

Coiste Gairmoideachais Chontae Lú
O'Fiaich College Policy Documentation

ENROLMENT POLICY

2014

O' FIAICH COLLEGE



O'Fiaich College
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O'Fiaich College Policy Documentation	Procedures Manual
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Enrolment Policy

Application: Eligibility and Procedures

Introduction

The enrolment policy of O'Fiaich College has been formulated under the terms of the Education Act, 1998, Section 15 (2) (d) and the Education (Welfare) Act, 2000. O'Fiaich College is a multi-denominational, co-educational school.

- (a) The enrolment policy is in line with the school's Mission Statement and implements principles of equality and fairness, recognising the right of parents to send their children to the school of the parent's choice.
- (b) The enrolment policy takes cognisance of the responsibility of the school to ensure a learning environment where all its students can be educated in an atmosphere of safety and mutual respect.
- (c) The school welcomes enrolment application from students with disability and specific educational requirements and will give serious consideration to whether it can, with the resources at its disposal, provide for the educational needs of such persons.

Application Eligibility

- (a) Applications for enrolment are considered from all pupils who have completed sixth class in a Primary School within the school's catchment area as designated.
- (b) Applications are considered from students who did not receive their primary education in a school within the catchment area but who now reside within this area.
- (c) Special consideration may be given to students from other schools who have suffered or are likely to suffer from bullying or racial harassment.
- (d) In exceptional circumstances consideration may be given to an application from a student who has already enrolled in another secondary school and who now finds that the resources of that school cannot meet his/her educational requirements. The applicant must fulfill the requirements of the transfer policy (Appendix 1)

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Making an Informed Choice

Every effort is made to ensure that parents and prospective students make an informed choice before enrolling in O’Fiaich College.

- a) Information packs outlining school facilities, resources and the School Curriculum are made available.
- b) Direct contact is maintained with Primary Schools within the catchment area.
- c) The Home/School Liason network contributes significantly to ensuring that parents can make an informed choice.
- d) An annual Open Day for potential First Year pupils provides parents and pupils with an opportunity to familiarise themselves with the school’s facilities and resources.

The Application Form

All applications for enrolment must be made on an official application form.

The parent/guardian of an applicant pupil is requested to provide the following information before consideration of the application:

- (a) The pupil’s full name, address, date of birth, sex and position in family and P.P.S. Number.
- (b) Parents’/Guardians’ names, address(es), phone number, employment status and where appropriate, place of work.
- (c) Name, address and phone number of any person, other than parent, who may be contacted in case of an emergency involving the pupil and the relationship of such person to the pupil, e.g. grandmother, uncle etc.
- (d) Name(s) of school(s) previously attended, date(s) of leaving and designation of last class attended.
- (e) Relevant information on any factors affecting the pupil’s educational capacity or attainment.
- (f) Details of the pupil’s health as it might affect his/her participation in school.
- (g) Reference to any assessment undertaken and relevant information relating to the pupil’s emotional or social development.
- (h) Any other information which the School Principal may consider relevant in a particular instance.

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- (i) Students wishing to transfer from another must submit a student transfer form completed by the principal of the school in which they are currently enrolled and fulfill the requirements of the schools transfer policy (Appendix 2)
- (j) Signatures of both parents/ guardians are required on the application.

The School Charter (Code of Behaviour)

On receipt of the completed application form parents are provided with a copy of the School Charter which is a statement of the responsibilities and rights of the students enrolled in O’Fiaich College. Parents and students are requested to familiarise themselves with the terms of the Charter. The Charter is, in effect, the School’s Code of Behaviour.

The Parent/School Contract

The parent/school Contract is a statement to the effect that both parents and pupil have read the School Code of behaviour and agree to accept its terms. This contract is printed on the reverse of the application form. A copy of this contract is given to parents after its completion. On receipt by the school of the signed contract the pupil becomes formally registered as a student of O’Fiaich College.

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Refusal of Enrolment Application; Suspension; Expulsion

Grounds for refusal of Application for Enrolment:

An application for enrolment in O’Fiaich College may be refused where it is considered that enrolment would:

- (a) be seriously detrimental to the continuity of the education of the pupil in question
or
- (b) be likely to be seriously detrimental to order and discipline in the school
or
- (c) be likely to be seriously detrimental to the well-being of other pupils attending the school
or
- (d) be inappropriate because the school is considered to be inadequately equipped with the resources necessary to provide a suitable education in a particular instance.
or
- (e) does not fulfill the requirements of the transfer policy

An application for enrolment may also be refused if a parent or student refuses to recognise the terms of the School Charter and refuses to sign the Parent/School Contract.

2.1 Grounds for Suspension from School Activities:

Suspension may be used in accordance with the School’s “Code of behaviour” as a response to any serious transgression involving:

- (a) Abuse of a teacher or other staff member.
- (b) Abuse of another student.
- (c) Reckless threat to safety.
- (d) Wilful and deliberate damage to property.

Suspension may also be used as a third resort in dealing with less serious but persistent misconducts where other procedures as outlined in the School’s “Code of Behaviour” have failed. It is hoped that any suspension will be of short duration and will be lifted when the Parents/Guardians of the student concerned have agreed remedial measures with the Principal and/or the Discipline Committee. An assurance would be expected from student and parents that the utmost would be done to comply with School Rules in the future.

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Grounds for Expulsion from School:

Expulsion will be used only as a response to the most serious incidents of indiscipline.

