

# Coláiste Pobail Caisleán Cnucha

## Castleknock Community College

### Admissions Policy & Procedures

#### 2019 -2020



Mr John Cronin, Principal.  
Secretary to the Board of Management.  
Date 13<sup>th</sup> March 2018

## Contents

1. Introduction	Page 2
2. Programmes	Page 2
3. Shared Enrolment Procedures	Page 3
3.1. Luttrellstown Community College Area A	Page 4
3.2. Castleknock Community College Area B	Page 4
3.3. Listed Primary Schools	Page 5
3.4. Applying TO LCC & CCC	Page 5
4. Selection Criteria for Castleknock CC	Page 6
5. Enrolment Procedures at Castleknock CC	Page 8
5.1. In the calendar year preceding entry	Page 8
5.2. Acknowledgement of receipt of application	Page 8
5.3. Administrative procedures/dates	Page 9
5.4. Proof of residence	Page 9
5.5. Late Applications/Waiting List	Page 10
5.6. Entrance Assessments	Page 10
6. Department of Education Regulations	Page 11
7. Transfer of student from another school	Page 11
8. Appeals	Page 12

---

## 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. The College was established as a Designated Community College.\*

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.

---

\*A **Designated Community College** is an ETB school where the management of the school is governed by a specific agreement between the ETB and a 'Trustee Partner' – the local diocese and/or a religious congregation or other recognised school patron. The Model Agreement refers to the agreement between the ETB and the 'Trustee Partner' – an agreement that as well as giving the 'Trustee Partner' a role in the management of the school gives the 'Trustee Partner' a role in determining the school's characteristic spirit. While Model Agreement (Designated) Colleges involve a 'trustee partner' the ETB is the patron.

The Board of Management at Castleknock Community College is represented by Three DDL ETB Representatives, Three Archbishop's Representatives (Catholic), One Church of Ireland Representative, Two Parents' Representatives & Two Teachers' Representatives.

---

## 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 is divided into two areas: A & B. Following a review of the Shared Enrolment Procedures in the autumn of 2017 a number of changes were introduced. The report on the “*Review of the Common Enrolment Procedures*” is available to read on our website: [www.castleknockcc.ie](http://www.castleknockcc.ie).

The Key Findings of the Review were as follows:

1. The boundary of the common catchment area should remain as it is. Realignment of internal boundary to occur between Areas A & B to reflect established enrolment patterns and maintain a high level of diversity (inclusion of Riverwood in Area B from 2019-20).  
*Recommendation agreed by each Board.*
2. Move from a preference based system to a simplified enrolment process, in which parents may apply to either or both schools with a separate application: Castleknock Community College gives priority to Area B and Luttrellstown Community College to Area A.  
*Recommendation agreed by each Board.*

Based on feedback from parents enrolling for the first time, the following recommendations 3 and 4 are designed to reduce anxiety associated with long waiting times linked to places not coming available until very late:

3. A successful applicant cannot hold a place in both schools, Castleknock Community College and Luttrellstown Community College. An applicant may receive an offer from both schools, but would not be permitted to accept both places.

A new acceptance form/letter will be necessary for parents of students who could receive two offers in round one and in later rounds. The policy will make clear that where applicants apply to both schools, information is shared as necessary to ensure places cannot be accepted in both schools. Where a student could be entitled to an offer from both schools, the offer letter of a place will request the parent to indicate an acceptance for one school only. Both schools will liaise on any application form that indicates that an application has been lodged with both schools: the application form will still have the tick box for parents to indicate this.

*Recommendation agreed by each Board.*

4. Luttrellstown Community College and Castleknock Community College may feel it necessary to consult with other local schools in the area. A single assessment date to be encouraged between schools where possible and a requirement of the enrolment process includes attending an entrance assessment in one of the two DDL ETB schools.  
*Recommendation agreed by each Board.*

5. **Option 1** - Castleknock Community College would continue to consider applications from estates in Area A. These applicants would be placed in in categories 5 & 6 based on proximity to the College

OR

**Option 2** - Area A would be treated as a single area in a lower placed category by Castleknock Community College

*Decision by the Board of Castleknock Community College was in favour of the Option 1, proximity to the College, in line with current practice.*

### 3.1 Luttrellstown Community College Area A

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

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

### 3.2 Castleknock Community College Area B

The priority catchment area of Castleknock C.C are The Parish Boundary of Our Lady Mother of the Church (St. Brigid's), Castleknock and The Parish Boundary of St. Thomas the Apostle, Laurel Lodge and the following listed areas









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 as listed below*	Riverwood	

\*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 Schools\*

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 Applying to Castleknock Community College & Luttrellstown Community College

Given the demand for second level places in the Dublin 15 area it is reasonable to expect parents to apply to a number of second level schools. If a parent makes an application to Castleknock Community College and Luttrellstown Community College they will need to note the following:

- Where an application is made to Castleknock Community College and Luttrellstown Community College, parents will need to indicate this in the relevant section on both application forms.
  - It is possible that a parent may be offered a place in both Colleges when first round offers are made in October of the year of application. However it is not possible for a parent to accept an offer in both Colleges.
  - Both Colleges will liaise with each other with regard to applicants who have made an application to both Colleges.
  - By making an application to both Colleges you are permitting both Colleges to exchange information in relation to the status of your application.
  - If an initial offer is made to you from one College and you accept this offer, it may be possible to receive a subsequent offer from the other College depending on availability, but as stated previously it is not possible to hold a place in both Colleges.
-

## 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. 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 and The Parish Boundary of St. Thomas the Apostle, Laurel Lodge and the following listed areas

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 as listed below*	Riverwood	

\*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. Applicants living in Area B not attending one of the listed Primary Schools.
5. 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. 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. 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 those applicants attending one of the listed Primary Schools (See Page 3).
8. 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 1a 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 1b – Request for Religion Details**

Please note that the application form requests that you enter your daughter/son's religion if any. This request is made to ensure fair processing of all categories of the enrolment procedures.

### **Note 2 Sibling(s):**

An Applicant to First Year 2019-20 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 2018 (application forms issued) to Friday 7th September 2018 (The closing date for applications).

### **Note 3 Proximity:**

- Applicants in categories 5 & 6 will be selected based on proximity.
- Eight 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 – Annfield followed by Zone 2 Woodbrook etc.

The zones are as follows:

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



## 5. 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.

### 5.1 In the Calendar Year preceding entry the following stages will apply:

- ✚ The Board will decide in the spring of 2018 the total number of places available in First Year 2019/20. This will be clearly stated on the Official Application Form.
- ✚ In May/June 2018 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 Bhride, 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 2019 is Friday 7<sup>th</sup> September 2018 @ 4.00p.m.**
- ✚ The Board will meet in September 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.

### 5.2 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 & recent passport photographs with the Application Forms.

- ✓ All applications must enclose two original documents that verify their place of residence. (see note 5:4)
- ✓ 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).**

### 5.3 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 1<sup>st</sup> 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.

### 5.4 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 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.**

## 5.5 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 22<sup>nd</sup> May 2020. 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.

## 5.6 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 2019 will take place on Saturday 2<sup>nd</sup> February 2019. 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.

## 6. Department of Education Regulations

Eligibility for admission includes the following DES regulations:

- ✓ Having reached the required age: 12 on the 1<sup>st</sup> 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.

## 7. 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 Principal on behalf of 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.**

## 8. 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 13<sup>th</sup> March 2018