

**Ennis Community  
College/Gaelcholáiste an  
Chláir**

**Admissions & Participation Policy**

# **Ennis Community College/ Gaelcholáiste an Chláir**

## **Admissions and Participation Policy**

### **LEGISLATIVE BASIS**

The patron of Ennis Community College / Gaelcholáiste an Chláir is Limerick and Clare Education and Training Board. The Admissions and Participation Policy of Ennis Community College / Gaelcholáiste an Chláir is in accordance with the policies of the Limerick and Clare Education and Training Board, the Education Act 1998, the Educational Welfare Act and other relevant circulars issued from the Department of Education and Skills (**Appendix 1**).

### **MISSION STATEMENT**

The Mission (core ethos) of the College is contained in the College's Mission Statement

#### ***Aims***

*Ennis Community College / Gaelcholáiste an Chláir with the Co-operation of its Educational partners, will continue to provide an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.*

*The school is committed to creating an atmosphere of excellence in learning by challenging the pupils to reach their full potential.*

*We will foster an appreciation of the arts, our National and European culture while encouraging respect for all other cultures and ethnicities in response to an ever changing society.*

*The college is non-denominational and provides equality of access to children of all social, cultural & religious backgrounds. The characteristic spirit of the school is one of care and attention to all students, irrespective of economic circumstance, gender, sexual orientation, religious or philosophical outlook, race or social situation. It aspires to provide a holistic education encompassing, as far as practicable, all dimensions of the student's being.*

### **AFFIRMATION OF ETHOS:**

By enrolling in the College parents/guardians and their son/daughter commit themselves to respecting and supporting the ethos of the College with regard to our identity as a co-educational, all embracing, inclusive Community College.

Each pupil is expected to take a full and active part in the life of the College according to his/her individual talents.

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Parents/guardians and their son/daughter also commit themselves to accepting and supporting all the Policy Documents of the College including the Code of Discipline and College Regulations as will be constituted from time to time.

### **UNDERLYING PRINCIPLES:**

Ennis Community College / Gaelcholáiste an Chláir Admissions and Participation Policy welcomes all students for whom the school can provide an appropriate education.

We support the principles of inclusiveness, integration and equality of access and participation in our school. We acknowledge parental choice in relation to enrolments and the school shall strive to accommodate diversity of traditions, values, beliefs, languages and ways of life in society.

### **COLLEGE DETAILS:**

Ennis Community College / Gaelcholáiste an Chláir operates under the auspices of the Limerick and Clare Education and Training Board. The College was founded in 1938 and caters for both boys and girls. Students are prepared for the Department of Education and Skills Junior Certificate and Leaving Certificate programmes. The College also offers a range of Further Education Courses to meet the needs of adult learners.

### **GAELCHOLÁISTE AN CHLÁIR:**

Is Aonad Lán-Ghaeilge de chuid Coláiste Pobail na hInse í Gaelcholáiste an Chláir. Cuireann Gaelcholáiste an Chláir roimpi sároideachas d'ardchaighdeán a chur ar fáil dá daltaí go léir trí mheán naGaeilge. Cothaítear gach aon ghné den chultúr gaelach i sainmheon an Ghaelcholáiste. Is í an Ghaeilge teanga cumarsáide na scoile. Fáiltítear roimh dhaltaí ó gach aon chúlra teangan agus ó gach aon bhunscoil.

“Gaelcholáiste an Chláir is an All –Irish unit within Ennis Community College. Gaelcholáiste an Chláir endeavours to provide an excellent standard of education through the medium of Irish for all of its pupils. Every aspect of Irish culture is fostered in the ethos of the Gaelcholáiste. Irish is the language of communication in the Gaelcholáiste. Children from all language backgrounds and all primary schools are welcomed to Gaelcholáiste an Chláir.”

### ***CONTACT DETAILS***

Address: Ennis Community College, Harmony Row, Ennis, Co. Clare.

Telephone: 065 6829432

Fax: 065 6840655

E-mail: [info@enniscc.ie](mailto:info@enniscc.ie)

Website: [www.enniscommunitycollege.com](http://www.enniscommunitycollege.com)

### ***SCHOOL STRUCTURE***

## *Admissions and Participation Policy*

The Principal is Mr. John T. Cooke. The Deputy Principal is Ms. Yvonne Walsh.

