



Admissions Policy 2019-20

Dunamase College accepts applications from girls and boys. All decisions in relation to enrolment in Dunamase College are made by the Board of Management of the school, in accordance with School Policy, the Education Act (1998), the Education Welfare Act, (2000), and the Equal Status Act, (2000).

It is a condition of enrolment at Dunamase College that all students and their parents/guardians sign and accept the Code of Behaviour and that they acknowledge in writing that they respect the religious, educational and language philosophy of the school. The Board of Management will not enrol a student who fails or whose parents/guardians fail to satisfy these conditions of enrolment.

The College reserves the right to review its decision to offer a place to a student where it is established to the satisfaction of the College that:

- (1) Information submitted by or on behalf of the student with their application is incorrect or misleading in any material respect, or*
- (2) Information that is material to the decision of the College in determining whether or not to accept an application has been omitted or otherwise withheld.*

1. Incoming First Years September 2019

The school will admit, each year, the number of students determined by the Board of Management.

The closing date for applications for entry to First Year in September 2019, is 12:30pm on Friday 26th October 2018.

In deciding on the number of students to be admitted, the Board will have due regard for the relevant Department of Education and Skills provisions in relation to class size, staffing allocation and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

The BOM reserves the right of access by the Principal to all information relevant to the educational and personnel welfare of applicants and will seek such from parents/guardians/primary schools.

Where the number of applicants is greater than the number of available places, the Board of Management will apply the following selection criteria in relation to applications received no later than 12.30pm on Friday 26th October 2018.

Whenever the number of applicants for first year exceeds the places available, the Board's selection procedure shall be in the following order of priority:

Category 1: Applicants who applied to Dunamase College before 26/10/2018.

Category 2: All other applicants

- If there is a scarcity of places on offer, a lottery system will be used within each category where required. Applicants who are unsuccessful in attaining a place will be placed on a waiting list.

Late applications will be placed on the end of the waiting list according to date of application received in the College.

Parents will be notified *in writing* of the Board's decision within 21 working days of the closing date for receipt of completed application forms, as set out in Section 2.7 below, and/or receiving relevant information as prescribed by the Board of Management and the Minister for Education and Skills, under the Education Welfare Act, 2000, and Section D (3), below.

2. Application Procedures.

This Policy is subject to annual review by the Board of Management.

2.1 The school will admit the number of applicants determined by the Board of Management. This will be determined each year in a timely manner and all relevant Primary Schools will be informed.

2.2 Applicants must be aged 12 years on the 1st January in the calendar year following the child's entry into First Year. A full Birth Certificate must accompany any acceptance of a place offered in the school.

2.3 Application Forms are available, on request, from the school office.

2.4 An Information evening for prospective students and Parents/Guardians was held in the school in October 2017.

2.5 Applications are accepted from primary school applicants in Fifth and Six Class. Places are offered in accordance with criteria outlined in Section D (1), above.

2.6 Application Forms, completed in full, submitted no later than 12.30pm on Friday 26th October 2018 will be deemed valid and date-stamped.

2.7 Applications are recorded according to the date and time of receipt in the school and in accordance with the criteria outlined in 2.6, above.

2.8 Applications received after 1.30 pm on ***Friday 26th October 2018*** will only be considered after eligible applications received prior to 1.30pm on ***Friday 26th October 2018*** have been accommodated. Such applications will be placed on a `Waiting List` and will rank behind those received before the aforementioned deadline. (See Section D (1), above).

2.9 Applicants offered a place must sit an assessment test, chosen and administered by the school. This test is to allow the school to put in place (subject to available resources) proper and appropriate supports for incoming students and does not have any bearing on admission criteria.

Parents will be notified of the date of this test by post if it is to be held before the start of term.

All new First Years must sit this test (unless the College has been contacted in advance and a medical certificate is supplied). Failure to sit the test where the College has not been notified and such medical certificate has not been supplied will result in the place being forfeited, and the place being offered immediately to an applicant on the waiting list.

2.10 Applicants who are offered and accept a place must, along with their parents/guardians sign and accept the school's Code of Behaviour and acknowledge in writing that they respect the religious and educational philosophy of the school.

