

Grange Community College Admissions Policy

1. Title of Policy

Grange Community College Admissions Policy

2. Scope

This policy applies to pupils applying for admission to second level education in Grange Community College in first or subsequent years as a mainstream pupil or as a pupil in the Special Education Centre in Grange CC.

3. Relationship to the School's Mission / Vision / Aims

In light of the school's Mission Statement which seeks to foster an atmosphere which promotes self-esteem, honesty, justice and respect for others the Admissions Policy of Grange Community College welcomes applications for places from all students regardless of gender, orientation, race, academic ability, disability, religion or cultural background. We are committed to providing the highest standard of education suited to the needs of our students.

We acknowledge the value of on-going whole-school development in collaboration with the VEC, the board of management, the staff, the parents, the students and the community. Our Admissions Policy seeks to reflect our Mission Statement within the resources available to the school.

4. Rationale

The review of this policy was identified as a priority by the Staff Council. It needs review because of the opening of the Special Education Centre in GCC. It is required by the Education Welfare Act 2000, section 19 (1-3) the Education Act, 1998, sections 9(m) and 15(d), and the Equal Status Acts, 2000 and 2004, Education of Persons with special Needs Act, 2004, as well as departmental circulars M4/95, M20/96 and departmental guidelines, for example on 'Addressing Educational Disadvantage.'

5. Goals / Objectives

In establishing this policy Grange Community College seeks to:

- promote social inclusion
- promote equality with respect to maximum access to education
- respect parental choice in relation to enrolment in the context of the criteria laid down by the Board of Management
- welcome diversity and seek to embrace the values, cultures and traditions of all our pupils to the benefit of all.
- promote the uniqueness of the individual.

However, the Board of Management has to respect the rights of the existing school community, in particular the young people enrolled. The Board of Management reserves the right to refuse admission where an enrolment would have 'a seriously detrimental effect' (Equal Status

Act 2000) on the provision of services to others or might unreasonably impede good order and discipline in the school, or which might place the safety of students and/or staff at risk(cf Education (Welfare) Act 2000, section 24, subsection 5).

6. Content

Section A: School Details

Grange Community College is a co-educational non denominational second level school under the control of County Dublin V.E.C. Our school is committed to providing the highest standard of education suited to the needs of our students.

Educational Programme and Subjects

Students are offered a range of subjects which vary from year to year depending on the student cohort. Students are allowed to choose the subjects they would like to study.

These choices are available equally to boys and girls on a first come first serve basis.

However subject choices depend on the following constraints (i)the number of students seeking a subject and(ii) the availability of subject teachers.

Section B: Admission/Enrolment Procedures

Applicants for first year

If a pupil is applying for a place in first year in Grange Community College priority will be given as below in the event that there are more applicants than available places:

Order of Priority

1. Howth Deanery applicants
2. Siblings of current or past pupils or the children of past pupils and living in the catchment area, which is defined as from Moyne Road on the north to

- Tonlegee Road/Kilbarrack Road on the south, and from the Malahide Road on the west to the coast on the east.
3. Other applicants from the local catchment area as above.
 4. Other applicants as space allows.

Howth Deanery Admission/ Enrolment to First Year

1. Visits to catchment area primary schools by the principal to 5th and 6th classes.
If invited by the school the principal will address a general meeting of prospective parents.
2. An open evening is held in September inviting all interested pupils and parents to come and visit the school. Parents and pupils have the opportunity to meet with teachers and view the facilities of the school.
3. The Howth Deanery distributes forms to each of the secondary schools. 6th class pupils fill in the form, selecting one second level school in the Deanery.
4. On receipt of these forms pupils are offered a place in 1st Year. Parents are asked to inform the school if they are accepting this offer by a closing date in December.
5. A common assessment date in March is set for all Howth Deanery schools.
Grange Community College has mixed ability classes. The assessment is to identify educational needs and does not affect the child's placement in first year.
6. Reports are requested from primary schools to gain a fuller picture of each student and to help identify all special needs. Copies of all psychological reports requested by the primary schools are also sought at this stage (with parent's permission).
7. Meetings may be requested with parents of students who are identified as having

learning needs which may be difficult or impossible to meet without additional resources. It may not be possible to accept some students because of a lack of necessary resources.

8. A meeting is organised for incoming students and their parents. This is a familiarisation meeting to allow students and their parents to meet with the principal and other staff members such as year head, tutor, guidance counsellor and chaplain. Practical issues such as uniform, school book rental scheme, geography of the school and school rules are also dealt with at this time.

Other First Year Applicants

On receipt of a request from an applicant the school will send out an application form (see appendix), if a place exists after all Howth Deanery applicants have been taken.

If the application is received before the common assessment date, the student will be included in that assessment procedure. In the case of applications received after that date, the assessment will be carried out before the student enters first year.

The application procedure is then as stated above in points 6, 7, and 8 for Howth Deanery pupils.

