

**ADMISSIONS POLICY**

**BALLINTEER COMMUNITY SCHOOL**  
**BROADFORD ROAD**  
**BALLINTEER**  
**DUBLIN 16**

**Mr DAVID O'CONNELL,**  
**PRINCIPAL/SECRETARY TO BOARD OF MANAGEMENT.**

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This policy has been drawn up by David O'Connell (Principal) and Orlaith O'Brien (SEN Dept.)

## **Introduction**

Ballinteer Community School is a mainstream second-level co-educational community school under the joint trusteeship of the Brigidine and Carmelite Orders and the Dublin & Dun Laoghaire ETB. As required by the Education Act 1998 the Board of Management is publishing its Admissions Policy regarding the admission and participation in the school of students including students with Special Educational Needs (S.E.N.). This policy is prepared in the light of current education legislation, including the Education Act (1998), the Education Welfare Act (2000) and the Equal Status Act (2000) and those sections of the EPSEN Act 2004 which have been signed into statutory implementation and any acts amending or extending same.

The right to decide the numbers entering the different programmes each year rests entirely with the Board of Management of Ballinteer Community School. The principal implements the Admissions Policy on behalf of the Board of Management. All decisions on the implementation of the policy rest with the Board of Management.

Parents/guardians have a responsibility to inform themselves of and to comply with the criteria and conditions pertaining to the submission of an application for a place in Ballinteer Community School as outlined below.

## **School Mission and Ethos**

Ballinteer Community School is committed to providing quality education to its students. The school is dedicated to imparting to all students strong moral values, a love of learning, concern for others and the skills necessary to lead purposeful and meaningful lives in their communities. The ethos of the school is Christian and is nurtured in an inclusive way so that students of all religious traditions have a strong conviction of faith and the intellectual curiosity and religious commitment to develop and deepen their knowledge of it.

## **Education Act 1998.**

Ballinteer Community School is a recognised school under the Education Act (Section 10). The school operates in accordance with the regulations as set down by the Department of Education and Skills. The school is dependent on the resources provided by the Department of Education & Skills. Ballinteer Community School

follows the curricular programme for schools teaching through the medium of English as set down by the Department of Education and Skills in accordance with Sections 9 and 30 of the Education Act 1998.

### **School Uniform.**

The parents, staff and students of Ballinteer Community School have worked together to design the school uniform which has been approved by the Board of Management. Students enrolling in the school must accept that the full school uniform is worn to and from school, on some school activities and in school during the school day. The school uniform includes a uniform jacket and plain black shoes. Details about the school uniform are available on the school website and in the school journal.

### **General Criteria for Admission to Ballinteer Community School.**

- The return of a completed Application Form by the relevant cut-off date. This form must be accompanied by all educational and clinical reports pertaining to the student applicant.
- The completion of an Assessment test.
- Acceptance of the Code of Behaviour and all other relevant Ballinteer Community School policies.
- A positive attitude towards, school work, behaviour, attendance and punctuality. An interview may in certain circumstances be deemed necessary during the enrolment process.
- The ability of the school to meet the educational and other needs of the applicant.
- The school will not re-enrol a student who has been permanently excluded from the school.
- The Board reserves the right to refuse to enrol a student who is enrolled in another school at any stage during the school year.
- Payment of an administrative fee each year as determined by the Board of Management. This administrative fee is used for photocopying, stationery and the purchase of the school journal. A personal accident insurance cover for all students is included in this fee.

## Catchment Area of Ballinteer Community School

<b>West</b>	From the intersection of Rathfarnham Road with the Dodder River up the Ballyboden Road and along Stocking Lane.
<b>North</b>	Dodder Road/Rathfarnham Road intersection to Dundrum Road.
<b>East</b>	Dundrum Road/Upper Churchtown Road intersection up Ballinteer Road.
<b>South</b>	The West, North and East of the catchment area of Ballinteer Community School is bordered by the M50 motorway.

