



ENNIS COLLEGE
OF
FURTHER EDUCATION

Ennis Community College / Gaelcholáiste an Chláir Admissions / Enrolment Policy

Note: This policy is effective from 17th October 2019 and replaces all previous Admission / Enrolment Policies

Unless otherwise stated this policy applies to Ennis Community College including Gaelcholáiste an Chláir which is an Aonad lán Ghaeilge.

Rationale

To provide fair, transparent and effective criteria for admission of students to Ennis Community College, in compliance with legislative requirements.

The **Admissions Policy** of Ennis Community College has been drawn up in accordance with the

- ◆ Education Act 1998
- ◆ The Education (Welfare) Act 2000
- ◆ Equal Status Act 2000
- ◆ VEC Education (Amendment) Act 2001
- ◆ *EPSEN Act 2004*

Within the context and parameters of DES regulations and programmes and the funding and resources available Ennis Community College supports the principles of:

- Parental/Student choice
- Inclusiveness
- Equality of access to and participation in the Ennis Community College
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.
- Ability of Ennis Community College to provide an appropriate education for individual applicants if resources are provided.
- Accountability to applicants for enrolment, their parents, LCETB, staff and the community served by the Ennis Community College.
- The resources are provided to make reasonable provision and accommodation for student,
- Parents, Guardians, Students and Staff will have all necessary information to ensure each student will have his/her needs met.
- Provide all relevant information as required by the Department of Education and Skills.
- Admission is open to students of all ethnic groups.
- Admission is open to students of all or no religious beliefs.

Ennis Community College's Admissions Policy welcomes all students for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education for all students.

Each year the Board of Management may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, campus and resources.

Ennis Community College: Mission Statement

Ennis Community College with the co-operation of its educational partners will continue to provide an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

The school is committed to creating an atmosphere of excellence in learning by challenging pupils to reach their full potential.

The school will foster an appreciation of the arts, our National culture and all other cultures and ethnicities in response to an ever changing society.

The school is non-denominational and provides equality of access to children of all social, cultural & religious backgrounds. The characteristic spirit of the school is one of care and attention to all students, irrespective of economic circumstance, gender, sexual orientation, religious or philosophical outlook, race or social situation. It aspires to provide a holistic education encompassing, as far as practicable, all dimensions of the student's being.

School Details

Ennis Community College operates under the auspices of the Limerick and Clare Education and Training Board. The College was founded in 1938 and caters for both boys and girls. Students are prepared for the Department of Education and Skills Junior Certificate and Leaving Certificate programmes. The College also offers a range of Further Education Courses to meet the needs of adult learners.

Gaelcholáiste an Chláir

Is Aonad Lán-Ghaeilge de chuid Coláiste Pobail na hInse í Gaelcholáiste an Chláir. Cuireann Gaelcholáiste an Chláir roimpi sároideachas d'ardchaighdeán a chur ar fáil dá daltaí go léir trí mheán naGaeilge. Cothaítear gach aon ghné den chultúr gaelach i sainmheon an Ghaelcholáiste. Is í an Ghaeilge teanga cumarsáide na scoile. Fáiltítear roimh dhaltaí ó gach aon chúlra teangan agus ó gach aon bhunscoil.

Gaelcholáiste an Chláir is an All –Irish unit within Ennis Community College. Gaelcholáiste an Chláir endeavours to provide an excellent standard of education through the medium of Irish for all of its pupils. Every aspect of Irish culture is fostered in the ethos of the Gaelcholáiste. Irish is the language of communication in the Gaelcholáiste. Children from all language backgrounds and all primary schools are welcomed to Gaelcholáiste an Chlair.

At all times the language of communication at Gaelcholáiste an Chláir is Irish.

Contact Details

Address: Ennis Community College, Harmony Row, Ennis, Co. Clare.

Telephone: 065 6829432

E-mail: info@enniscc.ie

Websites: www.enniscommunitycollege.com

www.gaelcholaisteachclair.com

www.furthereducationennis.com

School Structure

The Principal is Mr. Brian O'Donoghue. The Deputy Principal is Ms. Yvonne Walsh.

