



Louth and Meath Education and Training Board

SCHOOLS' ADMISSIONS POLICY AND PROCEDURES

Coláiste Chú Chulainn & Coláiste Lú

Please note that this policy will be revised upon communication by the Department of Education and Skills to LMETB and its schools/colleges of the commencement date of the Education (Admissions to Schools) Act 2018

1. Policy Statement

- 1.1 Admission to all Louth and Meath Education and Training Board (ETB) schools is open to all students whose educational needs can be met by the schools, taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.
- 1.2 This policy applies to the second level schools established and maintained by Louth and Meath ETB, including Ratoath College, St. Peter's College Dunboyne and St. Oliver Post Primary School, Oldcastle which are partnerships between Louth and Meath ETB and the Diocese of Meath.

2. Legal Framework

- 2.1 Louth and Meath ETB acknowledges the rights of all children including children who have a disability or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.

2.2 Louth and Meath ETB acknowledges its duty to promote equality of access to and participation in education, pursuant to the Education Act 1998, Section 6 (c) and subject to the functions of the Minister pursuant to Section 7 (1) of the Education Act 1998.

2.3 With regard to admission of students to Coláiste Chú Chulainn & Coláiste Lú, Louth and Meath ETB affirms its statutory obligation under the Equal Status Act 2000 as it applies to educational establishments.

3 Parental Responsibility

31 The parent(s)/guardian(s) of a child (or a student who is over 18 years of age) who has made an application for admission to Coláiste Chú Chulainn & Coláiste Lú may be required to furnish such information as may be prescribed by the school/Louth and Meath ETB. Enrolment form will include a consent form to be signed by parent(s)/guardian(s) allowing schools to access relevant information from primary schools and other key agencies.

32 Prior to admission to Coláiste Chú Chulainn & Coláiste Lú, the parent/guardian and child (or a student who is over 18 years of age) shall be required to sign a written undertaking to comply with the school's Code of Behaviour.

4 Procedures for Enrolment

4.1 Louth and Meath ETB shall ensure that all schools under its control shall draft admissions procedures as part of their admissions/enrolment policy. Such procedures at Coláiste Chú Chulainn & Coláiste Lú include:

- 1) Enrolment form to be completed
- 2) The closing date for application where applicable.

*Closing date for Enrolments/Admissions for the academic year 2019/2020 is **Friday October 12th 2018 @ 430pm.***

- 3) Interview with parent(s)/guardian(s) or a student over 18 years of age
- 4) Procedures for informing the local community about enrolment. Enrolment information and procedures are communicated to the local community via :
 - the websites of Coláiste Chú Chulainn (colaistecc.ie) and Coláiste Lú (colaistelu.ie)
 - advertisements taken in the local press
 - correspondence with primary schools in the locality
 - updates posted on the twitter accounts of Coláiste Chú Chulainn (@CCCDundalk) and Coláiste Lú (@colaistelu)
- 5) Information required from the parents of the student

4.2 Coláiste Chú Chulainn & Coláiste Lú may seek the following information from the parent(s)/guardian(s) of students who have not reached the age of 18 years or from students who have reached the age of 18 years, prior to making a decision regarding their admission to the school:

- 1) Name, date of birth of student, birth certificate of the student
- 2) Address of student/parent(s)/guardian(s)
- 3) PPS number of student
- 4) Phone numbers, including emergency phone numbers
- 5) Details of previous school/s
- 6) Information from previous school/s
- 7) Relevant medical information
- 8) Any relevant information regarding custody of the student/legal orders pertaining to the student
- 9) Any relevant information regarding the educational needs of the applicant
- 10) Educational/Psychological reports
- 11) Form E111 from students living in Northern Ireland

The sound legal basis for the collection of this data is explained in LMETB's Privacy Notice for Students and Parents/Guardians (Appendix 1) and in depth in LMETB's Data Protection Policy which is available on request from dataprotection@lmetb.ie or online www.lmetb.ie.

Students (under 18 years of age) who are enrolling in Coláiste Chú Chulainn & Coláiste Lú must be accompanied by at least one parent/guardian.

