

# ST NESSAN'S COMMUNITY COLLEGE

(Pobal Choláiste Neasáin Naofa)



## **Enrolment Policy**

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## **ENROLMENT POLICY**

### **PHILOSOPHY**

St Nessian's Community College is a non-denominational, co-educational school. It is comprehensive in its intake and in its curricular provision.

St Nessian's Community College is committed to maintaining an educational environment where the growth, learning and development (Fás, Foghalim, Forbairt – school motto) of our students can flourish.

To further the aims of St Nessian's as expressed in the Mission Statement:

- The pursuit of high standards in all endeavours will be expected and every effort will be directed towards the attainment of such standards.
- The school will do its utmost within its resources to provide appropriate opportunities so that every individual has the opportunity to gain maximum benefit from their experience in St Nessian's.
- The rights, responsibilities and dignity of all individuals within the school community will be respected. However, the Common Good takes precedence where there is a conflict between individual rights and community rights.

### **ENROLMENT OF STUDENTS**

The Enrolment Policy of St Nessian's Community College is in accordance with the policies of the City of Limerick Vocational Education Committee, the Education Act 1998, The Education Welfare Act 2001 and relevant circulars from the Department of Education and Science. The Board of Management has delegated the implementation of this policy to the Principal of the school.

The enrolment of students in St Nessian's Community College will be determined having due regard to:

- 90 places being available in First Year
- Applications from students who have brothers or sisters previously enrolled in the school.
- The Mechanism for transfer of pupils to Post-Primary Schools in Limerick City Area
- Applications from students in local primary schools in Counties Clare and Limerick as well as Limerick City who have traditionally attended St Nessian's Community College.

- The educational interest of all other students in the school.
- The educational interests of the student who is applying to enrol.
- Our being a Community College i.e. representative of all our local Communities
- The maintenance of a gender balance
- The Health and Safety of all students and school personnel.
- The effective operation and management of the school.
- Where relevant, the policy of the City of Limerick VEC and the Board of Management in respect of the characteristic philosophy of the school.
- Such other matters as the Board considers relevant.

## **CONDITIONS OF ENROLMENT**

It is a condition of Enrolment in St Nesson's that:

1. Parents/Guardians/Students confirm in writing that they will comply with the school's Code of Behaviour.
2. Parents/Guardians ensure that the school has an up to date address and emergency contact number for the student.
3. Changes of address and/or telephone number are notified to the school office in writing. Correspondence, school reports etc will be sent to the parent/guardian at the address on the students enrolment form.  
Information in relation to the student's progress will be provided on request to a parent/guardian not living at this address unless there is a court order to the contrary.
4. Parents/Guardians who wish to meet a staff member must contact the school office for an appointment.
5. Parents/Guardians who wish to meet a student must contact the school office.
6. Parents/Guardians/Visitors to the school must report to reception. They may not walk through the school and approach students or teachers directly.

## **FRIST YEAR ENROLMENT**

- ♦ Parents/Guardians who are considering enrolling their child in St Nesson's are welcome to make an appointment with the Principal. An Open Evening will take place during the autumn term prior to enrolment. Application forms are available from the school on request.
- ♦ Application procedures will be in accordance with those agreed with the Limerick Principals and Deputy Principals Association.
- ♦ An entrance assessment will take place after enrolment.

- ♦ Students are placed in classes following consultation with relevant parties. (St Nessian's operates a combination of streaming, mixed ability and banding).
- ♦ A first year parents information evening will take place in the September of first year.
- ♦ Parents who accept a place in St Nessian's are advised that St Nessian's can only accommodate their child's needs to the extent of the available resources. Any concerns that a parent may have should be brought to the attention of the Learning Support Teacher, Year Head or Principal.

## **ENROLMENT OF STUDENTS OTHER THAN FIRST YEARS**

- ♦ Parents/Guardians of the student concerned should contact St Nessian's to arrange a meeting with the Principal.
- ♦ Parents/Guardians should bring a copy of the student's last two school reports, a current written reference from the Principal of the school they are attending and any other relevant information to the meeting. The student should be present at the meeting.
- ♦ Parents must indicate, in writing, their acceptance of the place within two weeks of having received the offer. Parents must also return, with their written acceptance, the completed form in relation to their acceptance and commitment to abide by the school's code of Behaviour. Failure to do so will result in the place being forfeit.
- ♦ Parents who accept a place in St Nessian's are advised that St Nessian's can only accommodate their child's needs to the extent of the available resources. Any concerns that a parent may have should be brought to the attention of the Learning Support Teacher, Year Head or Principal.

## **REVIEW**

This Policy will be reviewed regularly by the Board of Management.

## **APPEALS PROCEDURES**

The parents/guardians (and students who have reached the age of 18) have a right of appeal to the Board of Management. Appeals must be made within two weeks from the date that the decision of the Principal was notified to the parent or student in writing. A copy of the school's Appeal Procedures is available from the school office. Section 29 of the Education Act, 1998, provides that an appeal may be made to the Secretary General of the Department of Education and Science in respect of a decision by a Board of Management, to refuse to enrol a student in the school. In the case of St Nessian's Community College that is maintained by the City of Limerick Vocational Education Committee, the appeal shall be made in the first instance to the City of Limerick VEC. Copies of the Department of Education and Science Circular M48/01 that specifies the procedures to be followed in making an appeal to the City of Limerick VEC are available from the school office.