



Mungret Community College

Admissions / Enrolment Policy

Note: This policy is effective from May 14th 2018.

Rationale

To provide fair, transparent and effective criteria for admission of students to this school, in compliance with legislative requirements.

The **Admissions Policy** of Mungret Community College has been drawn up in accordance with the following documents:

- ◆ Education Act 1998
- ◆ The Education (Welfare) Act 2000
- ◆ Equal Status Act 2000
- ◆ VEC Education (Amendment) Act 2001
- ◆ *EPSEN Act 2004*

Within the context and parameters of DES regulations and programmes and the funding and resources available, the school supports the following;

- Parental/Student choice;
- Inclusivity;
- Equality of access to and participation in the school;
- Respect for diversity of traditions, values, beliefs, gender and languages in society;
- Ability of the school to provide an appropriate education for individual applicants if resources are provided;
- Accountability to applicants for enrolment, their parents, the LCETB staff and the community served by the school;
- Parents, Guardians, Students and Staff will have all necessary information to ensure each student will have his/her needs met;
- Provision of all relevant information as required by the Department of Education and Skills;
- Admission is open to students of all ethnic groups;
- Admission is open to students of all or no religious beliefs;

The Mungret Community College Admissions Policy welcomes all students for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education for all students.

The Board of Management may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, campus and resources.

Mungret Community College

Vision

Mungret Community College aims to foster a community that learns together in a happy, safe, supportive and healthy environment where education is a partnership between School, Home and the Community with the Well-Being of the Student at its core.

Mission Statement

Mungret Community College aspires to provide an inclusive, nurturing, fulfilling and dynamic educational experience which aims to promote the academic, social, physical, emotional, cultural and moral development of each student. We are committed to the highest standards of learning and teaching, offering a broad and balanced curriculum to empower students to maximise their potential and develop a love of learning in a safe, secure, positive environment. The College seeks to cultivate a spirit of justice, and compassion for others through fostering a community of respect, integrity, responsibility and concern for others. These ideals will be realised in an environment where the dignity of the individual is cherished and there is mutual respect and cooperation between, Students, Staff and Parents/Guardians.

Enrolment of First Year Students

Mungret Community College has been approved by the Department of Education and Skills as a school with a long term projected enrolment of 800 students. The school will grow incrementally with only an intake of first year students in 2017/18. The number of first year students to be enrolled for the 2019/20 school year will be 120 students.

The Board of Management may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, and resources. The Community College's procedures for applications and enrolment are in keeping with the characteristic spirit of the school as expressed in the schools vision and mission statement and they comply with all relevant current legislation.

First Year Students who are eligible for admission must:

- Have reached the required age in the calendar year following the child's entry into First Year.
- Having completed sixth class standard in Primary School, or equivalent.
- Be willing to accept the school ethos.
- Be willing, with parents/guardians to accept the school's Code of Behaviour and sign the student's diary where this is outlined to confirm this.

Once enrolled, all students will be required to take an Aptitude Test. The purpose of this test is to identify the educational standard of the child and together with the child's passport from Primary School aid the school in its support of the child.

All students wishing to enrol must complete an enrolment form and a subject choice form.

All applicants will be offered a place subject to:

- Meeting eligibility requirements;
- Compliance with the enrolment procedures;
- The availability of places;

Application forms can be had by calling to or telephoning the Mungret Community College, Dromdarrig, Mungret, Co. Limerick (061-308880) or from students' Primary School.