The Board of Management consists of two nominees from the teaching staff, two parent nominees and four members of Limerick and Clare Education and Training Board. **(Appendix 2)**

The school has an active and vibrant Parents' Committee. The Parents' Committee aims to promote the educational development of our students and to assist with the various school activities. Members representing each student year group are elected by the parents of students attending the college.

The school has an active Students' Council consisting of elected representatives from different classes.

Ennis Community College provides the Junior Certificate Programme, Junior Certificate Schools Programme, Transition Year, Leaving Certificate Vocational Programme, Leaving Certificate Applied and the Leaving Certificate Established and Further Education Programmes. Details of the curriculum offered are available from the College or from the College website and may change from time to time.

The College provides various Support Services such as, Student Support Team, Counselling, Chaplain, Tutor, Year Head, Guidance Counselling, Home-School Community Liaison Officer, Resource Department, Gaelcholaiste an Chláir.

Classes begin at 09.00 and end at 16.00 daily, except for Wednesday and Friday when classes end at 15.00. Year Heads and Tutors meet with students daily at 08:55 for registration. There is a short break in the morning from 11.00 to 11.15 and lunch is from 13.15 to 14.15, except for Wednesday and Friday when it is from 13:15 to 13:50. Pupils may avail of the College's Canteen facilities during lunchtime. Typically pupils would be involved in co-curricular activities on a number of lunchtimes and afternoons during the week. A Homework Club is also available to pupils four days a week after school.

Parent-Teacher meetings are held once a year for 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup> and Transition year groups and up to twice a year for 3<sup>rd</sup> and 6<sup>th</sup> year groups. These meetings are brought to the attention of the parents/guardians by letter and a reminder will follow by text. Parents/guardians are strongly urged to attend.

The financial and teaching resources of the school are provided by a combination of Department of Education and Skills grants and teacher allocations, voluntary contributions and fund-raising. It is school policy to insure all our students and to meet this requirement a small charge is levied on each student at the beginning of the academic year.

**Further detailed information on the College's ethos and activities are available in the College Prospectus, available upon request from the College office or on the College website.**

The College Calendar is published yearly and updated throughout the year and is available on the college website. The College Newsletter is normally published twice a year.

## **CURRICULUM**

## *Admissions and Participation Policy*

Ennis Community College / Gaelcholáiste an Chláir follows the curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).

<b><u>Junior Cycle (3years)</u></b>	<b><u>Senior Cycle (2years)</u></b>
Gaeilge	Gaeilge
English	English
Maths	Maths
History	French
Geography	Social Studies
French	History
Science	Physical Education
Technology	Business
Business Studies	Physics
Home Economics	Chemistry
Art	Biology
Technical Graphics	Accounting
Materials Technology (Wood)	Home Economics
Materials Technology (Metal)	Engineering
Career Guidance	Construction Studies
Physical Education	Art
Music	Music
Religion	Religion
Social, Political and Health Education (S.P.H.E.)	Design & Communication Graphics
Civics, Social and Political Education (C.S.P.E.)	Technology
Computer Studies.	Geography

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including the minimum number of students to justify the offering of a particular subject class.

Pupils are assessed fully when they become pupils of the school. This assessment usually takes place in April/May (of year of entry). The purpose of this Assessment is to help the College establish the educational needs of each child. Students who do not sit internal assessments at the appointed time may be required to sit such assessments at an alternative time, before proceeding with their course.

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### **Junior Cycle**

#### **Traditional Junior Certificate Programme / Junior Certificate Schools Programme.**

The school offers both the traditional Junior Certificate Programme (*curriculum outlined above*) and, subject to demand and resources, the Junior Certificate Schools Programme.

This Junior Certificate Schools Programme is an intervention within the Junior Certificate. It provides a curriculum framework, which will assist the school and individual teachers in adopting a student-centred approach to the Junior Certificate. It provides an opportunity for each student to obtain a Junior Certificate recording his/her level of attainment.

This programme, offering fewer subjects, is designed to cater for the needs of students who would benefit from this arrangement.

### **Senior Cycle**

#### **Leaving Certificate**

At Senior-Cycle level students may follow the Traditional Leaving Certificate Established (*curriculum outlined above*) or the more vocationally orientated Leaving Certificate Applied (L.C.A.) programme.