- (a) It will be considered as an appropriate response to any form of physical contact with, or intimidation of a teacher or other staff member by a student.
- (b) It will also be considered an appropriate response where the behaviour of a student is a continuous threat to good order and discipline in the school and/or a threat to the safety of other students.

In this context, expulsion will be recommended where the School’s initial responses to misbehaviour as outlined in the “Code of Behaviour” have failed to bring about a satisfactory improvement in the conduct of the student concerned.

Expulsion may be recommended in compliance with the terms of the Education Act, 1998, (Section 29), the Education (Welfare) Act, 2000, (Section 24) and in accordance with the procedures outlined in the School’s “Code of Behaviour”.

Parents/Guardians are advised that any decision to expel or to refuse enrolment may be appealed to the Board of Management or to Louth/Meath Education & Training Board under section 29 of Education Act 1998.

STUDENT TRANSFER POLICY

Students applying to transfer into Ó Fiaich College

Transfers

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy, transfers into the school during school term are discouraged in the overall interests of the continuity of the student's education, and to reduce disruption to the class group. The school acknowledges the challenges facing families newly migrated into the area from afar and will endeavour in so far as possible, bearing in mind the needs of all students, to facilitate the transfer requests of such students.

An application to transfer is defined as one from a student who has previously enrolled (or is currently enrolled) in another post- primary school in or outside the catchment area or from a student who makes application after the commencement of the autumn school term. In general it is the policy of the Board of Management not to accept transfer applications from students enrolled in other local post- primary schools that share the same catchment, or are in adjacent catchments or from students who have ceased to attend a post- primary school due to exclusion or suspension or encouragement to leave (whether formally or informally conveyed).

Applications from students wishing to transfer into the school should be accompanied by:

1. A letter setting out clearly the reason(s) for the application and the following documentation should be supplied:
2. Completed Transfer Application Form.

The school also reserves the right to request a confidential reference from the authorities in previous school(s) and such other background checks as may be deemed appropriate in order to properly consider the application

3. The two most recent reports from the pupil's previous school

4. A written reference/report from the previous school together with at least one additional written reference, dated within one month of the date of application, from a local Youth Club/Sports Club or similar organisation and/or a member of the Garda Síochána and/or a person of standing in the community.
5. Psychological reports or other reports, if relevant.

Having due regard and respect for the statutory and constitutional rights of parents and their children, the Board of Management reserves the right to refuse any application in particular circumstances, which might include but are not confined to the following:

- i. An established prior record of poor behaviour and, in particular, any propensity towards violence against other pupils and/or members of staff; or any record of being involved in the use of or of encouraging others to use illegal substances either in school or in public.
- ii. Lack of adequate resources and adequate support personnel to cater for particular needs;
- iii. Insufficient educational attainment to participate in a particular course or year group, e.g. a post-leaving certificate programme.
- iv. Lack of space in a particular programme/Year group.
- v. Students wishing to transfer into third year of the Junior Cycle

Applications to transfer into the school will be considered having regard to the overall wellbeing of existing pupils, and the availability of a student place in the class or year group, physical space and resources. Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students of teaching and learning in the school and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are the subject of on-going disciplinary proceedings in another school which includes any on-going statutory procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000.

In general, it is the policy of the Board of Management not to accept transfers during the school year. However in the case of students whose family have moved into the catchment area, and who are not enrolled in another post primary school, applications will be considered.

APPENDIX 2

STUDENT TRANSFER FORM

Ó Fiaich College



The below named student has applied to transfer to our school. Please submit the following information and return it at your earliest convenience to: The Principal, Ó Fiaich College, Dublin Rd., Dundalk, Co. Louth

A. Student Profile

Name of Pupil: _____ Year _____

Address: _____

PPSN: _____ Date of Birth _____

Date of enrolment at your school: _____

Is this student currently a registered pupil of your school? _____

If not, when was this student removed from the school register? _____

Reason for removing the student from the register: _____

B. Please complete the following:

	Excellent	Good	Fair	Poor	Comment
Attendance					
Punctuality					
Participation in Class					
Homework					
Relations with Peers					
Relations with staff					
General behaviour in class					
Behaviour outside class					
Ability to take correction					

Was the student ever involved in bullying or threatening behaviour? If so please give a brief account of the circumstances and of any disciplinary action taken: _____

Was the student ever a victim of bullying? Please give brief details.

C. Please complete the following:

	Very Frequently	Frequently	Seldom	Never	Comment
Placed on Detention					
Suspended					

from School					
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If the answer to any of the above is affirmative please expand here: _____

Were parents/guardians ever requested to attend school in relation to a disciplinary issue? (If yes, please explain)

D. Are you aware of the student been diagnosed as having any of the following?

	Yes	No
Physical disability		
Visual impairment		
Hearing impairment		
General learning disability		
Specific learning disability		
Speech or language disorder		
Emotional or behavioural disorder		
Autistic disorder		
Other		

If the answer was yes to any of the questions, please give details as to the extent of the disability/disorder _____

Has the student been assessed by a psychologist/specialist? Yes _____ No _____

Is the student in receipt of learning support? Yes _____ No _____

Does the student have Special needs assistant? Yes _____ No _____

If the student has a specialist report, please enclose a copy

(Subject to parental consent)

Has the student ever being in foster care? _____

Has the student been in the School Completion Programme target group in previous school? _____

Principal's Signature _____

School Name _____

Date _____

School Stamp

The section below must be completed

I _____ parent/guardian of _____

(student's name) authorise the principal of the above named school to complete all sections of the above transfer form and share this information with the principal of O Fiaich College

Policy Document Ratification Page:

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