

*Castlerea Community School*  
*Admissions (Enrolment) Policy*

**Section 1: Tradition, Mission and Etos**

Castlerea Community School is a modern, Co-educational Community School founded by The Department of Education & Science in **1993**. A Board of Management under the Trusteeship of the Sisters of Mercy and Co. Roscommon Vocational Educational Committee, manages the school. Parents/Guardians and Teaching Staff also have representation on The Board of Management.

**Mission statement**

**Castlerea Community School is dedicated to the pursuit of excellence in education in a caring environment of mutual respect so as to foster the full potential of its students and staff. In partnership with parents, we strive to create a desire for lifelong learning, respect for the individual, an awareness of the needs of the disadvantaged, concern for the environment and an appreciation of our own unique culture.**

The founding intention of the Trustees challenges the school to be inclusive, and cater for all the educational needs of the students whose enrolment has been accepted at the school. It challenges the school to be truly an educational resource for the local community, to be mindful of local educational needs and to focus on the importance of a value based, Christian Education. The characteristic spirit of the Sisters of Mercy and Co. Roscommon Vocational Education Committee obliges the school to build on these values and principles and provided the context for the mission of the school, the school plan, its operating policies and the day to day work of the school.

**Ethos:**

All who work at the school constantly strive to make Castlerea Community School a welcoming school. Our school is multi-denominational in character with the majority of our students of the Catholic Religion, inclusive in our intake and comprehensive in our curriculum. Details of the specific curricular subjects available at the school may be obtained from the school office. Our behaviour management strategies and structures are built on the principles of justice and fairness. We endeavour to fulfil our mission in partnership with parents/guardians, staff, students, trustees and the local community.

**Section 2- Our school**

The Board of Management and staff of Castlerea Community School support the principles of:

- Inclusiveness
- Equality of access and participation in the school
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

The school operates within the context and parameters of Department of Education and Science regulations and programmes and the funding and staffing resources available. The school acknowledges the rights of the Trustees as set out in education legislation. In particular the school is committed to take account of the religious and educational philosophy of the Sisters of Mercy and Co. Roscommon V.E.C. as Trustees of the school.

**Resources:**

The Department of Education and Science funds the annual financial and teaching resources of the school.

Castlerea Community School accepts all students that apply for enrolment to the Castlerea School who qualify for admission under the admissions policy as agreed by the Board of Management and the School Trustees. In addition admission is subject to the resources available to the school including physical classroom accommodation, class size, teaching and financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission. Where the school, subject to the terms of the Board of Management admissions policy, lacks the necessary resources to meet the needs of any applicant or student it will make every effort to secure those resources from the Department of Education and Science. Where the resources cannot be secured then the school reserves the unfettered right to refuse admission.

The implementation of the curriculum, the pastoral care programme, the school development plan and school policy have due regard to the resources and funding available. The school follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

A Student Council and Prefect system exist within the school.

Parents are encouraged to be active partners in their child's education.

**Curriculum:** the school offers the following programme:

- Three year Junior certificate Programme
- Transition Year Programme
- Two Year Traditional Leaving Certificate Programme
- Two Year Leaving Certificate Applied Programme
- Post-Leaving Certificate Programmes:
  - Business and Social Studies
  - ECDL Information Technology Programme for PLC students
- Part time Adult Education Programme

**Extra Curricular Activities:**

Students attending the school are given the opportunity and encouraged to participate in a wide range of extra-curricular activities made available to them from time to time and which to date include: Athletics, Basketball, Debating, Public Speaking, Gaelic Football, Soccer, Hurling, An

GAISCE (The President's Award) Young Scientist, Creative Writing, Mentoring programmes, Drama, Music, Art etc.,

Educational and Social School Tours and language support programmes from within the European Union are a feature of school life in Castlerea Community School.