The Limerick Area Post-Primary Schools Common Application System

The Limerick Area Post-Primary Schools Common Application System is the process by which the transfer of sixth class primary school students to the participating post-primary schools is managed. Mungret Community College participates as one of these participant schools and students are required to rank the following schools in order of preference:

Post-Primary Schools Participating in the System for 2019-2020

Ardcoil Mhuire (girls), Corbally, Limerick.
Ardcoil Rís (boys), North Circular Road, Limerick.
Castletroy College (co-ed), Newtown, Castletroy, Co. Limerick.
Coláiste Chiaráin (co-ed), Croom, Co. Limerick.
Coláiste Mhichil (boys), Sexton Street, Limerick.
Coláiste Nano Nagle (girls), Sexton Street, Limerick.
Crescent College Comprehensive S.J. (co-ed), Dooradoyle, Limerick.
Gaelcholáiste Luimnigh (co-ed, All Irish), Sir Harry's Mall, Limerick.
Laurel Hill Coláiste F.C.J. (girls, All Irish), South Circular Road, Limerick.
Laurel Hill Secondary School F.C.J. (girls), South Circular Road, Limerick.
Limerick Educate Together Secondary School (Co-Ed), Castletroy
Mungret Community College, Mungret (Co-Ed), Limerick
St. Clement's College (boys), South Circular Road, Limerick.
St. Munchin's College (boys), Corbally, Limerick.
Salesian Secondary College (co-ed), Pallaskenry, Co. Limerick.
Thomond Community College (co-ed), Moylish Park, Limerick
Villiers Secondary School (co-ed, Fee Charging), North Circular Road, Limerick

Application Procedures

- Limerick Area Post-Primary Schools as defined in "Table one" have agreed to operate a Common Application Procedure for 2019-2020.

- Application to Mungret Community College shall be in accordance with the Common Application Form known as “Appendix 1” and in accordance with the policy.
- Completed application forms must be returned to LCETB on or prior to the closing of 12.30pm on Monday, 14th January 2019.
- Parents and pupils will be invited to an information night on 10th October 2018 in accordance with the common application procedure. 6th class pupils and their parents/guardians will be invited to visit our school on Saturday October 13th between the hours of 10am and 12pm.
- Application forms are also available from Limerick and Clare Education and Training Board. The completed application form, with all relevant information including any current Educational, Social, Behavioural or Psychological reports, must be returned by the date specified on all advertisements and literature circulated. Evidence of exemption from Irish where appropriate is required.
- It is the responsibility of the applicant/parent(s)/guardian(s) to ensure that application forms are received by the LCETB. When an application form is received by the LCETB an acknowledgement letter will issue confirming receipt of application.
- All applications received will be date stamped. The forms will be checked for completion. If incomplete, the form will be returned for completion and will have to be re-submitted to the LCETB.
- The school makes it clear also that the DES rules state that Secondary School pupils must be aged twelve years on the 1st January in the calendar year following the child’s entry into 1st year. A Birth Certificate is required in order to complete the registration process. A copy will be taken for our records and the original returned to parent(s)/guardian(s).
- In the current circumstances of limited available places, the LCETB is obliged to make it clear that no late applications can be considered.
- In the event that a pupil is allocated a place, Mungret Community College makes it clear that it is conditional upon the prospective pupil and his/her parents/guardians accepting his/her place by the notified date and time. Failure to accept a place by this time and not returning the completed documentation will result in the place being offered to another student.
- The Aptitude Test is taken by pupils who have been offered a place, and it is used to facilitate the allocation of pupils into mixed ability classes in first year. This assessment test will take place in September 2018. The results are used also to indicate pupils who may need further assessment for learning support. All pupils are obliged, unless formally exempted by the regulations of the Department of Education and Skills or in accordance with the Irish Constitution, to take all subjects offered as part of the school curriculum.
- Places are allocated as soon as is practicable, but not later than twenty one (21 days) after the closing date 12.30 pm on Monday 14th January, 2019.
- One application form only may be returned for each child.
- The final decision regarding all enrolment rests with the Board of Management of Mungret Community College.
- The Board of Management reserves the right to refuse application for admission in exceptional circumstances.
- Where the student is in the Care of the HSE a meeting between the School, the HSE, the Foster Carers and any other relevant statutory stakeholders will take place in advance of enrolment to ascertain if the school can meet the students’ needs.
- Parent or Guardian must read, explain and sign The Code of Behaviour with their child.
- Exemption from the study of Irish must be in accordance with the Department of Education and Skills’ guidelines.
- All students must be enrolled by the closing date. The school will confirm in writing whether the student is admitted or not. In the case of students with special needs, the Board, having received all

relevant information, will make a decision in relation to the school's ability to cater for the needs of the applicant and inform the parents/guardians of this decision in writing.

