



ADMISSIONS POLICY OF NEWPORT COLLEGE

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Newport College

Admissions Policy

Key Principles

The Education Act 1998 requires all schools in the state to promote respect for diversity of values, beliefs, traditions, languages and way of life. Newport College is setting out its Admission Policy in accordance with current legislation and the policies of Tipperary Education and Training Board. The College trusts that by so doing, students will be assisted in relation to enrolment matters. The Principal of Newport College will be happy to clarify any matters arising from the policy. The CEO reserves the right to review and change this policy in accordance with prevailing policies of Tipperary ETB.

The key principles outlined in the Education Act underpin our Admissions Policy. These are:

- ❑ Student choice in relation to the choice of College, having regard to the characteristic spirit of the College.
- ❑ Equality with respect to maximum access and participation in the College.
- ❑ Inclusiveness, particularly reasonable provision and accommodation for students with disability or other special needs.
- ❑ In relation to discrimination it is the policy of Newport College to comply with the Equality Act 2000. This acts prohibits discrimination on nine grounds as follows: Gender; Marital Status; Family Status; Sexual Orientation; Religion; Age; Disability; Race; and Membership of the Traveller Community

Criteria for Admission to Newport College

Admission to Newport College is subject in the first instance to a place being available.

Admission is subject to the following conditions:

- ❑ That in the professional judgement of the College Authority (i.e. the Principal or officer delegated to act on his/her behalf) the student is deemed to meet the entry requirements for the course applied for.

- ❑ That in the professional judgement of the College authority, the student, because of previous education, training or experience, is likely to benefit from attendance.
- ❑ That the participation of the student/applicant will contribute positively to the College or course activity and not infringe in any way upon the opportunities or rights of other students or staff.

Admissions Procedures for the College

The College liaises with many Primary Schools, covering a wide catchment area. This involves Open Days, information on the College website, school visits etc. The College also advertises extensively in the local media.

Students who accept a place are advised that their needs can only be met to the extent of the resources available. Newport College reserves the right to withdraw at any stage the offer of a place in the event of it being unable to meet the educational, psychological or physical needs of the student.

Admission Procedures for First Year Students

- ❑ All applications to be made directly to the principal through the school office. The school principal may refer the enrolment to the Board of Management if he/she feels grounds may exist for refusing to admit the student. Enrolment forms are distributed to primary schools and are available from the school at 061 378262 and also available on our website – www.newportcollege.ie
- ❑ Parents/Guardians are informed of enrolment through: Prospectus; Visits to Primary Schools; Media; Parish Newsletters; Open Night; Appointment with School Principal.
- ❑ All application forms must be fully completed and accompanied by a copy of a birth certificate and PPS Number.
- ❑ Any student who has had Educational/Behavioural/Medical or Psychological reports must furnish them on enrolling.
- ❑ For second level students, they must have completed 6th Class in National school and be the required minimum age.
- ❑ Parents/Guardians or applicants over the age of 18 must undertake to read, sign and abide by the school's Code of Behaviour.
- ❑ Exemptions from the study of Irish must be in accordance with Circular M10/94 from the Department of Education and Skills. Evidence of Exemption must be supplied with the enrolment form.

Admission and Enrolment Procedures

Parents/guardians wishing to enrol their son/daughter in Newport College should return:

- A completed short version Enrolment Form by the closing date of the first Monday in December of the year prior to enrolment
- Parents/guardians will be given a date to accept Parents/guardians will be given a date to accept

an offer of a place.

- Full length enrolment form will then be issued to all parents/guardians who have been offered a place.

In the event of the school having more applications than places available, the following criteria will apply in the order shown:

- Reside in the catchment area of Newport College.
- Brothers/sisters of present students
- Brothers/sisters of past pupils
- Daughters/sons of past pupils

Please see *Appendix 4* for information regarding 2019/2020 first year intake.

- Late applications will only be considered after all applications received on time have been processed. Applications received after the date of closure will be stamped, dated and places allocated on a first come, first served basis.
- The Board of Management reserves the right to increase the enrolment numbers in a given year.

Transfer of Students from other schools

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

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area or from a student who makes an application after the commencement of the autumn school term.

In general, it is the policy of the Board of Management not to accept transfer applications from students previously enrolled in other post-primary schools.