### **Section 3: Scope, Rationale & Legal Framework**

#### **Scope:**

This document sets out the policy of the school in respect of admissions to the school in the following circumstances:

- Students applying for a place in First Year
- Students from outside of the school applying for a place in any other year-group or programme
- Students applying to transfer from another second-level school
- Students applying to repeat any year of any programme within the school, including repeating the Leaving Certificate Programme.
- Students applying to for a place on the Post Leaving Certificate Programmes
- Students from within the school applying for a place on any programme within the school (e.g. Leaving Certificate Traditional. Leaving Certificate Applied, Transition Year)

This policy should be read in conjunction with the following school aims and policies:

- **Mission Statement, Ethos and Educational aims**
- **School Prospectus**
- **Special Educational Needs Policy**
- **Student Code of Behaviour**
- **Student Suspension or Expulsion Policy**
- **School/Student Attendance Policy**
- **Substance Use Policy**
- **Anti-bullying Policy**
- **Child Protection Policy**
- **Guidance Plan for the School**
- **Internet Safety: Acceptable Use Policy**
- **Crisis (Critical Incident) Management Policy**
- **Educational Tours and Out of School Group Activities Policy**
- **School Data Protection Policy**
- **Code of Practice for Processing Complaints by Parents/Guardians or students (who have reached the age of 18 years) against teachers in Community and Comprehensive Schools.**
- **Code of Practice for Processing Claims of Sexual Harassment of a member of staff by a Student in Community and Comprehensive Schools.**

### **Relationship to school's Mission/Vision/Aims:**

The community of the school works in a holistic manner to ensure that dependence is gradually replaced by responsibility for self, society and the world. The dignity of each student, staff member and parent is honoured and reflected in school policies and structure, including this policy. While educational excellence is promoted, it is the needs of the learner that direct the education and social development of the school. Where possible the school will engage with alternative approaches to education especially for those who are deemed disadvantaged.

### **Rationale:**

This policy aims to ensure that appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Mission Statement of the School, the admissions policy as defined by the Board of Management and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of all resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

### **Legal Framework:**

Section 9 (j) of the **Education Act 1998** specifies that *"A recognised school shall....subject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school"*

Section 15 (2) (d) states that Boards of Management shall *"publish ....the policy of the school concerning admission to and participation in the school and ensure that as regards that policy principles of equality and the right of parents to send their children to a school of the parents' choice are respected"*

Sections 27 (1) states that *"a board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school"* and (2) that *"the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the school, having regard to the age and experience of the students, in association with their parents and teachers"*.

The **Education Welfare Act, 2000** [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school's Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management shall, as soon as practicable (but not later than 21 days after receiving such information) *"make a decision in respect of the application concerned and inform the parent in writing thereof"*.

The **Equal Status Act, 2000** [Sections 5 & 7 (2)] prohibits discrimination on the grounds of *"gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community"* regarding admission, access to programmes, participation in the school or regarding

expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)]. However, section 3.3 states that *“Treating a person who has not attained the age of 18 years less favourably or more favourably than another, whatever that other person’s age, shall not be regarded as discrimination on the age ground.”* Section 3.4 states that *“For the purposes of this Act discrimination includes a refusal or failure by the provider of a service to do all that is reasonable to accommodate the needs of a person with a disability by providing special treatment or facilities, if without such special treatment or facilities it would be impossible or unduly difficult for the person to avail himself or herself of the service.”*

## **The Education for Persons with Special Educational Needs Act 2002**

This Act outlines in Section 3 the Preparation of an education plan by school (including steps preliminary to such preparation), Sections 4 & 5 referring to the Assessment of the child and modes of assessment, Section 7 outlines the provisions of services, Sections 8 & 9 outline the Preparation of the education plan and its content while Section outlines the duties of schools.

### **Goals:**

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities and admission procedures
- To enable applications for admission to the school to be handled in an open, transparent and accountable matter subject to the terms of the defined Board of Management admissions policy
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Mission Statement, ethos & current legislation
- To specify what information is required by the school concerning the student t applicant at the time of their application for enrolment at the school.

It should be clearly noted that that Castlerea Community School; under Deed of Trust is a multi-denominational school, it is not a non-denominational school. Similarly, it should be noted that under the Deed of Trust, Castlerea Community School is established as a co-educational school. The Admissions Policy of the school shall protect and maintain these distinguishing characteristics.

## **Section 4: Procedures – Application. Enrolment Criteria & Decision. Appeal**

### **Application for First Year:**

Our admission procedure complies with all current legislation such as the Education Act 1998, Education Welfare Act 2000, the EPSEN Act 2004 and the Equal Status Act 2000.

### **Admission Procedures for Students who meet the criteria for enrolment.**

1. For students whose primary school is within the Castlerea catchment area, application is made by the completion of the common application form. These forms are distributed to 6<sup>th</sup>

class students during the month of January. Applications are returned to Castlereagh Community School on Enrolment Day.