Criteria for Enrolment

In the event of Mungret Community College having more applications than places available, the offer of a place will be determined in compliance with the following order (The number of first year students to be enrolled for the 2019/2020 school year will be 120 students):

- 1. Siblings of current students and past students who completed their Post-Primary Education at Mungret Community College AND identified Mungret Community College as their first preference. The siblings of past students need to be residing permanently in the catchment area of Mungret Community College.**
- 2. Children of the staff of Mungret Community College who identified Mungret Community College as their first preference.**
- 3. Students who have identified Mungret Community College as first preference and are *permanently residing in the Dooradoyle, Raheen, Mungret area AND attending one of our feeder schools of St Paul's National School, Dooradoyle, St. Nessian's National School, Mungret, Limerick Educate Together, Mungret and Gaelscoil An Raithin, Mungret.**
- 4. Students who have identified Mungret Community College school as first preference AND are *permanently residing in the Dooradoyle, Raheen, Mungret area**
- 5. Students who have identified Mungret Community College school as first preference AND are attending Primary school in one of our feeder schools of St Paul's National School, Dooradoyle, St. Nessian's National School, Mungret, Limerick Educate Together, Mungret and Gaelscoil An Raithin, Mungret.**
- 6. Students who have identified Mungret Community College school as first preference in the Common Application System.**
- 7. Remaining applications.**

Notes

***Permanently residing is defined as living at an address in the immediate locality (Dooradoyle, Raheen, Mungret) since 1st September, 2018.**

Two Proofs of Address will be required on submission of the CAS Application Form.

If there are insufficient places available to meet demand in a particular category, it will be necessary to allocate these places on the basis of an independently adjudicated draw.

Following such a draw, a waiting list will be established from which students will be subsequently offered a place should one arise.

The Board of Management reserves the right to verify all information provided by parents. False or misleading information will invalidate an application.

Proof of Residence:

1. Due to the increasing demand for places in the College, the Board of Management has decided that proof of residence in the catchment area will be required at the time of application.
2. Parents will be required to produce when requested, two original pieces of documentation (see recommended list below). This documentation cannot be more than three months old.
3. The Board of Management reserves the right to make enquiries to ascertain proof of residence, including reference to the Electoral Register.
4. The onus will be on the Parent(s)/Guardian(s) to offer evidence with regard to the criteria required concerning proof of residency in the catchment area.
5. Only the applicant's primary resident will be considered for the purpose of enrolment.
6. Parent(s)/Guardian(s) of the applicant must be residing in Ireland at the time of application.
7. Parent(s)/Guardian(s) must be available to attend all meetings associated with the enrolment process.

Acceptable documentation or verification purposes from two separate companies:

- Utility Bill - Electricity/Phone/Gas/Cable Television/Broadband Provider.
- Correspondence from an insurance company regarding an insurance policy.
- Original Statement from Bank/Building Society/Credit Union
- Letter from Department of Social Protection/Revenue
- Other official correspondence from an Irish state agency.
- This documentation cannot be more than three months old.

Waiting List

1. Each application will be considered, according to the agreed criteria.
2. Parent(s)/Guardian(s) of pupils on the waiting list will be informed whenever a suitable vacancy occurs and the Parent(s)/Guardians will have the option to accept or refuse the place offered to their child.
3. The waiting list will remain active until the last day of May (e.g for 2018/19 Academic Year the Waiting List will remain in place until Thursday May 31st 2018). Subsequently, should Parent(s)/Guardian(s) still wish their daughter/son to be considered for a place in the Mungret Community College they must reapply and complete a new application form.

Transfer of a student from another school

The College will make every reasonable effort to facilitate a student seeking a transfer to Mungret Community College. The Board of Management will decide on applications for admission to any year other than First Year by applying the following criteria.

