

AVONDALE COMMUNITY COLLEGE

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Rathdrum,
Co. Wicklow.

Avondale Community College, Rathdrum, Co Wicklow

Admissions Policy

1. Policy Statement:

Admission to Avondale Community College, Rathdrum, Co. Wicklow is open to all students who, in the professional judgment of the school authority and based on appropriate documentation/reports, are suitable for the course applied for and whose educational needs can be met by the school taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to section 7(1) of the Education Act 1998 and the Education Welfare Act 2000 and the terms and policies of Avondale Community College and KWETB.

2. The Rights of Children and Parents:

Avondale Community College acknowledges the rights of all children, including children who have a disability, or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (a) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.

The school acknowledges its duty to promote equality of access to and participation in education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.

The school acknowledges the right of parents to send their children to a school of the parent's choice, having regard to the right and statutory/legal duties of the school and KWETB and with reference to 2.2 and 2.3 above and the effective use of resources pursuant to the Education Act 1998 Section 6 (e).

With regard to the admission of students to the school, Avondale Community College affirms its statutory obligation under The Equal Status Act 2000, as it applies to second level schools.

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3. Parental Responsibility:

The parent of a child (or a student who is over 18 years of age) who has made an application for admission to the school may be required to furnish such information as may be prescribed by the school authority.

Prior to admission to the school, the parent and child (or a student who is over 18 years of age) shall be required to sign a written undertaking to comply with the school's Code of Behaviour.

4. Criteria for Admission:

The admission of a student to Avondale Community College is subject to the following criteria:

- a) The availability of resources.
- b) The suitability of courses/programme/year for the student.
- c) The school's professional assessment of supporting documentation/reports and of the student following interview and appraisal.
- d) The Health and Safety of other students and staff in the school.

The catchment area for Avondale Community College is deemed to be the nearest school as determined by the School Transport Scheme of Bus Éireann.

It is the residence of the students which will determine eligibility for the catchment area of Avondale Community College.

In the event of over subscription in any given year students will be admitted to Avondale Community College based on the following categories in descending order and subject to the 'Procedures for Admission' as outlined in *Section 5* below.

Category 1

Students who are deemed to be living in the Catchment area and who have a brother or sister who have completed their education or who are currently attending Avondale Community College.

Category 2

Younger siblings of students currently enrolled in Avondale Community College.

Category 3

All other students who are deemed to be in the catchment area.

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Category 4

Students outside the catchment area who have a sibling in the school.

Category 5

All other applicants who have submitted a completed application form on or before the closing date for applications.

All late applicants will be processed in accordance with the categories above subject to availability of places.

In the event that the school is oversubscribed on the last date for receipt of applications, a waiting list will be put in operation. Should a place become available, the successful applicants will be determined by the admissions criteria.

In accordance with the Department of Education and Skills guidelines, the number of places will not compromise the curriculum provided.

The number of students to be enrolled in First Year in any given year shall be set annually at the first Board of Management meeting of the academic school year.

The Board of Management will review the criteria for admissions annually.

5. Procedures for Admission:

The local community will be informed of the College's Admissions Procedure by some or all of the following means:

School website
Interactive Open Days
Open Evening,
Liaison with primary schools
Advertisements in local media
Other relevant forms of information release.

All admissions to Avondale Community College are based on the following and as determined by the Board of Management:

- **The capacity of the school.**
- **The availability of resources.**
- **The maximum number of students permitted per year group/ class/subject.**

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- **The suitability of courses/programmes for the student.**
- **The Health and Safety of other students and staff.**

The normal and usual point of entry to the school is First Year. The procedure for making application for a place in First Year is as follows:

Students applying for a place in First Year will be required to have achieved a standard of education equivalent to sixth class in Primary School in the academic year prior to entry.

Applications must be made on the official enrolment form. This form is available on the College website, from the school's Main Office and will be available on the Open Night. Each application form when received by the school will be stamped and dated.

The closing date for receipt of applications for First Year students shall be set by the Board of Management of the school at the first meeting of the new academic year.

A reply slip (attached to a letter of offer) from the parents of the applicant, confirming acceptance of this offer and details of any special educational needs their child may have must be returned to the College no later than 15 January of the year of entry to the school.

The Principal may, in exceptional circumstances, accept a letter of acceptance which arrives after the 15 January. However, in general, letters of acceptance received after 15 January will be placed at the end of the waiting list of late applications.

The College reserves the right to extend the closing date for enrolment applications and consequently the closing date for receipt of letters of acceptance. Details of extensions of closing dates will be conveyed to parents and applicants.

The College will write to all applicants who do not receive an offer asking if they wish to be placed on a waiting list. Replies must be received within six days of date of letter.