2. Applications are processed during the month of February/March each year and parents/guardians, whose children meet the admission criteria, will be awarded a place in 1<sup>st</sup> year.
3. Students attending Primary schools outside the catchment area, should make direct application to the school during February/March of 6<sup>th</sup> class. The official application form and school admissions policy is available from the school office.
4. Students and parents/guardians must be willing to accept, in writing, the school Code of Behaviour and all other policies as sanctioned by The Board of Management.
5. Applications for 1<sup>st</sup> year must meet all the requirements of The Department of Education and Science governing transfer from Primary to Post-Primary school.
6. All applicants must sit the school Assessment Test.

Late applications for 1<sup>st</sup> year, from students meeting the admission criteria, will be considered depending on availability of places at time of application. Such applications should be made directly to the school.

Parents/Guardians should complete and sign the application form, giving all of the details required. Incomplete forms will be returned to parents/guardians. Parents/Guardians should sign the application form and date it. Please note that parents/guardians are required to provide an emergency contact phone number.

Parents/Guardians may be required to complete a further information form regarding their child's educational progress at a later date and/or to co-operate with the school's attempts to identify the educational or other relevant needs of the child. The school may wish to meet with an applicant and her/his parent(s)/guardians(s) to discuss the needs of the applicant or the parent(s)/guardians(s) may request a meeting. In either case, the school will make all reasonable effort to accommodate such a meeting prior to making a decision on an application.

Failure to fully complete the application form, failure to supply any relevant documentation requested by the school or failure to make a reasonable arrangement to meet with the school to discuss the application may result in a serious delay or child being refused admission to the school.

The school will normally organise and 'Open Day/Evening' and prepare a School Handbook so that parents may inform themselves about the school. The information Day/Open Day is open to all eligible students for enrolment and their parents/guardians.

#### **Decision Making Process:**

Decisions regarding student admissions are a matter for the Board of Management. However, this task is normally delegated to the Principal who is informed and decides on such matters in accordance with the school's admission policy. The Principal may refer any application to the Board for decision.

Parents/Guardians will be advised of the outcome of their application within 21 days of their application.

The Board of Management will determine the number of students to be accepted into First Year – that figure will depend on the overall number of students in the school, the overall capacity for which the school was designed, the capacity of the school to fulfil its obligations under educational programmes currently in progress, the approved teaching resources and the class size limitations which are predetermined.

### **Class Size:**

In deciding the number of students to be enrolled in any class, educational programme or in any school year, the Board of Management has adopted a policy on the maximum numbers of students to be accommodated in any class group conscious of the available classroom space, the level of equipment available for student use in that subject area, sound educational concerns, opportunity for student achievement, experience of best practice over, special needs facilities, good order, grade and level of subject area, health, safety and welfare of students and staff, and a desire for an ongoing calm industrial relations climate in the school. These class sizes vary from subject to subject with 30 students in general academic subject areas (e.g. English, Maths, etc), to 24 students in some of the practical subject areas (e.g. Science, Metalwork, Technology, Materials Technology, Art etc), 20 students in Home Economics to 14 students in the Special Learning Support class group. Further details on these class sizes limits may be secured from the School Principal on request.

### **Enrolment Criteria:**

Children will be enrolled in Castlerea Community School on application subject to the terms of this Admissions policy.

Places will be allocated to first year students according to the following criteria:

1. Students permanently attending the Primary Schools of the catchment area. All applicants from Parents/Guardians concerning students attending these schools that meet the admissions criteria will be accepted to Castlerea Community School.
2. All applications from Parents/Guardians of students residing outside the catchment area that meet the admissions criteria will be accepted to Castlerea Community School.
3. Students who have or had a brother or sister in the school and if there are still places available then.
4. Members of families of Staff at Castlerea Community School.

Secondary school students must be aged 12 on 1<sup>st</sup> January on the calendar year following the child's entry into first year. Evidence of age, normally a Birth Certificate, will be required and a copy of which will be retained on school/files/records.

### **Students with Special Needs**

Castlerea Community School strives to create an inclusive environment for students with special needs, unless such an environment would be inconsistent with the best needs of the student or those of the wider student body. The school's ability to provide for such students is restricted to the resources made available to do so from the Department of Education & Science.

