

**COISTE GAIRMOIDEACHAS CHONTAE MHUINEACHAIN**  
**COUNTY MONAGHAN VOCATIONAL EDUCATION COMMITTEE**

**ADMISSIONS POLICY FOR INVER COLLEGE, CARRICKMACROSS**

**1. Policy Statement**

- 1.1 Admission to all Co. Monaghan Vocational Education Committee schools is open to all students whose educational needs can be met by the school, 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 under the auspices of Co. Monaghan VEC.

**2. Legal Framework**

- 2.1 Co. Monaghan VEC 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 Co Monaghan VEC 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 Inver College, Co. Monaghan VEC affirms its statutory obligation under the Equal Status Act 2000 as it applies to educational establishments.

**3 Parental Responsibility**

- 3.1 The parent(s)/guardian of a child (or a student who is over 18 years of age) who has made an application for admission to Inver College may be required to furnish such information as may be prescribed by the school/Co. Monaghn VEC.

- 3.2 Prior to admission to Inver College, the parent 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 Co Monaghan VEC shall ensure that all schools under its control shall draft admissions procedures as part of their admissions/enrolment policy. Such procedures at Inver College include:

- 1) Enrolment form to be completed.
- 2) The closing date for application where applicable.
- 3) Interview with parent(s)/guardian or a student over 18 years of age.
- 4) Procedures for informing the local community about enrolment.
- 5) Information required from the parents of the student.

- 4.2 Inver College may seek the following information from the parent(s)/guardian 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/guardian.
- 3) PPS number of student.
- 4) Phone numbers, including emergency phone numbers.
- 5) Details of previous school/schools.
- 6) Information from previous school/schools.
- 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.

- 4.3 The Board of Management of Inver College or its nominee shall issue a decision to the parent of a child 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)
- 4.4 Inver College, under the auspices of Co Monaghan VEC is registered as a Data Controller under the Data Protection Acts 1998 and 2003. The personal data supplied by parent(s)/guardian 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 and student of Inver College/VEC events. While the information provided will generally be treated as confidential to Inver College and Co. Monaghan VEC, 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 National Education Welfare Board or with another school (where the student is transferring.) We rely on parents/guardians/students 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 wish to access or update personal data, they should do so in writing, to the Principal of Inver College.

## **5 Criteria for Admission**

- 5.1 Eligibility for admission to Inver College includes the following Department of Education of Education and Skills regulations:
- 1) Having reached the age of 12 on January 1<sup>st</sup> 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, Co Monaghan VEC 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 Inver College include:
- 1) List of feeder schools. ( Appendix A)
  - 2) The first child of a family.
  - 3) Sibling preference.
  - 4) Children of school staff.
  - 5) All other children who live in the catchment area.

- 6) Children living outside the catchment area who have a sibling in the school.
- 7) Children living outside the catchment area.
- 8) All other applicants.

- 5.3 In the event that the school is oversubscribed on the last date for receipt of applications, a waiting list will be put in operation. This date should be made widely known. Should a place become available, the successful applicants will be determined by the admissions criteria.
- 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 Co. Monaghan VEC and Inver College recognise 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 Inver College 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 Inver College not to accept transfers during the school year. However, in the case 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 30<sup>th</sup> September of the academic year.
- 6.3 It is not the policy of Co Monaghan VEC or Inver College 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 Inver College is satisfied that exceptional circumstances do exist, the following conditions and procedures will apply:

- 6.4 The parent(s)/guardian 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 of the student (or the student who is over 18 years of age) must sign the Student Enquiry form.
- 6.6 The Principal of the school which the student is currently attending or last attended must return the completed Student Enquiry form.
- 6.7 Inver College also reserves the right to request a confidential reference from the authorities in previous schools.
- 6.8
- 6.9 When the requirements of 6.4, 6.5 and 6.6 and 6.8 are complied with, the parent(s)/guardian of the student (or the student who is over 18) must attend for interviews with the Principal and other relevant personnel of Inver College.
- 6.10 If the Board of Management of Inver College 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 the school, then a place may be offered to the applicant. The Board of Management of Inver College 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.
- 6.11 In a case where a student has been permanently excluded from a school, the application may not proceed before the parent(s)/guardian (or a student who is over 18 years of age) have been advised of their right to appeal the decision of the previous school with regard to the student.
- 6.12 The school will inform the parent(s)/guardian (or a student who is over 18 years of age) of this right. The school can provide appeal application forms in this regard.
- 6.13 Where a student who has left Inver College 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 Inver College 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 and the student will be interviewed as part of the re-entry procedure.

6.14 Prior to admission to Inver College, students will be required to sign a form indicating their acceptance of the school's Code of Behaviour.

## **7 Refusal to Admit a Student**

7.1 Inver College shall not refuse to admit a student except where in accordance with the policy of Co. Monaghan VEC under Section 15(2) (d) of the Education Act 1998.

7.2 The Board of Management of Inver College 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 Inver College is refused, the parent(s)/guardian (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 Co Monaghan VEC, 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 Inver College Board of Management in light of any legislative or other relevant indications.

This Admissions Policy was ratified by the Inver College Board of Management on 20/01/2011