

## **Nenagh College**

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## **Nenagh College of Further Education**

### **Admissions and Participation 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 of Nenagh and the surrounding communities. We provide co-ed, multi denominational, second level education through the medium of English in Nenagh College.

• The Board of Management of Nenagh College, in ratifying this policy has undertaken not to discriminate on the grounds of:

Gender / Civil Status / Family Status / Ethnic Origins / Membership of the travelling community / Sexual orientation / Religion / Disability / Race / Colour or the grounds that the student or the applicant in respect of the student has special education needs.

#### **New enrolment from Primary Sector:**

Any student from the catchment area who has completed Primary School will be admitted to our school once they have completed the enrolment process in full (Age appropriate enrolments can also be considered in exceptional circumstances).

#### **Documents Required:**

The following documents are required by all applicants.

- Application Form
- Birth Certificate
- P.P.S Number
- Psychological reports, if required.
  
- Any other relevant documents

All new students and their parents are obliged to read the Code of Behaviour for the school and accept the conditions set out there in by signing the declaration form.

### **Transferring from another Second Level school:**

All students seeking to transfer from other 2<sup>nd</sup> level schools, must satisfy the following requirements:

#### **Documentation Required:**

- Satisfactory reports from the previous 2<sup>nd</sup> level school.
- Satisfactory reference from previous school principal.
- Copies of all examination results from previous school.
- P.P.S. number
- Most recent psychological reports.
- 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 any 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.

#### **Students with Special Needs:**

In accordance with the school's stated mission, Nenagh College has an acute awareness of its obligation to those students who experience additional challenges.

#### **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 application 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 are also available to further support the educational experience for those with special needs:

- Withdrawal Classes
- Team Teaching
- Guidance & Counselling

Parents **must** inform the school of any additional supports that their child is currently in receipt of.

### **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 and /or 3rd year head and Transition Year coordinator.

A student's application 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 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.
- Maximum number of students that can participate in Transition Year is 60 or 70% of Nenagh College 3<sup>rd</sup> year students from the previous academic year.
- A maximum of 4 places are reserved for overseas exchange students

### **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 / or 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 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 Procedure:**

The Parent / 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) and was notified in writing to the Parent/ Guardian, NEWB, and/or the student concerned.

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

The school website ([nenaghcollege.com](http://nenaghcollege.com)) contains all the information Parents / Guardians may require to support them in making an informed choice around enrolment in Nenagh College.

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.

Student Journal:

All students must purchase a school journal. The journal is used as a vehicle for communication between school and Parents / Guardians and is an invaluable resource for parents to monitor their child's progress through school each day.

Draft Policy reviewed by:

Properly convened meeting of School Staff 28.08.2017.

Properly convened meeting of Board of Management 24.11.2017

Properly convened meeting of Parent Council 07.12.2017

Properly convened meeting of Student Council 14.12.2017

Ratified by Tipperary ETB 06.02.2018