Applicants with Special Needs must meet the entry criteria set out for all students in this policy. The regular admissions procedures must also be adhered to. The existence of special needs requirements does not give any individual applicant any prioritised entry entitlement.

The School's Special Needs Policy sets out how the school will

- Take steps at an early stage to identify those children that enrolled at the school children with special needs within the terms of the school admissions policy, and to become familiar with their particular educational needs.
- Request a copy of the child's medical/psychological report/individual educational plan, if available or
- Request immediate assessment (in order to assist the school in establishing educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.
- Request, in a timely manner, from the Department of Education and Science any additional resources deemed necessary e.g. Special Needs Assistant, specialised equipment or furniture, transport etc.,
- Meet the parents/guardians to discuss the child's needs, the special staffing or equipment resources received by the school from the Department of Education and Science to assist that child achieve their potential and the school's actual capacity to meet the child's needs.
- Through the Board of Management, do all it possibly can to identify, plan, and provide for the needs of a special needs or disabled child who is accepted as a student at the school under the terms of the admissions policy.

#### **Right of Appeal:**

Where a student is refused admission to the school their parents/guardians will be advised of their right to appeal that decision to the Secretary General of the Department of Education and Science under the terms of DES Circular Letter No. M48/01.

#### **Assessment Test.**

Assessment of incoming student take place at a date which is notified to parents/guardians of children accepted for admission to Castlerea Community School, but generally takes place during the Spring Term in the school year prior to the commencement of first year. All applicants are requested to sit for the school's Assessment. A candidate, who fails to sit for the test at the appointed date will be requested to take the assessment at a later date.

The Assessment Test will be used to help the school to identify whether a student may have special educational needs and the results may be used as a basis for seeking additional teaching or other resources from the Department of Education & Science, in line with the school's Special Educational Needs Policy. The assessment Test may guide the school in it assignment of students to classes.

**The school commits itself to working closely with the SENO in ensuring that students with special needs are given every assistance subject to available resources to achieve their educational potential.**



Parents/Guardians should note that the assignment of a student to a particular class group is a matter for the Principal alone, subject to the direction of the school Board of Management.

**Section 5 – Admissions Procedures (Other Year Groups). (including applications to transfer from other schools).**

All such applications will be considered on an individual basis, subject to the availability of a place at the time of application. Application Forms are available from the school office on request

Applicants must meet the school's entry criteria and must furnish a full and honest reason for seeking a placement at Castlerea Community School.

Applicants must complete the application form, giving all of the details required, incomplete forms will be returned to parents/guardians. Parents/Guardians should sign the application form and date it. Parents/Guardians are required to provide an emergency contact phone number.

Applicants will be required to furnish details about their prior second-level education including copies of their last two school reports that set out the actual result of in-house examinations. Where an applicant has attended more than one second-level school they may be required, at the discretion of the Board, to submit reports from each school. Where appropriate, applicants may be required to submit copies of the results of any state examination which they have sat.

Applicants are required to submit a reference from their previous school(s). Parents/Guardians may be required to complete a further information form regarding their child's educational progress at a later date. Where the school considers it to be necessary, the school may require an applicant to provide a current education psychological assessment report. Failure to complete any of the necessary documentation listed above or to supply any other relevant documentation requested by the school may result in an applicant being refused admission to the school.

**Decision Making Process:**

Decisions regarding admissions are a matter for the Board of Management. However, this task is delegated to the Principal who decides on such matters in accordance with the school's admission policy.

Admissions for any school year will be considered as soon as possible after the application is received. The school will respond to each application within 21 school days of receiving it but may not be in a position to make a decision on some applications until later in the school year when its current students have given an indication to the school authorities of their intention to return to the school in the forthcoming school academic year. This will certainly be so in the case of applications for senior cycle courses, as the school may not yet have begun to survey its own students about their preferences for senior cycle.

A decision will be made in respect of each application following the timing above and the selection criteria set out below and is subject to the class size limitation imposed by the Board of Management for different subject areas and the capacity of the school to provide the academic subjects sought by the student at an appropriate level i.e. higher/lower.

### **Enrolment Criteria:**

Applicants, must meet any criteria laid down by the Department of Education & Science from time to time e.g. applicants must not have already spent six years at second-level or apply for a course which would necessarily result in their spending longer than six years at second level.

All students entering the school must supply an original Birth Certificate (returnable to the parent/guardian), a copy of which will be retained on school files/records or other appropriate identification as determined by the school.

