



Admissions and Enrolment Policy 2018/19

John the Baptist Community School

Introduction

In keeping with the values and principles of John the Baptist Community School, the school recognises that enrolment is the first step in joining our school community and that this can be an exciting yet also daunting prospect. Every effort is made to ensure that we try to make school attendance a pleasant and positive experience. The 1998 Education Act makes it mandatory for a school to establish and maintain an admissions policy which provides maximum accessibility to the school. Section 15 (2)(d) of this Act requires the Board of Management to publish the policy of the school concerning admission to and participation in the school, including the policy of the school relating to the exclusion and suspension of students and admission to and participation by students with disabilities or who have other educational needs. The enrolment policy is non-discriminatory and is applied fairly in respect of all applicants. The Board of Management is publishing this policy in compliance with legislation as the official Admission and Participation policy for the school. It has been approved by the Trustees.

This enrolment policy sets out general information regarding subsequent student enrolment in accordance with the ethos and aims of the programme, the Education Act (1998), Education Welfare Act (2000), the Equal Status Act (2002) and subsequent legislation. It also reflects The Education (Admission to Schools) Bill 2016 which aims to make it easier for parents/guardians to enrol their children in a school that meets their needs. In so doing, it is hoped that this will assist parents/guardians and prospective students in relation to enrolment matters, easing the transition from one educational context to another.

The objectives of this policy statement are:

1. 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 e.g. Transition Year, Leaving Certificate Applied, Post-Leaving Certificate Courses.
2. 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.
3. 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 Science.

The Board of Management of John the Baptist C.S. trusts that this policy will assist parents/guardians in relation to enrolment matters. The Principal will be available to clarify and deal with queries arising from the policy.

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 Science 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 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/guardians 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

The key principles underpinning our enrolment policy include:

- Inclusiveness
- Equality
- Diversity

Relationship to Mission Statement

John the Baptist Community School is committed to the provision of a broadly based education in an atmosphere of mutual trust and respect, balancing vision with realism which facilitates personal growth and development among students, staff and community, within the context of a Christian ethos.

This policy statement is in line with the overarching objectives set out in the school's mission statement and in the Deed of Trust for Community School to commit to the provision of a broadly based wide ranging education in an supportive atmosphere of mutual trust, inclusivity and respect, balancing vision with realism which facilitates personal growth and development among students, staff and community within the context of a Christian ethos. The philosophy of John the Baptist C.S. is based on the education of the whole person. The school endeavours to foster the intellectual, spiritual, social, personal, artistic, physical and vocational development of all its students.

The school is co-educational 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.

Participation in the School

It is the aim of the school to enable students to participate as fully as possible in all school programmes both curricular and extra-curricular.

To this end the school provides:

- A comprehensive system of Post-Primary education open to all children of the community, combining instruction in academic and practical subjects.
- A Pastoral Care Programme which integrates the academic, social, personal and religious dimensions in a caring atmosphere.
- Induction is arranged for incoming First Years which is sustained through implementation of a Links Programme between First Years and Transition Year students.

- Wellbeing Programme is embedded as part of the curriculum, with focus on the six key indicators of wellbeing – Responsible, Respected, Resilient, Connected, Active and Aware.
- A wide range of extra-curricular activities.
- A comprehensive Adult Education Programme for persons living in the school catchment area of Anglesborough, Ballylanders, Barna, Bulgaden, Banogue, Bohermore, Bruff, Caherconlish, Caherelly, Caherline, Cloverfield, Crecora, Donaghmore, Emly, Fedamore, Galbally, Garrydoolis, Glenbrohane, Glenroe, Herbertstown, Hospital, Killinure, Kilross, Kildeely, Knockea, Knockadea, Knockainey, Knocklong, Liservernane, Lough Gur and Nicker.

The school respects a diversity of values, beliefs, traditions, languages and ways of life and subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality. It will have regard to all these considerations in managing the admission of students and afterwards in operating the school.

The school is also required by law to have regard to the efficient use of resources. It is fully aware of its obligation to provide for maximum accessibility of students to the school and to promote the right of parents/guardians to send their child to the school of their choice subject to terms and conditions of school transport provision.

Operating Context

The school operates within the context of the statutory regulations and in accordance with the model lease for Community Schools. This Admissions and Enrolment Policy has been drawn up in accordance with:

- The Education Act 1998
- The Education (Welfare) Act 2000
- Equal Status Act 2000 & 2003
- Education for Persons with Special Educational Needs Act 2004
- Equality Act 2004
- Education (Miscellaneous Provisions) Act 2007
- Education (Admission to Schools) Bill 2016 and
- Department of Education and Skills' Circular Letters

Please note that this list is not exhaustive and will periodically change in line with new publications.