4.3 The Board of Management of Coláiste Chú Chulainn & Coláiste Lú or its nominee shall issue a decision to the parent(s)/guardian(s) of a child or a student who has reached the age of 18 years within 21 days of receipt of the relevant information requested, or within 21 days of the specified closing date for enrolment, pursuant to the Education Welfare Act, Section 19 (3). This notification is subject to the school having received a signed agreement on the Admissions Policy and the school's prescribed policies.

If a school place is offered, the parent/guardian or student over 18 years must notify Coláiste Chú Chulainn & Coláiste Lú whether they are accepting or refusing the school's offer. Failure to return the signed offer by the deadline identified in the letter of offer may result in the place being assigned to another student.

4.4 Coláiste Chú Chulainn & Coláiste Lú, under the auspices of Louth and Meath ETB is registered as a Data Controller with the Office of the Data Protection Commissioner and is governed by, and complies with, the principles of Data Protection as outlined in the Data Protection Acts and the EU General Data Protection Regulations. The personal data supplied by parent(s)/guardian(s) and student is required for the

purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations.

Contact details may also be used to notify parent(s)/guardian(s) and student of Coláiste Chú Chulainn & Coláiste Lú/ETB events. While the information provided will generally be treated as confidential to Coláiste Chú Chulainn & Coláiste Lú and Louth and Meath ETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, an Garda Síochána, the Health Service Executive, the Educational Welfare Services, TUSLA or with another school (where the student is transferring).

A full list of why we collect the data, who we share it with and why, is available in summary in our Privacy Notice for Students and Parents/Guardians (Appendix 1) and in-depth in LMETB's Data Protection Policy. We rely on parent(s)/guardian(s)/student over 18 years of age to provide us with accurate and complete information and to update us in relation to any change in the information provided.

Should the parent(s)/guardian(s) or student over 18 years wish to access or update personal data, they should do so in writing, to the Principal of Coláiste Chú Chulainn & Coláiste Lú.

5 Criteria for Admission

5.1 Eligibility for admission to Coláiste Chú Chulainn & Coláiste Lú includes the following Department of Education and Skills regulations:

- 1) Having reached the age of 12 on January 1st in the calendar year following the child's entry into first year.
- 2) Students of Irish nationality should have attained a standard of education equivalent to sixth class in Primary School in the academic year prior to entry.
- 3) Students from other countries to have reached a comparable standard of education.

5.2 In the event of the school having more applications than places, Louth and Meath ETB shall ensure that all schools under its control shall specify criteria for admission in their admission/enrolment policies. The policy will prioritise selection criteria and indicate how such criteria are prioritised. Such criteria at Coláiste Chú Chulainn & Coláiste Lú are:

- 1) Siblings of current students
- 2) Children of school staff
- 3) All other applicants

For the academic year 2019/2020, the maximum number of students to be admitted to Coláiste Chú Chulainn is 120 (one hundred and twenty).

5.3 In the event that the school is oversubscribed on the last date for receipt of applications, a lottery will be used to assign places after offers have been made to

siblings of current students and children of school staff (points 1 & 2 in paragraph 5.2). The lottery will be conducted in the presence of an external member of the Board of Management as a witness.

After the lottery has been conducted, a waiting list will be created of the remaining applicants. Should a place become available, the successful applicants will be determined by the admissions criteria.

The Parent/Guardian or Student over 18 years should contact the School to inform if they do not wish to have their details retained on the waiting list. Please note this section will be revised on the commencement of the Education (Admissions to Schools) Act 2018.

- 5.4 In accordance with the Department of Education and Skills guidelines, the number of places will not compromise the curriculum provided.
- 5.5 In the case of a student wishing to repeat a year, the school will make every effort to accommodate the student. However, this will be subject to (a) the availability of places in their chosen subject class groupings, (b) the subject options the school is offering in the year, (c) the curricular restrictions of each subject area and (d) in accordance with Department of Education and Skills Circular M02/95.

