
ERRIGAL COLLEGE



ADMISSION & PARTICIPATION POLICY

Updated/Reviewed/Approved 16 March 2010.

Section A Mission Statement

To enable each student to achieve his/her educational potential, in partnership with parents, based on the principles of caring, dignity, mutual respect and quality.

Section B Operating Context

In the Operating Context, the Admission and Participation Policy is being set out in accordance with the provisions of:

- The Education Act 1998
 - The Education Welfare Act 2000
 - The Equal Status Act 2000
 - The Vocational & Educational Acts 1930-2001 inclusive
 - EPSEN Act 2004
- See Pages 7, 8, 9 of Guidelines (copy herewith)

Subject to:

- the context and parameters of the Department of Education & Science Regulations and Programmes
- the rights of the Patron, i.e. The Vocational Education Committee, as set out in the Education Act
- the Mission Statement as set out in Section A above.
- The funding and resources available

The school supports the principles of

- Inclusiveness in enrolment policies
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.
- The enrolment of students who have a disability or other Special Educational Needs

The financial, physical and teaching resources of the school are provided by:

- grants received from the Department of Education & Science via County Donegal VEC
- the teacher allocations from the Department of Education & Science
- additional facilities for the school and community use
- the implementation of the school plan and school policy, with due regard to the resources and the funding available

The school operates within the guidelines and regulations laid down from time to time by the Department of Education & Science, and the Vocational Educational Committee, as Patron, as appropriate.

The school follows the curricular programmes detailed in the Prospectus for the current year, as prescribed by the Department of Education and Science, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Section C

School Details

Type of School

- Multi Denominational Co-educational School
- Under the Trusteeship of the Donegal VEC
- Grant aided, publicly funded

Management Structure

The school is managed by the Board of Management on behalf of Donegal VEC.

Organisations within the School

- A Parents' Association
- Student Council.

Teaching Resources and Curriculum

Number of Teachers : as per Dept of Education allocation.

Programmes available:

- Junior Cycle/ Junior Certificate Programme
- Junior Certificate Schools Programme (JSCP)
- Senior Cycle/Leaving Certificate
- Leaving Certificate Vocational Programme (LCVP)
- Leaving Certificate Applied Programme
- PLC Programmes as detailed in the Prospectus
- Transition Year

Special Needs are catered for by Learning Support and Resource teachers allocated by the Department of Education & Science, supported by Special Need schools where a need has been identified within the school.

Extra Curricular Activities/ Parallel Curriculum

These activities complement the formal curriculum in contributing to the all-round physical development of students. The activities include:

- Drama/Music
- Gaisce
- Sport Activities
- Educational Tours
- Art Competitions

Participation in extra-curricular activities is promoted through inter-school activities, lunchtime activities, soccer leagues etc. All students are encouraged to participate in these programmes.

Other Relevant Information

Full particulars of the school calendar for each year, inclusive of Opening Hours, Parent/Teacher Meetings, Staff Development Programmes, etc. will be decided early in the School Year.

The school is committed to developing and continuing with a School Book Rental/Loan Scheme.

Section D Enrolment Procedures

Application/Enrolment will be in accordance with the Education Act 1998, Education Welfare Act 2000, and Equal Status Act 2000 and all relevant legislation.

Application/ Enrolment Procedure

Parents seeking to enrol their children are requested to return a completed Enrolment Form (available from the school).

To be enrolled as a pupil of this school, a student must be aged 12 years on the 1st January in the calendar year of their entry into first year. Birth Certificates are required in order to verify the student's age. Assessment tests take place prior to the Academic Year of entry.

Final Enrolment date: second Friday in September. Any applications for enrolment received after this date will normally only be considered in exceptional circumstances.

Tel: 074/9121047 **Fax:** 074/9125261

Email: errigalcollege@donegalvec.ie

Transfers from Other Second Level Schools

Pupils may transfer into the school subject to:

- the school's Admissions Policy
- the school being satisfied of the reasons for application

An application to transfer from an existing Second Level School within the catchment area - or from outside the area - must be accompanied by all relevant information, including reports on:

- attendance record and all in-house reports
- educational progress inclusive of subjects covered
- report on behaviour
- Special Educational Needs

A fully completed Recommendation Form is also required, which is available from Errigal College

Any student who is admitted to the school on transfer from an existing second level school may be subject to a period of probation, or 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 may include:

- an established adverse record of behaviour of the student
- lack of adequate resources to cater for the particular needs of the student
- disputes in relation to the refusal of enrolment, in transfer situations, will be considered on appeal by the Board of management and may be further appealed under Section 29 of the Education Act 1998. (attached)

Provision of Key Information by Parents

All applications must include the following information:

- Pupil's Name, Age, Date of Birth and Address
- PPS Number
- Parent(s)/Guardian(s) names and addresses, mother's maiden name
- Telephone contact numbers
- Details of medical conditions, to include disabilities or Special Educational Needs as appropriate
- Religious Affiliation
- Previous School(s) Attended
- Reason for transfer, if applicable

The Decision-making Process

Parents will be notified of decisions within 21 days of the school receiving such information as is required in order to facilitate the decision-making process (see above), (and such additional information as may be required in individual cases), and will be prescribed under Section 19 of the Education Welfare Act 2000.

