



ADMISSIONS POLICY

INTRODUCTION

Applications for admission to Athy College are invited annually from sixth standard students in local primary schools. First year students applying from within the Irish education system should have completed sixth standard.

A closing date is published. Unless otherwise advised it is the last Friday in October of the preceding school year. Thereafter a waiting list for places that may become available will operate.

All admissions are subject to the admissions Policy of Kildare V.E.C.

Admissions are only taken for first year programmes and PLC programmes except in exceptional circumstances.

The Principal may establish an admissions committee from within the teaching staff to assist in assessing and interviewing applicants.

The Board of Management will accept enrolment applications from students with special needs but reserves the right to postpone admittance pending the provision of the necessary resources.

POLICY

Admission to Athy College is subject, in the first instance, to a place being available. In the case of particular facilities and programmes (inc. the Autism Unit *) there are defined limits on the availability of places

Admission is in accordance with the following criteria:

- 1) Students residing in the catchment area, as defined by Co. Kildare VEC's Bus Transport map.
- 2) Students who have/or had siblings in the school

- 3) In order of application. Applications will be dated upon receipt.
- 4) Thereafter, when number of applicants exceeds places available, by supervised lottery
- 5) *In the allocation of places in the Autism Unit additional criteria which have priority include an assessment of needs and the ability of the school to provide appropriate care and education for the applicant, taking in mind Health and Safety considerations.

Admission is subject to the following:

- That, in the professional judgement of the School Authority, (i.e. the CEO or an officer delegated to act on his/her behalf) and following an interview or series of interviews (if deemed appropriate), the student/participant is deemed suitable for admission to a school.
- That, in the professional judgement of the School Authority, the student, because of previous education, training or experience, is considered likely to benefit from attendance.
- All previous school records and relevant psychological reports and assessments must be made available to the school. Parents or guardians must make a **full** disclosure to the school authority of any problems (learning, behavioural, health, etc.) which their child may have had in a previous school.
- That the participation of the student/applicant will contribute positively to the school, and not infringe, in any way, upon the opportunities, safety or rights of other students or staff.
- That students applying to transfer from another second level school will be subject to the school's transfer policy.

The Admission Policy is published in accordance with section 15.-(2)(d) of the Education Act, 1998.

All disputes in relation to admission will be referred to the Board of Management/Vocational Education Committee.

Additional Admission Criteria for ASD Unit in Athy College

In addition to the general Admissions Policy the following criteria apply to the admission of students to the Athy College ASD (Autistic Spectrum Disorder) Unit:

- Parents/Guardians must supply most recent psychological reports which must indicate a clear diagnosis of autism and state that the applicants needs can only be met in an ASD placement
- That the student must be capable of some level of integration into the whole school environment. Indicators are that the needs of a student not capable of any level of integration are best met in a Special School placement.
- Athy College is committed in the first instance to provide placements for students in the College catchment area and thereafter for students not served by an existing ASD unit. Where an ASD unit exists in the vicinity of a student's home the policy of Athy College is to refer such an applicant to apply to their local unit.
- For applicants who reside in the college catchment area the existing school bus transport scheme applies. Outside the catchment area in places not served by an ASD unit parents apply to the NCSE for School Transport.
- Admission is always subject to a place being available and resources being sanctioned prior to the admission of the student. Admission is subject to the number of places and classes sanctioned by the DES. The recommended limit under Health and Safety Guidelines is a maximum of **six** students per class. Athy College will strictly observe this limit.
- It is the responsibility of parents to attend all meetings and interviews pertaining to the child's enrolment.
- It is the responsibility of parents to provide all of the documentation, reports and information required or requested.

Additional Admission Criteria for Leaving Certificate Applied

Students who have completed Junior Cert or the Junior Cert Schools Programme in Athy College are eligible to apply. Application is submitted in April following an Information Session with students and their parents. Each application is vetted by the Programme Coordinator.

In August students are contacted and invited to join the programme. Criteria for commencing the course include:

- That the student must present in full school uniform on the first day of the school year. Commencement of the course is contingent on full compliance.
- If a student's behaviour has been a cause for concern in the Junior Cycle, before commencement the coordinator meets with the student and his/her parents/guardian. The student's behaviour record is discussed and the future expectations of the student are made clear and agreed. Entry to the programme may be delayed or staggered until behaviour is appropriate. Ongoing contact with parents/guardians is maintained until any issues are resolved.

Students who complete their Junior Certificate in other schools are in the first instance subject to the Transfer Policy of Athy College.

Transfer Policy

Student numbers in Athy Community College are limited. This is to

- enable learning and teaching for enrolled students to be effective
- for Health and Safety reasons

While transfers are discouraged except at the commencement of a programme (eg./ first and fifth year), any transfers must comply with the school's Admission Policy.

In the first instance the school authority will consider the consequences of a transfer on the applicants academic and all round progress and also the effect on students already in the school.

The school authority must be confident that the curriculum can be delivered on and that all students needs can be met.

Applicants must

- Make written application to transfer before May 31st, preceding the commencement of a school year.
- Attend for interview/s with member/s of school's Admission Committee. The student must be accompanied by parent/guardian.
- Provide a written reference from his/her previous school principal
- Provide copies of all examination results (including State Exam results) to date.
- Provide all relevant education records
- Provide a psychological report (where one exists)
- Provide passport number, PPS number, student identity number, details of status in state, where deemed relevant.
- Provide any report deemed to assist the applicant and the school authorities.

The School reserves the right to contact previous educational establishments and any other relevant authorities where records of the student may exist

In the case that an applicant is being excluded from another school or refused admission to another school and that student is now seeking a placement at Athy Community College, the following applies:

Written evidence must be presented to the principal and the Board of Management to prove that all section 29 procedures have been exhausted before any application for transfer is considered