

Nenagh College

&

Nenagh College of Further Education

Admissions Policy

Mission Statement: 'To educate all students for their personal development and for the good of the community'

Nenagh College

Second Level Co-education

Our school was established to cater for the people on Nenagh and its environs. We provide second level education through the medium of English in Nenagh College.

New enrolment from Primary Sector:

Any new first year student from the catchment area who has completed 6th class in Primary School will be admitted to our school once they have completed the enrolment process in full.

Documents Required:

The following documents are required by all applicants.

- Application Form 1 To be completed by all students wishing to enrol.
- Birth Certificate Long Form of Birth Certificate
- (English translation required) International students
- P.P.S Number
- Psychological reports (require most up to date reports).

- Any other relevant documents

All new students and their parents are obliged to read the code of conduct for the school and accept the conditions set out by signing the declaration form.

Transferring from another Second Level school:

All students seeking to transfer from other 2nd level schools only, to our school must comply with the following conditions of the school transfer policy. This section of the policy will be sent to the applicant when they make an enquiry about possible placement in our school.

Documentation Required:

- Satisfactory reports from the previous 2nd level school.
- Satisfactory reference from previous school principal (2nd Level school).
- Copies of all examination results from previous 2nd Level school.
- P.P.S. number
- All up to date psychological reports if they are relevant with this application.
- The student must attend a personal interview – with parents if under 18 years of age.
- Complete the school application form
- Student and parent must sign the school Code of Behaviour declaration form.

At the time of application all other relevant documentation to support the application should be provided.

Criteria for acceptance of transfer:

1. Reason for application to transfer
2. The welfare of the applicant.
3. The welfare of students already enrolled in our school.
4. The ability for the school to provide for the students needs.
5. Suitability of the time of year for this transfer.

Transfers to the school will be considered in light of the above.

Students with Special Needs:

Nenagh College has a proud tradition of catering for students with Special Education Needs. We uphold the right for every student to be afforded the opportunity to engage with a positive educational experience and we promote the value of education for living and for life.

Resources available to students with Special Education Needs:

- Additional teaching resources sought through the SENO on receipt of an existing Psychological report.
- Psychological assessment for the student through services of NEPS and applying to the SENO for resources based on the outcomes.

Our aim is to provide for students with special needs within normal timetabled class groups as much as possible.

The following is available to further enhance the educational experience for those with special needs:

- Withdrawal Classes
- Team Teaching
- Guidance & Counselling

Note: See school's Special Education Needs Policy.

Parents are strongly advised to inform the school as early as possible and discuss their child's needs with the appropriate support personnel.

Transition Year:

The following are the criteria to secure a place in Transition Year.

- Priority is given to students from 3rd year in Nenagh College.
- Admission to Transition Year is by interview with the Principal, 3rd year head and Transition Year coordinator.
- A student's record will be considered under the following headings:
 - Behaviour record over Junior Cycle.
 - Attendance, Punctuality and adherence to uniform code over Junior Cycle.
- Student interview must display an awareness of and commitment to the Transition Year programme.
- Students must apply within the time frame set out by the school in each individual year.
- Student and a parent / guardian **must** attend at the information evening at the school.
- External applicants will be considered in light of the above information being available from their previous school and available places.
- The maximum number of students that can participate in Transition Year is 40

Leaving Cert. Applied.(LCA)

Nenagh College provides LCA as an alternative to the established Leaving Cert. As LCA is a highly specialised programme entry will be by interview with the LCA coordinator(s), Principal and 3rd year head (Transition Year coordinator where appropriate)

The following are the criteria for admission to LCA:

- Priority is given to students of Nenagh College.
- Suitability for the course (determined by academic history and Career & Guidance counsellor record).
- Behaviour record over previous years in the school.
- Punctuality, attendance and adherence to uniform code over previous years in Nenagh
- Student interview must display an awareness of and commitment to the programme.
- Students must apply within the time frame set out by the school in each individual year.
- External applicants will be considered in light of the above information being available from their previous school and available places.
- Student and a parent / guardian **must** attend at the information evening at the school.
- The maximum number of students that can participate in LCA is 16.

The Board may refuse enrolment under the following criteria:

- That the enrolment would be seriously detrimental to the education and well being of existing students in the school.
- If a student has previously been excluded from the school.
- If a student has previously been excluded from another second level school.

Appeals Procedures

The Parent or Guardian, or the National Education Welfare Board may make an appeal on behalf of a student under the age of eighteen (18) years of age. The appeal may be made by the student themselves where he/she is over eighteen (18) years of age under the terms of Circular Letter M48/01- Appeals Procedures under Section 29 of the Education Act 1998.

The decision of a Board of Management or persons acting on behalf of the Board to refuse admission must be appealed in writing to the Tipperary Education Training Board with responsibility for the management of the school in question, as defined in the Education Act 1998.

An appeal will generally not be admitted unless it is made in writing within fourteen calendar days of the decision under paragraphs 1(a), (b) or (c) was notified in writing to the Parent/ Guardian, NEWB, and/or the student concerned.

Section 29 Appeals should be addressed to The Chief Executive Officer, Tipperary Education Training Board, Administration Offices, Church Road, Nenagh, Co. Tipperary.

To enable parents/guardians to make an informed choice, the school produces a prospectus containing the following:

- Mission Statement
- Profile of School
- Brief outline of services available
- Details of the Curriculum and Courses
- Extra Curricular Activities

The prospectus will be made available when the school visits the Primary schools in the catchment area. Further copies will be available from the school.

A copy of the school **Code of Behaviour** is available on the school's website. Parents are advised to read this document carefully before enrolling their Son / Daughter. Commitment to supporting the school in upholding its Code of Behaviour is a requirement of enrolment.

Further information is available in the school journal which each student is required to have the journal contains the following information:

- School calendar
- School Rules
- Details of school uniform
- Other general information pertaining to the school

N.B.: School policies are periodically reviewed. All partners in the education enterprise at Nenagh College be invited to contribute to this process.

Review 1	November 2013
Review 2	October 2015
Review 3 (Provisional)	September 2017