6. Application of a student to Transfer

- 6.1 Louth and Meath ETB recognises that transfers are unavoidable (e.g. a change of residence or a family moving into an area). As a matter of general policy, transfers into Coláiste Chú Chulainn & Coláiste Lú are discouraged in the overall interests of the continuity of the student's education. In general, it is the policy of the Board of Management of Coláiste Chú Chulainn & Coláiste Lú not to accept transfers during the school year. In the case, however, of students whose families have moved into the school's catchment area, and who are not enrolled in another post primary school, applications will be considered.
- 6.2 An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area, or from a student who makes application after the 30th September of the academic year.
- 6.3 It is not the policy of Louth and Meath ETB or Coláiste Chú Chulainn & Coláiste Lú to accept transfers from students already enrolled in other local post primary schools, except in exceptional circumstances. Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which include any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000. Where the Board of Management of Coláiste Chú Chulainn & Coláiste Lú is satisfied that exceptional circumstances do exist, the following conditions and procedures will apply:
- 6.4 The parent(s)/guardian(s) of the student (or the student who is over 18 years of age) must complete the Application to Transfer form. This form should be accompanied by a letter outlining clearly the reason(s) for the application.

- 6.5 The parent(s)/guardian(s) of the student (or the student who is over 18 years of age) must sign the Student Transfer Enquiry form.
- 6.6 The Principal of the school that the student is currently attending or last attended must return the completed Student Enquiry form.
- 6.7 Coláiste Chú Chulainn & Coláiste Lú also reserves the right to request a confidential reference from the authorities in previous schools.
- 6.8 Applications must also be accompanied by the following documentation:
- Two most recent reports from the student's previous school
 - Two written references, dated within one month of the date of application, from a local Youth or Sports Club or similar and/or a member of the Garda Síochana or upstanding member of the community
 - Any psychological/educational reports
 - **The Application Form must be completed in full.**
- 6.9 When the requirements of 6.4, 6.5 and 6.6 and 6.8 are complied with, the parent(s)/guardian(s) of the student (or the student who is over 18 years) must attend for interviews with the Principal and other relevant personnel of Coláiste Chú Chulainn & Coláiste Lú.
- 6.10 Having due regard to the statutory and constitutional rights of parent(s)/guardian(s) and their children, the Board of Management of Coláiste Chú Chulainn & Coláiste Lú reserves the right to refuse any application in particular circumstances which might include but it not exclusively confined to the following:
- An established prior record of poor behaviour
 - Lack of adequate resources to cater for particular needs
 - Insufficient educational attainment to participate in a particular course
- 6.11 If the Board of Management of Coláiste Chú Chulainn & Coláiste Lú is satisfied that the applicant has provided full and accurate information and, mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant, whilst not infringing the rights of the students already attending the school, then a place may be offered to the applicant. The Board of Management of Coláiste Chú Chulainn & Coláiste Lú reserves the right to refuse to admit a student where full disclosure of information has not been provided or where inaccurate, false or misleading information has been provided.
- 6.12 Applications to transfer into Coláiste Chú Chulainn & Coláiste Lú will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space and resources. Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy

of the school to refuse to enrol such applicants.

- 6.13 In a case where a student has been permanently excluded from a school, the application may not proceed before the parent(s)/guardian(s) (or a student who is over 18 years) have been advised of their right to appeal the decision of the previous school with regard to the student. If a student was expelled from Coláiste Chú Chulainn & Coláiste Lú, application to re-enrol will not be permitted.
- 6.14 The school will inform the parent(s)/guardian(s) (or a student who is over 18 years) of this right. The school can provide appeal application forms in this regard.
- 6.15 Where a student, who has left Coláiste Chú Chulainn & Coláiste Lú voluntarily to take up employment or to attend another educational establishment, subsequently makes a formal application for re-admission to the school, the Board of Management of Coláiste Chú Chulainn & Coláiste Lú shall, upon review, take a decision as to whether or not to re-admit a student to the school. Such a review would incorporate the student's previous record in the school in relation to application to work, participation in school activities, attendance, behaviour, records from previous school. The parent(s)/guardian(s) and the student will be interviewed as part of the re-entry procedure.
- 6.16 Coláiste Chú Chulainn & Coláiste Lú reserves the right to request other details relevant to the enrolment process. Decisions will be notified within 21 days after parent(s)/guardian(s) or student over 18 years have provided all relevant data as per Section 19 Education Welfare Act 2000.
- 6.17 The following factors will be considered in respect of applications:
- Class size
 - Availability of staff
 - Availability of appropriate accommodation
 - The rights of applicants
 - The rights and welfare of existing students/staff within the school
 - The educational attainment of the applicant in regard to the programme they wish to enrol in
 - The previous record of attendance and behaviour of the applicant
- 6.18 Prior to admission to Coláiste Chú Chulainn & Coláiste Lú, students will be required to sign a form indicating their acceptance of the school's Code of Behaviour.
- 6.19 Coláiste Chú Chulainn & Coláiste Lú welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodations for students with disabilities or special educational needs up to a nominal cost so that these students are free to participate in the life of the school in so far as is reasonably practicable.