#### **Leaving Certificate Applied.**

The school may offer an alternative programme, subject to demand and resources, to the traditional Leaving Certificate called the Leaving Certificate Applied Programme. Some students will find this programme a very suitable route to pursue at senior cycle, and the school will consider applications from students and their parents on completion of junior cycle. This is a two-year programme incorporating a work experience module.

#### **Leaving Certificate Vocational Programme (LCVP)**

LCVP is a Senior Cycle Programme of the Department of Education and Skills, designed to give a strong vocational dimension to the Leaving Certificate Established. The programme combines the virtues of academic study with a new and dynamic focus on self-directed learning, enterprise, work and the community.

#### **LCVP Structure**

- At least five Leaving Certificate subjects, two of which must be selected from one of the designated Vocational Subject Groupings
- Irish (unless the student has an exemption)
- A recognised course in a Modern European Language other than Irish or English
- Two Link Modules: Preparation for the World of Work and Enterprise Education

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### **Transition Year**

The Transition Year is a one-year programme which comes immediately after completion of the Junior Certificate.

The aim of the programme is:-

- to provide a good academic basis for beginning the senior-cycle course;
- to develop aspects of the curriculum which tend not to be catered for elsewhere in the school curriculum;
- to develop teamwork through task oriented-projects;
- to develop links between the school and the wider community;
- to encourage students to become self-motivated learners;
- to provide an opportunity for students to develop an understanding of how learning occurs generally, and with particular reference to their own learning styles;
- to introduce students to a wide range of cultural activities and sporting activities;
- to prepare students to become responsible members of society.

### **PLC and FETAC Programmes**

Subject to demand and resources, the school may offer QQI accredited and/or PLC programmes. Details on the various courses offered may be obtained from the College.

**APPLICATION PROCEDURES**

**CRITERIA FOR SELECTION**

The selection criteria will be determined having due regard to:-

- the educational interests of the student who is applying to enrol;
- the educational interests of all other students in the school;
- the effective operation and management of the school;
- other such matters as the Board considers relevant.

The Board has the right to refuse pupils who are enrolled in another school.

In the event of the number of on-time applications exceeding the number of available places the following additional criteria shall be used in determining who should be offered a place in First Year:-

- The term ‘Priority of Selection’ does not constitute a right of entry. The term refers to students who will be offered a place before Random Selection begins. Priority of Selection will apply in the following order:
  - a) Brothers and sisters of current pupils and who have indicated Ennis Community College / Gaelcholáiste an Chláir as their school of choice;
  - b) Children of present staff of Ennis Community College / Gaelcholáiste an Chláir who have indicated Ennis Community College / Gaelcholáiste an Chláir as their school of choice;
  - c) Children normally residing in the immediate locality of Ennis Community College / Gaelcholáiste an Chláir who have indicated Ennis Community College / Gaelcholáiste an Chláir as their school of choice. The term “immediate locality of the College” is given the widest interpretation as being all valid applicants residing in the current catchment area, as defined by the Department of Education and Skills and who are eligible to avail, as of right, of the Bus Éireann School Transport Scheme.
- Please note that in the event that places are still available for distribution subsequent to the completion of round one, the criteria above will apply for each subsequent round.
- In the event that the number of places allocated under categories (a) to (c) exceed supply, a random selection process will apply.
- Random selection by means of a lottery will be conducted by representatives of Board of Management, a representative of the Parents Association, together with an independent observer from outside the school community. This will determine a



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numerical order of offer, 1, 2, 3, etc., the first drawn applicant of which will be entitled to be offered the first available place etc.

It is a condition of enrolment that parents/guardians and the student give a commitment to abide by the College's Code of Behaviour and Policies

The right of admission to Ennis Community College / Gaelcholáiste an Chláir rests ultimately with the Principal acting on behalf of the Board of Management. Notwithstanding all of the above, the Principal, acting on behalf of the Board of Management, reserves the right to refuse admission to the school.

For further information or with any queries parents/guardians should contact the Principal or Deputy Principal.

### **LATE APPLICATIONS:**

A decision to enrol a late applicant into First Year will only be made after parent(s)/guardian(s) and child have been interviewed by Principal/Deputy Principal or other staff member to whom this function has been delegated. The decision to enrol will be made by the Principal.

