

ADMISSIONS POLICY OF BALLINROBE COMMUNITY SCHOOL

1 OBJECTIVES

1.1 Ballinrobe Community School is established with the object of providing a comprehensive system of post primary education open to all the children of the community, combining instruction in academic and practical subjects and ongoing education for persons living at or near Ballinrobe in the County of Mayo and generally for the purpose of contributing towards the spiritual, moral, mental and physical well-being and development of the said Community. (Deed of Trust: Second schedule 2, Articles of Management).

2 PROGRAMMES

2.1 As the object of the school is to provide a comprehensive system of post primary education, the school is open to all prospective students in the area of Ballinrobe who have completed a recognised primary programme and who intend and are capable of pursuing a recognised nationally validated post primary programme leading to Junior Certificate and Leaving Certificate including Leaving Certificate Applied. The post primary programme does not include apprentice or vocational type courses. The range of subjects and courses will depend on resources made available by the Department of Education & Skills.

3. PRIMARY SCHOOLS

3.1 Feeder primary schools in the hinterland of the Community School include Cross National School, Partry National School, Roundfort National School, Kilmaine National School, Cong National School, Gortjordan National School, Ballycushion National School, The Neale National School, Cloonliffen National School, Ballinrobe National School, Clonbur National School, Robeen National School, Roxboro National School, Cloghan's Hill National School, Carnacon National School,

4 ENROLMENT

4.1 First Year enrolment at Ballinrobe Community School takes place in the spring of each year. The School Principal will have contacted local schools, issued enrolment forms to prospective students and will have conferred with sixth class teachers.

4.2 Students not attending local schools may obtain enrolment forms by application from the General Office. Enrolment into First Year will be processed, generally, through their primary schools.

Students from Abroad

4.3 Students intending on enrolling from abroad must supply all the relevant reports including references from primary and other school teachers.

Late Enrolment

4.4 Any student intending on enrolling into First Year after the general enrolment/open night may do so if

- a. The school can provide an education appropriate to his/her ability and needs
- b. There is a class vacancy
- c. Subjects required are available
- d. All relevant documentation is supplied
- e. The normal commitments are given on acceptance of the Code of Behaviour and school ethos

4.5 The Enrolment Officer will have been appraised of any specific learning, emotional and disciplinary problems of any applicant and may have, if deemed necessary, requested further information including educational, psychological and medical reports. The School Principal will have established the status of Irish Exemptions in accordance with CL M 10/94.

(Note: all such exemptions must be processed by the primary school authorities prior to enrolment).

4.6 Prospective students will be informed in writing of the date of Enrolment Assessment.

4.7 Class placement will be decided in accordance with subject options following consultation with primary teachers.

5 ENROLMENT POST FIRST YEAR

5.1 If the foregoing criteria are observed students may be enrolled into other years following interview by the Principal and/or Deputy Principal in consultation with the relevant year head. As such students will have attended other post primary institutions; these institutions will have prior responsibility for their post primary education. Admission will strictly depend on option availability, class vacancy and commitment to school discipline and ethos.

5.2 Before admission of a student registered in another recognised secondary school, the Principal of that school will be informed of the requested enrolment and details will be requested relating to the student's attendance and such other matters relating to the child's educational progress as the Principal considers appropriate.

Before any offer of enrolment is made all relevant reports together with any vital or important information relating to the students' academic history, health, behaviour and any other matter will have been submitted to the school authorities in writing for consideration.

After the 30th September transfers will only be accepted in exceptional circumstances. A decision to refuse can be appealed in the first instance to an Admissions Sub-Committee which will consist of the Principal, Deputy Principal and the Year Head of the relevant year. The decision of this committee can be appealed to the Board of Management. This policy will not apply to the children of families who are new arrivals in the region and who are attending secondary school in the region for the first time.

PRIORITY PLACEMENT

6.1 Places will be allocated through the enrolment process on a first come first served basis with priority being given to

- students living locally and attending local schools
- siblings of students already in attendance at Ballinrobe Community School
- students from outside the hinterland and attending local schools
- students from outside the hinterland and attending other schools

7. CODE OF BEHAVIOUR

7.1 In accordance with the Education (Welfare) Act, Section 20, before registering a child as a student at the school, the parents/guardians of the child will be provided with a copy of the Code of Behaviour and will, as a condition of so registering such child, confirm in writing that the Code of Behaviour so provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such Code by the child. By registering their child(ren) in this school the parent(s) are confirming their acceptance of the rules of the school as laid down from time to time by the Board of Management.