The school is funded by Department of Education and Science grants, and is provided with staff in accordance with the regulations as set down from time to time by the Department of Education and Science.

Deed of Trust for Community Schools (The Second Schedule, Articles of Management) par. 2.

The School shall be 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 Hospital in the County of Limerick and generally for the purpose of contributing towards the spiritual, moral, mental and physical well-being and development of the said Community. Particular emphasis is placed on provision for children “in the locality” (catchment area).

European Union Law

Council Directive 2000/43/EC of 29th June 2000, implementing the principle of equal treatment between persons irrespective of racial or ethnic origin lays down minimum requirements, thus giving the Member States the option of introducing or maintaining more favourable provisions.

The Department of Education and Science does not differentiate between national and non-national children, whether they are refugees, asylum seekers or other non-nationals attending Primary or Post-Primary schools. All non-national children, whatever their status, are required to attend school on a full-time basis from the age of six to sixteen and are entitled to avail of full-time secondary education up to the age of eighteen.

Access to particular courses

The school provides the curricular programmes as set down by the Department of Education and Science i.e. Junior Certificate/Junior Cycle, Leaving Certificate, Leaving Certificate Vocational Programme, Leaving Certificate Applied, and an optional Transition Year in accordance with sections 9 and 30 of the Education Act (1998). The Board of Management has the right to refuse entry to Transition Year c.f. TY Plan and the L.C.A., as they are both optional courses.

Enrolment

Enrolment for First Years:

Enrolment is limited by school capacity and the requirements of the school curriculum and organisation, as determined by the Board of Management. All children above the minimum age are welcome to enrol in the School provided that there is available space, the maximum class size is not breached, the statutory enrolment procedures are satisfactorily completed and the school has the resources to discharge its statutory obligation to provide an appropriate education to every child in the school.

Note: under the Department of Education and Skills rules, secondary school students must be aged 12 on 1st January in the Calendar year following the applicant's entry into 1st year.

Where the number of applications exceeds the number of places, the criteria applied will be in the following order (with random selection to be used where necessary).

- Brothers and sisters of pupils in the school, brothers and sisters of past pupils, where the past pupils in question completed their second level education in John the Baptist Community School and children of members of staff.
- Applicants who live in the catchment area and who are “first in the family”
- All other applicants who live in the catchment area and/or from those schools that have an established custom and practice of sending their students to John the Baptist C.S. over a

number of years e.g. Athlacca, Anglesboro, Ballylanders, Barna, Bruff, Bulgaden, Carnane, Caherconlish, Caherelly, Caherline, Cloverfield, Emly, Galbally, Garrydoolis, Glenbrohane, Herbertstown, Hospital, Killeely, Knockea, Knockadea, Knockainey, Knocklong, Lough Gur, Martinstown, Lisvernane, Nicker, Ardagh NS, Ballybrown, Bohermore, Crecora, Donoughmore NS, Janesboro NS, Killinure NS, Kilmallock, Scoil an Spioraid Naoimh, St Josephs NS Tipp. This list is not exhaustive.

- Applicants who attend a primary school in the catchment, but do not live there.

Application forms will be handed out to pupils in the primary schools. Application forms also available at the Open Night.

At the Open Night uniform, health and school regulation forms will be available for parents/guardians, as well as input from subject areas, concerning teaching and learning.

Transfers from other Post Primary Schools:

It is the policy that enrolment is normally only considered for First Years. However, the Board will consider applications for enrolment of students attending other schools providing post primary courses, on the completion of an application and transfer form and the provision of information in relation to the student's educational performance, school attendance and behaviour.

Section 20 of the Education (Welfare) Act imposes an obligation on the Principal, as soon as possible after enrolling a pupil from another school, to inform the Principal of the other school of the enrolment. The Principal of the other school has an obligation to notify the Principal of the new school of:

- Any problems relating to attendance that the child concerned had while attending the other school.
- Such other matters relating to the child's educational progress which he or she considers appropriate.

Acceptance and Continued Attendance

Acceptance and continued attendance in John the Baptist Community School is based on the following:

- Parents/ Guardians must actively support our school ethos and goals.
- Parents/ Guardians must accept the Code of Behaviour and make all reasonable effort to ensure the student complies with the code.
- Students must follow the full timetabled programme. Exceptions are made for students who have reduced timetables in the context of special educational needs, in consultation with management, teachers, parents/guardians, the student themselves and other relevant professionals. This list is not exhaustive.
- The school reserves the right to refuse a student admission if, in the opinion of the Board of Management, the behaviour of that student is likely to have a detrimental effect on the provision of education to other students.