The Board of Management consists of two nominees from the teaching staff, two parent nominees and four members of Limerick and Clare Education and Training Board.

The school has an active and vibrant Parents' Association. The Parents' Association aims to promote the educational development of our students and to assist with the various school activities. Members representing each student year group are elected by the parents of students attending the college.

The school has an active Student Representative Council consisting of elected representatives from different classes.

Ennis Community College provides the Junior Certificate Programme, Junior Certificate Schools Programme, Transition Year, Leaving Certificate Vocational Programme, Leaving Certificate Applied, Leaving Certificate Established and Further Education Programmes. Details of the curriculum offered are available from the school or website and may change from time to time.

The school provides various Support Services such as, Student Support Team, Tutor, Year Head, Guidance Counselling, Home-School Community Liaison Officer, Resource Department, Gaelcholaiste an Chláir (Aonad lán Ghaeilge).

Classes begin at 08.55 each day. They end at 15.50 on Mondays and Tuesdays and at 15.10 on Wednesdays, Thursdays and Fridays. Year Heads/Tutors meet with students daily at 08:47 for registration. There is a short break in the morning from 10.55 to 11.10 and lunch is from 13.10 to 13.50 each day. Pupils may avail of the school's canteen facilities during these times. Typically pupils would be involved in co-curricular activities on a number of lunchtimes and afternoons during the week. A homework club and after-school study is also available to pupils four days per week.

Parent-Teacher meetings are held once a year for 1st, 2nd, 5th and Transition year groups and up to twice a year for 3rd and 6th year groups. These meetings are brought to the attention of the parents/guardians by text and/or email. Parents/guardians are strongly urged to attend.

The financial and teaching resources of the school are provided by a combination of Department of Education and Skills grants and teacher allocations, voluntary contributions and fund-raising. It is school policy to insure all our students and to meet this requirement a small charge is levied on each student at the beginning of the academic year.

Further detailed information on the schools ethos and activities are available in the school prospectus, available upon request from the school office or on the school website.

The school Calendar is published yearly and updated throughout the year and is available on the school website.

Curriculum

Ennis Community College follows the curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).

SUBJECTS	
Junior Cycle (3 Years)	Leaving Certificate (est.) (2 Years)
<ul style="list-style-type: none"> ● Gaeilge* ● English/ Béarla* ● Maths/Mata* ● History/ Stair* ● Geography/ Tíreolaíocht* ● Science/ Eolaíocht* ● Physical Education/ Corpoideachas* ● Religious Education/ Oideachas Reiligiúnach* ● SPHE* ● CSPE/OSSP* ● French/ Fraincis ● Business Studies/ Staidéar Gnó ● Home Economics/ Eacnamaíocht Bhaile ● Art/ Ealaín ● Technology/ Teicneolaíocht ● Technical Graphics/ Grafaic Theicniúil ● Materials Technology (Wood)/ Adhmad Teicneolaíocht Ábhair ● Materials Technology (Metal)/ Teicneolaíocht Ábhair Miotail ● Music/ Ceol ● Guidance/ Treoir ● Computer Studies/ Staidéar Ríomhaireachta 	<ul style="list-style-type: none"> ● Gaeilge* ● English/ Béarla* ● Maths/Mata* ● History/Stair ● Geography/ Tíreolaíocht ● Biology/ Bitheolaíocht ● Physics/ Físic ● Chemistry/ Ceimic ● Physical Education/ Corpoideachas ● Religious Education/ Oideachas Reiligiúnach ● French/ Fraincis ● Business/ Staidéar ● Economics/ Eacnamaíocht ● Accounting/ Cuntasaíocht ● Home Economics/ Eacnamaíocht Bhaile ● Art/ Ealaín ● Technology/ Teicneolaíocht ● Design & Communications Graphics/ Graphis Deartha agus Cumarsáide ● Construction Studies/ Staidéar Foirgníochta ● Engineering/ Innealtóireacht ● Music/ Ceol ● Guidance/ Treoir ● LCVP
<p><i>* denotes subjects that all students study (unless officially exempted)</i></p>	

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range, level and medium of instruction of subjects, including the minimum number of students to justify the offering of a particular subject class.

