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Coláiste Gleann Lí

*Clash Road,
Tralee, Co. Kerry.
066 71 22552*

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Post Primary Admissions Policy

*published in accordance with Section 15 (2) (d)
of the Education Act 1998.*

Office Hours

10am – 12pm

2pm – 3.30pm



**BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION
AND TRAINING BOARD**

School Manager

Mr. Richard Lawlor

1.2 Board of Management:

Cllr. Terry O'Brien (Chairperson)
Cllr. Norma Foley
Cllr. Michael Cahill
Ms. Mary A Lowney Slattery
Mr. Michael Quirke
Mr. Gerard O'Carroll
Ms Helen Tuohy
Rev. Fr Bernard Healy
Ms Fiona Stack
Mr Ben Slimm

1.3 School Manager: Mr. Richard Lawlor

1.4 Parents Council –

1.5 Students Council – One student representative per year group

1.6 Programmes and Subjects

Junior Cycle Subjects

- Irish,
- English,
- Maths,
- Science,
- French,
- Geography,
- History
- Art
- Business
- Home Economics
- Metalwork
- Materials Technology Wood
- Technical Graphics
- Religion,
- Physical Education,
- SPHE,
- CSPE,
- Computer Studies,

Senior Cycle Subjects

- Irish,
- English,
- Maths,
- Religion,
- French,
- Geography,
- Construction Studies,
- Engineering,
- Home Economics,
- Design, Communication
Graphics,
- Business,
- Biology
- Physics,
- Art.

Coláiste Gleann Lí seeks to promote equality of opportunity throughout school life. As far as is practically possible the school will seek to facilitate students' choice of subjects/programmes, with consideration and regard for the following.

- Resources available,
- Class sizes
- Appropriateness of the course/programme for individual student(s) needs.

1.7 Extra Curricular Activities

In the pursuit of developing and maintaining a holistic approach to education all students are encouraged to participate in all areas of school life, both in the classroom and beyond. A wide range of extracurricular activities is offered to students including; - sports, music, community involvement, school tours and public speaking.

In order to ensure the care and safety of students, the Board of Management may, on occasion, limit numbers allowed on some tours/activities. In such cases students and parents will be informed of selection procedures prior to allocation of places.

Sports

- Football,
- Hurling,
- Basketball,
- Indoor Soccer

Other

- School tours
- Field trips
- Team Building Activities

The School

2.1 Coláiste Gleann Lí

Coláiste Gleann Lí is a recognised school under the terms of the Education Act 1998 and operates within the regulations and guidelines laid down from time to time by the Department of Education & Skills.

Coláiste Gleann Lí follows the curricular programmes prescribed by the Department of Education and Skills which may be amended from time to time in accordance with Sections 9 & 30 of the Education Act, 1998.

2.2 Patron and Body Corporate

Kerry ETB is the patron of Coláiste Gleann Lí, the employer of staff and the financial control agency of the school. Coláiste Gleann Lí operates within the legal framework, mission and aims of Kerry Education and Training Board

2.3 Ethos or Characteristic Spirit of the School:

The school adheres to the regulations and guidelines laid down by Kerry ETB for its schools and uphold the ethos/characteristic spirit of Kerry ETB schools as published by Kerry ETB. The school promotes the inclusion of all and promises to protect the vulnerable from those who would oppress their opportunities to develop. The health, happiness and security of students will be prioritised.

2.4 School Mission Statement:

Coláiste Gleann Lí is a multicultural, multi-denominational, co-educational post-primary school where all members of the school community are valued irrespective of age, gender, academic ability, class or creed.

Coláiste Gleann Lí staff will endeavour to provide a quality post-primary education open to all students in the community combining instruction in academic, artistic and technological subjects delivered in a caring and motivational environment.

In Coláiste Gleann Lí the staff members are committed to using the latest technology to prepare the students for today's and tomorrow's world.

Learning, Caring, Respect, and Inclusion in an innovative environment.

