

ST TIERNAN'S COMMUNITY SCHOOL



ADMISSIONS POLICY

This is a statement of St Tiernan's Community School policy concerning the admission of pupils to the school.

SCOPE:

This policy has been drawn up in consultation with the Board of Management, Staff, Parents and Students of St Tiernan's Community School and has been approved and adopted by the Board of Management. The policy applies to all pupils who wish to enrol in the school and to their parents but particularly to those children who live within the local community. The School's Admission Policy has been formulated with due regard given to the following:

- Current legislation
- Openness, Transparency and Fairness

SCHOOL MISSION STATEMENT:

This policy statement is in line with the objectives set out in the school's mission statement and in the Deed of Trust for Community Schools to:

"provide a comprehensive system of post-primary education open to all the children of the community, combining instruction in academic and practical subjects".

The school Mission Statement prescribes that the school is co-educational, multi denominational and inclusive. This policy statement, therefore, provides for the admission of all boys and girls in the community regardless of religion, social class or educational need within the limits of available accommodation and facilities provided by the Department of Education and Skills.

Through a caring and collective approach St Tiernan's Community School aims to:

- Encourage academic success, promoting quality in everything we do
- Develop a well-rounded individual with a healthy physical, social, and spiritual outlook on life
- Nurture a sense of respect and pride in each individual in the school and in the community
- Maintain a positive, caring and disciplined environment

- Provide a joyful educational experience for all

The ethos of our school is founded on a respect for the dignity of each individual student and recognition of the unique gifts of each individual person. The school has a Catholic ethos but is open to and welcomes students of all denominations and none. An inclusive environment in which Christian values are fostered and all faiths are welcomed has developed in St Tiernan's Community School.

The school fosters the academic, social, moral and intellectual development of each boy and girl. The school recognises the multiple intelligences and actively seeks to meet the individual needs of each and every student.

RATIONALE:

The School is subject to all legislative requirements and regulations set down from time to time by the DES. The School is funded by the DES and is provided with staff in accordance with DES staff allocation systems. The curricular programme of the school is governed by Department of Education and Skills regulation in accordance with sections 9 and 30 of the Education Act of 1998.

Enrolment is limited by school capacity and by the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by DES regulations and standards.

In assessing applications for admission the school will take fully into account:

- 1 The rights of children living within the local community
- 2 The rights of parents to enrol their children in the school of their choice
- 3 The capacity of the school to provide adequately for the education of all of its pupils

OBJECTIVES:

The objectives of this policy statement are:

- To define clearly the procedures to be followed by parents/guardians in applying for the admission of a child to the school:
 - On transfer from primary to post-primary school
 - On transfer from another post-primary school
 - On seeking admission to a particular programme or course within the school e.g. Transition Year, Leaving Certificate Applied.
- To define the criteria to be applied in the consideration of applications in the event that the number of applications exceeds the number of available places.
- To define clearly the means by which enrolment decisions may be appealed to the local school management and/or to the Department of Education and Skills.

APPLICATION PROCEDURES:

FIRST YEAR:

1. An Open Evening for incoming first years will be held prior to enrolment. Details are provided through the primary schools in the school catchment area, in the local papers and also in the school.
2. The number of places in First Year will be set by the Board of Management annually.
3. Applications must be made on the official Application Form available from the school office.
4. **The final day for application for the academic year is the first Friday of November annually. The final date for application for 2019/2020 is the 4th November 2019.**
5. Parents/Guardians will be informed of the success, or otherwise, of their application within 21 days of the closing date for applications. **The final day for notification is the last Friday of November annually. The final date for notification in 2019/2020 is the 25th November 2019.**
6. Late application forms will be accepted subject to the standard enrolment criteria. Applicants will be placed on a waiting list if the school is oversubscribed.
7. Confirmation of acceptance of the offer of a place will be required within one month of notification to secure a place.
8. An individual meeting with parents follows to discuss the student profile and subject choice, to evaluate any special education needs and share any additional information about the student or the school, which may be useful. Psychological reports, Speech and Language reports or other useful reports may be presented by Parents/Guardians at this stage or sought by the school at this stage.
9. The school does not have an entrance test for admission. However, the CAT4 test will be administered to incoming First Years solely to ascertain the student's academic needs and will have no bearing on their application for admission.
10. Members of the teaching staff visit or make contact with the Primary Schools to discuss the results of the assessment test and to gain a fuller profile of the student with a view to facilitating the transition into a second level school.
11. By applying to enrol all students and their parents are accepting that they shall participate fully in all aspects of school life and are accepting the following:
School ethos, philosophy, policies, code of behaviour and sanctions, practices and traditions, etc. that constitute our school.