- A place is available in that year group.
- Is in agreement with the school's Admission Procedures
- Is in the best interest of the student
- Is in the best interest of the College
- Is of educational benefit to the student
- That all relevant information from the applicant's former school is made available. This may include the completion of a Reference Form as supplied by Mungret Community College.
- A consultation with the Educational Welfare Officer if necessary.

Where a student is considered for a place, providing such a place exists, the decision will be taken by the Board of Management, in consultation with the student's parent(s)/guardian(s), her/his former school, the education welfare officer (if applicable), whether such a place be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

Note: Where there is any doubt or question in relation to any of the information provided by Parent(s)/Guardian(s) in support of an enrolment application to this College, the Board of Management reserves the right to use its discretion in relation to that enrolment application. False or inaccurate information may invalidate any application.

The parents/guardians of students requesting to transfer from another post-primary school will be supplied with this admissions policy and are required to

- Complete a Transfer Application Form
- Provide copies of school reports from the previous school
- Meet the Principal and/or Deputy Principal accompanied by the student, to discuss previous progress and on-going commitment to study and good behaviour
- Be willing to accept the school ethos
- Be willing to accept the school Code of Behaviour. Confirmation in writing is required that parents/guardians and the student accept the Code of Behaviour.
- Where the student is in the care of the HSE a meeting between the school, the HSE, the foster carers and any other relevant statutory stakeholders will take place in advance of enrolment to ascertain if the school can meet the student's needs
- Parents/Guardians of students with educational, social, behavioural or psychological reports must submit such reports on enrolling

Subject to class sizes, subject choices and available resources, the school will make every reasonable effort to facilitate a student seeking a transfer to our school. Depending on academic ability/progress, consideration may be given to repeating the academic year.

With the best interest of the student in mind and considering the issues relating to the transfer which may include subject choices, class sizes and available resources, the Board of Management or the Principal may decide to refuse admission at the time of application and advise his/her parents/guardians to reapply if they so wish at the start of the following school year.

The Board may refuse the transfer application:

- If the Board is satisfied that there is a threat of violence towards another student or member of staff in their current school
- If it is satisfied that there is a history of the applicant's involvement in violent behaviour towards staff or students of the current school
- If the Board is satisfied that there is a history of theft from other students or from the current school
- If the Board is satisfied that the transfer is not in the best interest of the student
- If the Board is satisfied that the transfer is not in the best interest of Mungret Community College
- If the Board is satisfied that there is a history of bullying towards other students or staff of the current school
- If the Board is satisfied that there is any history of possession, using and/or supplying illegal substances to others
- If there is any history of sexual assault

This list is not exhaustive as the Board may consider other issues that it deems relevant in making its final judgement on the transfer application.

Additional Education Needs (AEN)

The Board of Management of Mungret Community College welcomes students with Additional Educational Needs, including students who are exceptionally able or talented. It is our policy to meet with the parents/guardians of incoming students with special needs, accompanied by the student himself/herself, well in advance of admission to assess the child's particular needs.

To assess the needs of these students the school accesses the student's records from primary school well in advance of entry into the school. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The school may deem it necessary to request immediate assessment in order to assist in establishing the educational requirements of the student relevant to his/her special needs.

Through Limerick and Clare ETB the school makes early application to the Department of Education and Skills for appropriate resources e.g. special needs assistant, specialised equipment transport etc. Where adequate resources are not forthcoming from the DES the school may have to postpone admission until the DES puts such resources in place. The Board of Management will do all it possibly can to identify, plan and provide for a student with special needs or for a student with a disability seeking admission to the school.

The Board of Management is aware of its responsibility under Section 9 of the Education Act 1998 to:

Provide education to students, which is appropriate to their abilities and needs and to ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for.

The Board of Management is also aware that the Equal Status Act, 2000 prohibits discrimination on the grounds of disability. The Education Act 1998 and the Equal Status Act, 2000 define disability as:

- (a) The total or partial absences of a person's bodily or mental functions, including the absence of a part of a person's body.*
- (b) The presence in the body of organisms causing, or likely to cause, chronic disease or illness, (c) The malfunction, malformation or disfigurement of a part of a person's body.*
- (d) A condition or malfunction which results in a person learning differently from a person without the condition or malfunction or*
- (e) A condition, disease or illness which affects a person's thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour.*

Apart from any legal responsibilities the Board accepts that it has a moral and social responsibility to promote inclusiveness and integration in Mungret Community College. The principles of inclusivity and integration underpin the admission policy for AEN students in the College.

