

## *Franciscan College Gormanston*

### *Admissions Policy*

#### **MISSION STATEMENT**

Franciscan College Gormanston is an educational establishment wherein Catholic values are promoted in accordance with the spirit of St. Francis of Assisi.

Its aim is to create an environment that is safe, a centre of learning committed to the personal development of each individual student, and where the dignity of all is promoted and cherished.

It will strive to create accountable and principled students in the Ireland of today and in the wider world, in accordance with our Franciscan tradition for the glory of God and the honour of Ireland.

#### **PRINCIPLES**

In formulating this policy, the Board of Management of Franciscan College Gormanston, within the parameters of the financial and resource support available via the Department of Education and Skills, has due regard to the provisions of the Education Act 1998 and the Education Welfare Act 2000. It recognises and supports the important role played by the religious and educational philosophy of the trusteeship of the Minister Provincial and Definitory of the Franciscan Province of Ireland.

The College Board of Management, within this context, supports the principles of:

- Inclusiveness, particularly in relation to the enrolment of pupils who are disadvantaged or with special needs, subject to the terms of the Equal Status Act 2000, Section 4.
- Parental choice as enshrined in Article 42 of the Constitution and the Education Act 1998, Section 6 (e), while at the same time having due regard for the characteristic spirit of the school. A parent who objects to the content and participative requirements of their son/daughter's Religious Education classes should indicate this in writing to the school authorities within one school month of the academic year

beginning when their child enrolls in the school. Any such students will remain in the class under the supervision of the teacher.

- Equality of access and participation in the school.
- Respect for the traditions, values, languages and ways of life in Irish society.

## **RESOURCES**

The financial and teaching resources and the school support services are provided by a combination of:

- Department of Education and Skills grants and teacher allocations.
- Voluntary Contributions by parents and guardians.
- Local fundraising.

The implementation of the school plans and policies must have due regard to:

- The funding and resources available.
- the curricular provisions prescribed by the Department of Education and Skills, which may be amended in accordance with Sections 9 and 30 of the Education Act 1998.

The Board of Management reserves the right, in consultation with the College Trustees, to alter the services offered by the school in line with available resources.

## **SCHOOL DETAILS**

Franciscan College Gormanston is a voluntary Catholic school operated and managed by the Irish Province of the Order of Friars Minor.

It is a co-educational school grant-aided by the Department of Education and Skills.

Franciscan College Gormanston follows the curricular programmes for Junior Certificate and Leaving Certificate set down by the Department of Education and Skills. The College offers an optional Transition Year programme for 4<sup>th</sup> Year students. This programme is drawn up by the school with a view to fulfilling its commitment to providing a holistic education for all our students, to encourage them to reach their academic potential as well as preparing them to derive maximum benefit from the Leaving Certificate programme that follows.

Fees or charges do not apply for tuition at Franciscan College Gormanston.

Students may avail of services, activities and facilities that form part of our wider school provision.

By application, and subject to availability, with the approval of the school Management, the services offered include:

- After school sports programme for participation on school teams
- Supervised after school study programme

*Services and activities provided by the School exceed provision expected within a general school programme.*

Study and Homework are crucial parts of school life. The help and co-operation of parents is sought to ensure that students develop the self discipline to meet these demands.

Students are encouraged to participate fully in a wide variety of sports and activities organised by the College. We will also encourage full participation (where possible) in our school Clann programme.

### **THE CLANN SYSTEM**

On arrival in the College each student is assigned to one of the four Clanns and remains a member of that Clann throughout his/her stay.

The Clann system encourages a sense of belonging and strives to eliminate the anonymity associated with the larger group. It affords each student the opportunity to contribute positively to the life of the school. The positive behaviour and contribution of each student is accumulated by both the student and his/her Clann. The Clanns are named in Irish after Catholic Saints and are assigned a colour for Clann events. They are as follows:

<b>Clann Antoine (Anthony)</b>	<b>Yellow</b>
<b>Clann Éanna (Enda)</b>	<b>Green</b>
<b>Clann Froinsias (Francis)</b>	<b>Red</b>
<b>Clann Phádraig (Patrick)</b>	<b>Blue</b>

## **ASSESSMENT**

Assessment is part of the normal academic routine at Franciscan College Gormanston. A range of testing methodology is used to guide the learning needs of our students and these assessment techniques are used to identify support and intervention for students where appropriate.