The following is an outline of the procedures to be followed before a transfer from other schools is considered for approval:

1. Parent/guardian and student wishing to transfer must make an appointment to meet with school Principal.
2. Following this meeting, within **4 weeks** of the date of the above meeting, a fully completed transfer application form, setting out clearly the reasons for the transfer request, must be submitted to the school Principal along with:
 - a. The two most recent reports from the pupil's previous school
 - b. Information from the previous school to include behaviour, attendance (must have attended for 140 school days unless medically certified) and academic progress together with one additional written reference, dated within one month of the date of meeting with school Principal, from a local Youth Club/Sports Club or similar organisation and/or a

member of the Garda Síochána and/or a person of standing in the community

- c. A statement on special needs, if relevant.
- d. Transfer student's School Journal/Diary for present academic year
- e. English/Maths homework copybooks for present academic year

The school also reserves the right to request a confidential reference from the authorities in previous school(s) and other such background checks as may be deemed appropriate to properly consider the application.

Refusal

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

1. An established prior record of poor behaviour and any propensity towards violence against other pupils and/or members of staff.
2. Lack of adequate resources to cater for needs.
3. Insufficient educational attainment to participate in a course.

Applications to transfer into the school will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space and resources.

Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

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

In general, it is the policy of the Board of Management not to accept transfers during the school year. However, in the case of students whose family have moved into the catchment area, and who are not enrolled in another post primary school, applications will be considered.

Newport College's Board of Management shall normally issue a decision to the parent/guardian of a child within 21 days of receipt of the relevant information outlined, or within 21 days of the specified closing date for enrolment, pursuant to the Education Welfare Act Section 19 (3).

Special Needs

The College will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs.

While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible. In making provision for special needs students the following information is requested:

- Has the student access to any of the following resources?
 - Special Needs Assistant or Classroom Assistance
 - Special Class
 - Help for specific needs from any resource teacher
 - Assistance with behavioural modification
 - Psychological assessment – report to be provided
 - Any additional resources to help with their additional needs.
 - Help in areas including visual impairment, hearing impairment, general learning disability or emotional disturbance.
 - Any resource in relation to travel or mobility.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special need's student can be fulfilled.

Final confirmation of a place may, in exceptional cases, be given when the Department of Education and Skills confirms that the necessary resources are in place.

Application to Re-enrol in Newport College

Should a student leave Newport College to take up a place in another school or centre of education they do not have an automatic right to return to their place in Newport College. A new application form must be completed, and application process followed. The following criteria will apply:

- The availability of places in the year applied for.
- Record of work and application to studies while in Newport College and in other school/centre for education.
- Behaviour record while in Newport College and in other school/centre of education.
- The availability of places in required subject choice.
- Facilities/ resources available in the school.

The school must be satisfied that returning to Newport College would be in the best interest of the student and the school.

Leaving Certificate Repeat Students

Students from Newport College who wish to repeat their Leaving Certificate must apply in writing to the school stating the reasons why they wish to repeat and nominating the subjects and subject levels. The Deputy Principal will ascertain the views of the applicant's teachers and if there is a consensus that repeating is in the

best interest of the student who is accepted. This acceptance is conditional on the student agreeing to reasonable conditions laid down by the Principal.

Repeat Leaving Certificate students from other schools may be accepted if there is a place for them. They, too, must apply in writing and satisfy the school that a repeat is in their best interests. Newport College reserves the right to consult with the authorities of the school in which the student sat the Leaving Certificate. Before registering, a repeat student will be provided with a copy of the Code of Behaviour and the School Rules. Parents/Guardians or the student, if he/she is over 18 years of age, must confirm that the Code of Behaviour is acceptable to them and that every effort will be made to ensure its compliance.

Repeating a Year

Students who apply to repeat a year must fulfil the conditions laid down by the Department of Education & Science (Circular M2/95 Department of Education & Science).

Grounds for refusal to admit a Student

The Board of Management of the College reserves the right to refuse admission to a student whose needs cannot be met or to refuse admission with just cause. The grounds for refusal include the following:

- ❑ Where the student does not meet the entry criteria for Admission to Newport College.
- ❑ Where admission of the student would have one of the following consequences:
 - Make it necessary to employ additional resources such as teacher/classroom assistant/special needs assistant or equipment and where such resources are not made available by the Department of Education and Skills (DES).
 - Give rise to significant expenditure on extending or altering the accommodation or facilities at the College, and adequate resources are not made available by the DES.
 - Be seriously detrimental to the continuity of the student's education.
 - Be likely to be seriously detrimental to order and discipline of the College.
 - Be likely to be seriously detrimental to the educational well-being of students or the health and safety of students and staff in Newport College.
- ❑ Where the education normally provided by Newport College is not suited to the age, ability or aptitude of the student (e.g. if the student does not meet the entry requirements for the particular course).
- ❑ If the child has been previously expelled from the school.

Appeals Procedure

A student who has reached the age of 18, or the National Education Welfare Board, or the parent/guardian of a student under 18 years may appeal a decision to refuse admission to the college in line with Circular Letter M48/01 – Appeals Procedures Under Section 29 of The Education Act 1998.