The Board of Management will strive to ensure that an education appropriate to their needs is provided for pupils with additional educational needs. It will seek to:

- Identify the needs of pupils
- Acquire the necessary resources
- Do all that is reasonable to accommodate the needs of a person with special needs.

The application process for a additional/special needs pupil will be the same as that of any other applicant. However, in order to assess the needs of a Special/Additional Educational Need student the parents/guardians will be requested to provide a copy of the student's educational, medical, or where appropriate, Psychological reports. If the student has not been previously assessed, the written consent of the parents for an appropriate assessment will be required. Failure to provide such permission may result in the refusal of permission to enrol in the school.

In order to expedite Board of Management requests for facilities and resources for special needs pupils the Board will seek to identify possible applicants at an early date and encourage early applications from parents.

The School reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either:

- The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
- In the opinion of the Board of Management the student poses an unacceptable risk to other students, to the staff or to school property.

The parents/guardians or a student over eighteen years has the right to appeal a refusal to enrol to Limerick & Clare ETB. This appeal should be lodged with the ETB within fourteen calendar days.

The school will use the resources, both financial and personnel resources, provided by the Department of Education and Skills, to make reasonable provision and accommodation for students with disabilities or special educational needs up to a nominal cost and that these students are free to participate in the life of the school in so far as is reasonable practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs are dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.

In making provision for special need students the following information is required.

Has the student had access to any of the following resources: 1.

- Special Needs assistant or classroom assistant
2. Special Class
3. Help, for specific needs, from any resource teacher
4. Assistance with behavioural modification
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with their special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility, etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Interim Management Board, having gathered all relevant information and professional documentation, assesses how the needs of the Students with Special/Additional needs can be met.

Final confirmation of a place may in exceptional cases be given when the Department of Education and Skills/School confirm that the necessary resources are in place.

N.B. It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.

APPEALS

The Board of Management wishes to state that it reserves the right to refuse an application for admission in exceptional circumstances such as for example where a student poses an unacceptable risk to the health and safety of the students and staff of the school and/or to school property or where a student may present with such a degree of special need that even with additional resources by the Department of Education and Skills, the school would not be able to reasonably accommodate the student concerned under Section 29 of the Education Act. *The Parent's of any student who is refused admission will be given a copy of this Policy within seven days of such refusal.*

In the case of Mungret Community College which is established and maintained by Limerick & Clare ETB an appeal against the decision of the Board of Management shall be made, in the first instance, to Limerick & Clare ETB and thereafter to the Secretary General of the Department of Education and Skills.

Appeal to the ETB

An appeal regarding an application to the school will generally not be admitted unless it is made within fourteen calendar days after the decision of the Board was communicated to the parents in writing. The school Principal will notify the parent of their right of appeal to the ETB. Appeals should be made in writing on the Section 29 Appeal Application Form available from the ETB.

Please consult the school's Code of Behaviour with respect to a decision to:

- *Permanently exclude a pupil.*
- *Suspend a pupil.*

Appeal to Secretary General

If the appellant remains unhappy with the outcome of the appeal process he/she has an entitlement to make an appeal directly to the Secretary General of the DES and may be done by contacting the DES 'Appeals Administration Unit'.

Please return completed forms to:

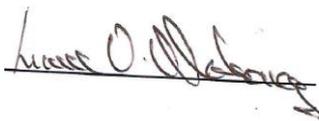
The Principal,
Mungret Community College
Dromdarrig, Mungret,
Co. Limerick.

Tel: 061-308880

Email: mungretcc@lceb.ie



Daniel Butler
(Chairperson BOM)



Liam O Mahoney
(Secretary BOM)

14th May 2018