ADMISSIONS AND PARTICIPATION POLICY

1. St Caimin’s Community School is open to all children of the catchment area. The school’s catchment area extends from Dromoland to Kilkishen to Cratloe and is as detailed in the map called ‘catchment area’. In a situation where the number of applicants from primary school exceeds the number of places available, the policy as outlined in Appendix 1 will apply.

Applications from children wishing to enrol in years other than first year may be recommended by the Principal to the Board of Management in the context of class size policy, places being available in all the subjects at the appropriate level and having regard to other relevant policies.

1. The school welcomes applications from pupils with disability who comply with the criteria set out above. The Board of Management will seek accurate records (Educational Report/Psychological Report, if available) of the individual pupil’s needs and the resources needed to meet them. The Board will apply to the Department of Education and Science for adequate supports for these pupils on becoming aware of their specific needs.

In relation to admission of pupils to the school, the Board of Management will not exclude a pupil with special needs except where it can show that the resources provided or to be provided by the Department of Education and Science are not adequate to meet the pupils needs. The Board of Management may decide to postpone a decision until the adequate information assurances from the Department of Education and Science and resources are provided.

4.

* + St. Caimin’s School is funded by the Department of

Education and Science and is provided with staff in accordance with the teacher allocation system of the Department of Education and Science.

* + St. Caimin’s School operates in accordance with the regulations as set down from time to time by the Department of Education and Science.
	+ St. Caimin’s School provides the curricular programme as set down by the Department of Education and Science in accordance with Sections 9 and 30 of the Education Act, 1998.
	+ Enrolment is limited by: school capacity, the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by the Department of Education and Science regulations and standards.

## APPENDIX 1

## First Year Enrolment Policy

1. Where the number of applications exceeds the number of places, the following criteria for acceptance will be applied in the following order (with random selection used where necessary, see appendix 2).
	1. Brothers and Sisters of present pupils and those of past pupils who completed their second level education in St. Caimin’s Community School and also children of members of staff employed in the school.
	2. Applicants who live in the catchment area and

are “first in the family” (See appendix 3) and are children of past pupils who completed their second level education in St. Caimin’s Community School.

* 1. Applicants who live in the catchment area and

are “first in the family” (See appendix 3)

* 1. All other applicants who live in the catchment area.
	2. Applicants who attend a primary school in the catchment area, but who live outside the catchment area.
	3. All other applicants.
1. The following procedure will be followed, prior to the

application of the criteria outlined above.

* 1. Application forms will be handed out to pupils in the

primary schools, to be returned by a set date, and a notice will be placed in a local newspaper.

* 1. Application forms must be accompanied by:
		+ 1. Recent passport size photographs of applicant.
			2. Original long version of birth certificate.
			3. Recent utilities bill as proof of residence

(c) At the “Open Night”, the following forms will be handed out or posted later to parents of applicants who did not attend the “Open Night”.

* + - Uniform
		- Health
		- Code of Behaviour for Students
		- Internet Acceptable Usage Policy for Staff and Students
		- Student Services
		- Modern language forms

Parents will be informed that these forms must be returned by **a set date**. Applicants whose forms have not arrived in the school by that date will be understood to have withdrawn their application.

#### Appendix 2

The Principal and Deputy Principal carry out the random selection process. Two independent monitors agreed by the Board of Management will supervise this process. Where the number of applicants, satisfying the criteria in category 1a, 1b, 1c, 1d, 1e, or 1f, exceeds the number of places available random selection will apply. In the random selection process the first name drawn becomes the first name on the reserve list, the second name drawn becomes the second name on the reserve list and so on. The first name on the reserve list will be offered a place immediately a vacancy occurs.

#### Appendix 3

In the event of the first child being enrolled in a special school, e.g. St. Anne’s, St. Gabriel’s, St. Clare’s’, then the second child shall be deemed, for the purposes of this policy, to be the first in family

#### Appendix 4

In the event of the first child in a family having been refused a place, then the second child shall be deemed, for the purposes of this policy, to be the first in family

If however, the first child was subsequently offered a place and did not accept it then the foregoing in Appendix 4 does not apply

#### Appendix 5

In the event of the first child having been enrolled in another post-primary school because his/her parents were non-residents of the catchment area at the time, then the second child shall be deemed, for the purposes of this policy, to be the first in family.

###### **Exceptional Cases**

The school reserves the right to refuse enrolment to any student where in the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

### Review

From time to time this policy will be reviewed by the Board of Management or a committee set up by the Board.

APPEAL PROCEDURE IN THE EVENT OF A REFUSAL TO ADMIT A PUPIL

The parents/guardians (and students who have reached the age of 18) have a right of appeal to the Board of Management.

Appeals must be made within two weeks from the date that the decision of the Principal was notified to the parent or student in writing.

In the case of St. Caimin’s Community School, the appeal shall be made in the first instance to the Board of Management of the school.

Section 29 of the Education Act 1998, provides that an appeal may be made to the Secretary General of the Department of Education and Science in respect of a decision by a Board of Management, to refuse to enrol a student in the school.

The Admissions and Participation policy was approved by the Board of Management on the 28th June 2013.