- To provide misleading or inaccurate information may result in disqualification of the applicant.

The Board of Management may refuse to accept an application for enrolment in the school when in the opinion of the Board:-

- Adequate physical accommodation is not available for the applicant.
- Enrolment would constitute a risk to the health and safety of the school community.
- Parent/Guardians have refused to sign up to the School's Code of Behaviour and other policies.

Enrolment Procedure

- School Personnel visit all feeder primary schools of the area each year e.g. Athlacca, Anglesboro, Ballylanders, Barna, Bruff, Bulgaden, Carnane, Caherconlish, Caherelly, Caherline, Cloverfield, Emly, Galbally, Garrydoolis, Glenbrohane, Herbertstown, Hospital, Kiltteely, Knockea, Knockadea, Knockainey, Knocklong, Lough Gur, Martinstown, Lisvernane, Nicker, Ardagh NS, Ballybrown, Bohermore, Crecora, Donoughmore NS, Janesboro NS, Killinure NS, Kilmallock, Scoil an Spioraid Naoimh, St Josephs NS Tipp. This g. Athlacca, Anglesboro, Ballylanders, Barna, Bruff, Bulgaden, Carnane, Caherconlish, Caherelly, Caherline, Cloverfield, Emly, Galbally, Garrydoolis, Glenbrohane, Herbertstown, Hospital, Kiltteely, Knockea, Knockadea, Knockainey, Knocklong, Lough Gur, Martinstown, Lisvernane, Nicker, Ardagh NS, Ballybrown, Bohermore, Crecora, Donoughmore NS, Janesboro NS, Killinure NS, Kilmallock, Scoil an Spioraid Naoimh, St Josephs NS (Tipperary). This list is not exhaustive.
- An open night is then held for parents/guardians. This will give parents/guardians an opportunity to see the school meet some staff members and have any queries answered. Parents/guardians will be informed of all relevant school details (mission, code of behaviour, school organisation. Enrolment application forms will be distributed among all interested prospective students. Forms may also be obtained by contacting the school office.
- Testing takes place during the first term of First Year when current First Year students have settled into school life to help address educational.
- Parents/guardians may contact the school with regard to any concern they may have with regard to enrolling their child in the school.
- A closing date for receipt of applications will be indicated on the application form.
- Parents/guardians will be notified that the application has been accepted in February.
- Attendance at the school implies acceptance of all school policies. Parents/guardians will be asked to confirm in writing that the schools code of behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the code of behaviour by their child.
- All feeder schools will be asked to forward pupil passport forms as per DES guidelines. In accordance with DES Circular 56/2011 primary schools are obliged to prepare this "Education Passport" for students who will enter 1st year in the following school year containing materials developed by the National Council for Curriculum and Assessment. This is an invaluable resource, outlining the learning skills and strengths of all students. This is invaluable to help the

school prepare for the student's arrival and for future planning. Accordingly, following the enrolment of a new 1st Year pupil, the principal initiates the Education Passport transfer process as outlined on the NCCA website at <https://www.ncca.ie/en/primary/reporting-and-transfer>.

Information required in Application Form;

- Pupil's Name, Age, Date of Birth, Address
- Names and Addresses, etc of Parents / Guardians
- Emergency Contact Numbers
- Details of Medical conditions
- Detail of any disabilities or special educational needs
- Religion
- Name of Primary School attended
- Reason for transfer if applicable
- Other relevant information

Open Night

The school holds an open night annually to allow parents/guardians and students to visit the school and get sense of the ethos, community and activities at the heart of John the Baptist C.S. This event traditionally occurs in October, with invitations issued to all local primary schools. The event involves tasters of subjects, tours of the school and information seminars on all aspects of school life such as School Self Evaluation, Wellbeing, the Code of Behaviour and the routines of everyday (e.g. buses, lockers etc.)

Registration

Formal registration takes place in January at which the parents/guardians are requested to attend an information evening. Again, parents/guardians are given input on a number of different aspects of school life.

Students with Special Educational Needs:

The BOM welcomes pupils with disabilities or special educational needs. The Board is fully aware of its obligation to provide education for persons with special needs under the 'Educational for Persons with Special Educational Needs Act 2004' which states

'a child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with:

- (a) the best interests of the child as determined in accordance with any assessment carried out under this Act, or*
- (b) the effective provision of education for children with whom the child is to be educated.'*

We undertake to liaise with the Primary schools to identify children with special needs, become familiar with their needs and to assess how these needs may be met. Copies of medical, psychological reports and any other relevant information will be requested, as well as the NCCA Passport. Close ties with local primary schools ensures effective and seamless integration.

