

Scoil Ruáin

Killenaule



Admissions Policy

Section A: Introduction

The Board of Management is publishing this document as the official Admission policy for Scoil Ruain. This policy has been approved by the school's patron – Tipperary ETB.

Section B: Factual Information

Scoil Ruain is a co-educational, multi-denominational second level school under the management of Tipperary Education and Training Board Scoil Ruain operates within all DES rules and regulations and within all relevant legislation

Name of School: Scoil Ruain
School Address: Killenaule, Thurles, Co. Tipperary
Contact Tel/Fax: (052) 9156332/9156091
E-mail: gmcgill@tipperaryetb.ie
Web address: www.scoilruain.com
Patron: Tipperary Education and Training Board, Western Road, Clonmel

Board of Management

Tipperary Education and Training Board, devolves specific leadership and management functions to the school's Board of Management. The Chairperson of the Board of Management, Mrs. S. Meagher, is assisted to carry out these functions by the school principal, Mr. Gerry McGill, nominees from the VEC along with representatives from the parents, teaching staff and from the local community. (A list of current Board of Management members is available on request to 052-9156332)

School Management Team

Day-to-day management of the school is the responsibility of the school management team. This team comprises of the principal, deputy-principal along with eight assistant principals and the co-ordinator of Programmes:-

Mr. Gerry McGill	Principal
Ms. Siobhan Landers	Deputy-Principal
Ms. Olive Cornelia	Assistant Principal
Mr. Sean O' Regan	Assistant Principal
Ms. Elaine Shine	Assistant Principal
Mrs. Grainne Molony	Assistant Principal
Ms. Joan Costigan	Co-ordinator of Programmes

In addition there are 11 teachers who have been assigned special duties:-

Mr. Frank Kearney	Games Co-ordinator
Ms. Siobhan Tobin	Transition Year Co-ordinator
Mr. Gerry Treacy	Information Technology
Ms. Mary Kennedy	Library co-ordinator
Mr. Vincent O Dwyer	Assistant Examinations secretary
Ms. Breeda O Neill	Evening Study Co-ordinator
Ms. Margaret O Neill	Home School Liaison officer
Ms. Bridget Carpenter	Timetabling
Mr. Gerry Maguire	Stock-taking/Hurling Scholarship
Mr. Paul White	Leaving Cert Applied Co-ordinator
Ms. Claire Gubbins	Uniform
Ms. Roisin Slattery	SCP co-ordinator

Parents Council

An active Parents Council is in existence in Scoil Ruáin. The council consists of two representatives from each local area within the catchment area and are elected by parents at the AGM each year.

Students Council

A students council is elected by the student body each year. It consists of 12 members, two members being elected by each year group. Members of the Students Council receive a one-day training workshop, after which the position of president, secretary and treasurer are decided.

School Ethos and Mission Statement

Mission Statement

Scoil Ruáin will provide a quality education in a caring, respectful and nurturing environment. We will encourage the development of the complete person in keeping with our school motto: *Ad Totam Personam*

School Ethos

- Our primary aim is to meet the second level educational needs of our rural community (as defined by the boundaries of our catchment area—map outlining catchment boundary on back cover)
- Scoil Ruáin strives to educate students to their full potential in a safe and disciplined environment.
- Scoil Ruáin aims to foster the participation of parents in the education of their children

School Curriculum and Programmes

Scoil Ruáin operates within the regulations laid down by the DES and follows the curricular programmes described by the DES. Programmes available are:

Junior Cycle: Junior Certificate
Junior Certificate Schools Programme

Senior Cycle: Leaving Certificate
Leaving Certificate Applied
Leaving Certificate Vocational Preparation (LCVP)
Transition Year (Optional)

The full range of curricular subjects, extra-curricular and co-curricular activities are detailed in the school prospectus which can be obtained, on request, from the school office.