Key Values in this Admissions Policy

Coláiste Gleann Lí supports the following key values in the operation of the school:

- Quality of teaching and learning
- Equality of access and participation in the school
- Respect parental choice in relation to enrolment
- Respect for diversity in traditions, values, beliefs, languages and ways of life in society
- Co-education
- The inclusive and communal nature of school life

2.5 Resources

Coláiste Gleann Lí is funded by Kerry Education and Training Board and the Department of Education & Skills. In the implementation of policies at the school due regard will be had to the resources available to the school in terms of accommodation and staffing.

Procedures for Application to Enrol - General

3.1 According to Policy

Decisions in respect of the enrolment of students will be made by the Board of Management on the basis of this policy.

It is the responsibility of the applicant or parent/guardian to supply details relevant to the enrolment process.

3.2 Equal Status Act 2000 to 2004

The Board of Management will comply with the requirements of the Equal Status Act, 2000 and will not discriminate against applicants on the ground of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Travelling Community.

3.3 Age

- Students will normally be required to be twelve (12) years of age or older in the year they apply for enrolment in the school.
- Where relevant all students will be placed in age appropriate year groups.

3.4 Completion of Sixth Class of the primary school

Except in exceptional circumstances, students who have completed sixth class in primary school in the catchment area will be enrolled on application in First Year programmes subject to a place being available and the age requirement.

3.5 Guardianship

Applications to enrol in Coláiste Gleann Lí will not be accepted unless the enrolment forms are signed by the legal parents/guardians. Claims of legal guardianship will not be considered without documentary evidence. The onus is on the applicant's guardians to prove guardianship in cases where the names on the applicant's birth certificate do not correspond with the signatures on the application form. Applications to enrol will not be accepted in cases where the legal guardians of the applicant do not reside within close proximity of Coláiste Gleann Lí.

Application Procedures

4.1 These procedures are in accordance with the requirements of:

- The Education Act 1998
- The Education Welfare Act 2000
- The Equal Status Act 2000 & 2004

4.2 They are guided by the principles of:

- Inclusiveness,
- Equality of access and participation,
- Respect for diversity,
- Openness, accountability and transparency

4.3 The mainstream first year enrolment period for 2019/2020 opens on **8th October 2018 and closes on 11th January 2019.**

Applications received at other times will be considered a transfer application and will be Dealt with as such. These will be considered only in exceptional circumstances.

4.4 Enrolment Forms

Parents seeking to enrol their children are required to return a completed Enrolment Form (available from School Office). **Enrolment Forms must be completed in full.**

It is the responsibility of the applicant or parent/guardian to supply all details relevant to the enrolment process.

The Board of Management of Coláiste Gleann Lí reserves the right to refuse admission to applicants who in the opinion of the Board will be detrimental to the effective management of the school and to the learning of students of the school.

National schools in the catchment area will be visited by staff of Coláiste Gleann Lí and Enrolment Forms will be available. Enrolment Forms will also be available from the school office during normal working hours. Applications will only be accepted from 08/10/18 to 11/01/19. Where possible all forms and documentation must be in English and/or translated into English.

Dates Relating to First Year Applications 2019/20

Enrolment period for Coláiste Gleann Lí is 8th October 2018 to 11th January 2019

Saturday 13th October 2018	-	An Open Day will be held in the school from 10:00a.m. to 1.00 p.m.
Friday 11 th January 2019 (5pm)	-	Closing date for receipt of Completed Enrolment Forms

Decisions regarding enrolment will be notified to parents within 21 days after a parent/guardian has provided all relevant data as per Section 19, Education Welfare Act, 200 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 and staff within the school
- The educational attainment of the applicant having regard to the program which he/she wishes to enrol in
- The previous record of attendance and behaviour of the applicant

4.6 Interviews/Assessments

Parents/guardians of students for whom application forms have been submitted will be advised by letter of the arrangements in respect of interviews and/or assessments being held by the school. Failure to attend for school assessment will render the enrolment application void. Failure to reach the standard required to access the most basic programmes of the school may result in failure to enrol in the school.

