

coláiste pobail caisleán cnucha
Castleknock Community College

Admissions Policy & Procedures

2018-2019



Mr John Cronin, Principal.

Secretary to the Board of Management.

Date 25th April 2017

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1. Introduction

Castleknock Community College is part of the Dublin & Dun Laoghaire ETB (formerly The Co Dublin V.E.C.) and was founded in 1995. Our College is a co-educational post-primary school aspiring towards excellence in a caring and supportive environment.

As Castleknock Community College continues to cater to an ever-increasing population within its catchment area, the Board of Management will review its Enrolment Procedures each year. In their examination of this review it is the aim of the Board to maintain the highest standards in terms of the quality of its educational provision and thus the total enrolment should not exceed 1100 pupils.

The Board of Management is committed to the successful implementation of the relevant legislation, in particular the **Education Act (1998), the Education (Welfare) Act 2000 and the Equal Status Act 2000**. The Board of Management fully subscribes to the principles of partnership, accountability, transparency, inclusion, respect for diversity, parental choice and equality.

2. Programmes

The College operates within the regulations laid down from time to time by the **Department of Education and Skills** and follows the curricular programmes prescribed by the **Department of Education and Skills**, which may be amended from time to time, in accordance with **Section 9 and 30 of the Education Act 1998**.

Pupils at Junior and Senior Cycle follow a core programme, with a number of optional subjects. The College also offers the option of the Transition Year Programme. Furthermore, where there is a demand, the College may offer the Leaving Certificate Applied Programme and the Leaving Certificate Vocational Programme.

3. Shared Enrolment Procedures

Castleknock Community College and Luttrellstown Community College operate a shared enrolment procedure. Both Colleges serve a common catchment area. The common catchment area will be divided into two areas: A & B.

Both colleges have agreed to hold a full review of this Admissions Policy and Procedures during 2017/2018

We will issue a statement on consultation and review of enrolment arrangements starting in 2017. LCC have included proposed statements on the 'Aonad LánGhaeilge' and will issue further documentation should this proposal proceed.

- Both colleges will consult with the community and outline how circumstances have changed. We will seek local opinion in this new arena.
- DDLETB will be involved in the process.
- We will hold a Public Meeting to introduce the way forward
- We hope to set up links from both schools websites to invite the community to answer a Questionnaire. This process will accept additional documents on behalf of community groups who wish to make additional submissions.

3.1 Luttrellstown Community College

The priority catchment area of Luttrellstown C.C. is defined below as Area A.

Castlefield	Aldemere	Weaver's Walk	Annfield
Limelawn	Portersgate	The Village	Windmill
Charnwood	Mount Symon	St Mochtas	Kellystown Road
Aspen	Larch Grove	Station Court	Rugged Lane
Sorrel Park	Lambourn	Station View	Barberstown
Shelerin Road to Ongar Road Junction	The Orchard	Portersfield	Barnhill
Allendale Square	Weaver's Row	Woodbrook	
Winderemere	Weaver's Hall	Riverwood	

3.2 Castleknock Community College

The priority catchment area of Castleknock C.C. is defined below as Area B.









The Parish Boundary of Our Lady Mother of the Church (St. Brigid's), Castleknock.	The Parish Boundary of St. Thomas the Apostle, Laurel Lodge	Luttrellstown as listed below*
Ferneigh	Outfarm Lane	College Gate/Woodberry
Luttrell Park	Park Manor	Mountain View Cottages
Warren Park	Oldfarm	Homeleigh
Burnell	Carpenterstown Road	Diswellstown Cottages
Bramley	The Beeches	Sandpits & Sandholes
Mulberry	Somerton Lane	Strawberry Beds**
Diswellstown Manor	Hamilton Park	Bracken Park

*Luttrellstown Wood, Avenue, Close, View, Park, Walk, Green, Lawn, Heath, Drive, Dale, Chase, Grove, Court, Glade, Thicket, Place, Way, Rise, Heights & Oaks.

** Strawberry Beds is defined for the purpose of this policy as the Lower Road, Strawberry Beds: From the junction of Knockmaroon Hill/Tower Road to the junction of Rugged Lane (but not including Rugged Lane).