The Board of Management will not enrol a student who fails or whose parents/guardians fail to satisfy these conditions of enrolment.

Applicants accepting a place offered must also supply a copy of the Applicant's Birth Certificate (full version) .

3. Special Educational Needs.

Dunamase College welcomes applicants with disabilities and special educational needs. It will use the resources (financial and personnel) provided by the Department of Education and Science to make suitable provision for such students. The school's ability to accommodate students with particular needs is dependent on the resources necessary for the needs of the individual students being made available by the Department of Education and Skills.

The Board of Management reserves the right to refuse an application for admission from a student who has special needs such that, even with additional resources available from the Department of Education & Skills, the Board determines that the school cannot meet such needs and/or provide the student with an appropriate education.

The College reserves the right to review its decision to offer a place to a student where it is established to the satisfaction of the College that:

3.1 On applying to the school, parents/guardians will make the school aware that their child/ward has special educational needs and, where applicable, provide consent for the release to the school of any of the reports referred to in 3.3 below.

Parents are also requested to outline the details of their child's special educational needs on the school's Application Form. In order to determine how Dunamase College can best meet the educational needs of their child, Parents/Guardians will consent to the release of all such appropriate and relevant information by all Primary schools the student has attended to the Principal of Dunamase College.

3.2 Parents/guardians will make the school aware if the applicant has had access to any of the following:

- Special Needs/Classroom Assistant or Special Class.
- Help for Specific Needs from a Resource Teacher.
- Help with Behavioural Modification.

- Psychological Assessment.
- Help for Visual/Hearing Impairment.
- Help with General/Specific Learning Disability.
- Help for Emotional Disturbance or any reduction in curriculum / school day
- Any resource in relation to travel/mobility etc.

3.3 On becoming aware of a student having special needs, the school will access relevant records from the primary school concerned. These could include, for example, Individual Education Programme, Medical Report, Psychological Report. If an expert Report is provided, it should include a workable strategy for addressing the identified needs, taking the available resources into account.

It is incumbent on Parents/Guardians to make all necessary arrangements for the prompt transfer of such records to relevant personnel at Dunamase College.

3.4 In the event that a Report is not available, the Principal, acting on behalf of the Board of Management, may request that the applicant be assessed as soon as is practicable and that any other information which would be deemed relevant to her/his educational development be provided. This is to assist the school in establishing the educational needs of the child relevant to her/his disability or special needs and to profile the support services necessary.

3.5 The Principal, acting on behalf of the Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met. Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the student may be entitled.

The Principal may request a meeting with the parents of the applicant to discuss the application and the student's needs.

The parents may request a meeting with the Principal to discuss the applicant's educational or other needs.

3.6 The Principal, acting on behalf of the Board of Management, may deem it necessary to delay the enrolment of an applicant who has special needs, pending the provision of information, outlined above, or pending the allocation of resources from the Department of Education and Skills that would allow the school to cater for needs identified from such information.

N.B. It may take some time for the Department of Education & Skills to process such applications. Parents are strongly advised to inform the College as early as possible and discuss their particular situation well in advance of making an application.

3.7 As soon as is practicable, but not later than 21 days after a parent/guardian has provided all the relevant information, the Principal, acting on behalf of the Board of Management, shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof [Education Welfare Act, Section 19 (3)].

4. Transfer of applicants from other Second-Level Schools.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area, or from a student who makes application after the commencement of the autumn school term.

It is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into an area). In general, however, transfers into Dunamase College are discouraged in the overall interests of the continuity of the student's education.

It is not the policy of the Board of Management to accept transfer applications from students in any year above first year.

Decisions in relation to transfer of applicants from other second-level schools are made by the Board of Management. Places will not normally be offered above 1st year, except in classes with fewer than 24 students. If places are available, applicants will be interviewed and sit an assessment test to make sure their level of achievement is appropriate for the class they wish to join.

Students who leave the school cannot be guaranteed re-admission.

Application for re-admission to Dunamase College will not be accepted from a student who has been expelled from the school.

