

ENROLMENT POLICY OF COLÁISTE COIS LIFE

2016 - 2017¹

Coláiste Cois Life is an all-Irish secondary school under the auspices of Dublin and Dún Laoghaire Education and Training Board. Coláiste Cois Life was established in 1997 to meet the demands of providing second level education through the medium of Irish.

In the beginning the school was situated in the grounds of Coláiste Chillian in Clondalkin. In 1999 we moved to a temporary building in Lucan and additional rooms were added to the school every year until 2005. We moved into our permanent building in September 2006.

At present we have more than 680 students and the school is still growing and developing.

Range, Reasoning and Legal Framework

Range: As this enrolment policy is directed at providing a place for students, applications for Coláiste Cois Life are subject to the following conditions:

- Students who apply for a place in First Year.
- Students who apply for a place in any other year.

Reasoning: The aim of this policy is to ensure that there are appropriate procedures in place so that Coláiste Cois Life may:

- Make an open transparent decision in relation to every application.
- Assess the ability of the coláiste to attend to the needs of the applicants, based on the resources available to the coláiste.

Legal Framework: This policy complies with the appropriate sections of the following acts:

¹ The Policy is available in Irish. If there are any differences in Irish and English version, the Irish version will take precedence.

- The Education Act (1998)
- The Education (Welfare) Act (2000)
- The Equal Status Act (2000)
- Education for Persons with Special Educational Needs Act (2004)

Coláiste Cois Life operates using the financial and teaching resources which the Department of Education and Skills provides, that which parents/guardians provide through voluntary contributions and that which is collected through fundraising activities. The plans and policies the Coláiste implement depend on the resources and funding that is available and on the curricular programme the Department of Education and Skills has laid down.

Students with Special Needs

Students with special needs are welcomed in Coláiste Cois Life. When a student with special educational needs applies for a place in Coláiste Cois Life, the Coláiste will seek an up-to-date medical / psychological report and a copy of their individual learning plan if he/she has one.

The right of the parent to register a student in his/her choice of school is recognised. Coláiste Cois Life will make every effort to meet that student's educational requirements, including any resources the Department of Education and Skills provide to the Coláiste.

When the relevant information has been collected, the Coláiste will assess how best to meet the educational needs of the student. The Coláiste will meet the parents/guardians and discuss how the Coláiste can meet the needs of their student.

Data Protection

All data that is provided to Coláiste Cois Life regarding enrolment applications is protected by the Data Protection Act(1988) and by the Data Protection Act (Revised) (2003).

1. Procedures regarding Entry to First Year:

(a) Applications:

- Application forms are available from the office of the Coláiste.
- Applications will only be accepted on the **official** application form of the Coláiste. Application forms sent by fax or e-mail will not be accepted.
- For students in Sixth class: The application deadline is **The First Friday in December i.e. Friday 4th December, 2015 at 4.00p.m. for 2016 – 2017.**
- Applications for students in 5th class will be accepted after the Open Day of that year.
- It is the responsibility of the parent/guardian to ensure that the form has been completed correctly.
- When an application is received in Coláiste Cois Life a date and time of receipt stamp is applied to it.
- Parent/guardians will be notified of the status of the application within 20 school days of the application deadline.
- Late applications will be kept on file and they will not be considered until after the applications received on time are considered.
- It is expected the student will have completed Sixth Class.
- No student will be accepted who has not registered from Fourth Class onwards in Gaelscoil Naomh Pádraig and Gaelscoil Eiscir Riada (In the case of a change of address the Board of Management will make the final decision.)
- The student is expected to be willing to sit an Assessment Test.