## **PROCEDURES**

### **Application Procedure:**

The school will admit the number of students determined by the Board of Management as feasible. For 2018 - 2019 and until amended, the number is 120 students. (This number may be reviewed by the Board of Management).

Students must be at least 12 years of age on the 1<sup>st</sup> January in the calendar year following the child's entry into First Year.

All applications (**once formally offered a school place**) must be also accompanied by a utilities bill (ESB, Gas, etc) for the place of residence of the pupil and a birth certificate.

### **CLOSING DATE FOR COMPLETED APPLICATION FORMS FOR 1<sup>ST</sup> YEAR STUDENTS SEPTEMBER 2019**

*Following the Open evening on 20<sup>th</sup> September 2018 (Interested parents and students are invited to attend) completed application forms must be returned to the school office no later than 5pm on Thursday 27<sup>th</sup> September 2018.*

Application Forms are available from the school office and all applications received before the closing date will receive equal treatment as prescribed below.

- Completed Application Forms should be returned to the school, on or before the closing date.
- Any Applications received after 5pm on 27<sup>th</sup> September 2018 will not be considered for a place until all eligible entries have been allocated.
- Late Applications will be recorded according to the date of receipt in the school and will be placed on a Waiting List.

## **GENERAL ADMISSION OF STUDENTS TO FRANCISCAN COLLEGE GORMANSTON**

Gormanston College fosters a Catholic and Franciscan ethos. Students are admitted to the school on the understanding that they and their parents accept the ethos of the college and all the rules that promote and underpin that ethos and will not seek to undermine it in any way whatever. Admission of students may be refused where:

- A) The student or his or her parents do not agree to conform in writing that the school's Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code.
- B) An Garda Siochana or the Health Service Executive has provided in writing to the school its opinion that the admission of the student could have a seriously detrimental effect on the safety of other students and / or staff of the school.

## **ENROLMENT PROCEDURE**

Incoming First Year students will sit an Entrance Assessment based on the CAT 4 model (Cognitive Ability Test). This assessment is used to support the school in understanding students' developed abilities, likely academic potential and learning preferences. **This assessment is not used to exclude students.** The relevant primary school teachers may also be consulted as part of this process.

As far as is practicable, incoming First Years are enrolled provided that there is space available. In the event that the number of valid applicants exceeds the number of places, priority shall be given in the following order of categories:

### **Category A:**

*Completed Application Forms received in respect of:*

- First preference will be given to applicants who are siblings of existing pupils.
- Then to applicants who are siblings of past pupils where past pupil is defined as a student having in normal circumstances completed their Leaving Certificate in Franciscan College Gormanston.
- Then to applicants of eligible staff in Franciscan College Gormanston, where eligible staff is defined as non casual employees of Franciscan

College Gormanston for a minimum of one academic year and who are reasonably expected to be employed by the school at the time their child commences secondary school.

- Then to applicants of eligible past staff of Franciscan College Gormanston where eligible staff is defined as non-casual former employees of Franciscan College Gormanston who have completed a minimum of 5 years employment in the school.
- Then to applicants who are the children of past pupils of Franciscan College Gormanston where a past pupil is defined as a student who under normal circumstances completed his/her Leaving Certificate in the school.
- Then to pupils who attend Primary Schools from the Department of Education and Skills defined “Geographical **Catchment**” area specific to Franciscan College Gormanston.

*As noted above it may be necessary to establish an order of priorities among applicants. If the school remains over - subscribed preference will be given to students living within a 5km radius.*

### **Category B:**

Completed Application Forms received in respect of all other students.

The Principal, on behalf of the Board of Management, will apply the following:

*All properly completed applications received by the due date in respect of students in Category A will be allocated places before any places can be offered to students in Category B.*

*If places are still available these places will be allocated by random selection.*

### **ACCEPTANCE PROCEDURE**

Parents / guardians will be notified of a place for their child by post and will be given a deadline to accept the offer. **An Acceptance Form, together with a contribution of €100 will be requested to confirm the enrolment. Remaining documentation which must also be submitted includes a copy of a child’s birth certificate and utilities bill.** This contribution will be deducted from his/her Voluntary Contribution when he/she becomes a registered student of the College. However, should he/she, having accepted the offer, eventually fail to take the place, the contribution will be forfeited. Acceptance Forms must be returned on time - Failure to do so will result in the offer of the place expiring and the place will then be offered to another student.