While recognising and fully supporting parents'/guardians' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The school welcomes applications from students with special educational needs, unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The Board of Management of Coláiste Chú Chulainn & Coláiste Lú, having gathered all relevant information and professional documentation including student's records from primary school, will assess how the needs of these students can be met.

Contact will be made with the National Council for Special Education (NCSE) regarding special needs resources to which the student may be entitled. If further resources are required, the Special Educational Needs Organiser (SENO) will request NCSE to approve the necessary assistance – forms will be completed in consultation with parent(s)/guardian(s).

The Principal may request a meeting with the parent(s)/guardian(s) of the student to discuss the application and the student's needs.

The parent(s)/guardian(s) of the student may request a meeting with the Principal to discuss the student's education and/or other needs.

NB It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.

7 Refusal to Admit a Student

7.1 Coláiste Chú Chulainn & Coláiste Lú shall not refuse to admit a student except where it is in accordance with the policy of Louth and Meath ETB under Section 15(2) (d) of the Education Act 1998.

7.2 The Board of Management of Coláiste Chú Chulainn & Coláiste Lú reserves the right to refuse to admit a student in exceptional circumstances. Such circumstances may include where the enrolment of the student may pose an unacceptable risk to the health, welfare and safety of other students or staff, or a risk to school property.

8 Appeals

- 8.1 Where an application for admission to Coláiste Chú Chulainn & Coláiste Lú is refused, the parent(s)/guardian(s) (or a student who is over 18 years of age) shall be informed of the appeals procedure in accordance with the Education Act 1998 and the Education (Welfare) Act 2000.

9 Implementation and Review

- 9.1 Louth and Meath ETB, the Boards of Management and the Principal of each second level school are responsible for implementing this policy.
- 9.2 This policy will be reviewed periodically by Coláiste Chú Chulainn & Coláiste Lú Board of Management in light of any legislative or other relevant indications.

This Admissions Policy was ratified by the Coláiste Chú Chulainn & Coláiste Lú Board of Management on Friday September 7th 2018.

Signed:

Chairperson

Date:

Appendix 1



Privacy Notice to Students (and Parents/Guardians)

By applying for and/or attending an LMETB School, Centre, Course or Programme, you acknowledge that your personal data (including special category personal data) shall be processed by LMETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at www.lmetb.ie

1. We are Louth and Meath Education and Training Board (LMETB), and our Head Offices are based at the following locations -
 - Abbey Road, Navan, Co. Meath. C15 N67E – Tel: 046 906 8200 and
 - Chapel Street, Dundalk, Co. Louth. A91 C7D8 – Tel: 042 933 4047

We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at www.lmetb.ie

2. When you are a student with LMETB, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc. The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc); and other personal data. Further details of the data we collect about you can be found in section 2 of our Data Protection Policy. If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc. We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and well-being; to care for our staff and students; to process grant

applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at www.lmetb.ie

3. We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, Exam bodies e.g. QQI TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc.), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers etc. We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at www.lmetb.ie
4. We do not transfer your personal data to a third country or international organisation. If a data processor acting on behalf of LMETB (e.g. an IT Software Company) transfers your personal data outside of the EEA, LMETB will endeavour to notify you of any circumstances surrounding the transfer of any data.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with LMETB). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at www.lmetb.ie
7. You have the following statutory rights that can be exercised at any time:
 - (a) Right to complain to supervisory authority.
 - (b) Right of access.
 - (c) Right to rectification.
 - (d) Right to be forgotten.
 - (e) Right to restrict processing.
 - (f) Right to data portability.
 - (g) Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at www.lmetb.ie or alternatively contact our Data Protection Office.

8. Our Data Protection Office is based at our Navan address. If you have any queries, please consult our Data Protection Policy (available at www.lmetb.ie) or contact our Data Protection Office via email dataprotection@lmetb.ie, via post LMETB, Abbey Road, Navan, Co. Meath C15 N67E or via telephone 046 901 0031.

