



Pobalscoil na Rosann
An Clochán Liath, Co. Dhún na nGall

The Rosses Community School
Dungloe, Co. Donegal

ADMISSIONS POLICY

Reviewed 10th December 2013

The Board of Management will make decisions in respect of applications based on the following Admission Policy.

1. The Rosses Community School welcomes all students applying for admission provided that they can be catered for within the school resources and are willing to accept that the school has a Gaelic and a Christian tradition which may be reflected in its operation.
2. Preference will be given to those seeking admission from the catchment area as defined by the Department of Education and Science.
3. Applicants from other areas will be considered in the context of available space and resources.
4. Students must have completed 6th class in the primary school or its equivalent.
5. The Board of Management is supportive of the principle of inclusiveness, in particular in regard to students with a disability or special educational need. However, it reserves the right to restrict access for individuals to certain subjects
 - a) on the basis of concerns, because of the disability, for safety to themselves and/or to others or
 - b) Where by virtue of the disability, make impossible, or have a detrimental effect on, the provision by the school of its services to other students.
6. Parents/Guardians of applicants will be notified, in writing, within 21 days of the closing date for applications whether their application has been successful or not. The said closing date will appear on the application form.
7. Students who wish to transfer from another school, or who wish to re-sit the Leaving Certificate, must apply in writing, complete the appropriate application form and present for interview.
8. Right to refuse enrolment
The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either:
 - The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or
 - in the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.
9. The school requires full and proper records from a student's previous school.
10. Any refusal to admit a student to the school may be appealed to the Board of Management in the first instance and to the Secretary General of the Department of Education and Science under section 29 of the Education Act, 1998.



CRITERIA FOR ACCEPTANCE

1. Acceptance is subject to the approval of the Board of Management.
2. Acceptance is based on Parents/Guardians
 - a) Returning the completed the application form.
 - b) Submitting written acceptance of the Code of Behaviour.
 - c) Advising the school of any medical condition.
 - d) Advising the school of any disabilities or special educational needs.
 - e) Providing the school with a name, address and emergency contact number(s).
 - f) That the student be prepared to take assessment tests on being enrolled in order to identify his/her ability and needs.
3. For students transferring from another school or seeking admission for repeat Leaving Certificate acceptance is based on
 - a) The school being in a position to offer the student the subject(s) he/she requires.
 - b) Parents/Guardians and the student accepting that in the event that the school cannot offer the subjects required that they accept an alternative subject(s).
 - c) Acceptance of 2 above.
 - d) Information being provided by the student's former school concerning attendance, educational progress, and special needs.
 - e) Consideration of the student's past disciplinary record.

In exceptional circumstances, where the student may pose an unacceptable risk on the basis of Health and Safety, the Principal and the Board of Management reserve the right to refuse admission.



PRE-ADMISSION PROCEDURES FOR NEW 1ST YEAR PUPILS

1. The Principal or Deputy Principal shall visit all the schools in the catchment area and discuss with the principals of those schools the projected intake for the following September. (Jan/Feb)
2. All prospective students shall be brought to visit the school and introduced to the school facilities, by way of a 2 day induction programme. (Feb/March)
3. A Prospectus and DVD virtual tour, containing information on the school and an application form to be completed, shall be issued to all prospective students. **A closing date shall be specified for the receipt of completed application forms, subject choice forms, recent educational assessments and the latest date for decision on applications shall also be specified. This date must be within 21 days of the closing date.** (Feb/Mar)
4. Before the students have entered the school an information night for parents shall be held, where parents are introduced to the school and its facilities. (Feb/Mar)
5. On entering the school, students shall be addressed by the Principal, Deputy Principal, Year Head and Guidance Counsellors and introduced to the timetable, school rules, etc. (Sept)
6. Introduction of students to a range of subjects from which they will select those that they propose to study. (Sept)
7. Feed back to parents from teachers by way of parent teacher meeting (Oct)

PERFORMANCE CRITERIA

1. Goals are attained.
2. A non-selective admissions policy is maintained.
3. Less stressful integration of students into the school.

MONITORING THE IMPLEMENTATION

- Pastoral Care Personnel shall meet in first term to monitor the implementation and report to Principal

REPORTING

- Monitoring group reports to Principal.
- Principal reports to Board of Management.
- Year Head updates to management.

REVIEWING

Policy to be reviewed September 2016.