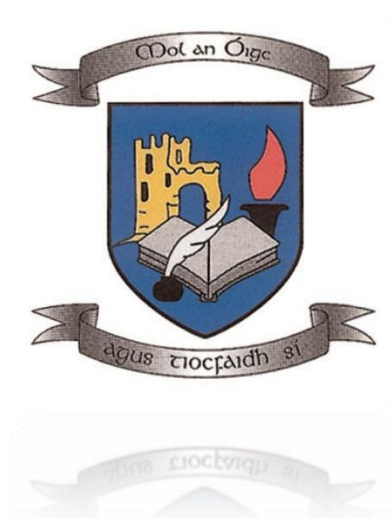


Transfer of a student to Castleknock Community College 2018- 2019



“We the pupils, parents and staff of Castleknock Community College, strive for excellence in a caring and supportive environment. Growing and developing through co-operation will enable all to realise their full potential”

Introduction

Castleknock Community College is part of the Dublin & Dun Laoghaire ETB 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 is catering to an ever-increasing population growth within its catchment area the Board of Management will each year review its *Enrolment Policy*. 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.

The Board of Management is committed to the successful implementation of the recent 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, and respect for diversity, parental choice and equality.

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**.

The College supports the principles of inclusiveness, equality of access and participation in the school including respect for diversity.

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, when the demand is made, the College may offer the Leaving Certificate Applied Programme and the Leaving Certificate Vocational Programme.

Enrolment Procedures to First Year 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. Please note that a shared enrolment procedure exists between Castleknock Community College and Luttrellstown Community College for all students applying to its First Year Programme.

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 child's entry into First Year.
- ✓ Pupils who 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.

Transfer of a student to Castleknock Community College 2018- 2019

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 2018 by applying the procedures as outlined in this document.

Application Form will be available for the academic year 2018-2019 from Monday 9th April 2018.

The Board has granted the Principal the authority to oversee the processing of all applications in accordance with the agreed procedures. The Principal will provide a report at each Board Meeting in relation to all applications to the College.

Procedures for enrolling a student for the academic year 2018-2019

1. An Application Form may be obtained from the main office of the College during office hours from Monday 9th April 2018
2. Only Parent(s)/Guardian(s) of applicants residing in Ireland may apply. Parent(s)/Guardian(s) must be available to attend all meetings associated with the enrolment process.
3. The applicant will be required to forward the following information to the College:
 - a. Two Passport Photographs
 - b. Two recent school/academic reports.
 - c. An original copy of the applicant's Birth Certificate.
 - d. Educational/Psychological Assessments/Irish Exemption where applicable.
 - e. Proof of residence - Two original documents required – no more than three months old.
 - f. Student of Enquiry Form

4. Once the form and requested information has been received and processed the College will write to the applicant acknowledging receipt of their application.
5. Please note that the Main Office will close for a period of time in July/August and will not be in position to accept or process applications.
6. At the Board of Management Meeting on Tuesday 5th June 2018 consideration will be given to all applicants that have been received to all year groups except first year. If places are available the Board will agree on the successful applicants.

If any category is oversubscribed the Board will create a waiting list which will remain active until 24th May 2019.

Applicants received after Tuesday 5th June 2018 will be added to this waiting list and offered a place subject to the suitability of the applicant.

7. If a place is available or becomes available the applicant may be required to forward a reference from their former school.
 8. When the above character reference, if required, is forwarded to the College the applicant and her/ his Parent(s)/Guardian(s) will be invited for interview to determine whether the application:
 - ✓ Is in the best interest and of educational benefit to the student
 - ✓ Is in the best interest of the College
 9. If necessary a meeting between a representative from the National Education Welfare Board (TUSLA) and the College Principal will be arranged in relation to the applicants.
 10. Following the interview and the provision of all the above requirements, the College will offer/refuse a place to the applicant.
 11. 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 their discretion in relation to that enrolment application. False or inaccurate information may invalidate any application.
- Any application received for the academic year 2018/19 will no longer be valid after Friday 24th May 2019.
 - Any application received for the academic year 2018/2019 will not be rolled over for the next academic year.

Number of Places Available: 2018-2019

The maximum number of places in each year group for the academic year 2018/19 is as follows

■ First Year	210 places
■ Second Year	210 places
■ Third Year	210 places
■ Transition Year	120 Places
■ LC1	180 Places
■ LCA1	12 Places
■ LC2 including LCA2	210 Places

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 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

Appeals must be made, in writing, within 14 calendar days of notification to the parent/guardian, of the Board of Management's decision. The Appeals Application Form will advise Parent(s)/Guardian(s) of the information required for such appeals. The Appeal Form is available on request from the office at the College or by contacting

**Dublin & Dun Laoghaire ETB
1, Tuansgate,
Belgard Sq. East,
Tallaght,
Dublin 24.
Phone 01-4529600**

Should an applicant be unsuccessful in her/his appeal to the C.E.O., Dublin & Dun Laoghaire ETB., the 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.