4.7 Late Enrolment

New applicants to First Year who enrol after the enrolment period has ended and prior to the commencement of the school term in August/September each year will only be accepted if there are exceptional or extenuating circumstances. All such enrolment applications will be presented to the Board for consideration.

Once the closing date for enrolment has passed, all applications for enrolment will be dealt with under the policy relating to transferring students, as set out elsewhere. Any student who wishes to enrol into 1st Year after the official enrolment closing date must provide the school with the following:

- A letter from the parent/guardian outlining clearly the reason(s) for the late application
- A fully completed transfer form.
- Copy of applicant's Birth Certificate.
- Two most recent academic and behaviour reports from the pupil's previous school
- A written reference of behaviour, attendance and performance from the Principal of the previous school.
- Two additional written references, dated within one month of the date of application, from a local Youth Club/Sports Club or similar organisation and/or a member of the Garda Síochána or a person of standing in the community. The referee must know the student and must have experienced him/her in an appropriate setting for not less than fifty hours. The referee must be prepared to attend a Board of Management meeting and to stand over their written reference.
- If the student has been excluded from a previous school a report outlining the reasons for the exclusion should be furnished.
- A statement on special needs, if relevant
- An up-to-date psychological report, dated within four years of the application, if relevant

4.8 Special Educational Needs

Where an applicant has recognised special needs, parents/guardians should make application in October preceding the September intake, in line with the criteria outlined in Section 8. All documentation must be presented to the school before 5pm on Friday 15th Dec. 2018. In some instances (e.g. where specialized equipment or alteration to the physical structure is required), it may be necessary for either the Board of Management, or the school management acting on behalf of the board, to defer enrolment until relevant documentation is presented, or until appropriate support arrangements are in place to meet the special educational needs of the intending student. If the student does not reach the standard required to access the most basic programme in the school the application will be unsuccessful.

Transfers to Coláiste Gleann Lí

5.1 While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of policy transfers into the school are discouraged in the overall interests of the continuity of the student's education.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area. It is the policy of the Board of Management not to accept transfer applications mid-cycle from students previously enrolled in other local post-primary schools. The Board reserves the right to exercise discretion on a case by case basis. Applications will only be considered for students whose parent/guardian resides in the catchment area.

Applications from students wishing to transfer into the school should provide the following:

- A letter from the parent/guardian outlining clearly the reason(s) for the application
- A fully completed transfer form.
- Copy of applicant's Birth Certificate.
- Two most recent academic and behaviour reports from the pupil's previous school
- A written reference of behaviour, attendance and performance from the Principal of the previous school.
- Two additional written references, dated within one month of the date of application, from a local Youth Club/Sports Club or similar organisation and/or a member of the Garda Síochána or a person of standing in the community. The referee must know the student and must have experienced him/her in an appropriate setting for not less than fifty hours. The referee must be prepared to attend a Board of Management meeting and to stand over their written reference.
- If the student has been excluded from a previous school a detailed report outlining the reasons for the exclusion should be furnished to the school by the parent/guardian before the application is processed. A copy of the official letter of exclusion must be furnished to show the reasons for the exclusion. Without these reports the application is deemed incomplete.
- A statement on special needs, if relevant.
- An up-to-date psychological report, dated within four years of the application, if relevant.
- Junior Certificate results if relevant.

The college also reserves the right to request a confidential reference from the authorities in previous school(s).

Having due regard to the statutory and constitutional rights of parents and their children, the Board of Management reserves the right to refuse any application in particular circumstances, which might include but is not exclusively confined to the following:

- i. An established prior record of poor behaviour;
- ii. Lack of adequate resources to cater for particular needs;
- iii. Insufficient educational attainment to participate in a particular age appropriate course.

Applications to transfer into the school 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.

Applications will not be accepted from students who are the subject of on-going disciplinary proceedings in another school which includes any on-going statutory procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000.

It is the policy of the Board of Management not to accept transfers mid-cycle. However in the case of students whose family have moved into the catchment area, and who are not enrolled in another post primary school, applications will be considered.

The Application form must be completed in full.

