 31st May of that same calendar year.

Students whose transfer application arises as a result of a change of residence may be considered for admission during the school year.

The decision on an application to transfer from a student enrolled in another school will be determined by the following considerations:

1. The availability of a suitable place in Kishoge Community College.
2. The ability of the school to provide an education appropriate to the needs of the student.
3. The duty of the school authorities to maintain an orderly school environment.

The following procedures apply to an application to transfer from another second-level school:

- Parents must apply in writing to the school
- The two most recent school reports must be provided to the school
- An application for enrolment from students transferring from another school should be accompanied by reference from the student's previous school(s).
- The student and parent(s) will attend an interview, the purpose of which is to establish the following: (i) that, in the judgement of the school authority, the student is deemed suitable for admission; (ii) that, in the judgement of the school authority, the student, because of previous education, training or experience is considered likely to benefit from attendance; (iii) that, in the judgement of the school authority, the participation of the student will contribute positively to the school and will not infringe upon the opportunities or rights of other students or staff.
- It is a condition of admission that parents and student accept and sign the Code of Behaviour.

In order to have an application considered on behalf of a student who has been expelled or whose expulsion has been decided upon by the Board of Management of his/her current school, parents are required to provide written evidence of the completion of the appeal process provided for under Section 29 of the Education Act 1998

Applications for a place in the ASD unit:

All students applying for a place in the ASD unit must enrol in the college as part of the mainstream enrolment process. This ensures the possibility of inclusion in mainstream if/when the students are ready in the future.

In addition to the enrolment provisions and requirements as set out above, consideration of an application for a place in the ASD unit will require the following:

- A report making a clear, clinical diagnosis of Autistic Spectrum Disorder (ASD).
- A report from a clinical psychologist or an educational psychologist recommending that a place in an ASD unit in a mainstream school is the appropriate placement for the student. The recommendation must have been made no earlier than Third Class.

Appeals

- All disputes in relation to admission should be addressed in the first instance to the Board of Management by writing to the Secretary to the Board of Management, Kishoge Community College.
- A parent, or a student aged over eighteen years, may appeal a decision of the Board of Management to enrol to Dublin & Dun Laoghaire ETB.
- Where an appeal to the ETB has been concluded, parents, or a student over eighteen years, may subsequently appeal to the Secretary General of the Department of Education and Skills under the provisions of the Education Act 1998, section 29.