3.3 Listed Primary School*

The Listed Primary Schools for the Common Catchment Area are:

-  Castleknock Educate Together N.S.
-  Castleknock National School
-  Scoil Choilm C.N.S.
-  Scoil Oilibhéir.
-  Scoil Thomáis N.S. Laurel Lodge.
-  St. Brigid's N.S. Castleknock.
-  St. Patrick's N.S. Diswellstown.
-  St. Mochta's N.S. Porterstown

*In the case where a student is required to attend a special school for a period of time (e.g. The Catherine McAuley School) the applicant may list the Primary School that he/she was attending prior to her/his attendance at the Special School.

3.4 First & Second Preference Process

- ✓ **It is important that Parents/Guardians give careful consideration to their first and second preference and how the process will work.**
- ✓ **If parents/guardians wish their daughter/son to be considered for both Colleges they must lodge a separate application form with both Colleges.**
Parents/Guardians will be required to indicate in the appropriate section of the application form whether they have an application with both Colleges.
- ✓ If parents/guardians only apply to one College they will not be eligible for a place in the other College.
 - **Example One:** If an applicant lives in Laurel Lodge (Area B) and has attended one of the Listed Primary Schools and **only** applies to Luttrellstown Community College, he/ she will be placed in Category Five of the College's selection criteria. He/she may not be offered a place in Luttrellstown Community College and therefore will have to consider a second level school other than Castleknock Community College and Luttrellstown Community College.
 - **Example Two:** If an applicant lives in Woodbrook (Area A) and has attended one of the Listed Primary Schools and **only** applies to Castleknock Community College, he/she will be placed in Category Five (Zone 3) of the College's selection criteria. He/she may not be offered a place in Castleknock Community College and therefore will have to consider a second level school other than Castleknock Community College and Luttrellstown Community College.
- ✓ Parents/Guardians who wish to be considered for both Colleges will be required to indicate their first and second preferences on the application forms. If an applicant who qualifies under Categories 1-6 is unsuccessful in their first preference, they will re-enter the selection process at Category 7. The Candidate may then be considered for their second preference. This process will take place before either College considers applications from outside the common catchment area.
 - **Example Three:** If an applicant, resident in Area A (e.g. Woodbrook) indicates Castleknock Community College as her/his first preference and Luttrellstown Community College as her/his second preference and is not successful in securing a place in Castleknock Community College, that applicant will not re-enter the process until Category 7 applicants are being considered.
 - **Example Four:** If an applicant, resident in Area B (e.g. Laurel Lodge) indicates Luttrellstown Community College as her/his first preference and Castleknock Community College as her/his second preference and is not successful in securing a place in Luttrellstown Community College, that applicant will not re-enter the process until Categories 7 applicants are being considered
- ✓ If an applicant receives a first preference offer they will not be reconsidered for their second preference.
- ✓ Both Colleges will liaise closely throughout the enrolment process.

4. Selection Criteria for Castleknock Community College

1. Church of Ireland students attending Castleknock Church of Ireland National School. **(See Note 1)**
2. Siblings of existing students enrolled at Castleknock Community College. **(See Note 2)**
3. First Preference Applicants living in Area B attending one of the listed Primary Schools.

Area B is defined as follows:

The Parish Boundary of Our Lady Mother of the Church (St. Brigid's), Castleknock.	The Parish Boundary of St. Thomas the Apostle, Laurel Lodge	Luttrellstown as listed below*
Fernleigh	Outfarm Lane	College Gate/Woodberry
Luttrel Park	Park Manor	Mountain View Cottages
Warren Park	Oldfarm	Homeleigh
Burnell	Carpenterstown Road	Diswellstown Cottages
Bramley	The Beeches	Sandpits & Sandholes
Mulberry	Somerton Lane	Strawberry Beds**
Diswellstown Manor	Hamilton Park	Bracken Park

*Luttrellstown Wood, Avenue, Close, View, Park, Walk, Green, Lawn, Heath, Drive, Dale, Chase, Grove, Court, Glade, Thicket, Place, Way, Rise, Heights & Oaks.