Enrolment Criteria (First Year)

St Tiernan's Community School admits students into First Year who have satisfactorily completed the eight-year Primary School Curriculum as laid down by the Department of Education & Skills or its equivalent if the student is from abroad.

Students should have the ability to follow the Department of Education syllabus for Second Level Schools. For First Year students this means the ability to embark on the First Year Programme of studies leading to the Junior Certificate Examination.

The catchment area for St Tiernan's Community School is the area covered by the parishes of Dundrum and Balally.

Applicants who attend the local primary schools in the catchment area are priority enrolment applicants. (See Appendix 1 for list of feeder schools).

Should the number of applicants exceed the school's capacity, applications will be prioritised on the following basis:

1. Applicants who are siblings of present and past students
2. Children of former students
3. Children of staff members
4. Students outside the catchment area will be accepted as capacity permits
5. Thereafter on a first come first served basis

All applications for enrolment will require the approval of the Board of Management prior to admission of the students to the school. Generally, all students who complete enrolment forms and other relevant documentation are accepted for admission by the Board of Management and offered a place in the school.

The Board of Management decides the capacity of the first year intake of students basing the limit on the availability of places, the compatibility of subjects and levels, the composition of the year group and the allocation of resource.

TRANSFER FROM ANOTHER POST PRIMARY SCHOOL:

Procedures:

- Application must be made on the Official Application Form which may be obtained from the office or downloaded from the website www.sttiernans.ie
- The applicant will be required to forward the following information to the school:
 - a) Two recent school reports,
 - b) A record of attendance.
 - c) An original copy of the applicant's Birth Certificate
 - d) Educational/Psychological Assessments where applicable
 - e) A reference from the Principal or Deputy Principal of the school they are attending
 - f) A completed application form.

- The closing date for application will be the end of **May 2019** except in the case of students moving into the catchment area. At the final Board of Management meeting in **May 2019** consideration will be given to all applications that have been received to all year groups except first year. If places are available, the Board will agree on the successful applicants. If any category is oversubscribed, the Board will create a waiting list. In between Board of Management meetings, the Chairperson of the Board will assume the authority of the Board.
- **The Board of Management does not accept applications into final year Leaving Certificate or final year programmes unless the applicant has recently moved into the catchment area.**
- **The Board of Management does not accept applications once the academic year has begun unless the applicant has recently moved into the catchment area.**
- When all documentation has been forwarded to the school the applicant and his/her Parent or Guardian will be invited to an interview with Principal or Deputy Principal to determine whether the application is in the best interest and of educational benefit to the student.
- If necessary, a meeting between a representative from the TUSLA and the school Principal will be arranged in relation to applicants.
- Following the interview, a place may be offered depending on the availability of places and capacity, the compatibility of subjects and levels and the composition of year group. The Board of Management decides the capacity of all programmes basing the limit on the availability of places, the compatibility of subjects and levels, the composition of the year group and the allocation of resources.

❖ **Please note that the school office will close for a period of time in July/ August and will not be in a position to accept or process applications.**

ENROLMENT CRITERIA FOR YEARS OTHER THAN FIRST YEAR

(TRANSFER STUDENTS):

The criteria in place for first year enrolments applies and in addition the following.