7.2 Parents/guardians will endeavour to ensure that the ethos, aims and objectives of the school will be promoted and upheld.

8 GENERAL PROVISIONS

8.1 Neither the issue of the application form nor its completion guarantees an applicant a place in this school.

8.2 In certain circumstances the school may refuse admission if it cannot provide an appropriate education or if the student's behaviour may constitute a threat to the Health, Safety or Education of other students.

8.3 An offer of enrolment may be revoked if the school authorities become aware of vital or significant information and/or any other matter being withheld.

9 STUDENTS WITH PHYSICAL DISABILITIES

9.1 Ballinrobe Community School caters for students with physical disabilities.

9.2 A prospective student with physical disabilities may be enrolled in to the school provided the he/she can provide the school with all relevant and required documentation and reports. Attendance of the student may be suspended until such time as the school can recruit appropriate personnel such as a special needs assistant/nursing aides etc. and that the Department of Education & Skills makes adequate teaching and other resources available.

9.3 Prospective entrants may be assessed, if necessary, by an Advisory Admission Committee.

9.4 This committee shall consist of:

1. the resource teachers
2. the Principal
3. the Deputy Principal
4. The Department of Education & Skills (NEPS) psychologist
5. any other person(s) deemed relevant and necessary by the school authorities

9.5 The degree/severity of disability, cognitive ability, potential for integration and parent/guardian support and backup as well as availability of adequate supplementary resources and personnel will be criteria for entry. The decision of the committee shall be communicated in writing to the Board of Management. The committee may in cases of doubt, grant temporary enrolment to an applicant. In such instances the terms of temporary enrolment should be clearly stated and accepted on both sides.

9.6 The terms should include

- a) the period of time for probation

b) the conditions being tested

c) an agreed process for validation/verification of satisfaction of these conditions

d) an explicit agreement to terminate enrolment in the event of these conditions not being fulfilled.

9.7 Before temporary enrolment is granted, a prior commitment for readmission must be obtained from the primary school. Parents/Guardians will have agreed with such readmission before temporary enrolment is granted.

9.8 Any decision refusing enrolment may be appealed to the Board of Management.

9.9 Before admission of such child, the parents/guardians will confirm in writing that the Code of Behaviour of the school is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child

9.10 The general provisions outlined in Section 8 shall apply.

10 STUDENTS WITH DISABILITIES OR WITH OTHER SPECIAL EDUCATIONAL NEEDS

10.1 Ballinrobe Community School will consider applications on behalf of students attending local schools or residing in the catchment area of the school who have disabilities or special educational needs.

10.2 Applications for enrolment will be made in the normal way. Parents/guardians will make all relevant reports and documentation available to the school on application. The School Principal will consult with the teacher of the relevant primary school and may seek consultation with other professionals as deemed appropriate.

10.3 The school will use its available resources to identify and provide for the special educational needs of such students so that they can benefit from an education that is appropriate to their abilities and needs.

10.4 The Board will make application where necessary to the Department of Education & Skills and any councillor agency with statutory responsibilities for students with educational needs for additional and specific support so that appropriate education can be provided.

10.5 Before making an offer of enrolment the Board through the Principal, or other designated person will fully inform the parents/guardians of the range and limitations of the educational provision available.

10.6 The general provisions outlined in Section 8 shall apply.

11 GENERAL

11.1 In exceptional cases the Board of Management reserves the right to refuse to enrol a student where that student has special needs which this school cannot meet or where she/he poses an unacceptable risk to her/himself or other students and/or staff.

11.2 Any refusal to enrol may be appealed to the Board of Management of the school. Appeals should be addressed to the Secretary to the Board.

11.3 The Board of Management shall make every effort to comply with legislative requirements in its admission processes so that it can ensure that each student admitted can avail of an education appropriate to his/her needs and abilities.