The College reserves the right to request other details relevant to the enrolment process. Decisions will be notified to parents within 21 days after a parent/guardian has provided all relevant data as per Section 19, Education Welfare Act, 2000.

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 and staff within the school;

The educational attainment of the applicant having regard to the age appropriate programme which he/she wishes to enrol in

The record of attendance and behaviour of the applicant in the previous school

Enrolment of Students with Special Educational Needs

Coláiste Gleann Lí welcomes applications from students with special education needs. This policy provides for the inclusion of students with learning disabilities in our mainstream programmes to the maximum extent feasible. The principles of inclusivity and integration underpin the admission policy of special education needs students in this school.

6.1 Definitions

For the purposes of this policy, a student with ‘special education needs’ is a student who, because of attributes arising from a disability and/or learning difficulty, is unable to benefit from an ordinary school programme totally or in part without special interventions and/or other special education services.

Students who have been in receipt of special education programmes or services immediately prior to the application to enrol will be deemed to have special educational needs.

Students whose parent/guardians claim them to have need of special education services will be deemed to have special education needs for the purposes of the application to enrol.

Students who in the view of the school, formed on the basis of assessments carried out by the school and/or on information provided on application, are deemed to be students with special education needs, and shall be so treated under the terms of this application process. For this purpose students assessed to have a reading age of seven years or less or whose reading age is five years or more below their chronological age, will be deemed to have special education needs.

Students who are non-nationals or the children of non-nationals and, in the view of the school following interview and/or assessment, would be unable because of their level of English language competence to follow the programme of the school, will be deemed to have special education needs. Every effort will be made to place students in age appropriate classes.

6.2 Early Application

It is the policy of Coláiste Gleann Lí to try to identify at an early stage of the admissions process students who may have special education needs. The school will make every effort to become familiar with these needs and to make the necessary arrangements to meet them. The school may request to access the student’s records from Primary school/ individual learning programme.

The school management or designated teachers will arrange for such meetings as are necessary to discuss the student’s needs and the capacity of the school to meet these needs, with the parents/guardians.

In some cases, it may be necessary to arrange for a case conference with all the professionals working with the student family.

The staff and Board of Management will do all it possibly can to identify, plan and provide for a child with special educational needs seeking admission to the school.

Decisions on such applications will normally be made within 21 days of all the required information being made available to the school.

6.3 Information on Special Education Needs

Parents/guardians will be required to provide information on educational, medical or psychological reports relevant to the education of the student. Parents/guardians will be required to provide written information on the education plan or programme being provided for the student prior to their application for enrolment. Lack of information or failure to provide required reports may be a basis for a decision to defer the commencement of the educational programme for the student at the school.

If the student has not to date been formally assessed by an appropriate professional, written consent of parents/guardians for the student to be assessed, may be required. The school may not accept responsibility for costs associated with such assessments as may be required.

6.4 Resources

Requests to Department of Education and Skills for resources for students with disabilities or special education needs will be made by the Kerry Education and Training Board designated officer, (Education Officer) on behalf of the school in accordance with the procedures of the Department of Education and Science.

6.5 Deferred Enrolment

Commencement of an educational programme and attendance at the school for a student with special education needs will be subject to the availability of the requisite resources at the school for the appropriate education programme of the student relevant to his/her disability or special needs, and the support services required.

The Board of Management reserves the right to defer commencement of an educational programme and the attendance of an applicant at the school pending receipt of the resources required for the special education needs of the student.

In such circumstances, the school will make every effort to make arrangements for any compensatory programme which will be required so that the student can benefit fully from the programme of education to be provided at the school.

6.6 The Board of Management may also defer enrolment under section 5 of this policy pending a fully completed application form and the failure of the applicant to supply the school with all relevant material.

6.7 It is the responsibility of the applicant or parent/guardian to supply details relevant to the enrolment process.

Code of Behaviour

7.1 All students and their parents/guardians will be required to sign and return a document with the application form indicating that they have read and accept the schools Code of Behaviour. *Enrolment is subject to this requirement.*

It is the policy of Coláiste Gleann Lí to uphold the Code of Behaviour. Disciplinary procedures may include detention, suspension and expulsion.

7.2 Lunchtime

Students who are afforded the privilege of being permitted to leave the school premises at lunch break should be aware that any misconduct which they might engage in could reflect adversely on the good standing and reputation of the school in the local community. For this reason the school authority reserves the right to invoke the Code of Behaviour to deal with incidents of misbehaviour which take place outside the school premises at lunchtime and to impose the full range of sanctions, up to and including expulsion, in respect of such incidents. This is without prejudice the right of the school authority to report any matter it deems appropriate to the Garda Síochána.

Suspensions & Exclusions

- 8.1** Students of Coláiste Gleann Lí are expected to comply with the schools Code of Behaviour. Failure to follow the rules outlined will result in the school taking action according to the discipline procedures and sanctions also outlined in the Code of Behaviour.
- 8.2** There may be cases of unacceptable behaviour where it will be in the best interests of the school community or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and exclusion are the options available to the school management and/or the Board of Management in these situations.
- 8.3** The Principal has the authority, under the Articles of Management for Secondary Schools, to suspend “*any pupil for a limited period and shall report any such suspension to the Board of Management at its next meeting*”. [Article 19(b)]
- 8.4** If, in the judgement of the Principal, a pupil should be permanently excluded, the “*Principal shall refer the matter to the Board of Management for the decision*”. [Article 19(c)]

The Board of Management and the Principal will exercise this authority having regard to their responsibilities to the whole school community and to the principles for procedural fairness.

Depending on the nature and extent of the misbehaviour the support of other agencies, such as the Educational Welfare Services, Child and Family Agency (TUSLA) or the National Educational Psychological Service, may be sought by the Board of Management.

8.5 Suspension

Suspension allows students time to reflect on the behaviour which led to suspension, to acknowledge and accept responsibility for their behaviour and to accept responsibility for changing their behaviour to meet the school’s expectation in the future.

Suspension will usually only occur after the school has:

- Ensured that relevant disciplinary procedures under the Code of Behaviour have been applied and documented.

Length of Suspension

The Principal will usually decide the length of time a student will be suspended for. If a student is suspended for a period of 6 days or more, the Principal must inform the local Educational Welfare Officer.

If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal must inform the Education Welfare Officer.

The purpose of suspending a student from school is to provide the student with time for reflection on their misbehaviour.

Serious and persistent breaking of the school rules will result in suspension or exclusion.

Acts of violence by a student, bullying, persistent or serious disruption of teaching and learning, offensive language to a teacher or others, damaging or vandalising school property or the property of others will be considered serious breaches of the school rules and may merit suspension and or exclusion.

- In all cases of suspension this is a decision of the Principal having heard all sides and considered the case. In the absence of the Principal the Deputy Principal will make the decision.
- All suspensions will be reported to the Board of Management
- Parents will be notified in writing if a student is to be suspended and the reason for the suspension, in advance of the date of the suspension. They may be required to attend a meeting with the Year Head and/or the Principal to discuss the matter. Every reasonable effort will be made to facilitate the meeting.
- If the parents/guardian fails to attend a meeting the matter will be determined in their absence and the suspension put into effect. A letter outlining this decision will be sent directly to the home.
- Parents/Guardians (Or students over 18) have the right to appeal.
- Suspensions of six or more consecutive days, or cumulative suspensions of 20 days or more in one school year, will be reported to the Education Welfare Officer.
- Parents will be required to meet with the Year Head and/or the Principal before the student is allowed to return to school.
- The student in question will have to meet with the Year Head and/or the Principal to assist the student's return to school life.

In all cases involving suspension by the Principal or by the Board of Management the parents/guardians have a right to appeal in the first instance to the Principal and in the case of suspension by the Board of Management to the Secretary General of the Department of Education and Skills under section 29 of the Education Act (1998) Appeals can also be made to the Department in relation to expulsions.

The formal letter of suspension will include:

- Notice of the suspension as well as the effective date and duration of the suspension;
- Reason(s) for the suspension
- Expectations of the students while on suspension (e.g. study) and requirements which need to be in place when they return to school (e.g. written apology, completed assignments etc)

- Importance of parental assistance in resolving the matter and a statement that the student is under the care and responsibility of their parents/guardians while on suspension;
- A statement that the Educational Welfare Services, Child and Family Agency (TUSLA) has been informed (in cases where suspension is longer than 6 days or the student has been suspended for 20 days or more in the school year)
- A statement informing parents/guardians of their right to appeal (Internal/Section 29) where the suspension is for a period of 7 school days or more.*
- In cases where consideration is being given to exclusion, this should also be included.
- Procedures for appealing a suspension

Removing a Suspension

- All appeals must be made in writing to the Secretary Board of Management within three working days of the letter of suspension
- The Principal/Board of Management may agree that another sanction be applied after discussion with parents/guardians
- New circumstances
- Other grounds

Appeals Procedure

- Appeals for removing a suspension must be received in writing to Secretary Board of Management within three working days of the letter to suspend.
- This appeal will then be heard by the Board of Management within 10 working days with a decision to withdraw the suspension.

8.6 Exclusions

Expulsion is the ultimate sanction and will only be resorted to when all other avenues of intervention and sanctions have been exhausted including reduced timetable and outside referral with parental involvement. It will apply for extreme cases of indiscipline including violent behaviour and or incitement to violence and where exclusion is considered the only viable option. Expulsion is a very serious step and only the Board of Management has the Authority to exclude a student.

- For significant and continuous disruption to the learning and/or teaching process
- For a serious threat to the health and safety of the student, other students or members of staff.
- For behaviour which is detrimental to the school ethos
- For any of the following: violence, physical assault, harassment, continuous bullying behaviour, supplying alcohol or drugs, extortion of money, sexual assault, serious damage to property, serious negative misuse of technology and/or social media platforms to intimidate others or incitement/inducement of others to any of these acts.

Due process and fair procedures will be followed in all cases and the principals of natural justice will apply. In some instances the Board of Management may decide to exclude for a first offence.

Procedures for Exclusion:

- The Principal or his nominee investigates the allegations
- Student's parents are informed in writing of the alleged misbehaviour and that it could result in expulsion
- Students and parents are allowed to respond to the complaint at an arranged meeting with the Principal
- Parents and Board of Management are supplied with the records of the allegations and details of the investigation
- Parents are notified of the grounds on which the Board are being asked to consider exclusion
- Parents will be notified of the date of the meeting and invited to attend
- Parents will be invited to make a written and oral submission to the Hearing of the Board

The Hearing:

- The Board must remain impartial
- All parties involved will present their case to the Board, parents/guardians, Principal or his nominee, or a student who is eighteen or over. This will be done in each other's presence
- Parents may be accompanied to the Hearing of the Board but are not entitled to legal representation at the hearing.
- Parents/guardians, student and Principal will withdraw while a decision is being made by the Board
- Where expulsion is decided by the Board they must notify the Education Welfare Officer in writing of their opinion and their reason therefor, in accordance with Section 24(1) of the Education(Welfare) Act 2000

Following the Board decision according to Section 24(4) of the Education (Welfare) Act 2000
....A student shall not be expelled from a school before the passing of 20 school days following the receipt of a notification under this section by an educational welfare officer (5) Subsection (4)

In the interim the Board may suspend the student to ensure that good order and discipline are maintained in the school as per Section 24 (Subsection 5) (4) of the Education (Welfare) Act 2000
.It ... is without prejudice to the right of a board of management to take such other reasonable measures as it considers appropriate to ensure that good order and discipline are maintained in the school concerned and that the safety of students is secured.

- If the Board after 20 days remains of the view that the student should be expelled a registered letter will be sent informing the parents of the decision.
- Parents will be told of the right to appeal and supplied with the appropriate form. This appeal is made to Kerry Education and Training Board in the first instance and then to the Secretary General of the Department of Education and Skills.

