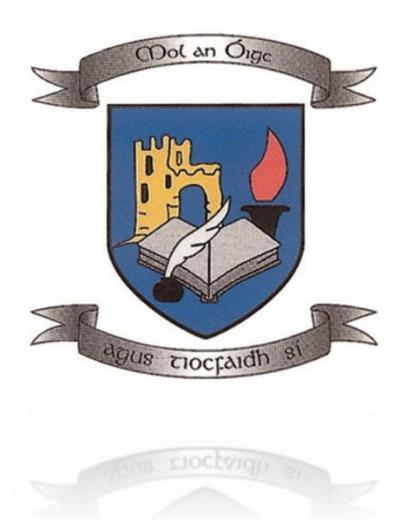


Transfer of a student to Castleknock Community College 2019- 2020



“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”

1. Mission Statement & Educational Aims

Mission Statement

In serving the needs of our community we, the pupils, parents and staff, in all our endeavours aspire towards excellence in a caring and supportive environment. By growing and developing through co-operation this will enable all to realise their full potential.

Educational Aims

- To enable and encourage the full growth and development of each student intellectually, creatively, physically, morally and socially.
- To create a caring, safe and supportive environment in which each student will have the opportunity to fully develop his/her aptitudes and talents.
- To promote gender equity, self-awareness and responsible attitudes on personal relationships, while encouraging dignity and respect in all our endeavours.
- To foster consultation and the involvement of parents in the development of school policies, and its social and recreational activities.
- To engender feelings of self-esteem and the creation of sensitive, caring and politically aware members of society.
- To create opportunities for parents and other adults to further their academic or social education by the provision of a community education programme.
- To aspire towards excellence in all areas of work and involvement, thus promoting an image and a reputation for our college, which will command the respect and the pride of the community.
- To be true to our motto “Mol an Óige and Tiocfaidh Si” and thus instil a feeling of self-esteem within all students.
- To provide a pastoral care programme that is central to the life of the college.
- To provide for the cultural and aesthetic needs of the community through the arts.

2. Brief History of the College

Castleknock Community College is part of the Dublin and Dún Laoghaire Education and Training Board and was established in 1995. Our College is a co-educational post-primary school catering to an ever-increasing population growth within the greater Castleknock area. A comprehensive academic curriculum is promoted in addition to a wide-ranging programme of extra-curricular activities. The College was established as a Designated Community College.*

Conscious that our College is situated in an area where education is valued, and expectations are high, the challenge has been to set standards which will command the respect and the pride of the community.

Aspiring towards excellence, creating high expectations, developing a holistic approach to education and instilling a sense of pride and respect among parents, pupils and staff are among our goals.

“Mol and Óige agus Tíocfaidh Sí” underlines our philosophy of fostering self-esteem, a positive attitude towards learning, the promotion of responsible behaviour and the encouragement of dignity and respect in all our endeavour.

In honouring our commitment to the core values and the College motto, the College in consultation with the Student Council and Parents Association has created a statement of purpose for each of its students: “A graduate from CCC is recognised as a young man or woman who possesses a strong moral purpose and holds the courage of their convictions. Graduates will be equipped with the life skills to understand their own well-being so that they can manage their emotional, mental, spiritual and physical needs.”

The philosophy of Castleknock Community College is one of inclusiveness in which the College supports the principles of partnership, equality of access and participation in the school. We respect diversity, parental choice and equality. Parental involvement in all aspects of our development is an essential and appreciated part of our College. Parents are represented on the Board of Management and there is a vibrant Parents’ Association. We are very proud of our academic success in the Leaving and Junior Certificate examinations. The College has created its own awards scheme, known as the Academic Excellence Awards, which recognises students for their high academic achievement in both Junior and Leaving Certificate.

Castleknock Community College will always strive for greater achievement. We pride ourselves in providing a high-quality education to all our students, inspiring them to develop their abilities to the full but conscious of the potential for further development. All who are associated with our College are focused on our success and on providing a quality education for the youth of the community which we serve.

***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 & One Community Representative.

3. 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.

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 Student Behaviour Policy. 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 2019- 2020

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 2019 by applying the procedures as outlined in this document.

Application Form will be available for the academic year 2019-2020 from Monday 29th April 2019.

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 2019-2020

1. An Application Form may be obtained from the main office of the College during office hours from Monday 29th April 2019
2. Only Parent(s)/Guardian(s) of applicants residing in Ireland at the time of application may apply. Parent(s)/Guardian(s) must be available to attend all meetings associated with the enrolment process.
3. There are two parts to the Application Process
 - a. Application Forms, available from the 29th April. Completed forms must include the following:
 - (i) An original long birth-certificate,
 - (ii) Recent proof of address (Two separate documents required) - only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.
- All of the information that you provide in this application form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.
- Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to this application.
4. Once the Application Form and requested information has been received and processed the College will write to the applicant acknowledging receipt of their application.
5. At the Board of Management Meeting on Tuesday 4th June 2019 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 29th May 2020.

Applicants received after Tuesday 4th June 2019 will be added to this waiting list and offered a place subject to the suitability of the applicant.
6. If the Board of Management is in a position to consider an applicant for a place. An interview will take place with the applicant. The purpose of this interview is to determine whether the offer of a place:
 - a. Is in the best interest and of educational benefit to the student
 - b. Is in the best interest of the College
 - c. to ensure that the College can meet the educational needs of the applicant.

7. 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.
8. If the College can meet the needs of the students an offer will be made to the Applicant and an Acceptance Form will be forwarded for completion.
9. The applicant will be required to forward the following information to the College with the Acceptance Form:
 - a. Two Passport Photographs
 - b. Two recent school/academic reports.
 - c. Educational/Psychological Assessments/Irish Exemption where applicable.
 - d. Student Enquiry Form
10. 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.
11. 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.
 - Any application received for the academic year 2019/20 will no longer be valid after Friday 29th May 2020.
 - Any application received for the academic year 2019/2020 will not be rolled over for the next academic year.

Number of Places Available: 2019-2020

The maximum number of places in each year group for the academic year 2019/20 is as follows

■ First Year	210 places
■ Second Year	210 places
■ Third Year	210 places
■ Transition Year	140 Places
■ LC1	180 Places
■ LCA1	12 Places
■ LC2 including LCA2	200 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., 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. 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 12th March 2019