

## Admission Policy of Bailieborough Community School



**School Address:** Bailieborough Community School  
Virginia Road  
Bailieborough  
County Cavan

**Eircode:** A82 P585

**Website:** [www.bailieborocs.ie](http://www.bailieborocs.ie)

**Roll Number:** 91351S

**School Patrons:** Cavan & Monaghan ETB and Diocese of Kilmore

### 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patrons and with parents of children attending the school. A glossary of key terms can be found in Appendix B.

The policy was approved by the school patron on 22<sup>nd</sup> June 2020, amended on 7<sup>th</sup> September 2020 and on 13<sup>th</sup> September 2021. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for Bailieborough Community School's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hard copy to any person who requests it.

## **2. Characteristic Spirit and General Objectives of Bailieborough Community School**

### Characteristic Spirit:

Bailieborough Community School is a co-educational multi-denominational post-primary school under the joint patronage of the Bishop of Kilmore and Cavan-Monaghan Education and Training Board.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and officially opened on the 8<sup>th</sup> November 1982 as a result of the agreed amalgamation of Lourdesville Secondary School and Bailieborough Vocational School. The values of Cavan-Monaghan ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Bishop of Kilmore and the Presentation Sisters are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Bailieborough Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school, Bailieborough Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Bailieborough Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Bailieborough Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

#### Philosophy:

Bailieborough Community School's core philosophy is to provide quality education in a caring environment. The integrity of our vision arises out of Cavan & Monaghan ETB's can do culture and the Presentation Sisters' tradition characterised by a commitment to the welfare of students above all else, a generosity in devoting time to meet their needs and an emphasis on relationships.

### Mission Statement:

Bailieborough Community School is dedicated to the pursuit of excellence in all areas of education.

Our aim is to generate and maintain an inclusive climate of learning within which each student is enabled to develop and fulfil his/her unique potential.

It is our hope that every student who leaves this school will be equipped not only to make his/her way in the world but also to make a particular contribution to society and at the same time continue a process of lifelong learning.

Our Christian ethos enables us in our commitment to respect ourselves and each other, to think independently, to be responsible for ourselves and to society, and to tolerate and value diversity.

We aspire to fulfil this commitment by fostering an atmosphere of respect, understanding and encouragement between all who teach, work and learn in the school, so that the development and contribution of every individual can be acknowledged and valued and all can work together to benefit personal growth and the common good.

### School Aims:

**Our objective as a community school is to provide a comprehensive, co-educational, community-based, multi-denominational post-primary education open to all the children of the community without distinction.**

- We exist to serve students and to help them develop into 21<sup>st</sup> century resourceful and confident learners.

- We promote academic excellence, good discipline, a happy and personal school experience and a rich and creative range of opportunities for growth.

- All our students are cherished. All are encouraged to work hard, participate fully and enjoy school life.

- When they leave we expect our students to be equipped with good examination results as well as the maturity and confidence to be happy and successful in today's world.

### 3. Admission Statement

Bailieborough Community School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller Community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Bailieborough Community School is a school which has established two autism classes, with the approval of the Minister for Education and Skills, which provide an education exclusively for students with a category of special educational needs specified by the Minister and may refuse to admit to the two classes a student who does not have the category of needs specified.

#### 4. Categories of Special Educational Needs catered for in the Autism Classes

Bailieborough Community School with the approval of the Minister for Education and Skills, has established two autism classes to provide an education exclusively for students with an assessment confirming a DSM V diagnosis, carried out by an educational or clinical psychologist approved by the Department of Education and Skills and a recommendation that the student is placed in an Autism Spectrum Disorder class.

#### 5. Admission of Students

This school shall admit each student seeking admission except where -

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) the student seeking admission will not have attained at least 12 years of age on the 1<sup>st</sup> day of January of the school year for which he/she is seeking to be enrolled or has not completed a full course of primary education or the equivalent, as are both required under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05

The two autism classes attached to Bailieborough Community School provide an education exclusively for students with an assessment confirming a DSM V diagnosis and a recommendation that the student is placed in an Autism Spectrum Disorder Class.