## Enrolment of First Year Students

Ballinteer Community School has approval for enrolment for 600 students. Enrolment is open to all students who satisfy the following criteria:

- Students who wish to apply must have reached 12 years of age by the 1<sup>st</sup> of January of the year of entry or the year preceding entry to Ballinteer Community School (A Birth Certificate must be presented).
- All applicants must have completed a full primary education up to 6<sup>th</sup> class.
- Application Forms for 1<sup>st</sup> year are accepted up to the designated date as decided by the Board of Management in the academic year prior to starting in 1<sup>st</sup> year.
- The submission of an Application Form indicates acceptance of the Code of Behaviour and all other Ballinteer Community School Policies.
- The completion of an Assessment Test.
- **Late applications** will be subject to the standard enrolment criteria and will be placed on a waiting list. **Date and time of receipt** of application to the school may be critical in awarding or granting a place.
- Applications for enrolment will only be accepted from 4<sup>th</sup> class upwards in primary school.
- It is the responsibility of parents and guardians to ascertain the relevant closing date for applications. The closing date will be published on the school

web site, on school documentation, and through the local primary schools. A completed Application Form must be returned to the school by this closing date.

- An 'Open Night' for prospective students and parents/guardians is held in September/October. Parents/Guardians are encouraged to avail of this opportunity to view the school and to speak to school personnel.

**Places in 1<sup>st</sup> year will be allocated in accordance with the following criteria in the order listed below:**

- Siblings of those attending Ballinteer Community School.
- **Students from the following feeder schools:**
- St Attracta's National School, Ballinteer, Dublin 16
- Our Lady's Girls School and Our Lady's Boys School, Ballinteer, Dublin 16
- The Good Shepherd National School, Whitehall Road, Dublin 14
- Rathfarnham Educate Together National School, Rathfarnham, Dublin 14
- Divine Word National School, Rathfarnham Dublin 16
- Scoil Mhuire National School, Whitechurch, Dublin 16
- Whitechurch National School, Whitechurch, Dublin 16
- Edmonstown National School. Rathfarnham, Dublin 14
- Scoil Naithi, Ballinteer, Dublin 16

**(These schools are listed in order of priority).**

- I. Students whose parents'/guardians' principal residence is in the Ballinteer Community School catchment area who attend a primary school outside the catchment area.
- II. Students who attend a school within the catchment area whose parents'/guardians' principal residence is outside the catchment area.
- III. Students whose parents have recently moved into the Ballinteer Community School catchment area.

- IV. The children of Ballinteer Community School staff members who have completed one year of teaching/ work.

If the maximum number of enrolments is reached at any one of the stated ordered criteria then subsequent places that arise will be allocated on a first come first served basis for all applicants who satisfy that criterion. **Date and time of receipt of application will be crucial in awarding a place.**

As soon as it is practicable and not more than 21 days after receipt of an application and after the closing date the Board of Management will make its decision in respect of all applications and inform parents in writing at the address specified on the application form.

**In the event of refusal to enrol parents will be advised of their right to appeal the Board of Management decision under Section 29(1) of the Education Act.**

### **Students who are Gifted and Talented and those with other Special Educational Needs**

Ballinteer Community School, within the overall criteria for enrolment in the school and in line with the Education for Persons with Special Educational Needs Act 2004 welcomes students with talents and/or special educational needs. The school will strive to provide an education for students with such needs in an inclusive environment, having regard to the facilities and services available in the school. The school will as far as is practicable ensure these students can participate in school life.

Applicants to the ASD Unit please see the Addendum to this Policy. **Ballinteer Community School reserves the right to refuse enrolment to students with special education needs if their parents/ guardians refuse to allow the school to address those needs.**

### **Part 2 of the EPSEN Act 2004 on Inclusive Education states that**

A child with special educational needs shall be educated in an inclusive environment with students who do not have such needs unless the nature or degree of those needs of the child are such that to do so would be inconsistent with—

- (a) the best interests of the child as determined in accordance with any assessment carried out under the EPSEN Act, or
- (b) the effective provision of education for students with whom the child is to be educated. (EPSEN 2004)