Appendix 1

Information to be provided to Newport College

Any student who applies for admission to the College is obliged to provide such information as may be prescribed by legislation. Information required by Newport College includes:

- ❑ The student's full name and address, telephone number, date of birth (a copy of the student's birth certificate must be provided) PPS number and gender
- ❑ Student's educational record and examination taken
- ❑ A note of any factors adversely affecting the student's educational potential, attainment or needs e.g. behavioural considerations, education, medical, psychological reports
- ❑ Details of the student's health records as would affect his/her participation in the College

Information to be made available to potential new students

All students registering in the college will be provided with the following information:

- ❑ Prospectus
- ❑ Application Form
- ❑ Admissions policy
- ❑ Code of Behaviour
- ❑ Homework Policy
- ❑ Policy on Anti-Bullying

Appendix 2



Mission Statement

Newport College

We strive to provide a holistic education in order to maximise the potential of each student academically, emotionally and socially, with respect for self, others and the environment as core values, embracing individuality and honesty, to enable a productive learning and teaching environment.

Motto

“A school where every child matters”

Appendix 3

Newport College depends on the financial and human resources allocated to it by Tipperary ETB and the Department of Education and Skills. The College operates within the regulations laid down by the Department of Education and Skills.

Education Act 1998

15(2) The Board shall perform the functions conferred on it and on a school by this Act and in carrying out its function the board shall –

- a) publish, in such a manner as the board with the agreement of the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy in the school relating to the expulsion and suspension of students and admission to and participation by students with disabilities or who have other special educational needs, and ensure as regards that policy principles of equality are respected and such directions that may be made from time to time by the Minister, having regard to the characteristic spirit of the school and the constitutional rights of all persons concerned are complied with.

28(1) The Minister, following consultation with patrons of recognised schools, national associations of parents, recognised school management organisations and recognised trade unions and staff associations representing teachers, may from time to time prescribe procedures in accordance with which-

- (a) the parent of a student, or in the case of a student who has reached the age of 18 years, the student, may appeal to the board against a decision of a teacher or other member of staff of a school,
- (b) grievance of students, or their parents, relating to the student's school (other than those which may be dealt with under paragraph (a) or section 29), shall be heard, and
- (c) appropriate remedial action shall, where necessary, be taken as a consequence of an appeal or in response to a grievance

In prescribing for the purpose of this section the Minister shall have regard to the desirability of determining appeals and resolving grievances in the school concerned.

Education (Welfare) Act 2000

19-(1) The Board of Management of a recognised school shall not refuse to admit as a student in such a school a child, in respect of whom an application to be so admitted has been made, except where such a refusal is in accordance with the policy of the recognised school concerned published under section 15(2)(d) of the Act of 1998

(2) The parent of a child who had made an application referred to in subsection (1) shall provide the recognised school concerned with such information which may be prescribed by the Minister.

(3) As soon as practicable, but not later than 21 days, after a parent has provided, in accordance with subsection (2), such information that may be prescribed by the Minister thereunder, the management of the school concerned shall make a decision in respect of the application concerned and inform the student in writing thereof.

23.-(1) the board of management of a recognised school shall, after consultation with the principal of, the teachers teaching at, the parents of students registered at, and the educational welfare officer assigned functions in relation to, that school, prepare, in accordance with subsection (2), a code of behaviour in respect of the students registered in the school**

Equal Status Acts 2000 to 2004

Section 3 (3) of the act describes the prohibited grounds for discrimination as :gender, marital status, family status, sexual orientation, religion, age, disability, race, membership of the travelling community.

Section 7 (2): An educational establishment shall not discriminate in relation to :

- (a) The admission or the terms or conditions of admission of a person as a student to the establishment
- (b) The access of a student to any course facility or benefit provided by the establishment
- (c) Any other term or condition of participation in the establishment by a student, or
- (d) The expulsion of a student from the establishment or any other sanction against the student

Section 7(4): The above (subsection 7 (2) does not apply-

- (a) In respect of differences in the treatment on the gender, age or disability grounds in relation to the provision or organisation of sporting events or sporting facilities to the extent that the differences are reasonably necessary having regard to the nature of the facilities or events, or
- (b) To the extent that compliance with its provisions in relation to a student with disability would, by virtue of the disability, make impossible, or have a seriously detrimental effect on, the provision of an educational establishment of its services to other students.

Appendix 4

For **2018/2019** the capacity of the school accommodation for incoming first years is **48**.

Should additional accommodation become available this number will be reviewed

For **2019/2020** the capacity of the school accommodation for incoming first years is **72**.

Should additional accommodation become available this number will be reviewed.