- Students will only be accepted at the beginning of the school year other than in the exceptional circumstances of a family moving into the area.
- Students should have the ability to follow the Department of Education & Skills syllabus for Second Level Schools.
- As a condition of enrolment students wishing to transfer from another school following exclusion from that school must firstly have exhausted all appeal mechanisms.
- Transfer students from other schools will not be considered where there is a history of substance abuse or where a student's behaviour has been a threat to health and safety in their previous school.
- Previously excluded students must provide proof of application to and refusal to enrol by schools within their own catchment area.

Second level schools in the catchment area all operate under the Department of Education and Skills and have access to apply for the same supports and facilities. They are governed by the same legislation and so only students with sound educational reasons for changing from their first choice of school will be considered.

APPLICATIONS FOR ADMISSION INTO TY, LCA AND LCVP

Transition Year (TY)

Students having completed the Junior Certificate or equivalent have the option of Transition Year. Most students transfer from the Junior Cycle to Transition Year. Students and Parents are invited to an Information Evening prior to the commencement of Transition Year. A completed application form is required. Each case will be considered on an individual basis. In making a decision regarding a student's suitability for TY the following considerations may be taken into account: Student's Age, Career Aspirations, Subject Choices, Attendance & Punctuality record, Behavioural record. Priority is given to our own students.

Leaving Certificate Applied Programme (LCA)

The provision of the LCA programme is based on appropriate demand. The programme is offered every year. Students who express an interest in following the LCA programme or those for whom the School believes the LCA is the most appropriate programme are given relevant information and support by the Guidance Counsellor and when appropriate the SEN Department. Each applicant is dealt with on an individual basis and the decision to place a student on the LCA programme is made in consultation with Student, Parents, Year Head, Guidance Counsellor, SEN Department (if appropriate) and Principal/Deputy Principal. A completed application form is required. St Tiernan's LCA programme is designed to meet the needs of existing students of the school and is offered primarily to these students. If availability allows, outside applications will be considered dependent on the composition of the group and in line with the criteria outlined in this policy.

Leaving Cert Vocational Programme (L.C.V.P)

This is a senior cycle programme, which students may take along with the traditional Leaving Certificate. The programme is offered to those students who wish to take the LCVP as an extra option, in addition to their seven Leaving Certificate subjects. The requirements for LCVP as outlined by the DES are as follows: LCVP students must take a minimum of five Leaving Certificate subjects. Two of these must be from the designated Vocational Subject Groupings. A Leaving Certificate modern language or a beginners course in a modern European language or a vocational language module. Students studying LCVP are required to participate in a short work experience programme during the February or Easter holiday of 5th Year. Information with regard to this is made available to students and parents as part of the Subject Choice process.

Special Educational Needs:

The school is an inclusive school in its policies and in its operation. It welcomes all students. However, the school is a mainstream second level school. Its ability to integrate Special Education Needs students while maintaining its academic integrity is not without limit. The school recognises that the range of Special Educational Needs covers a wide spectrum and will endeavor to provide an appropriate second Level education subject to the supports approved by the National Council for Special Education (NCSE) and provided by the Department of Education and Skills. To allow the school maximum opportunity to meet the needs of students and to become familiar with his/her needs it will be necessary for the school to access the student's records and individual educational programme from the primary school in advance of his/her entry to St Tiernan's. The school will also seek parental permission to access any relevant medical or psychological reports.

Where none are available or furnished to the school, the school will request parental permission for a National Educational Psychologist Services (NEPS) assessment.

The purpose of this assessment will be to assist the school in establishing the educational needs of the applicant.

The school recognizes that the range of Special Educational Needs covers a wide spectrum and will endeavor to provide an appropriate second level education subject to the supports approved by the Department of Education and Skills.

A place may not be offered in the following exceptional circumstances:

- A student's disability is making the provision of educational services impossible to other students *or*
- the disability is having a seriously detrimental effect on the provision of services to other students *or*
- that, in the circumstances, the disability could cause harm to the person or to others
- the school is unable to meet the educational needs of the applicant.