- All applicants to Ballinteer Community School must comply with the school's SEN Policy. Parents and Guardians of students with SEN (including Gifted and Talented) are directed to familiarise themselves with that policy, which is available on the school's website or from the Admin Office. Applicants to the school's ASD Unit are directed to the Addendum below.
- Parents/Guardians of students with Special Educational Needs are required to declare **ALL** special educational needs on application and provide **ALL** educational and clinical reports that have been completed for the student. The application will be deemed incomplete if all documentation is not furnished. The Board of Management of Ballinteer Community School has the right to refuse enrolment if an application is incomplete.
- When places are offered, parents will be required to meet with the resource teachers to complete applications to the Special Educational Needs Organiser (SENO) for teaching support, assistive technology and (*for students in special units only*) transport.
- Parents and guardians of SEN students must grant permission to SEN Dept. personnel to share relevant details of the students' reports with their subject teachers and special needs assistants so as to maximise the educational benefit to the students of their enrolment in BCS.
- Further meetings may be required to plan for successful transfer of students with SEN.
- Students who qualify for Teaching Support and are funded by the NCSE must be capable of benefiting from an inclusive education for the full school week less the number of teaching support hours funded by the NCSE. The

maximum hours funded by the NCSE equates to 84% of the mainstream curriculum and 4.25 hours resource teaching.

- The Board of Management cannot offer places to students with Emotional and Behavioural Difficulties if their needs are not being addressed by child psychiatric services and/or medication.
- **The Board of Management reserves the right to refuse enrolment to Ballinteer Community School if it deems the placement unsuitable for the student or the placement conflicts with the rights of other students.**

**Curricular Provision (Subject to change in line with DES reform of the Junior Cert and the Leaving Cert.)**

**Junior Certificate:**

**Core subjects:**

Irish, English, Maths, History, Geography, Science, French, Religion, C.S.P.E., P.E., S.P.H.E.

**Optional subjects:**

Art, Business Studies, Home Economics, Materials Technology (Metal), Materials Technology (Wood), Music, Technical Graphics.

**(These options may change from year to year depending upon student selection and/or teacher availability.)**

**Leaving Certificate:**

**Core subjects:**

Irish, English, Maths, Religion, P.E. S.P.H.E. (5<sup>th</sup> Yr).

**Optional subjects:**

Accountancy, Art, Biology, Business. Chemistry, Construction Studies, Design & Communication Graphics, Engineering, French, Geography, History, Home Economics, Music. Physics.

**(These options may change from year to year depending upon student selection and/or teacher availability.)**



**Ballinteer Community School offers the Leaving Certificate Vocational Programme (LCVP).** Only students with the designated subject groups can be considered for this course.

### **Transition Year Programme:**

This is a one-year programme offered to students on completion of the Junior Certificate Programme. The programme is optional.

### **Admissions Criteria for Transition Year:**

- Satisfactory completion of the Application Form for Transition Year.
- Positive attitude towards school and school work.
- Good attendance and punctuality.
- Good record of behaviour.
- The applicant would benefit from the Transition Year Programme.
- Some applicants will be required to sign a Contract of Behaviour as a condition of entry into Transition Year.

### **Fee structure for Transition Year for 2015/16**

Fee of €250.00 for the year is requested to facilitate the wide range of activities in which the students are involved during the year. This fee is subject to change if the resources available to the school change.

Fee if travelling to Carlingford €150.00

Fee if taking the ECDL examination €150.00

The trip to Carlingford Adventure Centre and the ECDL examinations are optional.

Provision of subjects and activities is subject to availability of resources.

All transition year students engage in work experience on Fridays.

***(It is a student's responsibility to find his/her own work experience).***

A decision to refuse a student a place on the Transition Year Programme may be appealed to the principal.

### **Applications to Transfer from Other Schools.**

The Board of Management will consider applications from students wishing to transfer to Ballinteer Community School. It will consider requests from students who

wish to transfer at the **start** of the school year or **during** the school year. All applications will require a completed application form. Intending applicants must provide **ALL** relevant report/s from previous school/s. An application form will be incomplete and therefore invalid unless all relevant reports (Educational and Clinical.) have been submitted. **It is the Parent/Guardian/Social Worker's responsibility to comply with this requirement.** The Board of Management reserves the right to refuse enrolment if an incomplete application is submitted. A formal interview with the Principal and/or Deputy Principal will form part of the application process for students wishing to transfer from other schools.

Student transfers are subject to the following

- Space being available in the year group.
- Space being available in the appropriate subject options i.e. those that have been previously studied, where relevant.
- Space being available in the core subjects and at the desired level.

Ballinteer Community School will consider applications for places in the school subject to their conformity with the criteria as per the enrolment of 1<sup>st</sup> year students and to the availability of school places at the time of application. Where an applicant has been expelled or excluded from another school, the school will not consider itself obliged to enrol this student until all appeal mechanisms have been adhered to. Where a student is considered for a place the decision is taken by the Board of Management following consultation with the Principal, Education Welfare Officer (where applicable), student, parent/guardian and his/her former school.