(b) Procedure:

- The number of places available in First Year will be settled, from year to year, depending on the number of students in the Coláiste already.
- Places will be offered to students in the following order:
 1. Any student who has a brother or sister who is attending Coláiste Cois Life during the application process
 2. Students attending the following Gaelscoileanna (in no order of preference):

Gaelscoil Eiscir Riada
Gaelscoil Naomh Pádraig
(Including point 9 page 3)
 3. Students from Gaelscoileanna who live in Lucan but who do not attend 2 above.
 4. Students attending the following Gaelscoileanna (in no order of preference)

Gaelscoil Uí Fhiaich
Gaelscoil Uí Riada
Scoil Chearbhaill Uí Dhálaigh
 5. Students from other all-Irish primary schools, or who were raised through the medium of Irish at home. (These must be interviewed by the Príomhoide)
 6. Students from other primary schools in the area which operate through the medium of English.
 - They will be interviewed and their name will be brought before the Board of Management.
- In the case of any other application that falls outside of the preferences mentioned above their application will be brought before the Board of Management.
- In the case of the places available being exceeded within any one of these preferences, places available will be allocated based on the date and time of receipt of application.
- If necessary a lottery will then be used to separate applications.
- In case of students from English medium primary schools and students raised with Irish in the home, the student must be interviewed by the Príomhoide and a member of the Board of Management to assess his/her ability in Irish after he/she is offered a place. It is to assess the educational needs of the students that this is done. The Príomhoide will have the final word regarding this decision.

(c) Offers:

- When the places in First Year are settled, offers will be made in writing to the parent/guardian early in January.
- The parent/guardian will be asked to accept the offer in writing and this acceptance is to reach the office of the Coláiste, within two weeks of the date on the letter offering a place.
- The students who fail to obtain a place in the Coláiste will be put on a waiting list and they will be notified of where they are on this waiting list.

(d) Late Applications:

Late applications will be put on the waiting list after those applications received on time. A letter will be sent to them stating that their application was late and what position they are on the waiting list.

(e) Registration:

- Parent/guardians of the students who have accepted the offer of a place in First Year will be invited to attend an information evening in the Coláiste in which the ethos, policies and procedures will be explained to them.
- Parents/guardians will be asked to complete an additional information form about the student.
- Parents/guardian of students with special educational or other needs will be asked to identify their student so that appropriate arrangements can be made for them.
- The student's registration will be rejected if the parent/guardian fails to complete the additional information form completely or if the relevant documents regarding the student's needs are not provided by any deadline that is set.
- A copy of the Behaviour Code, Riail na Gaeilge of Coláiste Cois Life will be provided to parents/guardians. No student will be registered in Coláiste Cois Life without these Codes being accepted by him/her and without a signature of the parent/guardian on them.

2) Enrolment Procedures for any year apart from First Year:

(a) Applications:

- Application forms are available from the office of the Coláiste.
- Applicants must complete the official application form of the Coláiste.
- Any application form that is not completed properly will be sent back to the parent/guardian.
- Information regarding special educational needs of the applicant must be provided.
- If the applicant fails to provide complete and appropriate information, it is possible that their application will be rejected.

(b) Registration Criteria:

- o The applicant must provide a birth certificate.
- o A student will not be registered in the Coláiste unless there is a space available in the year group for which they have applied as well as space in the appropriate optional subjects.
- o Applicants are asked to supply details regarding their second level education to date as well as copies of two recent school reports and the results of any state examinations. A letter of recommendation from the school from which the student is moving should be attached to the application. The Principal of the school from which the student is moving will be contacted.
- o Every applicant will be interviewed to assess their ability in Irish. In cases where it is felt the student does not have the appropriate ability in Irish, they will be refused a place. The final word regarding this decision will rest with the Board of Management in consultation with the Príomhoide.
- o The Board of Management have the right to refuse to register a student if the behaviour or attendance of an applicant is unsatisfactory.
- o A copy of the Behaviour Code, Riail na Gaeilge of Coláiste Cois Life will be provided to parents/guardians. No student will be registered in Coláiste Cois Life without these Codes being accepted by him/her and without a signature of the parent/guardian on them.

- o The Board of Management must be satisfied that the transfer of the student is to the benefit of the student and of the Coláiste.
- o The student must fulfil the conditions laid down by the Department of Education and Skills.

Appeals:

(i) Appeals to Board of Management:

If an application is not successful, parents/guardians will be notified of this in writing and the reasons for this. The parents/guardians will be informed that they have the right to lodge an appeal to the Dublin and Dún Laoghaire Education and Training Board regarding this decision within 10 days from time the decision was made known to them.

Review: September 2015

An annual review of this Enrolment Policy was done: 28th September, 2015.

Publication: 8th October, 2015.