### **APPLICANTS WITH SPECIAL EDUCATION NEEDS**

In welcoming applications from students with special educational needs, the school will use the resources, both financial and personnel, provided by the Department of Education and Skills, to make reasonable provision and accommodation for all such students, and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the provision of resources, suitable to the needs of the individual student, being provided by the Department of Education and Skills.

School management and parents must co-operate, from the earliest possible time, to establish the special educational needs of the student, the resources required to meet those needs and the submission of a well-researched request to the Department of Education and Skills / Special Education Needs Organiser (SENO) seeking the allocation of appropriate resources. Parents are encouraged to contact the school well in advance of the admissions process should they feel that their son/daughter has special-education needs, as considerable delays have been experienced by schools in receiving a response from the Department of Education and Skills to a request for special resources.

In making provision for special-educational need students. The following information is required.

Has the student had access to any of the following resources? :

1. Special Needs Assistant (SNA) or Classroom Assistant (CA);
2. Special class;
3. Help, for specific needs, from any resource teacher/learning support teachers;
4. Assistance with behavioural modification;

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5. Psychological assessment. Report to be provided.
6. Any additional resources to help with his/her special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility, etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special-needs students can be met.

Final confirmation of a place may, in exceptional cases, have to be withheld until the Department of Education and Skills confirms that the necessary resources are to be allocated.

In exceptional cases, even with additional resources provided by the DES, the school may not be able to provide an appropriate education due the nature of a particular student's special educational needs.

### **APPLICATIONS TO CLASSES OTHER THAN FIRST YEAR**

The College Authorities must have as their first concern the welfare of those who are currently pupils of Ennis Community College / Gaelcholáiste an Chláir and for whom, therefore, Ennis Community College / Gaelcholáiste an Chláir was their first choice of school.

College Management will only make an offer of a place in a year other than First Year after taking due cognisance of the best interests of those who constitute the pupil body of the College.

This applies also to those who have left the College and who subsequently wish to return to the College.

When an application is made as a result of issues in the previous school, parents and students will be encouraged to resolve these issues with the previous school. Transfer of student(s) to Ennis Community College / Gaelcholáiste an Chláir may not be in the best interests of the student. Ennis Community College / Gaelcholáiste an Chláir may not offer the subjects requested because of subject options and / or constraints of the timetable

### **APPLICATION PROCEDURE:**

On receipt of completed application forms and associated documentation, the parent(s)/guardian(s) and student will be interviewed by the Principal/Deputy Principal or other staff member to whom this function has been delegated. The decision to enrol the student will be made by the Principal.

Application forms can only be processed when accompanied by the most recent school report from their current/former school. The College may contact this school requesting further relevant information such as attendance, educational progress, special needs etc., in relation

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to the applicant. The College will also consider the move in the best interests of the student under the following criteria;

- Consequences of a mid-year transfer
- Reason for move, such as house move
- The Board of Management of the College reserves the right to refuse an application for admission in exceptional circumstances. (Section 29 Education Act 1998 and Circular M48/01)

### **CODE OF DISCIPLINE AND COLLEGE REGULATIONS**

All parents/guardians receive a copy of our Code of Discipline and College Regulations. They are required to sign a statement stating they have read and accept them. This statement is retained on the pupil's personal file in the College.

### **APPEALS**

The Board of Management acknowledges the right of parents/guardians to appeal the decision of a pupil being refused entry to Ennis Community College. An appeal may be made under Section 29 of the Education Act, 1998. Further information will be made available on request.

**This Admissions Policy may be updated from time to time. Any subsequent amendments will supersede any previous versions of the Policy.**

Sanctioned by the Board of Management

26<sup>th</sup> November 2015

## **Appendix 1**

### **Bunreacht na hEireann**

**42(1)** The State acknowledges that the primary and natural educator of the child is the Family and guarantees to respect the inalienable right and duty of parents to provide, according to their means, for the religious and moral, intellectual, physical and social education of their children.

### **Education Act 1998**

#### **Section 15 (2)**

*The Board of Management shall...*

(c) Consult with and keep the patron informed of decisions and proposals of the Board  
(d) Publish, in such manner as the Board with the agreement of the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy of the school relating to expulsion and suspension of students and admission to and participation by students with disabilities or who have other educational needs, and ensure that as regards policy principles of equality and the right of parents to send their children to a school of the parents' choice are respected and such directions as may be made from time to time by the Minister, having regard to the characteristic spirit of the school and the constitutional rights of all persons concerned, are complied with.