## **SCHOOL POLICIES**

Parents and Guardians who make an application for their child to attend Franciscan College Gormanston and who are successful in gaining admittance to this school should understand that both they and their children are subscribing to all approved school policies.

### **Special Educational Needs:**

In accordance with the Mission Statement Franciscan College Gormanston is proud to welcome all students, including students with disabilities and special educational needs. The school will use the financial and personnel resources provided by the Department of Education and Skills to make provision for students with special education needs. While fully supportive of parents' rights to have the school of their choice for their children, the school's ability to cater for a student with needs is dependent on the level of resources made available by the Department of Education and Skills.

Following the formal offer of a place the school requests that all relevant reports and information relating to educational needs be given to the school. This is to ensure that the school can adequately prepare for the child's needs, if possible. It is the responsibility of the parent / guardian to provide any medical, psychological or behavioural reports and information about Special Needs Assistants, Teaching and Learning Resources and Irish Exemptions. Parental involvement and co-operation is considered essential to the development of sound programmes for these pupils.

### **Pupils transferring from other schools**

**Students may transfer into Franciscan College Gormanston only in exceptional circumstances, subject to:**

- Space being available in the year or class groups in question, and the curricular provisions being suitable for the applicant.
- Satisfactory provision of all relevant information by the former school and the parent / guardian of the student.
- The transfer is in the best interests of the child and Franciscan College Gormanston.

- Consultation with the Educational Welfare Officer, if appropriate.
- Signed acceptance by the applicant and his/her parents/guardian of the school's Code of Behaviour, ethos and policies.
- All decisions in relation to transfers are taken by the Board of Management.
- The Board of Management reserves the right to refuse an application in certain circumstances which include the situation where the student has an established prior record of poor behaviour.
- Applications for repeat Leaving Certificate students will be dealt with on an individual basis.

### **Suspension and Expulsion:**

Under the Education Act 1998, section 15(2) (C), the policy of the school relating to the suspension and expulsion of students must be included in the Admissions policy. This is available under the school Code of Behaviour.

It is the intention and policy of the school that all students are treated equally. Students are admitted to the school on the understanding that no special arrangements can be made for any individual in relation to attendance or conformity with the school rules and regulations unless the school authorities are of the opinion that special circumstances prevail, that such special arrangements are not in conflict with the school Code of Behaviour and that such special arrangements could and would be available to every student in similar circumstances.

Students who are not normally resident in Ireland will be required to provide evidence that they have a guardian who is resident in Ireland and who is entitled and willing to be responsible for the care of the student when that student is required to leave the school, whether that is due to the closure of the school on school holidays or due to the suspension of the student in accordance with the school Code of Behaviour or due to illness which cannot or should not be treated within the confines of the school. Prospective students who fail to satisfy the school authorities in relation to the provision of a guardian may be refused admission.

### **RIGHT OF REFUSAL**

The Board of Management reserves the right to refuse an application for admission where such refusal is in accordance with the policy of the school, subject to the provisions of the Education Welfare Act, Section 19 (1).

Even where a place is available, the Board of Management reserves the right to refuse to enrol a student in exceptional circumstances. Such exceptional circumstances could include the following:

1. The student has special needs such that, even with the additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
2. In the opinion of the Board of Management the student poses an unacceptable risk to other students, to the school staff or to school property.

### **RIGHT OF APPEAL**

The Board of Management wishes to advise parents / guardians that, in the event of a pupil being refused entry to Franciscan College Gormanston, an appeal can be made under Section 29 (d) of the Education Act 1998.

On appeal parents / guardians are informed in writing of the Board of Management's decision and the reason(s) why the student was not accepted. The right to appeal should be restated. Any appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents / guardians.

### **REVIEW**

This policy is operative for the 2018 - 2019 academic year, and for 1<sup>st</sup> Year intake in 2019. It will be reviewed by the Board of Management for next year to take account of changing legislation and/or circumstances.

**Ratified by the Board of Management:**

Thursday 13<sup>th</sup> September 2018

\_\_\_\_\_ (Chairperson)

Witness: \_\_\_\_\_