If such are not available an assessment may be requested in order to assist the school to establish the educational and training needs of the child relevant to his /her disability or special needs and to identify the supports required.

The school management may need to access approved resources from DES.

School personnel may meet with the parents/guardians of such students to discuss how best the school may meet the students' needs. John the Baptist accepts students with Special Educational Needs and seeks support from NCSE/DES.

Please note that from 2015/16, our ASD unit has been in existence for students presenting with ASD. Access is prioritised based on the attendance of feeder schools first and or a recommendation from NEP's Psychologist attached to JTBCS (see Special Education Plan & Policy).

Religious Ethos of John the Baptist

In keeping with the spirit of our Mission Statement, John the Baptist Community School has a Christian ethos. However the school welcomes students of all denominations and those who profess no faith. Religious instruction and worship are an integral part of our community and we endeavour to the best of our ability to care for all.

Equal opportunity for all students

John the Baptist Community School in accordance with the Equal Status Act 2000 aims to promote equality and prohibit types of discrimination, harassment and related behaviour in connection with the provision of services, property and other opportunities to which the public generally has access. In accordance with section 3(2) of the Equal Opportunities Act, John the Baptist does not discriminate with regard to gender, marital status, sexual orientation, religion, age, disability, race, membership of an ethnic minority.

Discriminations occur when, on any of the above discriminatory grounds, a person was/is/or would be treated less favourably, than another person. Discrimination may be categorized as follows:

- **Direct Discrimination:** occurs where a person is treated less favourably specifically on one of the above-mentioned discriminatory grounds,
- **Indirect Discrimination:** occurs where there is less favourable treatment of one of the above-mentioned categories arising out of the obligation to comply with a condition (requirement, practice or otherwise).
- **Discrimination by Association:** occurs where a person associated with another person in one of the above-mentioned categories, is treated less favourably because of that association.

In accordance with Section 4 Equal Status Act 2000, John the Baptist C.S. is required:

To do all that is reasonable to accommodate the needs of a person with a disability by providing special treatment or facilities, if without such special treatment or facilities it would be impossible or unduly difficult for the person to avail himself or herself of the service. (Section 4(1))

This obligation is tempered by the provision that:

A refusal or failure to provide the special treatment or facilities to which subsection (1) refers shall not be deemed reasonable unless such provision would give rise to a cost, other than a nominal cost, to the provider of the service in question. (Section 4(2))

Section 7 (2)

John the Baptist Community School shall not discriminate in relation to:

- the admission or the terms or conditions of admission of a person as a student to the establishment,
- the access of a student to any course, facility or benefit provided by the establishment,
- any other term or condition of participation in the establishment by a student, or
- the expulsion of a student from the establishment or any other sanction against the student.

Section 7 (3), (4) outline exemptions from the general principles of discrimination outlined in section 2.

In particular (4) (a) to the extent that compliance with any of its provisions in relation to a student with a disability would, by virtue of the disability, make impossible, or have a detrimental effect on, the provision by an educational establishment of its services to other students.

Right of Appeal

An applicant who is refused enrolment has a right to appeal against the decision of John the Baptist Community School to the Board of Management in the first instance. Such an appeal should be made within 14 days of the written notification of the refusal. Intending appellants should contact the National Education Welfare Board who will put them in contact with their local Educational Officer who will be able to offer advice and assistance on the appeal procedure. Parents/guardians may make an appeal. The appeal must be submitted in writing within 10 days of the date of receipt of the notification letter, addressed to the Chair of the Board, clearly stating the grounds for the appeal. The BOM/Principal will then respond within 10 days of receipt of appeal. Parent(s)/guardian(s) have a statutory entitlement under section 29 of the Education Act (as amended by section 4 of the Education (miscellaneous provisions Act 2007) to appeal the refusal to enrol to the Secretary General of the Department of Education and Skills. However, it should be noted that such an appeal should be lodged within 42 days of the school's refusal to enrol.

Details on appealing decisions of enrolment under section 29 of the Education Act are available on the DES's website on www.education.ie and/or contact NEWB for more information.

Publication and Dissemination of the Admission Policy

School policy will be posted on the school website.

Review

This Policy is updated every two years or when issues arise. Reviewed in 2018/19 by Assistant Principals Mary Sheehan, Margaret Berkery, Liz Leahy, Rachel Hayes, Ms Tracie O Dwyer (Teacher) Parents Council (Parent) and the Student Council.

Signed:

Chairperson

Principal

Board of Management

Date: _____

Date: _____

Date of next review:



Admissions and Enrolment Policy

Reviewed by:

- Assistant Principals
- Parent Association
- Teachers
- Student Council Members
- Presented to the Parent Association

Ratified by the B.O.M on:

Review Date: September 2019