It is not the policy of the Board of Management to accept transfer applications from students already enrolled in local post-primary schools, except in exceptional circumstances. Where the Board is satisfied that such exceptional circumstances do exist, the following considerations and procedures will apply:

- 4.1 The provisions of the School Admission Policy will be adhered to.
- 4.2 Places being available in the year or class or subject group in question.
- 4.3 The student will be able to properly function in and access all subjects and benefit from the school.
- 4.4 The reasons for seeking a transfer will be clearly stated in writing to the Principal of Dunamase College.
- 4.5 Copies of the student's school reports for the previous two years from her/his previous school(s) will be submitted to the Principal by the parents/guardians of the student.
- 4.6 The Principal reserves the right to request a confidential reference from the authorities in the previous school(s). The application will be subject to the satisfactory provision of all relevant information (as requested by the Principal) by the former school and the parents/guardians of the student. Parents/Guardians will consent to the release of all such appropriate and relevant information by the school from which the student wishes to transfer to the Principal of Dunamase College.
- 4.7 The Board of Management reserves the right to refuse an application in circumstances which might include an established prior record of poor behaviour.
- 4.8 The Board of Management reserves the right to refuse an application where, in the opinion of the Board, the student poses an unacceptable risk to other students, to school staff or to school property.
- 4.9 The applicant being able to meet with the curricular provision of the school. Applicants must study the number of subjects on offer in the particular class/year group and must also study the mandatory subjects set by the school.
- 4.10 Consultation with the Education Welfare Officer, if appropriate.
- 4.11 Signed acceptance by the applicant and her/his Parents/Guardians of the College Code of

Behaviour and Mission Statement.

4.12 The move, in the opinion of the Board of Management, being in the best interests of the student.

4.13 The move, in the opinion of the Board of Management, being in the best interests of the school, taking into consideration the best interests and rights of students already enrolled in Dunamase College.

5. Repeating A Year.

5.1 Students Already Attending Dunamase College

It is only in the most extreme circumstances that requests from students already attending Dunamase College to repeat a year will be considered. Such requests will be considered in accordance with:

- in the opinion of the school, the best interests of the student concerned;
- in the opinion of the school, the best interests of students in the class(es) to which the student might be assigned;
- the provisions of Department of Education and Skills Circular M02/95.

5.2 Students From Other Schools:

The school will consider such requests strictly in accordance with the provisions at Section 4, above. Any such decision will strictly be in accordance with the provisions of Department of Education and Skills Circular M02/95.

6. Medical.

Parents/Guardians are required to inform the College in advance where an applicant has any medical condition, requiring medication during the school day or other possible medical intervention. Additional information deemed necessary by the school will then be sought and the conditions of entry clearly agreed between the parents/guardians and the school.

Where school personnel may be in a position in which they may have to administer emergency medication, parent(s)/guardian(s) will be expected to sign a document which will indemnify school staff, the Principal and the Board of Management from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

Parent(s)/ Guardian(s) will keep the school supplied with 'in- date' supplies of such medicines

7. Data Protection.

Dunamase College / LOETB is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data provided on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary to exchange personnel data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Services Executive, the National Educational Welfare Board.

Contact details will also be used to notify you of school events or activities. We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your child's personnel data, you should write to the school Principal.

8. Right of Refusal.

The Board of Management reserves the right to refuse an application for admission from an applicant in exceptional circumstances. Such a circumstance could arise where:

- a) *The student has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the student with an appropriate education.*
- b) *In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.*
- c) *The student and/or her/his parents/guardians fail to sign and accept the school's Code of Behaviour and/or the student and/or her/his parents fail to acknowledge in writing that they respect the religious and educational philosophy of the school.*

The Board of Management of a recognised school shall not refuse to admit as a student in such school any applicant, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school, published under the Education Act, 1998, Section 15 (2) (d). [Education Welfare Act, 2000, Section 19 (1)].

9. Right of Appeal.

The Board of Management advises parents/guardians that, in the event of an applicant being refused entry to Dunamase College, an appeal may be made under Section 29 (d) of the Education Act, 1998. The parents/guardians will be informed in writing of the Board's decision and the reasons why the student was not accepted. Any appeal must be made within 42 calendar days from the date on which the decision of the Board of Management was notified to the parents/guardians.

This policy will be reviewed at the September meeting of the Board of Management each year.

Signed: