



## **Admission Policy**

Coláiste na hInse is committed to providing the highest quality education service to the people of the catchment community.

### **Coláiste na hInse- Mission Statement**

Coláiste na hInse is a school of Excellence where students are happy and secure in a learning atmosphere characterised by Dearfachas (positivity) and belonging. There is a unique emphasis on ár dteanga Gaeilge (our Irish language) agus ár gcultúr (our culture). We focus on the whole young person and aspire to develop each as an intellectual, emotional and spiritual individual. The cornerstones of our philosophy are Bród (Pride) agus Uaillmhian (Ambition). We encourage the highest standards in ár daltaí (our students) ensuring that they reach their full potential through strong relationships and positive reinforcement.

Our school motto is: Aimsigh do Réalt Eolais (Reach for Your Star)

### **Organisation:**

1. Board Of Management (appointed in line with DES procedure and protocol)
2. Parent's Association. The Coláiste established a Parents Association in February 2008
3. Student's Council. In accordance with part VI, S.27 of the Education Act 1998, Coláiste na hInse has a student Council.

### **Coláiste na hInse –Catchment details (Map Attached)** Amended 4th February 2014 by CNI BOM

East Boundary:

- East side of catchment bounded by the coast, from mouth of River Boyne on the North to the County Meath Boundary with Co. Dublin at Knocknagin Bridge Viaduct to the South.

West Boundary:

- From Knocknagin Bridge Viaduct follow the R132 north through Julianstown and Painestown to Colp Cross (coordinates O116 737). East of the R132 is in the Coláiste na hInse catchment. At Colp Cross follow the third class road eastward to Colp West and then to Colp. The southern side of this road is in the Coláiste na hInse catchment the northern side is not. At Colp follow the third class road north to meet the R150. The east of this road is the Coláiste na hInse Catchment area. This junction is alongside the River Boyne. The River Boyne eastward from this point to the mouth of the Boyne forms the Northern Catchment Boundary.

### **Offer of places hierarchy:**

- 1) Siblings of students currently in CNI

- 2) Students living in the Catchment Area (See map attached)
- 3) Students attending National School in 'local designated National Schools' (Amended by BOM 3rd June 2014) but not living in the catchment area (see list of "local designated National Schools" in alphabetical order below)
  - Bradán Feasa
  - Cross Bán NS Julianstown
  - Realt na Mara (Boys) Donacarney
  - Realt na Mara (Girls) Donacarney
  - Le Chéile (Educate Together NS)
  - Scoil an Spioraid Naoimh Laytown
  - St Patrick's NS Stamullen (Removed as a feeder school at BOM 30<sup>TH</sup> Sept 2015 in line redrawn catchment boundaries in 2013-14)

**Note A:** Where the number of applications exceeds the number of places then this will be decided by a lottery which will take place at a meeting of the BOM of Coláiste na hInse. (Amended BOM 3ú June 2014)

- 4) Other

#### **1<sup>st</sup> Year Admission Process**

- The catchment national schools will be visited and enrolment forms distributed no later than November
- A 'live' enrolment is receipt of this, year specific, completed Coláiste na hInse enrolment form. (amended 14 Aug 2013)
- An Oíche Eolais-November
- Offers of places in writing
- Applications will be accepted up to a prearranged date (in writing).
- An Oíche Eolais will be held to inform parents of the educational philosophy of The Coláiste and offer an opportunity for prospective parents to ask questions-January
- Late applications will be placed on a waiting list and will be offered places based on the same hierarchy as on-time applications.
  
- Following receipt of written acceptance of a place for 1<sup>st</sup> year place in CNI students are invited to a Scrúduithe Iontrála (Entrance Examination). Only students who have a confirmed place in CNI may sit this examination (BOM Amendment 27<sup>th</sup> May 2013)

**Full year group:** Note: A year group is full when one or more subjects on an option line are full. (Amended BOM 8<sup>th</sup> April 2014)

- **Students applying to repeat a year**

In relation to students wishing to repeat a year in the Coláiste circular M2/95 will be the guiding reference point. Such applications will only be considered after May 1st of the academic year immediately preceding the year of repeating. Application to repeat a year in The Coláiste must be made in writing to the Principal and may be referred to the NEWB for direction. Decision on such applications will not be made until after May 1<sup>st</sup> preceding entry.

### **Transfer Applicants from another second level school**

Students applying to The Coláiste from another school must make the request in writing to the Principal and their request will be dealt with on a case by case situation respecting all DES circular legislation.

Applications will only be considered subject to the following conditions:

1. Parents must firstly write in requesting a Transfer Enrolment Application Forms. Only applications made on the appropriate form will be processed further.
2. **Note: Transfers into any year will not be considered after 29th September other than in extenuating circumstances as this is neither beneficial to student nor school. Applications will only be examined from May 1st preceding year of proposed entry. Exception to be maintained for those families who move into the area, have proof of residence and no existing school place.**
3. The Following information must accompany the completed Transfer Enrolment Application Form:
  - School attendance to date
  - Special Educational Needs information
  - Reasons for transfer
  - List of optional subjects required
  - The Completion of a Principal's report from their current school
  - Fully completed Transfer Request Form

The Principal of Coláiste na hInse will also talk to the Principal of the school the child is currently in to ensure a full understanding of the student's needs and behaviour. A meeting with the applicant and both parent's/Guardians will follow once the above has been completed and are satisfactory.

### **Criteria for Transfer Applicants to achieve place in Coláiste na hInse:**

**Note: A year group is full when one or more subjects on an option line are full. (Amended BOM 8<sup>th</sup> April 2014)**

- 1) The BOM believes the transfer is in the best interest of the applicant students at this particular time.
- 2) The BOM believes the transfer is in the best interest and welfare of existing Coláiste na hInse students.
- 3) The availability of places in a particular year in the school.
- 4) Availability of the options sought.
- 5) Consultation with the Education Welfare Officer and Special Educational Needs Officer.
- 6) The ability of The Coláiste to accommodate any special needs requirements.
- 7) All documentation as listed above is submitted and deemed satisfactory.
- 8) The Board's policy is not to accept students who have been excluded from other schools due to drug related incidents or incidents involving violent behaviour towards any member of the school community.
- 9) Applications will only be examined from May 1st preceding year of proposed entry.
- 10) Date of receipt of application to transfer (Stamped by CNI office) confirms hierarchy where all above is 1-9 are satisfied **(Amended BOM 4<sup>th</sup> February 2014)**

### **General Notes**

**Note B:** An application for enrolment is defined as a completed Coláiste na hInse, year specific, Enrolment form. Application to enrol becomes live from the date of receipt of this completed Enrolment Form and in the case of Transfer Applicants all the documents as specified above. A 21 working day period applies for replies from Coláiste na hInse.

**Ratified by Parents: 7th March 2012**

**Ratified by BOM: 28<sup>th</sup> January 2013**

## **Admissions Policy: An Cuan Autism Centre**

### **School**

Colaiste na hInse is a co-educational, multi denominational school in LMETB

### **Our School Philosophy**

‘Coláiste na hInse is a school of Excellence where students are happy and secure in a learning atmosphere characterised by Dearfachas (positivity) and belonging.... We focus on the whole young person and aspire to develop them as intellectual, emotional and spiritual individuals.... We encourage the highest standards in ár daltaí (our students) ensuring that they reach their full potential through strong relationships and positive reinforcement’. (Mission Statement)

### **Background behind the policy**

Procedures for admission are set out having regard for the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Education for Persons with Special Needs Act 2004.

### **Relationship to School’s Mission/Vision/Aims:**

To pursue academic excellence while acknowledging the diversity of our student body.

To nurture the values of inclusion and care within the school and wider community.

#### **1:Autism Centre Entrance Applications**

It is our aim in this school that the students will benefit from an integrated and inclusive education. The school will consider students for enrolment subject to review.

Applicants should have attended mainstream primary or a special class placement (with mainstream class integration). Enrolments for any future vacancy in Coláiste na hInse Autism Centre will be subject to the following criteria being met:

- Has a DSM-IV-TR or ICD 10 diagnosis as having ASD and whose cognitive ability falls within the average range of ability
- Has been involved and integrated into mainstream classes, following the National School Curriculum.
- May have multi-disciplinary team assessment, including report from a Speech and Language Therapist where available.
- A report from an Occupational Therapist where appropriate.
- A recent psychologist report, where possible the psychologist report should include the student’s cognitive ability/learning profile.
- Appropriate professional reports must include a recommendation that a placement in the Autism Centre is necessary.
- That the needs of the student as identified can be met within the centre.
- The principal, deputy principal, teacher(s) are of the view, having met the child and parent(s), that the child is likely to benefit from the class and that the parents have a realistic view of the progress likely to be made.
- Parents must provide a written response to accept a place.
- Parental responsibility to inform of a change of address to those details provided at the time of application

## 2. Curriculum

As far as possible students will be encouraged to pursue the Junior Certificate, Leaving Certificate or LCA. However, it must be acknowledged that life skills and coping strategies will form a large part of the ASD student's curriculum.

All students will have a developmental programme and IEP to address their specific educational needs, subject to review annually or as required.

Parents will be required to be involved in this process each year. Parents must forward any new or updated professional reports to the school.

## 3. Managing Admission

Applications will be evaluated in line with the criteria approved by Coláiste na hInse as set out in this policy document.

The enrolment process for Coláiste ha hInse is by way of **written application** only. Application forms are available from the school secretary. Assistance will be available for the preparation of application from the school principal or ASD co-ordinator upon request. All students and their parents are advised to visit the school and the Centre on Open Night prior to enrolment.

Coláiste na hInse may in certain circumstances and following assessment be unable to meet the needs of the applicant in some instances.

Coláiste na hInse has an admission team comprising of the School Principal, the Centre Teacher, and other relevant persons deemed appropriate by the BOM. The admissions team will meet on receipt of an application for admission to the Autism Centre, will consider/review all available documentation in relation to the applicant and will make a decision based on the appropriateness of the placement.

The Board of Management reserves the right to refuse an application for enrolment.

Parents/guardians of pupils who are refused admission will be advised of their right to appeal and given information on how do so.

In the event that more applicants meet the entry requirements than are available then the admissions team will use the following criteria

- Applicant in the catchment area ie half way to the next nearest comparable provision.
- Applicants with sibling in CNI
- Allocation of a place in the Autism unit does not guarantee a place in the mainstream classes for siblings.
- Applicants from special units from feeder schools.
- If all available places are filled then applicants will go on a waiting list.
- There is a requirement to confirm interest on an annual basis if the child is on a waiting list.
- Applicants already enrolled who have received a late diagnosis for autism.

### **Date of ratification**

**SDPI Committee** 8th January 2013

**Staff** 14th May 2013

**Parents** 11th April 2013

**BOM** 20<sup>th</sup> March 2013

## Admission Policy for Entry into the Idirbhliain Programme

***Please note: In CNI, Transition Year is referred to as Idirbhliain***

The Transition Year Programme in Coláiste na hInse is not compulsory. Idirbhliain is a highly sought after programme in schools. For the programme to work effectively for each student it is important to limit numbers per Rang. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

When the numbers applying for An Idirbhliain exceeds the number of places available daltaí will be interviewed. The interview will take the form of a group interview. Daltaí will be advised on how group interviews are conducted. An independent adviser will mark daltaí under the following headings:

- Enthusiasm for the year
- Evidence of knowledge of programme
- Good interpersonal and group skills
- Personal Presentation

For acceptance on to the Idirbhliain Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his/her participation will not prevent any other participating student(s) from benefiting from an idirbhliain. Any decision in this regard will be taken by the Idirbhliain Admissions Committee, following consultation with the student's teachers, the student and the parents of the student concerned.

### Application Procedures

- Early in the third year, the Programme Co-ordinator/Principal/Deputy Principal will visit all third year classes. They will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.
- Early each calendar year, a formal presentation will be made to the parents of third year students regarding senior cycle options which will include Idirbhliain.
- This same presentation will be made to the third year students either at the presentation evening or soon after.
- Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). Daltaí are advised that when they complete this form *“consider CNI principles of Bród, Ullmhian, Dearcadh, Dearfachas agus professionalism. Your Caomhnóir is available to advise you if you require help. You are welcome to download this form from the CNI website to fill in digitally. It is important to note that selection criteria also include Attendance, Behaviour, Cinn Lae”*
- Any daltaí with SEN, upon request, will be supported in completing their application form.

- The final submission date for applications will be communicated to parents and students at the presentation oíche.
- Applications will be considered valid only if they are fully completed and submitted to the Idirbhliain Coordinator within the specified deadline.
- When the numbers applying for An Idirbhliain exceeds the number of places available daltaí will be interviewed. The interview will take the form of a group interview. Daltaí will be advised on how group interviews are conducted. An independent adviser will mark daltaí under the following headings: Enthusiasm for the year, Evidence of knowledge of programme, Good interpersonal and group skills, Personal Presentation.
- Candidates will then be marked on the following: Application Form (*25 Marks*), Cinn Lae (*25 Marks*), Attendance (*25 Marks*) and Interview (*25 marks*).

#### The Transition Year Admissions Committee:

- The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principal and a nominee of the Principal.
- The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.

#### Offer & Acceptance of Places:

- Places will be offered in writing to successful applicants within a reasonable period of time. Unsuccessful applicants will be informed in writing within the same time frame and will be personally advised by the coordinator and counsellor.
- Students accepting a place must complete and return the Acceptance Form and the Transition Year Fee within the date specified. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited
- At this stage, the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange two work-experience placements for the specified periods during the academic year (to be decided each year by the coordinator).



## **Admission Policy for Entry into the LCA Programme**

### **Coláiste na hInse- Mission Statement**

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Our school motto is: Aimsigh do Réalt Eolais (Reach for Your Star)

The Leaving Certificate Applied was introduced to recognise the talents of all students and provide opportunities for development in terms of responsibility, self-esteem and self-knowledge. It is an innovative programme in the way students learn, in what they learn and in the way their achievements are assessed

The Leaving Certificate Applied is a distinct, self-contained Leaving Certificate programme. It is designed for those students who do not wish to proceed directly to third level education or for those whose needs, aspirations and aptitudes are not adequately catered for by the other two Leaving Certificate programmes.

The Leaving Certificate Applied has a strong vocational dimension which equips students with skills for the world of work and life-long learning.

The Leaving Certificate Applied is structured around three main elements- Vocational Preparation, Vocational Education and General Education – which are inter-related and interdependent. This programme is characterised by educational experiences of an active, practical and student-centred nature.

The following principles form the basis for the design of these courses.

- Courses to consist of short, self-contained modules.
- Student Tasks to be used as a means of integrating courses.
- Progression from Year 1 to Year 2
- Schools to have flexibility within overall national provision.

The Leaving Cert Applied Programme in Coláiste na hInse is not compulsory. Leaving Cert Applied is a highly sought after programme in schools. For the programme to work effectively for each student it is important to limit numbers per Rang. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

### **Provision:**

Leaving Certificate Applied is available to all post Junior Certificate pupils. Information on the Leaving Certificate Applied course is offered to all 3<sup>rd</sup> year Junior Certificate pupils and Transition

Year students. An application form is made available to all students and their parents/guardians who request such a form. Completed application forms are returned by the date designated on the forms.

Following receipt of completed application forms, interviews of prospective candidates are held. The interview will take the form of a group interview. Daltaí will be advised on how group interviews are conducted. The interview is a structured interview to ascertain the suitability of the candidate:

1. Academic record
2. Attendance record
3. Discipline record
4. Reports and recommendations from teachers
5. Enthusiasm for the year
6. Evidence of knowledge of programme
7. Good interpersonal and group skills
8. Personal Presentation

For acceptance on to the LCA Programme, the school must be of the opinion that a student is capable of benefiting from participation in LCA and, equally, that his/her participation will not prevent any other participating student(s) from benefiting from LCA. Places are accepted by pupils/guardians on the understanding that the requirements of Leaving Certificate Applied course will be fulfilled and that the Code of Behaviour will be adhered to as for all students. Places are offered within two weeks of interview process being completed. Places are offered in writing and will be communicated to parents/guardians.

Any decision in this regard will be taken by the LCA Core Committee following consultation with the student's teachers, the student and the parents of the student concerned.

#### **Application Procedures:**

- Early in third year/idirbliain, the Programme Co-ordinator/Principal/Deputy Principal will introduce the programme to all interested parties. They will make it clear to all prospective applicants that knowledge of, research into and preparation for Leaving Cert Applied, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.
- Each year, a formal presentation will be made to the parents of prospective students regarding senior cycle options which will include Leaving Cert Applied.
- This same presentation will be made to the third year/idirbliain students either at the presentation evening or soon after.
- Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). Daltaí are advised that when they complete this form *“consider CNI principles of Bród, Ullmhian, Dearcadh, Dearfachas agus professionalism. Your Caomhnóir is available to advise you if you require help. You are welcome to download*

*this form from the CNI website to fill in digitally. It is important to note that selection criteria also include Attendance, Behaviour, Cinn Lae”*

- Any daltaí with SEN, upon request, will be supported in completing their application form.
- The final submission date for applications will be made clear to all students/parents at the senior cycle choice night.
- Applications will be considered valid only if they are fully completed and submitted to the LCA Coordinator within the specified deadline.
- Candidates will then be marked on the following: Application Form (25 Marks), Cinn Lae (25 Marks), Attendance (25 Marks) and Interview (25 marks)

#### **The LCA Core Committee:**

- The LCA Core Committee will be responsible for assessing applications and offering places.
- The LCA Core Committee reserves the right to interview students in relation to their applications and their suitability for participation.

#### **Offer & Acceptance of Places:**

- Places will be offered in writing to successful applicants within 10 school days of completion of the application process. Unsuccessful applicants will be informed within the same time frame and will be personally advised by the coordinator and counsellor.
- Students accepting a place must complete and return the Acceptance Form within the date specified. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited
- At this stage, the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange four work-experience placements for the specified day each week during the academic year.
- Behaviour and attendance at work experience is viewed as in school.