

Enrolment Policy 2019

Creagh College is a post primary school located in Creagh, Gorey, under the Patronage of the Waterford and Wexford Education and Training Board. The College is co-educational, democratic, multi-faith and student centred, aspiring towards excellence in a caring and supportive environment. The Board of Management will each year review its Enrolment Policy.

Programmes

The college operates within the regulations laid down by the Department of Education and Skills and follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

We support the principles of inclusiveness, equality of access and participation in the College. Pupils at Junior and Senior cycle follow a core programme with a number of optional subjects. The College offer the established Junior Cycle and Leaving Certificate programmes, Leaving Certificate Applied, Leaving Certificate Vocational Programmes, and Transition Year.

Criteria for Entry to Creagh College

- Applicants must have reached twelve years of age by January 1st of their first academic year in the College, i.e. January 1st, 2020.
- Students should have completed the required primary school education programme or have followed an approved course elsewhere.
- A copy of the applicant's Birth Certificate and two passport photographs must accompany all applications.

Applications will be accepted as follows:-

1. Applications will be sought from all students resident in Gorey and its immediate hinterland.
2. Applications must be made via the official Enrolment Form. Enrolment forms can be collected from the College. Forms can also be downloaded from www.creaghcollege.com. Alternatively forms can be requested by telephone on 053 9484035.
3. The application period will begin on Thursday September 27th and will close at 4pm on Friday October 12th 2018.
4. The Parents/guardians of successful applicants will receive a formal offer of a place by Friday October 26th 2018 and will be required to indicate in writing acceptance of a place in the college by 4pm on Friday November 9th 2018.
5. Any applicant who has not formally accepted an offer of a place in the college by this date may lose their place.
6. The College reserves the right to request other details relevant to the enrolment process.
7. The College reserves the right to hold relevant student details on computer subject to the provisions of the Data Protection Acts, 1998 and 2003. Furthermore, Creagh College is required to make annual data returns to the Department of Education and Skills which will include personal data regarding each individual student.
8. In order to provide for effective planning for the new academic year and to comply with DES procedures surrounding the procurement of additional staffing allocation as the college grows towards full capacity, the total number of places available in 1st year 2019 will be 132.
9. In the event of the college being oversubscribed, applicants will be prioritised on a 'first come first served basis'.

10. For the purposes of operating the 'first come first served' policy, all applications received by 4pm on a specific normal working day during the enrolment period will be treated as having arrived at the same time, i.e. all applications received by 4pm on Friday September 28th will be treated as having arrived at the same time on that date, all applications received by 4pm on Monday October 1st will be treated as having arrived at the same time on that date, and so on.

11. If the number of applications received on a particular day during the enrolment brings the total number of applicants to more than 132, priority will be given in the first instance to pupils whose siblings are already attending the college. Priority will then be given to pupils whose parents are employed at Creagh College. All other applications received on that day will be entered into a lottery to be conducted by the CEO of WWETB or his/her nominee. The lottery will also determine the order of a waiting list for places as and when they become available.

12. Applications received after the date on which the maximum number of applications is reached will be kept on file and as and when places become available they will be offered to such applicants on the same basis as above.

13. The parents/guardians of a pupil who has enrolled in the college may, in exceptional circumstances, apply to the Board of Management seeking deferral of their place for one year. Such exceptional circumstances may include a decision to repeat sixth class in primary school or serious illness, etc.

iPads

As part of its commitment to educational innovation Creagh College utilises iPads as one-to-one learning devices, replacing text books, for all students. Acceptance of a place in first year 2019 involves a commitment on behalf of parents/families to participate in this scheme and to meet the costs associated with it.

Enrolment of Foreign Exchange Students

A foreign exchange student is defined as a student normally resident overseas, who will reside in Ireland in the care of an Irish host family while participating in the Irish education system, for a pre-determined period of time.

1. Applications from foreign exchange students, or the companies representing them, will be considered on the basis of the college's capacity to provide adequately for such pupils.
2. The college shall take into account such matters as class size, staffing, school resources, and the age and needs of the pupil when considering any application.
3. The college shall only consider enrolment of foreign exchange students into 1st, 2nd, 4th and 5th years.
4. The college shall only consider enrolment of foreign exchange students who wish to stay for a minimum of one full academic year.
5. Foreign exchange students who wish to apply for enrolment in Creagh College must first complete the school foreign exchange enrolment form in full. The document must be submitted to the school office by the 21st of May of each year. Applications submitted after this date may not be considered.

6. Incomplete applications will not be considered.

7. Following the college's verification of the enrolment data provided, and a satisfactory information meeting with the agency involved, a letter of offer shall be issued to the foreign exchange student via their agency.

8. An appointment with the staff representative shall then be scheduled for a date in August, not earlier than the 10th of the month. Pupils may attend the meeting accompanied by a representative of their agency or a member of their host family.

9. Students will be assigned subject options by the Principal/Deputy Principal based upon availability of space within subject classes already established. Requests for subject changes will not be facilitated.

10. Should an exchange student fail to comply with the college's 'Code Of Positive Behaviour', the college reserves the right to revoke the pupil's place in Creagh College and will refer the matter to the relevant exchange agency.

Application to Repeat a Year

Parents/Guardians who wish for their son/daughter to repeat a year must apply in writing to the Principal before May 1st in the current academic year. The Board of Management of Creagh College has the right to refuse or grant such a request, in line with the Department of Education and Skills guidelines. (circular letter M02/95).