Offer and Acceptance of a place in school:

By applying to enrol, all students and their parents are accepting that they shall participate fully in all aspects of school life and are accepting the following: School Ethos, Philosophy, Policies, Code of Behaviour and Sanctions, practices and traditions, etc. that constitutes our school.

All applicants who apply to enrol will be notified of the outcome of their application to enrol as soon as possible after the date for enrolment.

APPEALS

Those applicants whose application to enrol is unsuccessful may appeal in writing to the Board of Management of the school. Appeals should be addressed to the Secretary of the Board of Management. The decision of the Board of Management of refusal to enrol may be appealed to the Secretary General of the Department of Education and Skills under the terms of section 29 of the Education Act 1998.

Further information on the Section 29 Appeals Process can be accessed through the Department of Education and Skills website www.education.ie.

PUBLICATION AND DISSEMINATION OF THE POLICY

This policy is made available:

- to teachers on the school server and in the teacher handbook.
- to parents on application, on the school website (www.sttiernans.ie) and on request from the school office
- to students during school visits to Primary schools

EVALUATION AND REVIEW:

This policy is reviewed annually.

The Board of Management ratified this policy on

Signed by the Chairperson of St Tiernan’s Board of Management:

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Appendix 1

The following schools constitute the list of schools that traditionally have sent students to St Tiernan's Community School. They are listed in alphabetical order:

- Curtlestown NS, Enniskerry
- Divine Word NS, Marlay
- Edmondstown NS, Edmondstown
- Enniskerry NS, Enniskerry
- Good Shepherd NS, Churchtown
- Holy Cross NS, Dundrum
- Holy Trinity National School, Glencairn
- Kilternan NS, Kilternan
- Our Lady of the Wayside, Kilternan
- Our Lady's Boys' NS, Ballinteer
- Our Lady's Girls' NS, Ballinteer
- Queen of Angels, Wedgewood
- Ranelagh Multinational School, Ranelagh
- Scoil Mhuire NS, Whitechurch
- St Attracta's NS, Meadowbrook
- St Columbanus NS
- St Mary's NS, Lamb's Cross, Sandyford
- St Olaf's National School, Balally Drive
- St Patrick's NS Glencullen
- Taney NS
- St Laurence's National School, Stillorgan
- Whitechurch NS, Whitechurch

Appendix 2

St Tiernan's Community School

General Information:

Name and Address:

St Tiernan's Community School,
Parkvale
Balally
Dublin 16
Ph: 01 2953224

St Tiernan's Community School is multi-denominational school with a Catholic ethos. The school is under the Trusteeship of Le Chéile, The Carmelite Fathers and Dublin and Dun Laoghaire Education and Training Board. It is grant aided by the Department of Education and Skills.

The school is co-educational.

The Principal is Mr Declan Hughes. The Deputy Principal is Mr Gerard McCooey.
A full list of teachers is available in the school prospectus.

The school has a Board of Management of which there are 11 members. The Principal is the Secretary to the Board of Management. The Board consists of the following members:
6 Trustee Nominees, 2 Teacher Nominees and 2 Parent Nominees.
There is also a Parents' Association and a Student Council.

The staffing levels are determined by the Department of Education and Skills.

The main programmes on offer to students are as follows:

- Junior Certificate
- Transition Year (Fourth Year)
- Leaving Certificate
- Leaving Certificate Vocational Programme
- Leaving Certificate Applied Programme

SUBJECTS

Subjects are categorised as core or optional. All students take the core subjects unless there is a Department of Education and Skills exemption stating otherwise in writing. A full list of subjects is available in the school prospectus.

The school also has a range of extra-curricular activities, the list of which is also contained in the school prospectus. Parent teacher meetings are held in the school once a year for each year group. However, parents/guardians may at any time during term arrange an appointment to meet with a member of staff.

The school calendar follows the Standardised School Year as determined by the Department of Education and Skills.