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The following information will be sought from parents/students who have reached the age of 18 and their current/previous school:

1. Name, age and address of the student.
2. Date of birth and birth certificate of the student.
3. Passport sized photograph of student.
4. Position in family.
5. Address of parents (Proof may be required).
6. Relevant telephone numbers, including emergency numbers.
7. Personal Public Service Number (PPS Number) of student (*Appendix 1?*).
8. Name, address and telephone number of the student's previous/present school.
9. Relevant medical information, including medical card number and review date, if applicable.
10. Relevant information regarding access to the child, custody of the child and legal orders pertaining to the child.
11. Information and records from previous/present school.
12. Other information, which may be of relevance to the school and its ethos.

Offers of places to students for First Year will be issued to parents within 21 school days of the closing date for enrolment.

Prior to admission to Avondale Community College, the parent and child (or a student who is over 18 years of age) shall be required to sign a written undertaking that the College's Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the school's Code of Behaviour and all other relevant policies.

The school affirms that data collected in relation to students and parents is governed by the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 and that information on file will be used only for the purposes for which it was intended.

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6. Procedure for Transfer of Students to Avondale Community College:

Students who may wish to transfer to Avondale Community College from another school are obliged to submit the following:

A completed application form with the following key questions:

- behaviour record
- record of academic achievement
- reasons for transfer
- subjects studied in previous school
- subjects requested in Avondale Community College
- form of transfer (*School Transfer-In Form for Avondale Community College* see Appendix 1) from the Principal of former school

Students will be required to present for interview with the school authorities.

7. Transfer of a Student to Avondale Community College

Admission to Avondale Community College other than First Year is dependent on a vacancy in the relevant year. Application for a place in any year only applies in the event of a place being available in the year/programme applied for.

The management of Avondale Community College will make a decision on applications for admission to any year in accordance with the following:

- Is in the best interest of the school
- Is in the best interest of the student
- Is in agreement with school's Admission Policy

No pupil is admitted to a year other than First Year without a satisfactory reference from the Principal of his/her current secondary school.

The school will not normally accept students into final year Leaving Certificate or final year Junior Certificate Programmes.

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When a student who is already enrolled in another school makes an application to Avondale Community College, the following procedures must be adhered to:

The parent(s) of the student must submit an application form the Principal of Avondale Community College.

The Principal of the school which the student is attending must complete the 'School Transfer-In Form' provided by Avondale Community College.

The parent(s) and student must attend for interview with the Principal and/or other relevant personnel at Avondale Community College.

If the management of the school is satisfied that the application is a bona fide one and, mindful of its statutory obligations, is in a position to cater for the educational needs of the applicant whilst not infringing the rights of the students who are already members of Avondale Community College then a place on the College course applied for may be offered to the applicant. The conditions will be explained at interview to parent(s)/student.

Where a student seeking a transfer to Avondale Community College is already a member of another second level school there is no obligation on the management of Avondale Community College to enrol this student.

Where a student seeking to transfer to Avondale Community College has already been expelled from another second level school, the management of Avondale Community College shall not be obliged to accept this student into Avondale Community College even if the student lives within the catchment area of the school.

Where a student who has left Avondale Community College voluntarily to take up employment or to attend another educational institution, subsequently makes a formal application for readmission to Avondale Community College, the Board of Management may permit the student to resume her/his studies in the College having first reviewed the student's previous record in the school in relation to attendance, participation in school activities, behaviour etc. when she/he last attended Avondale Community College. This review may include an interview with the student and his/her parent(s).

Avondale Community College reserves the right to request other details relevant to the enrolment process. Decisions will be notified within 21 days after

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parent(s)/guardian(s) or student over 18 years have provided all relevant data as per Section 19 Education Welfare Act 2000.

8. Refusal to Admit a Student:

Avondale Community College shall not refuse to admit a student to the school except where in accordance with this admissions policy and the policy of KWETB under Section 15(2) (d) of the Education Act 1998.

The Board of Management of Avondale Community College reserves the right to refuse to enrol in the school, a student either where said student has a disability/special educational need which the school cannot meet, even with additional resources provided by the Department of Education and Skills, or where the student would pose an unacceptable threat to students, staff and/or school property.

The school reserves the right to refuse to enrol in the school a student where said student in the professional judgment of the school authorities may present a health/and safety risk in the school.

Prior to admission to Avondale Community College the parent(s) and student will be required to sign a written undertaking to comply with the school's code of behavior. Should a student refuse to sign the school's code of behaviour, he/she will be refused admission to the school. Should a parent or guardian of a student under 18 years of age refuse to sign the school's code of behavior, then the student of said parent/guardian will be refused admission to the school.

8. Appeals:

Where admission to the school is refused, the parent(s) and child (or a student who is over 18 years of age) shall be informed of the appeals procedure in accordance with the Education Act 1998 and the Education (Welfare) Act 2000.