Junior Cycle

Junior Certificate Programme / Junior Certificate Schools Programme.

The school offers both the traditional Junior Certificate Programme (*curriculum outlined above*) and, subject to demand and resources, the Junior Certificate Schools Programme.

This Junior Certificate Schools Programme is an intervention within the Junior Certificate. It provides a curricular framework, which will assist the school and individual teachers in adopting a student-centred approach to the Junior Certificate. It provides an opportunity for each student to obtain a Junior Certificate recording his/her level of attainment.

Senior Cycle

Leaving Certificate

At Senior Cycle level students may follow the Traditional Leaving Certificate Established (*curriculum outlined above*) or the Leaving Certificate Applied (LCA) programme.

Leaving Certificate Applied

The school may offer an alternative programme, subject to demand and resources, to the traditional Leaving Certificate called the Leaving Certificate Applied Programme. Some students will find this programme a very suitable route to pursue at senior cycle, and the school will consider applications from students and their parents on completion of Junior Cycle. This is a two-year programme incorporating a work experience module.

Leaving Certificate Vocational Programme (LCVP)

LCVP is a Senior Cycle Programme of the Department of Education and Skills, designed to give a strong vocational dimension to the Leaving Certificate Established. The programme combines the virtues of academic study with a new and dynamic focus on self-directed learning, enterprise, work and the community.

LCVP Structure

- At least five Leaving Certificate subjects, two of which must be selected from one of the designated Vocational Subject Groupings
- Irish (unless the student has an exemption)
- A recognised course in a Modern European Language other than Irish or English
- Two Link Modules: Preparation for the World of Work and Enterprise Education

Transition Year

The Transition Year is a one-year programme which comes immediately after completion of Junior Cycle.

The aim of the programme is:-

- to provide a good academic basis for beginning the senior-cycle course
- to develop aspects of the curriculum which tend not to be catered for elsewhere in the school curriculum
- to develop teamwork through task oriented-projects
- to develop links between the school and the wider community
- to encourage students to become self-motivated learners
- to provide an opportunity for students to develop an understanding of how learning occurs generally, and with particular reference to their own learning styles
- to introduce students to a wide range of cultural and sporting activities
- to prepare students to become responsible members of society

PLC and QQI Programmes

Subject to demand and resources, the school may offer QQI accredited and/or PLC programmes. Details on the various courses offered may be obtained from the College.

Enrolment of First Year Students

Each year the Board of Management may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, and resources. Our procedures for application are in keeping with

the characteristic spirit of the school as expressed in the Mission Statement and they comply with all relevant current legislation.

The Board of Management has approved the allocation of ninety six (96) first year places for the academic year 2019/2020. Twenty eight (28) of these places are for students at Gaelcholáiste an Chláir (Aonad lán Ghaeilge) and sixty eight (68) for students in the all English setting.

All students wishing to enrol must complete an enrolment/application form.

All applicants will be offered a place subject to:

- Meeting eligibility requirements (see below)
- Compliance with the enrolment procedures
- The availability of places

Application forms can be had by calling to or telephoning the school office.

First Year Students who are eligible for Admission must:

- Have reached the required age of twelve on January 1st in the calendar year following the child's entry into First Year.
- Having completed sixth class standard in primary school, or equivalent.
- Be willing to accept the school ethos.
- Be willing; with Parents/Guardians to accept the school Code of Behaviour and sign the student's diary (or other document) where this is outlined to confirm same.

Once enrolled all students will be required to take an Assessment Test. The purpose of this test is to identify the educational standard of the child for admission in first year. Failure to sit this assessment without a satisfactory explanation may result in the forfeiture of a place in the school.

In the event of Ennis Community College having more applications than places available, the offer of a place will be determined in compliance with the following order:

To Ennis Community College (English Setting)

1. Brothers and sisters of current pupils.
2. Children of present staff of Ennis Community College.
3. Brothers and sisters of former pupils who have graduated from Ennis Community College.