** Strawberry Beds is defined for the purpose of this policy as the Lower Road, Strawberry Beds: From the junction of Knockmaroon Hill/Tower Road to the junction of Rugged Lane (but not including Rugged Lane).

4. First Preference Applicants living in Area B not attending one of the listed Primary Schools.
5. First Preference Applicants living in Area A attending one of the listed Primary Schools. Applicants in this category will be selected based on their proximity to the College. **(See Note 3)**
6. First Preference Applicants living in Area A not attending one of the listed Primary Schools. Applicants in this category will be selected based on their proximity to the College. **(See Note 3)**
7. Any applicant who was unsuccessful in the first round to LCC may be considered at this stage if they indicated their second preference to be Castleknock Community College and they meet the above criteria 1-6.
8. Applicants from outside the catchment area may be considered for places when applications from all applicants in categories 1-7 above have been satisfied. This category will be divided into first and second preference applicants. Priority will be given to those applicants attending one of the listed Primary Schools **(See Page 3)**.
9. Finally, places will be offered to those students on the late waiting list as per date of receipt of application form.

If any category is oversubscribed random selection will be used to determine places except in the case of the late waiting list.

Note 1: Church of Ireland Applicants:

There is no non-fee paying Church of Ireland school in North-West Dublin. Consequently when the College was established, it was designated as a feeder school for Church of Ireland children in order to protect the rights of this minority, thus ensuring that a significant number of this community could be educated together. It was also agreed that a representative of the Church of Ireland community would be a member of the Board of Management. All Applicants in this category will be verified by the Church of Ireland parish office in Castleknock.

Note 2 Sibling(s):

An Applicant to First Year 2018-19 shall be deemed to be a sibling of an existing student if s/he has a sister/brother registered in the College during the period of the application process which runs from May 2017 (application forms issued) to Friday 8th September 2017 (The closing date for applications).

Note 3 Proximity:

- Applicants in categories 5 & 6 will be selected based on proximity.
- Nine zones have been created based on their general proximity to Castleknock Community College.
- Random selection will operate in each zone as ranked below. The first zone to be considered will be Zone 1 – Riverwood followed by Zone 2 Annfield etc.

The zones are as follows:

1. Riverwood
2. Annfield
3. Woodbrook
4. St Mochtas, Station Court, Station View, Portersfield, Windmill.
5. Larch Grove, Lambourn, The Orchard, Weaver's Row, Weaver's Hall, Weaver's Walk, The Village
6. Aspen, Sorrel Park, Shelerin Road to Ongar Junction, Limelawn.
7. Castlefield, Charnwood.
8. Allendale Square, Windermere, Aldemere, Portersgate, Mount Symon.
9. Kellystown Road, Rugged Lane, Barberstown, Barnhill.

5. Selection Criteria for Luttrellstown Community College

1. First preference applicants who are siblings of existing students enrolled at Luttrellstown Community College. **(See Note 1)**
2. First preference applicants living in Area A attending one of the listed Primary Schools.
3. First preference applicants living in Area A not attending one of the listed Primary Schools.
4. First preference applicants living in Area B attending one of the listed Primary Schools.
5. First preference applicants living in Area B not attending one of the listed Primary Schools.
6. For applicants who have placed LCC as their second preference school and in the event that any places remain those second preference applicants will be allocated as per above criteria i.e. above 1-5
7. Applicants from outside the catchment area may be considered for places when applications from all applicants in categories 1-6 above have been satisfied.

Priority will be given to:

- 7.1 First preference applications to LCC
 - 7.2 Attendance at listed primary schools
 - 7.3 Applicants living abroad planning a return to Ireland who currently have a residence in the catchment area.
 - 7.4 Attendance at other local primary schools in the greater Blanchardstown area.
8. Finally, places will be offered to those students on the waiting list as per the following criteria ;
 - 8.1 Siblings will be prioritised initially when the first waiting list is compiled on October 1st 2018. Following this as per date of application.
 - 8.2 Date of receipt of application form will be the key criteria. A lottery will help decide multiple applicants received on the same day.

If any category is oversubscribed random selection will be used to determine the offer of places where necessary.