The school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes.

**NOTE:**

A student's academic ability, skills or aptitude may be considered or taken into account insofar as it is necessary to ascertain whether or not the student has the category of special educational needs concerned.

Admission to the autism class must be in the student's best interest and the class must have the capacity to meet his/her identified needs.

It is important to consider whether or not the admission of the student would make it impossible or have a serious detrimental effect on the educational provision in the class or pose a risk to the health and safety of the applicant, the other students in the class or its staff.

## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

### **1. Selection Criterion Category One**

**Students attending primary schools as listed below:**

**St. Anne's National School, Bailieborough**

**The Model National School, Bailieborough**

**Ballinamoney National School, Bailieborough**

**St. Felim's National School, Bailieborough**

**East Knockbride National School, Bailieborough**

**St. Brigid's National School, Tunnyduff**

**Killinkere National School, Virginia**

**Laragh National School, Muff**

**Maio National School, Tierworker**

**St Killian's National School, Crossreagh**

**St Mary's National School, Moynalty**

**St Michael's National School, Clifferna**

**St. Patrick's National School, Shercock**

**St. Killian's National School, Mullagh**



## **2. Selection Criterion Category Two**

**Students who currently have siblings enrolled in Bailieborough Community School**

## **3. Selection Criterion Category Three**

**Students with siblings who completed the Leaving Certificate Programme in Bailieborough Community School**

## **4. Selection Criterion Category Four**

**All other students**

Places will be offered in the first instance to those who meet the first selection criterion category. Subsequently, where the school still has places available the remaining applicants are considered in light of the second criterion category and those applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

**In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:**

- **Places will be allocated to applicants for admission to 1 above. If the number of applicants exceed 144, a lottery will be used to determine which of the applicants in 1 will be offered a place.**
- **Having allocated places in 1, places will then be allocated under 2. If the number of applicants exceed 144, a lottery will be used to determine which of the applicants in 2 will be offered a place.**
- **Having allocated places under 1 and 2 above then places will be allocated under 3. If the number of applicants exceed 144, a lottery will be used to determine which of the applicants in 3 will be offered a place.**
- **Having allocated places under 1, 2 and 3 above then places will be allocated under 4. If the number of applicants exceed 144, a lottery will be used to determine which of the applicants in 4 will be offered a place.**



- Allocations will continue until such time as all 144 places have been allocated.
- Having allocated all 144 places, all remaining applications for admission will be placed on a waiting list by means of a lottery.
- The lottery will be used to place remaining applicants above 144 to whom the school cannot offer a place on the waiting list. The order of the waiting list will be determined by the drawing out of names in the presence of the Chairperson of the Board of Management, a Parent's Representative on the Board of Management and the Principal.
- Late applications will be placed on a Late Application Waiting List on a first come, first served basis. An application must be complete if it is to be added to the list. The Waiting List takes precedence over the Late Waiting List. Only after the applications on the Waiting List have been exhausted will places be offered to applicants on the Late Waiting List in order of receipt of their completed applications.

In the aforementioned process, please note that twins/triplets/etc. will be treated as one unit.

## 7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; (other than in relation to:
  - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned)

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;

(e) a requirement that a student, or his or her parents/guardians, attend an interview, open day or other meeting as a condition of admission;

(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

- other than in the case of the school wishing to include a selection criteria based on siblings of a student attending or having attended the school

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## 8. Decisions on Applications

All decisions on applications for admission to Bailieborough Community School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 15.1](#) below in relation to applications for places in years other than the intake group and [section 15.2](#) below in relation to applications received outside of the admissions period)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **9. Notifying Applicants of Decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## **10. Acceptance of an Offer of a Place by an Applicant**

In accepting an offer of admission from Bailieborough Community School, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

## **11. Circumstances in which Offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Bailieborough Community School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.