The behaviour/disciplinary record of a student in their previous school (s) shall be an important factor. The school reserves the right to refuse to admit a student whose behaviour in their previous school has been deemed unsatisfactory or where there has not been a satisfactory level of co-operation between the student's parents(s)/guardians(s) and the previous school. The attendance record of a student in their previous school shall also be an important factor.

The availability of suitable places in any given year group shall be of paramount importance and shall be one of the determining factors of admission.

**Note the following regarding Senior Cycle:** At an appropriate time each year the school will take steps to determine what are the intentions of its own students for the following school year. Students in Junior Cert will be required to signal their intention for the following year. When this process is complete the school will determine whether and how many places may be available to students from outside the school. Priority will be given to students from within the school that are permitted by the school, in accordance with Department regulations, to repeat a school year.

**Right of Appeal:** Where a student is refused admission/enrolment to the school their parents/guardians will be advised of their right to appeal that decision to the Secretary General of the Department of Education and Science per the terms of DES circular letter No. M48/01.

### **Section 6: Admission to Specific School Post Leaving Certificate Programme**

All applications will be considered on an individual basis, subject to the availability of a place at the time of application. Application Forms are available from the school office on request.

Applicants must meet the school's entry criteria and furnish a full and honest reason for seeking a placement at Castlerea Community School.

Specifically the following will apply:

- (i) Business and Social Studies: there is no minimum age entry requirement but applicants are required to possess the Leaving Certificate or its equivalent or appropriate life experiences. This programme leads to a FETAC qualification. Subject to the limitations of space and resources, the school accepts all applicants who apply and who meet the school admissions criteria outline above.

Applicants must complete an application form, giving all of the details required. Application forms must be signed and dated and incomplete forms will be returned to the applicant. Applicants are also required to provide an emergency contact phone number. Applicants will be required to furnish

details about their prior second-level education including copies of their last two school reports that set out the actual results of in-house examinations. Where an applicant has attended more than one second-level school they may be required, at the discretion of the Board, to submit reports from each school. Where appropriate, applicants may be required to submit copies of the results of any state examinations which they have sat. Applicants are required to submit a reference from their previous school(s). Failure to complete any of the necessary documentation listed above or to supply any other relevant documentation requested by the school may result in an applicant being refused admission to the school.

### **Decision Making Process:**

Decisions regarding admissions are a matter for the Board of Management. However, this task is normally delegated to the Principal who decides on such matters in collaboration with the PLC Co-ordinator and in accordance with the school's admission policy. The Principal may refer any application to the Board of Management for final decision.

All students enrolling at the school must supply an original Birth Certificate (returnable), a copy of which will be retained on school files/records or other appropriate identification as determined by the school.

The behaviour/disciplinary record of a student in their previous school(s) shall be a consideration for enrolment. The school reserves the right to refuse to admit a student whose behaviour in their previous school has been deemed unsatisfactory or where there has not been a satisfactory level of co-operation between the previous school and the applicant.

### **Right of Appeal:**

Where an applicant is refused admission/enrolment to the school, then they will be advised of their right to appeal that decision to the Secretary General of the Department of Education and Science per the terms of DES Circular letter No. M48/01.

Success Criteria: The applications process is managed effectively each year. There is clarity and transparency about the process. Applicants are informed in good time about the status of their application and, where an application is refused in accordance with this policy, have reasonable opportunity to make alternative arrangements.

**Students on these PLC programmes of study should note** that they will be expected to pay all their examination entry costs that arise and additional charges may be levied for specific PLC photocopying materials etc. Further details on these costs may be secured on request from the School Principal.

### **Section 7 – Admission to specific programmes or subjects (or level)**

All such applications will be considered on an individual basis, subject to the availability of a place in a specific class or subject area at the time of application. From time to time it may arise that the demand for a particular subject or at a specific level for any subject or for a particular programme may exceed the number of places normally available on that programme. The school will make every effort – within the constraints of the accommodation, teaching resources, accommodation and

equipment – to accommodate all such students. Where all students cannot be accommodated the following shall apply:

- Priority will be given to students from within the school
- Priority will be given to students who return fully completed application forms by the dates specified by the school.
- Meet the school's specific entry criteria which is outlined
- Furnish full and honest reason for seeking such admission