Notes:

Note 1 Siblings:

An Applicant to First Year 2018-19 shall be deemed to be a sibling of an existing student if s/he has a sister/brother registered in the College during the period of the application process which runs from May 2017 (application forms issued) to Friday 8th September 2017 (The closing date for applications).

Note 2 Scoil Choilm C.N.S:

Following previous commitments by Co. Dublin VEC (now DDLETB) to Scoil Choilm C.N.S. all pupils attending Scoil Choilm CNS were given priority status up to 2017 year of entry. This was the final year of this agreed arrangement for students in Scoil Choilm.

Note 3. First & Second Preference

- (i) It is important that parents give careful consideration to their choice of 1st and 2nd preference on their application. Parents must state in the appropriate section of the form whether they have an application with both colleges. If parents/guardians wish their daughter/son to be considered for both colleges they must lodge an application form with both colleges indicating their first and second preference.

6. Enrolment Procedures at Castleknock CC

For those students wishing to enrol in First Year in Castleknock Community College an Application Form must be completed and returned to the Principal by the date stated at the end of that form.

6.1 In the Calendar Year preceding entry the following stages will apply:

- ✚ The Board will decide in the spring of 2017 the total number of places available in First Year 2018/19. This will be clearly stated on the Official Application Form.
- ✚ In May/June 2017 enrolment information & application forms will be distributed to Fifth Class students in the following primary schools:
 - ✓ St. Brigids, Castleknock, Dublin 15.
 - ✓ Scoil Thomais, Laurel Lodge, Castleknock, Dublin 15.
 - ✓ St. Mochtas, Porterstown, Dublin 15
 - ✓ Castleknock National School, Main St., Castleknock, D.15
 - ✓ St. Francis Xavier, Roselawn, Dublin 15.
 - ✓ Scoil Oilbheir, Clonsilla Road, Dublin 15
 - ✓ Castleknock Educate Together National School, Beechpark Avenue, D.15
 - ✓ Scoil Bhríde, Boys & Girls, Blanchardstown, Dublin 15
 - ✓ St. Patrick's Nat. School, Luttrellstown, D. 15.
 - ✓ Mount Sackville National School.
 - ✓ Scoil Choilm Community National School.
- ✚ Local Churches will be notified at the time of enrolment and requested to announce that applications for places in First Year for the following school year are now being invited.
- ✚ For those pupils who are resident in the area but not attending the above schools; enrolment information will be forwarded on request, to Parent(s)/Guardians(s).
- ✚ The closing date for applications will usually be the last working day in September unless otherwise determined by the Board. **The Closing date for applications for First Year 2018 is Friday 8th September 2017 @ 4.00p.m.**
- ✚ The Board will meet in early October to consider all applications and thereafter places will be offered and parent(s)/guardian(s) will be requested to confirm in writing their acceptance of the offer.

6.2 Acknowledgement of Receipt of Application

- ✓ All applications should be forwarded directly to the Principal of the College.
- ✓ All applications are required to forward an original birth certificate with the Application Forms.
- ✓ All applications must enclose two original documents that verify their place of residence. (see note 6:4)
- ✓ A form of acknowledgement/receipt will be issued for each application received within a two week period of lodging the application form. Parent(s)/Guardian(s) who have not received an acknowledgement within this period are advised to contact the College immediately.

Proof of delivery of applications to the school will be the responsibility of Parent(s)/Guardian(s).

6.3 Administrative Procedures/Dates.

- ✓ On receipt and confirmation of all applications the Board of Management will meet to approve the list of applicants. No guarantee of a place in the College can be made to any applicant until the Board of Management has approved the appropriate quota of applications.
- ✓ **Confirmation of Places:** Following a meeting of the Board of Management in early October Parent(s)/Guardian(s) will be informed in writing whether a place is being offered to their child.
- ✓ In October/November an interview is carried out with each applicant and their parent(s)/guardian(s).
- ✓ In January/February students will sit their Entrance Assessments. Both Colleges will hold this assessment on the same day – usually the first Saturday in February.
- ✓ In January/February the College will host an Information Evening for Parent(s)/Guardian(s) of incoming first year students, addressing the themes of **Moving to Secondary School** and **Choosing the Right Subject Options**.
- ✓ In May/June, students are notified of their classes and subject choices. Also in May/June students will be invited to the College to meet with their mentors.
- ✓ On the 1st September (unless otherwise determined by the Board of Management) school begins for First Year classes and later in the month or early October. Parent(s)/Guardian(s) will be invited to an informal **Information Afternoon** where they will meet their child's tutor.
- ✓ **Please note that the College Guidelines for dealing with separated parents in relation to school meetings and communications is available on request from the College.**