4. Children normally residing in the immediate locality of Ennis Community College. The term “immediate locality of the College” is given the widest interpretation as being all valid applicants residing in the current catchment area, as defined by the Department of Education and Skills and who are eligible to avail, as of right, of the Bus Éireann School Transport Scheme.

To Gaelcholáiste an Chláir

1. Brothers and sisters of current pupils.
 2. Children of present staff of Ennis Community College / Gaelcholáiste an Chláir.
 3. Brothers and sisters of former pupils who have graduated from Ennis Community College / Gaelcholáiste an Chláir.
 4. Children who have attended a Gaelscoil for at least five years and who have indicated Gaelcholáiste an Chláir (an Aonad Lán-Ghaeilge of Ennis Community College) as their school of choice.
 5. Children normally residing in the immediate locality of Ennis Community College. The term “immediate locality of the College” is given the widest interpretation as being all valid applicants residing in the current catchment area, as defined by the Department of Education and Skills and who are eligible to avail, as of right, of the Bus Éireann School Transport Scheme.
- If the number of applications in any category exceeds the number of places remaining to be allocated then random selection will apply for the allocation of remaining places for that category.
 - Random selection by means of a lottery will be conducted by the Principal, Deputy Principal and one nominee from the Board of Management. This will determine a numerical order of offer, 1, 2, 3, etc., the first drawn applicant of which will be entitled to be offered the first available place etc.

The closing date for receipt of completed application forms is Friday January 24th 2020 at 12.30pm. Late applications will only be considered after all applications received on time have been processed.

Enrolment Procedures for incoming First Years

- Parents/Guardians are informed of The Open Night through local press, on the school website and social media pages and by word of mouth.

- The Open Night is held in Ennis Community College for parents/guardians and prospective students. This meeting includes an address from the Principal and an opportunity to view the facilities and to meet with management and staff.
- An invitation to this meeting is also extended to Principals and Staff of primary schools served by Ennis Community College.
- The enrolment/application form must be completed with all relevant information. Evidence of exemption from Irish is required where appropriate. An original Birth Certificate will also be requested. A copy of this is taken for our files and the original returned to parents/guardians.
- Enrolment/application forms must be returned by the due date specified. Decisions regarding enrolment will be notified as soon as is practicable but not later than 21 days after the closing date.
 - Parent or Guardian must read, explain and sign The Code of Behaviour with their child.
 - Exemption from the study of Irish must be in accordance with the Department of Education and Skill's guidelines.
 - All students must be enrolled by the closing date. The school will confirm in writing whether the student is admitted or not.

The above applies only to students transferring from Primary school or equivalent. All others should follow the details outlined under the section entitled 'Application to transfer from another school or to re-enrol having previously left the school'. Applications seeking a transfer from another post primary school into first year will only be considered once all applications from students transferring from Primary school have been processed and the enrolment closing date has passed.

Application to apply to Transition Year

Students who wish to take Transition Year will be asked to either complete an application form or sit an interview or both. A list of suitable candidates will be compiled.

A letter will be issued to these students' Parents/Guardians offering a place in Transition Year. The Parents/Guardians will then have to accept or decline the place.

The limit on the number of students in Transition Year is 25. This is subject to change at the discretion of the Board of Management. For the academic year 2020/21 Transition Year is only available to students attending Gaelcholáiste an Chláir.

For entry into Transition Year students are required to:

- Complete third year
- Have a commitment to good behaviour, hard work and study.
- Have a history of good behaviour and attendance in previous school years.
- Be committed to applying him/herself fully to Transition Year and to what it has to offer (e.g. to co-operate and participate in all events)
- Pay for certain activities prior to beginning Transition Year.

Students' suitability to Transition Year and the suitability of the programme to the students will be considered during the application process. Students who are unsuccessful in their application for Transition Year have the right to appeal this decision to the Principal. They should appeal within seven days of the refusal to admit to Transition Year.

Application to apply to the Leaving Certificate Applied Programme

The Board of Management has approved the allocation of sixteen (16) places on the Leaving Certificate Applied programme for the academic year 2020/21.