School Resources

The financial and teaching resources of the school are provided by the Department of Education and Science (DES) in the form of grants and teacher allocation. DES funding is supplemented by an annual, voluntary, student administration fee. This fee is used exclusively for the benefit of students. The fee covers the cost of 24 hour personal student insurance, the rental of a student locker and postal and photocopying charges. It is also used to provide some class materials free of charge and to subsidise the cost of workshops, visiting speakers and the cost of buses to educational and extra-curricular activities. The administration fee, is due for payment on or before the first Friday in September. An 'easy-pay' system is available on request. Scoil Ruáin also operates a school book rental system which is payable in conjunction with the school administration fee.

Section C: School Context

The Board of Management of Scoil Ruáin wishes to state that the school actively supports and respects the following principles:

- Inclusiveness - enrolment will not discriminate on the basis of disability, family status, religion, gender, race, sexual orientation or membership of the Travelling Community.
- Equality of access
- Equality of participation
- Parental choice of school
- Respect for diversity of traditions, values, beliefs, language or way of life in society whilst safeguarding the ethos of the school.

The Board of Management whilst wholly supporting the above principles, also recognises restrictions imposed by the schools operating context:

- The regulations and Programmes of the DES
- The availability of teaching and financial resources
- Current legislation
- The school ethos and mission statement.

Section D Admission Procedures

Application Procedures for First Year Students.

Parents/Guardians wishing to enrol their son/daughter in Scoil Ruáin should return a completed enrolment form, along with a copy of the Birth Certificate, to the school before **the date indicated on the enrolment application form** in the year of enrolment. Parents of students with a special educational or physical need are advised to contact the school before this date to enable the school to apply for the necessary resources. **All relevant information and professional documentation must be submitted to Scoil Ruain on enrolment to enable the school to access how the special needs of the student can be fulfilled.** Enrolment forms will be distributed to all primary schools within the school's catchment boundary and are also available by contacting the school office (052-9156332). An advertisement is placed in the local Newspapers:- advising the public of the date for the school Open Evening.

Late Applications

Applications received after the closing date will be forwarded to the Board of Management for decision. Late applications will not be accepted if demand exceeds the number of places available in any year.

Criteria for Admission

- Scoil Ruáin welcomes all students living or attending the primary schools in its catchment area, on receipt of a completed enrolment form. (The catchment area is outlined on the map on the back cover) .
- Scoil Ruáin may accept students from outside the catchment area subject to the availability of places, adequate resources and in accordance with the school mission statement.
- When demand exceeds the number of places available the following criteria are used to allocate places:
 1. Priority is given to the children of staff members.
 2. Priority is then given to Hurling Scholarship Recipients
 3. Priority is then given to students living or attending primary school within the school catchment area.
 4. Priority is next given to brothers/sisters of students presently attending or who have previously attended Scoil Ruáin.

Students who do not qualify under 1, 2, 3 or 4 above may be admitted to the school subject to availability. Such places are allocated on a first come first served basis i.e. according to the date in which the completed enrolment form was received by the school. A waiting list may apply.

Special Needs

The management of Scoil Ruáin welcomes students with disabilities or special educational needs. Parents of students with a disability or a special educational need are requested to contact the school before the closing date of the year of enrolment. An interview will be agreed to ensure that all necessary documentation is present to enable the school to apply for the necessary resources.

Scoil Ruain reserves the right to refuse to enrol a student where said student has a special educational need which the school cannot meet even with additional resources provided by the DES.

Students enrolling in the ASD Unit:

Scoil Ruain has in place a dedicated ASD Unit for students on the Autism Spectrum. Applications for students to enrol in and be accommodated in the ASD Unit will only be accepted if the parents/guardians can provide a specialist report diagnosing that the child is on the spectrum and recommending that the child's needs can be met by attendance at an ASD Unit attached to a second level school. The Unit is designed to support students with a diagnosis of Autism and who are functioning at a level that allows them to be integrated into mainstream classes for some subjects. The maximum number of students that can be accommodated in the ASD Unit is twelve. If the number of applications exceed the number of places the criteria for Admission above will be used to allocate places.

Scoil Ruain reserves the right to refuse to enrol a student in the ASD Unit where said student has a special educational need which the school cannot meet even with additional support provided by the ASD Unit.