Application to Repeat the Leaving Certificate

Applications to repeat the Leaving Certificate will be assessed on the basis of the following criteria:

1. Capacity of the college to take repeat candidates.
2. Capacity of the college to provide students with requested subject options.
3. Previous compliance with the college's 'Code of Positive Behaviour', attendance record, general work rate and effort in class.
4. Applicant's commitment, made via a contract with the school, to attend all timetabled classes throughout the college day and to fully comply with the 'Code of Positive Behaviour' at all times. Breach of this contract will result in termination of the repeat arrangement.
5. Deadline for applications to repeat the Leaving Certificate must be submitted before September 1st.

Exceptional Circumstances

The College reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where either:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, the college cannot meet such needs and/or provide the student with an appropriate education or:-
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to college staff or to college property.

Furthermore, if the college becomes aware of any such exceptional circumstances after a pupil has been offered a place in the college, the Board of Management reserves the right to rescind its offer of a place in Creagh College.

With regard to applications in respect of students who are either refugees or asylum seekers, the Board of Management acts in accordance with the policy developed by Education and Training Boards Ireland (ETBI).

Entrance Assessment

Incoming first year students will be required to sit the College's Entrance Assessment.

The purpose of this assessment is:

- To ensure students are placed in their first year classes in keeping with the College's general mixed ability philosophy.
- To screen students who may require learning support from the College.

Right of Appeal

Parents have the right to appeal a refusal by this college to enrol a student under Section 29 of the Education Act 1998, as per Circular Letter M48/01 of the Department of Education and Science.

Such an appeal should be made in the first instance to the Waterford and Wexford Education and Training Board within 14 days of the date of written notification of the refusal. If such an appeal is unsuccessful parents may make a further appeal to the Secretary of the Department of Education and Skills. The appropriate forms and guidelines are available from the Waterford and Wexford Education and Training Board during normal office hours.

Garda Vetting

"Garda Vetting will apply to relevant WWETB courses and programmes. Where this is necessary, you will be required to complete a Garda Vetting Form giving permission for information to be obtained from the Garda Central Vetting Unit regarding all convictions and/or prosecutions successful or not, pending or completed."

Note: The Leaving Cert Applied Programme, the Leaving Cert Vocational Programme and Transition Year Programme are senior cycle programmes currently offered by Creagh College. These programmes involve students undertaking work experience placements and some such placements may require students over the age of 16 to be garda vetted.

Code of Positive Behaviour

It is a condition of enrolment that:-

- (i) Students undertake to abide by all the requirements of the Code of Positive Behaviour of Creagh College.
- (ii) Parents/guardians accept the requirements of that code and undertake to take all reasonable steps to ensure their sons /daughters abide by it.
- (iii) Parents/guardians sign the Code of Positive Behaviour.

(iv) The Code of Positive Behaviour allows, in certain circumstances and subject to the application of procedures and protections as required by law, the right of the College authorities to suspend a student and the right of the Board of Management to expel a student.

The enrolment policy will be reviewed and revised from 2019 onwards.



Creagh, Gorey, Co. Wexford, Ireland.

Tel: 053 948 4035

Fax: 053 948 0554

Email: info@creaghcollege.com

www.creaghcollege.com



Learning for life

Student Details

Name (on birth cert):

Known as:

Date of birth:

Country of birth:

Male/Female:

Address (for correspondence):

PPS Number:

Home Tel:

If the applicant has a sibling **currently** attending Creagh College, please tick this box.

Name of sibling:

Primary School Details

Primary School Name:

Principal:

6th Class Teacher:

Parents Details (or guardian where appropriate)

Father's Name:

Father's Mobile No:

Father's Work No:

Father's Email:

Mother's Name:

Mother's Maiden Name:

Mother's Mobile No:

Mother's Work No:

Mother's Email:

Guardian's Name:

Guardian's Mobile No:

Guardian's Work No:

Guardian's Email:

Emergency Contact Name:

Emergency Contact Tel:

Application Deadline: 4pm on Friday October 12th 2018

Learning for life

The information recorded in this form will be retained by Creagh College, Gorey and will be communicated to the Department of Education and Skills as part of the Department's official Post Primary Data Returns process.

Health Information

Family Doctor:

Phone No:

Do you hold a medical card? YES NO

If yes please give card no:

Is your child a member of the the travelling community? YES NO

Please give details of any specific illness or medical conditions that the applicant may have, e.g. allergy, asthma, epilepsy, problems with vision, hearing or speech etc. If preferred you may make an appointment to discuss such matters privately with the relevant year head.

Other Relevant Information

Has your son/daughter ever been allocated a special needs assistant in the past? YES NO

Please give a brief outline of any Special Educational Needs your son/daughter may have:

Irish Exemption? YES NO

Please attach a copy of the applicant's birth certificate and two passport photographs to this form.

Please use this section of the form to disclose any significant information about which the college authorities should be aware in order to cater for your child's needs.

I have read and understood the Creagh College Enrolment Policy.

Signed:
Parent / Guardian

Date:



Creagh
Gorey
Co. Wexford
Ireland.

Tel: 053 948 4035
Fax: 053 948 0554
Email: info@creaghcollege.com

www.creaghcollege.com