Priority will be given to current students of Ennis Community College who have completed Junior Cycle in the year immediately preceding that of entry to the LCA Programme.

For entry to the Leaving Certificate Applied Programme students are required to:

- Complete third year
- Have a commitment to good behaviour, hard work and study
- Have a history of good behaviour and attendance in previous school years
- Be committed to applying him/herself fully to the Leaving Certificate Applied Programme and to what it has to offer (e.g. to co-operate and participate in all events)
- Complete an application form or sit an interview or both

Students' suitability to the Leaving Certificate Applied Programme and the suitability of the programme to the student will be considered during the application process. Students who are unsuccessful in their application for LCA have the right to appeal this decision to the Principal. They should appeal within seven days of the refusal to admit to LCA.

Enrolment of a student in LCA will not be considered at any point during the academic year. Such consideration can only be made upon application as outlined above or in the case of a student transferring from another school between sessions 2 and 3.

Application to transfer from another school or to re-enrol having previously left the school

The school authorities have as their first concern the welfare of those who are currently pupils of Ennis Community College.

Parents/guardians wishing to apply for a place for their son/daughter in a year (other than first year if the student is transferring from Primary school) should submit the relevant transfer application form (fully completed). This form is available from the school office. The Principal and/or Deputy Principal will then arrange to meet with the parents/guardians and their son/daughter.

Students are eligible for admission if:

- the school has capacity to take additional students
- space is available in that year group
- parents/guardians:
 - complete and submit the relevant transfer application form which is available from the school office (including all requested documentation such as previous school reports, etc)
 - meet with the Principal and/or Deputy Principal accompanied by the student to discuss:
 - the reason for the transfer
 - previous academic progress
 - the students ongoing commitment to study
 - the students behaviour in any previous school
 - confirm in writing that the parents/guardians and student accept the Code of Behaviour of the school

Applications will be considered using the following criteria:

- school capacity
- availability of space in classes (including classes for individual subjects)
- adequate resources being available to meet the needs of the applicant, including subject options (curricular provision)

- behavior and attendance record in previous school(s)
- any previous interference with the learning of other students

Students wishing to apply for a place during the academic year or for a place in 3rd or 6th year will only be considered in exceptional circumstances such as a family moving into the locality.

The Board has the right to refuse students who are enrolled in another post-primary school.

Students who have been expelled from another school will be expected to have exhausted all appeals procedures (up to and including Section 29) before an application will be considered. Evidence of such appeals should be provided.

Where a student is considered for a place it may be necessary to contact the Educational Welfare Officer and/or the applicants' previous schools. The school may contact this school requesting further relevant information such as attendance, educational progress, special needs etc., in relation to the applicant.

With the best interest of the student in mind and considering the issues relating transfer which may include subject choices, class sizes and available resources, the Board of Management or the Principal may decide to refuse admission at the time of application and advise his/her parents/guardians to reapply if they so wish at the start of the following school year.

The Principal acting on behalf of the Board of Management or the Board may refuse the transfer application if it is satisfied that

- there is a threat of violence towards another student or member of staff in their current or previous school(s) or Ennis Community College.
- there is a history of the applicants involvement in violent behaviour toward staff or students.
- there is a history of theft from other students or members of staff or from the current or previous school(s).
- the transfer is not in the best interest of the applicant student.
- the transfer is not in the best interest of Ennis Community College or its current students
- there is a history of bullying towards other students or staff.
- there is any history of possession, using and/or supplying illegal substances to others.

- there is any history of inappropriate behaviour including that of a sexual nature.

The Principal acting on behalf of the Board or the Board may consider other issues that are deemed relevant in making its final judgement on the transfer application.