In exceptional circumstances, pupils will be enrolled on application.

In reaching its decisions on applications, the Board will have regard to relevant Department of Education & Science provisions in relation to class size, requirements concerning accommodation, such as physical space, or the health and welfare of the children.

Enrolment Criteria

The school, subject to the limitations in this policy, supports the principles of:

- inclusiveness, particularly with reference to enrolment of children with a disability or other Special Educational Needs.
- 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
- Openness, accountability and transparency

Equality of access and participation is the key value that determines the enrolment of pupils in our school. No child is refused admission for reasons of ethnicity, special education needs, disability, language/accents, gender, traveller status, religious or political beliefs and values.

Priority of Admission will be given to:

- Pupils from Primary Schools within the Letterkenny Post-Primary catchment area, i.e. the Letterkenny Post-Primary centre for school transport purposes
- Siblings and step-siblings resident at the same address of a current pupil

In the matter of applications regarding students who are either refugee or asylum seekers, the Board of Management acts in accordance with the policy developed by the Irish Vocational Education Association (IVEA) representing the 33 Vocational Education Committees.

While recognising the right of students and parents to enrol in the school, the Board of Management has a responsibility to respect the rights of the existing School Community and, in particular, those students already enrolled. This requires balanced judgement, guided by the principles of natural justice, and acting in the best interest of all students

Special Educational Needs

The Board of Management and the staff of the school are committed to the identification of those children with Special Educational Needs who may be applying for admission to the school and to become familiar with their needs.

In order to do this in an effective manner, it may be necessary to request copies of the child's medical, psychological report/individual education programme or to request an immediate assessment where necessary.

Parents/Guardians of students with Special Educational Needs, whether educational, medical, psychological or social needs, should submit all relevant information suitably in advance of the child's enrolment. Ideally this information will be submitted to the school by the end of March for students seeking admission the following September. This is to facilitate the school in planning and acquiring the necessary resources, both teaching and ancillary, to provide an appropriate programme of education for the child.

Application for the provision for Special Educational Needs to the Department of Education & Science will be in writing and supported by the reports supplied by Parent(s)/Guardian(s).

Co-operation between the Parent(s)/Guardian(s) of students with Special Educational Needs and the Board of Management/School, is essential to ensure that appropriate facilities are allocated and in place for September.

In some instances, it may be necessary for the Board of Management - or the Principal acting on its behalf - to defer enrolment of a particular child pending receipt of assessments, reports and/or the provision of the appropriate resources by the Department of Education & Science, as required to meet the particular Special Educational Needs of the student.

Each Parent(s)/Guardian(s) of a student applying for enrolment to the school will be required to sign an undertaking in relation to the Code of Discipline, as a condition for enrolment in the school.

Section E

Appeals

Right of Appeal

Parents have the right to appeal a refusal by the school to enrol a student under Section 29 of the Education Act 1998 as restated in Circular Letter M48/01 of the Department of Education & Science.



TRANSFER/RECOMMENDATION FORM

Please have all details on this form completed by your previous school and return it to:
The Principal, Errigal College, Windyhall, Letterkenny, Co. Donegal)

This section is to be completed by the applicant.

Applicant's Name: _____ Phone: _____

Address: _____

I have waived my right of access to information included on this reference form.
I understand that it is confidential and will be seen only by the Senior Management.

Applicant's Signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

[RATINGS]

Please summarise your reference by checking your estimate on the following items (in comparison to peers):

	EXCELLENT	GOOD	AVERAGE	POOR	UNKNOWN
Academic Ability					
Academic Performance					
Ability to Relate to Peers					
Ability to Work Independently					
Discipline Record					
English Writing Ability					
English Speaking Ability					
Motivation					
Dependability					
Cooperativeness					
Warmth of Personality					
Emotional Maturity					
Leadership Ability					

Additional comments: _____

[RECOMMENDATION CONCERNING ACCEPTANCE]

- Highly Recommended**
- Recommended**
- Recommended with Reservations**
- Prefer not to Recommend**

SUPPORT NEEDS

Does the applicant currently receive any additional support? Yes No

If yes, please give details: _____

Signature: _____

Position: _____

Date: _____

OFFICIAL SCHOOL STAMP