Where it is not possible to accommodate all applicants:

- Entry to specific subject levels will be determined by the student's previous performance at that subject relative to the other applicants; their result in state examinations where available will also be considered.
- Entry to specific subjects will be determined by reference to the preferences indicated by students on their application form and by reference to the student's previous performance at that subject relative to other applicants; their result in state examinations where available will also be considered. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teacher(s) about their suitability for the subject or alternative subjects and the school may also take into account the availability of other suitable subjects available to competing applicants.
- Entry to specific programmes will be determined following a review of the application forms and an interview process designed to ascertain the relative suitability of the applicants for the specific programme. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teachers about their suitability for the programme. The school may also take into account the availability of other suitable courses within the school to competing applicants.
- Where the above criteria have been exhausted then a final decision on this matter will be made by the school Principal under the direction of the Board of Management

### **Admission to repeat a year:**

All such applications are subject to the relevant Department of Education & Science Guidelines. The Department normally restricts students to maximum of six years at second level and does not allow students to repeat a year unless there are exceptional circumstances.

- Applications to repeat a year will be considered in the light of DES Circulars & Guidelines.
- Furnish to the school a full and honest reason for seeking a repeat year placement.
- Applications will also be considered in the light of places available on the relevant programme, subject to the class size and overall enrolment restrictions set out elsewhere in this policy.
- Applications must be in writing and must state the relevant Circular and the particular clause(s) being invoked in support of the application.
- Applications must be accompanied by supporting documentation as appropriate.

- Applications will not be considered until the written application and supporting documentation have been submitted to the school.
- The school must be satisfied that the applicant, in light of the special circumstances that gave rise to the application, applied him/herself to the best of their ability.
- Students taking a programme for the first time may be given priority in terms of subject choices within the programme.

#### **Admission to repeat the Leaving Certificate Programme:**

The school does not operate a Repeat Leaving Certificate Programme. It does not normally provide any additional teaching to cover material normally covered in the Leaving Cert Year. Students who apply to repeat the Leaving Certificate at the school will be considered

- Meet the school's entry criteria within the limitations imposed on school resources
- Provide the reason for seeking a repeat placement
- In the light of actual places available in the relevant subjects, at the appropriate level, class size limitations, the overall programme and overall enrolment within the school
- In the light of the students previous academic record, application to studies, attendance etc

#### **Appeals Procedure:**

All applicants will receive a written answer to their request as set out above. Where possible, this will be done within 21 days of receipt of the application. Where it is not possible to make a decision on an application at the time it is received, the procedures to be followed will be explained in writing to the applicant within 21 days of receipt of the application.

A decision to refuse admission may be appealed to the Department of Education & Science under Section 29 of the Education Act. The name and address of the persons to whom an appeal should be addressed will be included in the notification to refuse admission, as will the time constraints involved.

#### **Success Criteria:**

The applications process is managed effectively each year. There is clarity and transparency about the process. Applicants are informed in good time about the status of their application and, where an application is refused in accordance with this policy, have reasonable opportunity to make alternative arrangements.

#### **Review Procedures:**

The policy is reviewed regularly by the Board of Management and with its School Education Partners every five years. Any staff member, board member, parent/guardian, or student who is unhappy with the content or the implementation of any school policy may request a review of their particular case by the Board of Management at any time and such a request will be dealt with as quickly as possible.

Parents/Guardians and/or all Applicants for admission to Castlerea Community School are requested to note the following:

1. The Board of Management reserves the right to refuse an application for admission to the school where such an offer would pose a risk to the health and safety of students or staff, would be deemed to interfere negatively on their education or where such an applicant's conduct is deemed to be in complete breach of the school's code of behaviour. The applicant and his/her parents/guardians will be required to accept the conditions of entry to Castlerea Community School which may be set out by the Board of Management and which will have been communicated to them in writing.
2. Castlerea Community School seeks from the Parents/Guardians of new enrollees at the school a voluntary contribution of €80 per student.
3. Parents/Guardians of students enrolled at Castlerea Community School are requested to work in partnership with the school and support where at all possible all school activities.

This admissions policy was agreed by the Trustees of Castlerea Community School in May 2008

This admissions policy was agreed by the Board of Management of Castlerea Community School on the 29<sup>th</sup> October 2010

Signed: \_\_\_\_\_

Secretary, Board of Management

Date: \_\_\_\_\_