

**Scoil Ruáin**

**Killenaule**

**Draft review**

**of**

**Admissions Policy**

## 1. Introduction

1.1 The Board of Management of Scoil Ruáin is publishing this document as the official Admissions and Participatory Policy for Scoil Ruáin in accordance with the provisions of the *Education Act, 1998*, Section 15, 2 (d) and it trusts that by doing so that parents will be assisted in relation to enrolment matters.

1.2 A copy of this policy is available at the school's office and is also available to view on [www.scoilruain.ie](http://www.scoilruain.ie)

1.3 This policy has been approved by the patron of Scoil Ruáin (Tipperary Education and Training Board) and published by the Board of Management of Scoil Ruáin on \_\_\_\_\_ and replaces all previous Admissions and Participatory Policies.

## 2. Factual Information

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

Name of School:	Scoil Ruáin
School Address:	Killenaule, Thurles, Co. Tipperary
Name of Principal:	Mr James Williams
Name of Deputy Principal:	Ms Siobhán Landers
Contact Tel/Fax:	(052) 9156332/9156091
E-mail:	info @scoilruain.ie
Web address:	www.scoilruain.ie
Patron:	Tipperary Education and Training Board, Administrative Offices, Church Road, Nenagh, Co Tipperary

## 3. 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. J Chamney, is assisted to carry out these functions by the school principal, Mr. James Williams, nominees from the ETB along with representatives from the parents, teaching staff and the local community. (A list of current Board of Management members is available on request to 052-9156332)

## 4. School Ethos and Mission Statement

### 4.1 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*

## 4.2 School Ethos

Our primary aim is to meet the second level educational needs of our rural community. 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.

## 5. School Context

5.1 The Board of Management of Scoil Ruáin wishes to state that the school respects and actively supports 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.

5.2 The Board of Management whilst wholly supporting the above principles, also recognises restrictions imposed by the school's operating context:

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

## 6. Admission Procedures

### Application Procedures for First Year Students.

6.1 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.

6.2 Parents of students with a special educational or physical need should contact the school before this date to enable the school to apply for the necessary resources.

6.3 Parents of students with a special educational or physical need must submit all relevant information and professional documentation to Scoil Ruáin on or before the closing date for applications in order to enable the school to access how the special needs of the student can be fulfilled.

6.4 Enrolment forms will be distributed to all feeder primary schools in the area and are also available by contacting the school office (052-9156332). An advertisement is placed in the local media advising the public of the date for the school Open Evening.

6.5 List of feeder primary schools in no order of priority: Killenaule NS, Gortnahoe NS, Ballysloe NS, Glengoole NS, Ballinure NS, , Moyglass NS, Mullinahone NS, Drangan NS, Cloneen NS, Killusty NS, Lisnamarok NS, Slieveardagh NS, Fethard NS, Lisronagh NS, Kilvemnon NS, Grangemokler NS, Poulacaple NS, Ballingarry NS

## 7. Criteria for Admission

7.1 Scoil Ruáin welcomes all students who live in the area and/or have completed 6<sup>th</sup> class in a feeder primary school as listed in 6.5 above.

7.2 Having regard to the right of parents to send their child to a school of their choice, Scoil Ruáin may accept students have attended primary schools other than those listed at 6.5 above subject to the availability of places, adequate resources and in accordance with the Admissions Policy.

7.3 The maximum number of places available in First Year in Scoil Ruáin in 72. When demand exceeds the number of places available the following criteria will be used to allocate places in the order outlined below:

1. Recipients of the Hurling Scholarship
2. Students living in the area and/or have completed 6<sup>th</sup> class in a primary school listed at 6.5 above.
3. Students who have a sibling<sup>1</sup> currently enrolled in Scoil Ruáin
4. Children of staff members.
5. Siblings of students who have previously attended Scoil Ruáin.

7.4 If criterion 1 to 5 have been applied and there continue to be more applicants than places available<sup>2</sup> a lottery draw for the remaining places will take place. This will be overseen by the Chairperson of the Board of Management. Following this procedure any remaining applicants will be placed on a waiting list which will remain valid for the school year in which admission is being sought. If any more school places become available for and during the school year in relation to which admission is being sought, further lottery draws for the available place will be held among the remaining applicants on the waiting list.

## 8. Special Needs

The management of Scoil Ruáin welcomes students with disabilities or special educational needs.