Reference to school policies to deal with bullying, harassment and sexual harassment:

There are in existence school policies and publications which guide school authorities on dealing with problems when they arise: they include, an Anti-Bullying Policy, a Kerry Education and

Training Board policy on Harassment and Sexual Harassment, a Child Protection Policy based on Child Protection Guidelines for Post Primary Schools.

Reserved rights of the Board of Management to refuse enrolment.

- 9.1** The board of management reserves the right to refuse an application to enrol in the school, where in the opinion of the board, adequate physical accommodation is not available for the applicant.
- 9.2** The board of management reserves the right to refuse an application to enrol in the school where, in the opinion of the board, a decision to enrol would constitute a risk to the health and safety of other students.
- 9.3** The board of management reserves the right to refuse an application to enrol in the school where, in the opinion of the board, the school programme is unsuitable to the educational standard and needs of the student and alternative suitable arrangements for an appropriate programme cannot reasonably be made at the school.
- 9.4** The board of management reserves the right to refuse an application to enrol where, in the opinion of the board, a decision to enrol would clearly have a demonstrable negative impact on the capacity of the school to deliver programmes to other students and alternative arrangements cannot reasonably be made at the school.
- 9.5** The board of management reserves the right to refuse or to defer enrolment in the school where it is not satisfied that it has sufficient information to make an informed decision on the educational needs of the student.
- 9.6** The Board of Management also have the right under section 5 of this policy to refuse enrolment

Right to appeal to Kerry Education and Training Board

- 10.1** Under section 29 of the Education Act, 1998, Parent(s) / guardian(s) have the right to appeal a refusal by the school to enrol a student. A decision of the Board of Management may be appealed to Kerry Education and Training Board, in accordance with Department of Education and Science circular M 48/01.

In a letter to parent(s)/guardian(s) refusing enrolment, this right will be stated and the relevant form made available.

Declaration

This Coláiste Gleann Lí Admissions Policy was adopted by the Board of Management of Coláiste Gleann Lí on:

Date: _____

Signed: _____
(Chairperson)

Signed: _____
(Principal)

Characteristic Spirit' or Ethos Statement for Post-primary Schools under the aegis of Kerry Education & Training Board

- Kerry ETB post–primary schools are the **central part of the overall service** provided to the people of Kerry through Kerry Education & Training Board and should reflect the overall mission and core values of the Service as articulated in the Mission Statement, i.e.:
- *'...in conjunction with other education and training agencies and community development bodies, to create and promote the development of a learning society in Kerry ,so that all who live in Kerry have access to the education and training required by their personal, social, cultural, economic and civic needs. ...*
- Kerry ETB post-primary schools operate **as a partnership between** a range of other bodies, agencies, and groups. The spirit of partnership should be reflected in all aspects of the management and administration of the school. Kerry ETB partners in post-primary schools include parents, students, teachers, the community being served by the school and other school trustees.
- Kerry ETB post–primary schools are **publicly owned and at the service of the citizens** in the area which they serve.
- Kerry ETB post–primary schools are **comprehensive in their intake** and are open to persons who have completed the primary school programme. Schools in their admission policy (will) treat all applicants equally.
- Kerry ETB post–primary schools are **comprehensive in the curriculum** they offer. Schools will **maximise the learning opportunities available** to all students. Schools (will) provide the widest, balanced range of subjects and courses available within resources to meet the needs of their students.
- Kerry ETB post-primary schools provide for students and staff a **respectful, caring and supportive learning environment** which **fosters mutual respect, self-confidence, personal responsibility, initiative, achievement, community solidarity and responsibility, as well as creative and spiritual awareness.**
- Kerry ETB post – primary schools are **committed to quality teaching.**
- Kerry ETB post – primary schools **are committed to the growth of each student** to their fullest in terms of academic, personal, spiritual, social and civic development.
- Kerry ETB post-primary schools are **committed to enhancing the life-chances** of each student and will organise their teaching and learning programmes to ensure maximum benefits possible are available to all students.