- (iii) the parent/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **12. Sharing of Data with Other Schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another Board of Management with a list of students in relation to whom -

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

This list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

## **13. Waiting List in the Event of Oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Bailieborough Community School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Bailieborough Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### 14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the Late Waiting List.

#### 15. Procedures for Admission of Students to Other Years and During the School Year

The procedures of Bailieborough Community School in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group **(with the exception of the Transition Year, the Leaving Certificate Applied Programme and those seeking to repeat a year)** are as follows:

Where the school is not oversubscribed, all students will be offered a school place subject to section 5 (b).

In the event that the school is oversubscribed (see appendix A), the published selection criteria as set out in section 6 will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. (see section 13)

Procedures for admission of students to the Leaving Certificate Applied Programme are outlined in Appendix C.

Procedures for admission of students to the Transition Year Programme are outlined in Appendix D.

Procedures for students seeking to repeat a year are outlined in Appendix E.

The procedures of Bailieborough Community School in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

An application received by the school after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purpose of this admission policy.

Where Bailieborough Community School is oversubscribed and receives a late application for admission, the applicant will receive a place on the waiting list beneath applicants whose applications were received by Bailieborough Community School before the closing date for application. Such applications will be placed on the waiting list in accordance with the date and time they were received by Bailieborough Community School.

Where Bailieborough Community School is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within Bailieborough Community School - subject to section 5 (b) & (c) where applicable - and the same process as applies to applicants whose applications were received before the closing date will be operational i.e. an acceptance form will be issued to the applicant for completion and return to school within two weeks of issue

## **16. Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The Board of Management of Bailieborough Community School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 17. Arrangements regarding Students not attending Religious Instruction

Bailieborough Community School offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust.

It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities.

In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'religious education' and 'religious instruction':

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Religious worship and the celebration of religious events attended by any student in the school is in accordance with the rites, practice and teaching of the religious denomination to which the pupil belongs.

Parents/guardians who do not wish their child to participate in or be present during religious worship and/or the celebration of Bailieborough Community School's annual ecumenical:



- Opening of the School Year Liturgy
- November Remembrance Ceremony
- Christmas Carol Service

must advise the school of this in writing.

Supervised study will be provided for the duration of the aforementioned religious worship and celebration.

## 18. Reviews/Appeals

### Review of Decisions by the Board of Management

The parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

#### **Note:**

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

### Right of Appeal

Under Section 29 of the Education Act 1998, the parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Signed: \_\_\_\_\_

Mr Seamus Sheridan  
Chairperson Board of Management

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Ms Martha Lievens  
Secretary to the Board of Management

Date: \_\_\_\_\_

## APPENDIX A

### MAXIMUM NUMBER OF CLASSES AND MAXIMUM YEAR GROUP SIZES

#### 2022-2023

First Year: Five class groups: 144 students for 2022/2023 academic year

Second Year: Five class groups: 145 students for 2022/2023 academic year

Third Year: Five class groups: 130 students for 2022/2023 academic year

Fifth Year: Four class groups: 105 students for 2022/2023 academic year

Sixth Year: Four class groups: 100 students for 2022/2023 academic year

LCA 1: One class group: 16 students for 2022/2023 academic year

LCA 2: Two class groups: 24 students for 2022/2023 academic year

TY: Two class groups: 40 students for 2022/2023 academic year

#### 2021-2022

First Year: Five class groups: 145 students for 2021/2022 academic year

Second Year: Five class groups: 129 students for 2021/2022 academic year

Third Year: Five class groups: 125 students for 2021/2022 academic year

Fifth Year: Four class groups: 108 students for 2021/2022 academic year

Sixth Year: Four class groups: 105 students for 2021/2022 academic year

LCA 1: Two class groups: 24 students for 2021/2022 academic year

LCA 2: One class groups: 16 students for 2021/2022 academic year

TY: Two class groups: 40 students for 2021/2022 academic year

As agreed by the Board of Management on 13<sup>th</sup> September 2021

Signed: \_\_\_\_\_

Mr Seamus Sheridan  
Chairperson Board of Management

APPENDIX B  
GLOSSARY OF TERMS

**Applicant:**

means the parent/guardian of a student, or in the case of a student who has reached the age of 18 years, the student who has made an application for admission to Bailieborough Community School