8.1 Parents of students with a special educational or physical need should meet with the Scoil Ruáin Special Educational Needs Coordinator before the closing date for applications for enrolment. The purpose of this meeting is to ensure that all necessary documentation is present to enable the school to apply for the necessary resources. An appointment can be made by contacting the school at 052 9156332.

8.2 Parents of students with a special educational or physical need must submit all relevant information and professional documentation to Scoil Ruáin on or before the closing date for applications in order to enable the school to access how the special needs of the student can be fulfilled.

8.3 Scoil Ruáin reserves the right to refuse to enrol a student where said student has a special educational need that Scoil Ruáin, as a mainstream school, cannot meet.

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<sup>1</sup> A sibling is defined as a full, half, adopted or fostered brother or sister living permanently in the home of the applicant.

<sup>2</sup> For example, if there are 6 remaining applicants and only 2 places remaining to be filled.

## 9. Late Applications

9.1 Applications received after the closing date will result in the student's name being automatically placed on a waiting list.

9.2 A late application will only be considered when all applications received by the closing date have been processed. If places still remain at this point late applications will be processed in accordance with the criteria outlined in the Admissions Policy.

9.3 Late applications will not be considered if demand exceeds the number of places available in any year.

## 10. Decision Making Process

10.1 The Principal is responsible to the Board of Management for the implementation of the enrolment procedures in accordance with the Admissions Policy.

10.2 The Board of Management will make decisions in relation to admissions in accordance with the Admissions Policy.

10.3 The secretary of the Board of Management will notify parents of the decision within 21 days of the closing date for receipt of applications.

## 11. Code of Behaviour

Enrolment of a student in Scoil Ruáin is conditional on the Parents/Guardians confirming in writing that the Code of Behaviour of Scoil Ruáin is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by their son/daughter for as long as he/she is a student of the school. The Code of Behaviour is available on the school website, [www.scoilruain.ie](http://www.scoilruain.ie), or from the school office. (052 9156332)

## 12. Enrolment Assessment

All incoming first years are required to take an entrance assessment. This process takes place after the student has been accepted as a student of Scoil Ruáin. 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.

## 13. 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) the parents/guardians have not confirmed in writing that the Code of Behaviour of Scoil Ruáin is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by their son/daughter for as long as he/she is a student of the school.
- (2) the prescribed age for entry into post primary school has not been reached<sup>3</sup>
- (3) all available places have been allocated

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<sup>3</sup> Student must be 12 years old by the 1<sup>st</sup> January following his/her enrolment in First Year.

(4) the student would pose an unacceptable threat to other students, staff and/or school property.

(5) the student has special needs that Scoil Ruáin, as a mainstream school, cannot meet even with additional resources from the Department of Education and Skills.<sup>4</sup>

#### 14. Right to Appeal

14.1 Parents have the right to appeal a refusal by the school to enrol a student. The appeal should be made in writing to Tipperary Education and Training Board within 21 days of receipt of notification of the refusal.

##### Contact Details

The Executive Officer,  
Tipperary Education and Training Board,  
Administrative Offices  
Church Road  
Nenagh  
Co Tipperary

Website: [www.tipperaryetb.ie](http://www.tipperaryetb.ie)

E-mail: [nenagh@tipperaryetb.ie](mailto:nenagh@tipperaryetb.ie)

Telephone: 067 31250

Tipperary ETB will consider the appeal and notify the parents of its decision within 21 days.

14.2 If, following the conclusion of the appeal procedures at Tipperary ETB level, a parent/guardian is dissatisfied with the decision made, that parent/guardian has a statutory entitlement under Section 29 of the Education Act 1998 (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Skills.

#### 15. Applications to transfer to Scoil Ruáin from other post-primary schools.

15.1 While it is understood 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 Scoil Ruáin are discouraged in the overall interests of the continuity of the student's education.

15.2 An application to transfer is defined as one from a student who has previously enrolled in another post-primary school in or outside the area or from a student who makes application to enrol in Scoil Ruáin after the commencement of the autumn school term.

15.3 The following are the procedures to be followed before a transfer from other schools is considered for approval:

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(a) Parent/guardian of student wishing to transfer to Scoil Ruáin must firstly make an appointment to meet with the Principal and/or Deputy Principal.

(b) Parent/Guardian must complete a transfer application form in full.

(c) All applications must be accompanied by the following:

- copy of the student's two most recent term reports
- copy of results of any State Examinations taken
- English and Maths homework copies from the student's current school year
- the student's current student diary
- a completed Request for Information Form from the applicant's current school principal
- 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.
- written consent for the principal to contact the applicant's current school seeking information relevant to the transfer application

(d). All documentation must be returned to Scoil Ruáin within 21 days of receipt of the Transfer Application Form.