The Board of Management will refuse an application if it considers that the applicant's previous record of behaviour indicates that the applicant is likely to have an adverse effect on the health and safety and educational welfare of the existing students of Ballinteer Community School. The Board of Management will take into account the needs of the relevant year group and class when an application for a transfer is under consideration. The Board of Management reserves the right to offer a place immediately or to wait until the beginning of the next academic year.

**The school may refuse or revoke admission if**

- It cannot provide an appropriate education or if the student's behaviour constitutes a threat to the health, safety or education of other students.
- The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
- If the school authorities become aware of vital or significant information relating to the applicant's academic history, health, behaviour and/or any other matter being withheld.
- The Board of Management reserves the right to draw up a contract with specific conditions for individual students who transfer to Ballinteer Community School.

**Parents/guardians please note that:**

- Incorrect and inaccurate information will render an application incomplete and may result in the return of the application form and a delay in processing the application. The Board of Management reserves the right to refuse enrolment if an application is incomplete.
- Proof of residence etc. must be supplied to the Board of Management if requested.

**Appeal process:**

- A parent/guardian may appeal a refusal to enrol under Section 29 of the Education Act 1998. Application forms are available from the Department of Education & Skills or the Educational Welfare Officer.
- In relation to students with Special Educational Needs refusal may be necessary in exceptional cases if the school deems itself unable to meet the applicant's educational, physical, or behavioural needs.

The Board of Management of Ballinteer Community School reserves the right to adapt and update the Admissions Policy in acknowledgement of changing conditions.

The Addendum below is relevant to the very small minority of students who wish to apply to the ASD Unit.

## Addendum to Admissions Policy.

### Enrolment for children in Ballinteer Community School's ASD Unit

Please note:

- All previous sections of this policy apply to this addendum.
- The catchment area for students entering the ASD Unit encompasses the South County Dublin area.
- The fact that siblings are in the school does not guarantee a place in the unit.
- The ASD unit will be co-educational and will cater for pupils between 12 and 18 years.
- Each child must fall within the mild / general intellectual ability or above.
- Each child must have a full current Psychological & Cognitive Assessment, which must specify a diagnosis of Autism i.e. DSM-IV or ICD-10. and a recommendation for special unit placement from a multi-disciplinary team.
- Parents/ guardians must fill in and return an Application Form as well as a Specific Application Form for Admission to the ASD Unit.
- **All reports and assessments must be given to the school at time of application.** The Board of Management reserves the right to refuse to enrol a student if **all** reports are not supplied to the school.
- The school will have one unit for students with Autism.
- The Department of Education & Skills states that the ratio for one unit is a maximum of six students to one teacher and two SNAs. There must be more than 3 pupils to access the second SNA.
- The parents/guardians and the prospective candidates for the unit if required must meet the Principal/ SEN department personnel and any other relevant parties before the student starts school.
- The Board of Management reserves the right to refuse enrolment if it believes that the school cannot meet the needs of a particular student. The Board also reserves the right to continue to enrol, suspend or exclude a student under Health & Safety regulations and in conjunction with the school's Code of Behaviour and other policies.
- All placements are subject to review at the request of the parents and /or the school. The review will include input from all agencies involved, the parents/guardians and the school. Following the review a recommendation may be made that the child be enrolled in another school that can more appropriately meet his / her needs.

- First preference for enrolment in the unit will go to students already enrolled in Ballinteer Community School. Application for enrolment will be on a first come first served basis.
- The existing group dynamics/relationships within the unit will be taken into consideration by the Board of Management when it is considering an application for enrolment in the unit.
- **Please note Ballinteer Community School reserves the right to refuse enrolment to students with special education needs if their parents/guardians refuse to allow the school to address those needs.**

This addition to the Admissions Policy was made as a result of the opening of the Ballinteer Community School Special Unit for children with ASD in the 2013/14 academic year and a subsequent review of our mainstream school Admissions Policy.

**This Admissions Policy for the mainstream school was adopted by the Board of Management of Ballinteer Community School on the 18-04-2013.**

**Amended on the 10<sup>th</sup> April 2014 (1)**

**Amended on the 21<sup>st</sup> May 2015 (2)**

David O'Connell  
Principal