**Student:**

means the person in respect of whom the application is being made. All uses of the word throughout this policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word student does not mean that the application for him/her has been accepted - such that he/she is regarded as a student of Bailieborough Community School by virtue alone.

**Parent:**

has the same meaning as in the Education act 1998 and includes a guardian appointed under the Guardianship of Children acts, 1964 to 1997.

**School Year:**

means the period commencing on the day the school reopens for tuition after the school's summer holiday and ending on the last day in the following year that the school is open for tuition before the commencement of the school's summer holidays for that year.

**Special Class:**

means a class that has, with the approval of the Minister, been established by Bailieborough Community School to provide an education exclusively for students with a category of special educational needs specified by the Minister.

**Intake Group:**

means the intake of students for the most junior year in Bailieborough Community School

**Oversubscribed:**

means

- (a) in respect of the intake group of the school, that the number of students seeking admission to the intake group is greater than the number of places being made available by the school in respect of the intake group concerned
- (b) in respect of the special classes, that the number of students seeking admission to the special class is greater than the number of places being made available by the school in respect of the classes concerned
- (c) in respect of any other class or year, that the number of students seeking admission to the class or year is greater than the number of places being made available by the school in respect of the class or year concerned

## APPENDIX C

### PROCEDURES FOR ADMISSION OF STUDENTS TO THE LEAVING CERTIFICATE APPLIED PROGRAMME

This is a two year programme which can be taken instead of the conventional Leaving Certificate. It has a practical emphasis and is aimed at students who find it difficult to access the type of learning and academic requirements on offer in the traditional Leaving Certificate Programme.

An information evening in the school about all senior cycle options - including the Leaving Certificate Applied Programme - aids students and their parents or guardians in choosing the option that is most suitable to their/their son's or daughter's specific learning needs.

All students wishing to follow the Leaving Certificate Applied Programme must complete an application form. This form will be posted by the school to the home of every third year student.

The application form asks students:

- to outline why they want to do the LCAP, what career they wish to take up after leaving school, how they could contribute to the LCAP, what hobbies or interests they have, where they would like to go on work experience & why
- to fulfil 11 key responsibilities throughout the duration of the LCA programme

All students are invited to attend for interview in order to ensure that they fully understand what is involved in the programme and to ascertain their suitability for the course.

A commitment to the attendance requirement, work experience and the meeting of deadlines for tasks and module assignments is crucial.

The marking scheme for the interview is as follows:

Candidate's Application Form	20 marks
Presentation and Attitude during Interview	10 marks
Knowledge/Research into LCAP & Work Experience	10 marks
Potential in LCAP	10 marks
Total Marks	50 marks

**PLEASE NOTE THAT STUDENTS REQUIRE A MINIMUM OF 30/50 TO SECURE ADMISSION TO THE LCA PROGRAMME**

Following interview, successful candidates will be informed in writing that they have been offered a place.

In order to secure the place, a confirmation slip indicating acceptance or non-acceptance of the place must be returned to the school by the student and his/her parent or guardian as per specified deadline in the letter of offer.

A decision to refuse a student a place on the Leaving Certificate Applied Programme may be appealed to the Board of Management.

All Leaving Certificate Applied students engage in work experience one day per week. It is a student's responsibility to find his/her own work experience.