6.4 Proof of Residence:

- ✓ 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.
- ✓ 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. The Board of Management reserves the right to make enquiries to ascertain proof of residence, including reference to the Electoral Register.
- ✓ 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.
- ✓ Only the applicant's primary resident will be considered for the purpose of enrolment.
- ✓ Parent(s)/Guardian(s) of the applicant must be residing in Ireland at the time of application. 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 (not an e.bill) Electricity,,/Phone/Gas/Cable Television/Broadband Provider
Mobile Phone bills are not acceptable.
- **Please note that we cannot accept E-bills as proof of residence**
- Correspondence from an insurance company regarding an insurance policy.
- Original Statement (not an e-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.**

6.5 Late Applications/ Waiting List:

- ✓ Applications received, following the closing date, will be placed on a waiting list.
- ✓ Each application will be considered, according to the agreed criteria, only after all other applications have been dealt with.
- ✓ Parent(s)/Guardian(s) of pupils on the waiting list will be informed whenever a suitable vacancy occurs and the parent(s) will have the option to accept or refuse the place offered to their child.
- ✓ The **waiting list** will remain active until Friday 31st May 2019. Subsequently, should Parent(s)/Guardian(s) still wish their daughter/son to be considered for a place in the College they must reapply and complete a new application form.

6.6 Entrance Assessments

Incoming First Year students are required to sit the College's Entrance Assessment in the period January/February preceding their entry to College. The Entrance Assessment for First Years 2018 will take place on Saturday 3rd February 2018. The purpose of this test is:

- ✓ To ensure students are placed in their first year classes in keeping with our Mixed Ability philosophy.
- ✓ To screen for students who may require learning support from the College.

7. Department of Education Regulations

Eligibility for admission includes the following DES regulations:

- ✓ Having reached the required age: 12 on the 1st January in the calendar year following the student's entry into First Year.
- ✓ Pupils of Irish nationality should have completed Sixth class in Primary School in the academic year prior to entry.
- ✓ Students from other countries should have reached a comparable standard of education.
- ✓ Students must be willing to accept the Code of Behaviour of the College. Confirmation in writing is required that parent(s)/guardian(s) and the student are in receipt of the Code of Behaviour.

8. Transfer of a student from another school*

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

- ✓ Is in agreement with the school's Admission Procedure
- ✓ 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 Castleknock Community College.
- ✓ A consultation with the Educational Welfare Officer if necessary.

***A separate and more detailed policy is available for applicants transferring to Castleknock Community College from another school.**

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.

9. Appeals

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. **Education Welfare Act. 2000, Section 24; (5), Page 22. Education Act 1998, Section 29, Page 27; Circular Letter M48/01**

The Board of Management of Castleknock Community College shall not refuse to admit as a student 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 Education Act 1998. 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 the first instance, to the Board of Management of the College. In certain circumstances the Board may make provision to meet the Parent(s)/Guardian(s) or the Parent(s)/Guardian(s) may request a meeting with the Board of Management. The Parent(s)/Guardian(s) will be informed in writing of the Board's decision and the reasons why the student was not accepted 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 Dublin & Dun Laoghaire ETB.

Appeals must be made, in writing, within 14 days of notification to the Parent(s)/Guardian(s), of the Board of Management's decision.

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

Should an applicant be unsuccessful in her/his appeal to the C.E.O., Dublin & Dun Laoghaire ETB., any subsequent appeal to the Secretary General of the Department of Education & Skills 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.

Mr John Cronin, Principal.

Secretary to the Board of Management.

Date: Tuesday 25th April 2017



etb

Bord Oideachais agus Oiliúna
Atha Cliath agus Dhún Laoghaire
Dublin and Dún Laoghaire
Education and Training Board