Enrolment Assessments

All incoming first years are required to take an entrance assessment. The purpose of this assessment is to establish a base line of students' attainment and to enable staff to plan the most appropriate education for each student.

Decision Making Process

Decisions made in relation to admission are made by the Board of Management in accordance with school policy.

The principal/secretary of the BOM will notify parents of the decision within 21 days of the closing date for receipt of applications.

Successful Applicants

An agreement indicating acceptance of the School Code of Behaviour and substance mis-use policy is required to be signed before entry to the school.

Right of the Board to refuse Admission

The Board of Management of Scoil Ruáin reserves the right to refuse an application for admission if

- (1) all available places have been allocated
- (2) the prescribed age has not been reached
- (3) the student would pose an unacceptable threat to other students, staff and/or school

property.

(4) The student has special needs which the school cannot meet even with additional resources.

Right to Appeal

Parents have the right to appeal a refusal by the school to enrol a student. The appeal should be made in writing to

The Chief Executive Officer,
Tipperary Education and Training Board,
Clonmel

within 21 days of the date of notification of the refusal. South Tipperary VEC will consider the appeal and notify the parents of their decision within 21 days

Section E: Procedures for the Transfer of Students from other Second Level Schools.

The following are the procedures for a student wishing to transfer to Scoil Ruáin:

1. Parent/Guardian arranges a meeting with the school Principal
2. Parent/Guardian and student meet with the school Principal on a separate date.
3. Parent/Guardian must complete a transfer application form in full and submit a completed Request of Information Form from their current school Principal.
4. All applications must be accompanied by the following:
 - All academic reports from 1st year to current year in previous schools (parent/guardian to supply this information)
 - 6th class primary school report (parent/guardian to supply this information)
 - Copy of results of any state examinations taken
 - A copy of English and Maths homework copies from the student's current school year
 - A copy of the student's current student diary
 - A completed request of information form from the current school principal
5. All documentation must be returned to Scoil Ruáin within 21 days of receipt of the Transfer Application Form.
6. The Parent/Guardian and student will then meet with the school Principal & Deputy Principal and attend an interview.
7. The transfer application will then be submitted to the Scoil Ruáin Board of Management.

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

The Board of Management will process each transfer application under the following guidelines:

1. Receipt of a completed Transfer Application Form & Requested Documentation.
2. Receipt of satisfactory (i) academic reports (ii) attendance records (iii) punctuality records (iv) behaviour report from the previous school.
3. The school's Admissions policy.
4. That the BOM are satisfied that the transfer is of educational benefit to the student.
5. That the BOM are satisfied that the transfer is in the best interests of the existing school community.
6. Space being available in accordance with Health and Safety Regulations and of the relevant legislation.
7. The allocation of adequate resources by the DES.
8. The BOM being satisfied that there is no history of the applicant being involved in behaviour which impeded teaching and learning, violent behaviour or incidents involving substance mis-use.
9. Written confirmation that where admission to another school was refused that the parents of the applicant were notified in writing of the decision and their right to appeal that decision.
10. Consultation with the Education Welfare Officer if appropriate.

The closing date for receipt of completed transfer applications is **April 30th of that year.** Parents are advised that, due to the unavailability of BOM members during the summer months, late applications may not be processed in time for the start of the first term.

Right of the Board to refuse a transfer Application

The Board of Management of Scoil Ruáin reserves the right to refuse an application for transfer if the guidelines for processing a transfer application have not been satisfied.

Right to Appeal

Parents have the right to appeal a refusal by the school to transfer a student. The appeal should be made in writing to

The Chief Executive Officer,
South Tipperary VEC,
Clonmel

within 21 days of the date of notification of the refusal. South Tipperary VEC will consider the appeal and notify the parents of their decision within 21 days.

Section F: List of Supporting Documents

- (i) First Year Enrolment form
- (ii) Student Transfer form
- (iii) Code of Behaviour
- (iv) Substance mis-use policy

- (v) Special Needs Policy
- (vii) School Prospectus