Repeat Leaving Certificate Students

Applicants who completed their Leaving Certificate in Ennis Community College will be interviewed along with their parents/guardians by the Principal and/or Deputy Principal to assess their suitability for the course. Applications to repeat should be made by September 1st. Other applicants will be considered as transfer students. The school does not provide a repeat sixth year for students other than for those that sat the Leaving Certificate exam and were students enrolled at Ennis Community College in the year immediately preceding the request to repeat. Applications will be considered under the following criteria:

- school capacity
- availability of space in classes (including classes for individual subjects)
- adequate resources being available to meet the needs of the applicant, including subject options (curricular provision)
- behavior and attendance record in previous years
- any previous interference with the learning of other students

Requests to repeat a year excluding Leaving Certificate year

Applications to repeat a year should be submitted by June 31st each year.

PLC Courses

- (a) Candidates are required to complete and submit the relevant application form including all requested documentation and application fee before the closing date.
- (b) Applicants satisfying the minimum course requirements in the Leaving Certificate or equivalent will be invited to attend for an interview. Candidates may be required to complete an English language assessment.
- (c) All applicants must satisfactorily complete Garda vetting through LCETB and be deemed suitable for a place on the chosen programme of study.
- (d) On satisfactory completion of application, Garda vetting and interview, an applicant will
 - a. be offered a place in writing
 - b. accept the place in writing and
 - c. attend for registration on the appointed date and time with relevant fees.

- (e) Successful applicants must read and sign to accept the rules and regulations applicable to PLC students prior to being accepted on a course of study.
- (f) Applicants who do not comply with the above will be deemed to have cancelled their application.
- (g) School management may cancel a class if it decides it is not viable.

Student Numbers

Ennis Community College aims to offer a broad curriculum which includes the provision of a variety of subjects. For reasons such as health and safety, the Board of Management has stipulated a maximum number of students that can be accommodated in certain classes. These are outlined below:

Subject(s)	Maximum Class size
Materials Technology (Wood), Metalwork, Technology, Science, Art, Technical Graphics, DCG, Music	24
Home Economics	20

The Board of Management has also set maximum student numbers for particular programmes. These are outlined in the relevant sections of this policy.

The Board of Management has set the maximum base class size in first year as follows:

Setting	Maximum Class Size
Ennis Community College Base Classes	24
Gaelcholáiste an Chláir	28

As the school is currently undergoing an extensive building project the Board of Management has set the maximum number of post primary students at 464 and the maximum number of PLC students at 120.

Special Education Needs (SEN)

The Board of Management of Ennis Community College welcomes students with special educational needs. It is our policy to meet with the parents/guardians of incoming students with special needs, accompanied by the student himself/herself, well in advance of admission to assess the child’s particular needs.

The school will use the resources, both financial and personnel resources, provided by the Department of Education and Skills, to make reasonable provision and accommodation for students with disabilities or special educational needs up to a nominal cost and that these students are free to participate in the life of the school in so far as is reasonable practicable.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.

Appeals

The Board of Management wishes to state that it reserves the right to refuse an application for admission in exceptional circumstances such as for example where a student poses an unacceptable risk to the health and safety of the students and staff of the school and/or to school property or where a student may present with such a degree of special need that even with additional resources by the Department of Education and Skills, the school would not be able to reasonably accommodate the student concerned under Section 29 of the Education Act. *The Parents' of any student who is refused admission will be directed to the school website where a copy of this Policy is available within seven days of such refusal.*

In the case of Ennis Community College which is established and maintained by Limerick & Clare ETB an appeal against the decision of the Board of Management shall be made, in the first instance, to Limerick & Clare ETB and thereafter to the Secretary General of the Department of Education and Skills.

Appeal to the ETB

An appeal will generally not be admitted unless it is made within fourteen calendar days after the decision of the Board was communicated to the parents in writing. The school Principal will notify the parent of their right of appeal to the ETB. Appeals should be made in writing on the **Section 29** Appeal Application Form available from the ETB.

Suspension & Expulsion

Please consult the schools Code of Behaviour with respect to a decision to:

- *permanently exclude a pupil.*
- *suspend a pupil.*

Appeal to Secretary General

If the appellant remains unhappy with the outcome of the appeal process he/she has an entitlement to make an appeal directly to the Secretary General of the DES and may be done by contacting the DES 'Appeals Administration Unit'.

Signed: Cllr Ann Norton
Chairperson, Board of Management

Date: 16/10/2019