#### **Section 26**

(2) A parents' association shall promote the interests of the students in a school in co-operation with the board, Principal, teachers and students of a school and for that purpose may –

(b) adopt a programme of activities which will promote the involvement of parents, in consultation with the Principal, in the operation of the school.

#### **Section 27**

(1) A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school

(2) the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the school, having regard to the age and experience of the students, in association with their parents and teachers.

### **Educational Welfare Act 2000**

**19(1)** The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, 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 concerned published under Section 15(2)(d) of the Act of 1998.

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(2) The parent of the child who has made the application referred to in subsection (1) shall provide the recognised school concerned with such information as may be prescribed by the Minister.

(3) As soon as practicable, but not later than 21 days, after a parent has provided, in accordance with subsection (2), such information as may be prescribed by the Minister thereunder, the Board of Management of the school concerned shall make a decision in respect of the application concerned and inform the parent in writing thereof.

### **Education (Welfare) Act 2000**

20(3) The principal of a recognised school shall, as soon as may be after entering in the register maintained under this section in respect of that school the name of the child who is registered in another recognised school, so inform by notification in writing the principal of the first-mentioned school.

20(5) The principal of a recognised school shall, on receiving notification under subsection (3) in relation to a child, notify the principal of the school first-mentioned of-

- (a) any problems relating to school attendance that the child concerned had while attending the second mentioned school referred to therein, and
- (b) such other matters relating to the student's educational progress as he/she considers appropriate.

### **Equal Status Act 2000**

#### **Section 5**

The prohibited grounds of discrimination are:

Gender, marital status, family status, sexual orientation, religion, age, disability, race, membership of the Travelling Community.

#### **Section 7(2)**

An educational establishment shall not discriminate in relation to

- (a) the admission or the terms or conditions of admission of a person as a student to the establishment,
- (b) The access of a student to any course, facility or benefit provided by the establishment,
- (c) Any other term or condition of participation in the establishment by the student, or
- (d) The expulsion of a student from the establishment or any other sanction against the student.

#### **Section 7(3)**

An educational establishment does not discriminate under subsection (2) by reason only that:

- (a) where the establishment (i.e. the school) admits students of one gender only, it refuses to admit as a student a person who is not of that gender.
- (b) where the establishment is a school providing primary or post-primary education to students and the objective of the school is to provide education in an environment which promotes certain religious values, it admits persons of a particular religious denomination in preference to others or it refuses to admit as a student a person which is not of that denomination, and, in the case of a refusal, it is proved that the refusal is essential to maintain the ethos of the school.

**Education for Persons with Special Educational Needs Act 2004**

**Duties of Schools**

**Section 2** A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the degree of those needs of the child is such that to do so would be inconsistent

- (a) the best interests of the child as determined in accordance with any assessment carried out under this Act, or
- (b) the effective provision of education for children with whom the child is to be educated.

**Section 14 (1)** The Board of Management of a school shall

- (a) ensure that Section 2 is complied with as respects that school,
- (b) ensure that parents of a student with special educational needs are
  - (i) informed of their child's needs and how those needs are being met, and
  - (ii) consulted with regard to, and invited to participate in, the making of all decisions of a significant nature concerning their child's education.
- (c) co-operate to the greatest extent practicable with the Council and its employees and, in particular, provide to the Council such information as the Council may from time to time reasonably request for the performance by it of its functions,
- (d) ensure that all relevant teachers and other relevant employees of the school are aware of the special educational needs of students.
- (e) ensure that all relevant teachers and other relevant employees of the school are aware of the importance of identifying children and students who have special educational needs, and
- (f) inculcate in students of the school an awareness of the needs of persons with disabilities

## **Appendix 3**

# **Board of Management 2015/2016**

### **ETB Nominees**

Cllr Ann Norton (Chairperson)

Cllr Mary Howard

Ms Mary Flanagan

An t-Uas Dónal Ó hAiniféin

### **Elected Teacher Nominees**

Mr. Denis O'Rourke

Ms. Marie O'Callaghan

### **Elected Parent Nominees**

Ms Orla Ní Éilí

Mr. Mike Ó Maoilchéire

### **Secretary of the Board**

Mr. John T. Cooke