Autistic Spectrum Disorder Unit

The Special unit for children with Autistic Spectrum Disorder (ASD) has been developed with the co-operation and support of the NCSE and the DES. The Unit will cater primarily for the catchment area of Grange Community College

and enrol a maximum of 6 students who have a diagnosis of ASD.

- Parents who wish to enrol their child in the ASD unit should make contact with the Principal of Grange Community College prior to the 1st November of the academic year when the child is in 6th class Primary School.
- The parents must attend an interview with the Principal and provide all relevant documents pertaining to their child's diagnosis and to their previous schooling/ education.
- Where a diagnosis is deemed inadequate or out of date the Principal/Board of Management may insist that the family obtain an up-to-date Educational Psychological Report.
- The school will not enrol a child with Significant Intellectual Impairment, (i.e. a child who scores below the range of Mild General Learning Disability), or who has severe behavioural difficulties.
- The decision whether or not to enrol will be taken by the principal, acting on behalf of the Board of Management. Grange Community College may refuse enrolment to any student where either:
 1. The student has special needs such that, even with additional resources available from the Department of Education and Skills and the HSE, the school cannot meet such needs and/or provide the student with an appropriate education.
 2. In the opinion of the principal, acting on behalf of the Board of Management the student poses an unacceptable risk to other students, to the school staff, or to school property.

Transfer of a student from another second level school

The college will make every reasonable effort to facilitate a student seeking a transfer to Grange Community College. The principal will decide on applications for admission to any year other than First Year by applying the following steps:

On receipt of a request for a place from an applicant, the school will send out an application form (see appendix), if a place exists. The principal, acting on behalf of the Board of Management will decide whether or not to accept a transfer, based on the following :

- a) The form must be complete with any Psycho-educational forms as applicable
(N.B. incomplete forms will be returned)
- b) The student should live within the catchment area as defined above
- c) Is the transfer in the best interests of the applicant ?(for example : can the school facilitate the student within the range of subjects offered ? Or, where there is a special educational need, is the school in a position to fulfil this need ? Or, is it better for the student to wait until next year)
- d) Is the transfer in the best interest of the class group/school?

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's parent(s)/guardian(s), his/her former school, and the Education Welfare Officer, as to whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

APPEALS

The Board of Management of Grange Community College shall not refuse to admit a child,

in respect of whom an application has been made, except where such a refusal is in accordance with the policy published under **Section 15 (2) (d) of the Educational Act 1998, and the Education (Welfare) Act 2000, Section 19 (1).**

Should a student's application for admission to the College be refused, the Parent(s)/Guardian(s) have the right to appeal, in writing, in the first instance, to the Board of Management of the College.

The Parent(s)/Guardian(s) will be informed in writing of the Board's decision. If the Board

decides not to enrol the student, the reasons will be clearly stated. The right to appeal will be restated (**Circular m48/01**) and **Parent(s)/ Guardian(s) will be advised of the subsequent procedures for appeals to the C.E.O. of the County Dublin V.E.C.**

APPEALS MUST BE MADE IN WRITING WITHIN 14 DAYS OF NOTIFICATION

TO THE PARENT(S)/GUARDIAN(S) OF THE BOARD OF MANAGEMENT

DECISION.

The Appeals Application Form will advise Parent(s)/Guardian(s) of the information required for such appeals.

Should an applicant be unsuccessful in his/her appeal to the C.E.O., Co. Dublin V.E.C., the subsequent appeal to the Secretary General of the Department of Education and Science

should be made in writing within the specified time advised from the date the decision of the

C.E.O. was notified to the Parent(s)/Guardian(s) concerned.(**Circular M48/01**)

The Parent(s)/Guardian(s) and the Board of Management will be informed in writing of the decision of the appeal.

7. Roles and Responsibilities

The principal and the Board of Management will be responsible for the implementation of this policy

8. Links with other school policies

This policy must be read in conjunction with the following school policies:

Code of Behaviour
Policy for Students with Special Needs
Child Protection Policy/Guidelines
Data Protection Policy
Guidance Policy
Health and Safety Statement
Communications Policy
And any other policies as they are developed

9. Monitoring Review and Evaluation

Under the direction of the Principal the policy will be monitored by the committee which drew it up.

This policy will be reviewed after two years or sooner if necessitated by legislation or requested by Staff Council or the Board of Management.

10. Ratification and Communication

This policy will be ratified by the Board of Management in _____

It will be made available to parents

It will be published in the Staff booklet for current staff and a copy of this booklet

It will be given to new teachers coming into the school

It will be published on the school's website

Implementation

This policy will come into effect after being signed by the Board of Management

Signed..... Date.....
Chairperson of Board of Management

Appendix

Definition:

Parent - In this policy where parent is mentioned, it refers to parent(s), guardian(s), foster parent(s), or the primary carer for a student, as applicable.