## APPENDIX D

### PROCEDURES FOR THE ADMISSION OF STUDENTS TO THE TRANSITION YEAR PROGRAMME

This is a one-year programme offered to students on completion of their Junior Cycle Programme. The programme is optional.

As a general rule, for acceptance on to the Transition Year Programme, the school must be of the opinion that a student is capable of benefitting from participation in Transition Year and, equally, that his/her participation will not prevent any other student(s) from benefiting from participation.

Application procedure:

- The TY co-ordinator, guidance counsellor and current Transition Year students visit all third year classes for an information session.
- Students, together with a parent/guardian, are encouraged to attend the senior cycle options night in which essential information is given regarding the TY Programme.
- A formal application form must be completed in full, witnessed by a parent/guardian and submitted as per time & date outlined on the application form. This form will be posted by the school to the home of every third year student.
- All valid applicants are interviewed by an interview panel consisting of the guidance counsellor or a member of the senior management team, the TY co-ordinator and an external person.
- Applicants attend the interview at the scheduled time and date which cannot be re-arranged.
- A personal statement will form part of the application procedure and brought by the applicant to the scheduled interview. This personal statement will outline:
  - The applicant's knowledge and understanding of the TY Programme based on his/her own research to date.
  - The applicant's exploration of potential work experience placements during the TY Programme.
  - Evidence of the applicant's previous school participation and contributions to date and the likely commitment he/she will give if offered a place onto the TY Programme.

- The applicant's original student journal from third year will be brought to the interview and presented for inspection.

Acceptance into the TY Programme:

- The Parent(s)/Guardian(s) of the applicant are informed in writing of the outcome of the application process following interview.
- The maximum number of students accepted into Transition Year is 48.
- Acceptance into the TY programme is dependent on it being in the applicant's best interest and the interest of the TY class as a whole.
- Receipt of a written slip confirming that the offer of a place in TY has been accepted.

Application Scoring:

Application Form	20 marks
Attendance & Punctuality	10 marks
Co-operation & Behaviour in school to date	10 marks
Interview	20 marks
Personal Statement	20 marks
Student Journal	20 marks
Total	100 marks

**PLEASE NOTE THAT STUDENTS REQUIRE A MINIMUM OF 70% IN TOTAL TO SECURE ADMISSION TO THE TY PROGRAMME**

**IN THE EVENT OF MORE THAN 40 STUDENTS APPLYING THE TOP CANDIDATES WILL BE ACCEPTED PROVIDED THEY ALL HAVE THE REQUIRED 70% TOTAL**

A decision to deny a student a place on the Transition Year Programme may be appealed to the Board of Management.

Costing and Fundraising during the year determines the range and extent of physical and educational activities/trips students may be involved in. Provision of subjects and outings is subject to availability of resources.

All Transition year students engage in work experience. Placements will either be in two blocks of two weeks duration per year or in the form of a one day release per week. It is the student's responsibility to find his/her own work experience.

## APPENDIX E

### PROCEDURES FOR STUDENTS SEEKING TO REPEAT A YEAR OF THE LEAVING CERTIFICATE COURSE

Senior cycle students who wish to repeat a year of the Leaving Certificate Course must apply in writing to the principal outlining the reasons why they seek to repeat and nominating their preferred subjects and subject levels.

The student will be invited to attend a meeting with the principal accompanied by a parent/guardian.

The year leader of the student concerned will be consulted by the principal to ascertain whether or not there is a consensus amongst the applicant's teachers that repeating is in the student's best interest. The over-riding concern will be the educational welfare of the student concerned.

Due to the constraints imposed by option block choices and restrictions in class size, it may not be possible to satisfy an individual student's requirements.

Please note:

- The school is required to submit applications for departmental approval for a student to repeat a year of the Leaving Certificate Programme where it is proposed to allow more than 5% of a year group to repeat.
- Category of criteria to repeat include: prolonged absence from school, serious illness, serious family trauma, very poor academic report or change of school.