(e). The Parent/Guardian and student will then attend for interview with the Principal & Deputy Principal.

15.4 Following this meeting the transfer application will be submitted to the Board of Management for decision.

The secretary of the Board of Management will notify Parents/Guardians of the Board's decision within 7 working days.

**Please note: Incomplete applications will not be considered.**

15.5 The Board of Management reserves the right to refuse the offer of a place in Scoil Ruáin to any applicant for one or more of the following reasons:

- (a) no suitable accommodation/place exists in the relevant year group.
- (b) lack of adequate resources to meet the particular needs of the applicant
- (c) the transfer is not in the best educational interests of the existing school community.
- (d) the transfer is not in the best educational interests of the applicant
- (e) the applicant has a history of (i) being involved in behaviour which impeded teaching and learning, and/or (ii) violent behaviour and/or (iii) incidents involving substance mis-use.
- (f) the applicant has been expelled from another post-primary school
- (g) the applicant has not fully exhausted the section 29 appeal process in their current/previous school
- (h) the applicant has a poor attendance record in another school (attendance for a minimum of 140 school days is required for an attendance record to be considered satisfactory)

15.6 The closing date for receipt of completed transfer applications is **April 30<sup>th</sup>** of the

academic year before admission is sought.

(a) Late applications will be considered only after applications submitted on or before the closing date have been processed.

(b) Parents are advised that, due to the unavailability of Board of Management members during the summer months, late applications may not be processed in time for the start of the first term.

#### 16. Right to Appeal:

Parents have the right to appeal a decision of the Board of Management to refuse to enrol an applicant. Details of the Appeals' process is set out at 14.1 and 14.2 above.

#### 17. Repeat Leaving Certificate Student applications:

17.1 Students from Scoil Ruáin who wish to repeat their Leaving Certificate must apply in writing to the school stating the reasons why they wish to repeat and listing the subjects (and levels) they wish to repeat.

17.2 A decision on the application will be made following consultation with the guidance counsellor, Year Head and subject teachers. Consideration will be given to the best interests of the applicant and other students in sixth year.

17.3 Before the student can register for the repeat Leaving Certificate parents/guardians (or the student if he/she is 18 years of age or over) must confirmed in writing that the Code of Behaviour of Scoil Ruáin is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by their son/daughter.

17.4 A repeat Leaving Certificate student from another school must follow the following procedures:

(a) apply in writing and satisfy the school that repeating the Leaving Certificate is in his/her best interests.

(b) supply a reference from the principal of the school in which he/she sat the Leaving Certificate examination initially

(c) supply a copy of their Leaving Certificate results

17.5 Following receipt of the required documentation and subject to availability of space, the Board will then consider the application.

17.6 Before the repeat Leaving Certificate student can be registered as a student in Scoil Ruáin parents/guardians (or the student if he/she is 18 years of age or over) must confirmed in writing that the Code of Behaviour of Scoil Ruáin is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by their son/daughter.



## 18. Applications to the Transition Year and Leaving Certificate Applied Programme

18.1 Full details of the Scoil Ruáin Transition Year (TY) and Leaving Certificate Applied (LCA) Programmes and the admissions procedures for both programmes are outlined in the Transition Year Policy and the LCA Policy which are available on the school website, [www.scoilruain.ie](http://www.scoilruain.ie), or from the school office (052 – 9156332)

18.2 All applicants should note that only students who have completed the three year Junior Certificate Programme are eligible to apply for the TY Programme or the LCA Programme.

18.3 External applicants must in the first instance complete the Transfer Application process as outlined at 15 above. If accepted as a student in Scoil Ruáin they may then apply for a place in either the TY or LCA Programme according to the conditions set out in the TY or LCA Policy.

## 19. Suspension and Expulsion Policy

The Scoil Ruáin Suspension and Expulsion Policy is included in the Code of Behaviour Policy which is available on the school website, [www.scoilruain.ie](http://www.scoilruain.ie), or from the school office (052 9156332) .

## 20. List of Supporting Documents

- (i) First Year Enrolment form
- (ii) Student Transfer form
- (iii) Code of Behaviour
- (iv) TY Policy
- (v) LCA Policy
- (vi) Substance mis-use policy
- (v) Special Needs Policy
- (vii) School Prospectus

