

BALLYMAKENNY COLLEGE

Admission Policy First Year 2019-20



Ballymakenny College

www.ballymakennycollege.ie

Roll Number 91573N

Admissions Policy

Introduction

Ballymakenny College is a new type of community school recognised by the Department of Education and Skills (DES). It is multi-denominational and co-educational and Educate Together and Louth Meath Education and Training Board are its joint patrons. As such, it operates within the regulations laid down by the Department of Education and Skills and follows the curricular programmes prescribed. This Admissions Policy was developed in accordance with the provisions of the Education Act, 1998, the Education Welfare Act, 2000, the Equal Status Act, 2000 and the Education of Persons with Special Needs Act, 2004.

The total number of places for enrolment to First Year 2019/20 is 120. The Board of Management reserves the right to amend this total.

All applications for enrolment in Ballymakenny College will be considered within the context of the school's Enrolment Policy 2019/20, Transfer/Repeat Policy and ASD Special Class Policy.

Key Dates

- Enrolment opens – 1st May 2018.
- Enrolment Closes – 8th November 2018, 4pm.
- Letter of Offer – 20th November 2018.
- Acceptance in Writing – 30th November 2018, 4pm.
- Assessment (Standardised Testing)– January 2019.

Vision

Our vision is for a new model of second-level school, one that places the student at its centre. We aim to create a vibrant, welcoming school community to which every student feels a real sense of belonging. We use the best teaching and learning methods to enable each individual student to reach their full academic and social potential.

Aim

Ballymakenny College aims to provide an education that will enable all students to contribute meaningfully to their communities, embrace the rights and responsibilities of citizenship in a democratic society and develop the knowledge and skills necessary to live their lives and to build their careers in the 21st century.

Ethos

Ballymakenny College is committed to the values laid down in the Educate Together Charter and the Mission Statement, Values and Principles of Louth Meath Education and Training Board. Ballymakenny College is learner-centred, multi-denominational, co-educational and democratically run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an ethical curriculum, which includes learning about different religions and belief systems. Our ethos provides a strong moral, ethical and spiritual framework for the whole school community, and informs all policies and practices in the daily life of the school.

ICT

Ballymakenny College requires all students to purchase an iPad through our digital provider, Wriggle. Our school uses digital textbooks (wherever possible). Students must register with the mobile management service company chosen by Ballymakenny College. Students must register their iPad's serial number and MAC address with the school. 3G enabled iPads are not permitted on the Ballymakenny College Campus.

Special Educational Needs

Ballymakenny College welcomes applications from students with special educational needs (SEN). The application process for a pupil with special educational needs will be the same as that of any other applicant. However, in order to assess the needs of an SEN student, the school authorities will meet with the parents/guardians to discuss the pupil's needs and the school's ability to meet those needs. A copy of the student's

educational, medical, or where appropriate psychological reports will be requested prior to enrolment. The report must be within the last three years). Ballymakenny College will strive to ensure that an education appropriate to their needs is provided for pupils with special educational needs and will seek to:

- Identify the needs of pupils in advance
- Acquire the necessary resources
- Do all that is reasonable to accommodate the needs of a person with a disability by providing special treatment or facilities if required

If special resources are required, it may be necessary to defer enrolment until these are provided by the Department of Education and Skills, or other statutory body as appropriate.

Eligibility for admission

- Applicants must have reached twelve years of age by January 1st of their first year in Ballymakenny College, that is, 1st January 2020 and should be no older to their peers than is appropriate. For entry in September 2019, applications will be accepted from students who are/will be in 6th Class only in primary school during the 2018/19 school year.
- Applicants must have completed a primary school programme including 6th Class, or equivalent in another jurisdiction, before taking up a place in the school.

Ballymakenny College reserves the right to limit the number of incoming first years if it is deemed necessary. While every effort will be made to cater for all eligible applicants, the school is dependent on the resources provided to it by the Department of Education and Skills.

Admission Criteria – 1st Year

Ballymakenny College is committed to the principle of equal access. Decisions made in relation to enrolment will be governed by Department of Education and Skills regulations, staffing provisions and requirements concerning accommodation and health and safety of students.

The closing date for receipt of completed Enrolment Forms will be 4.00pm on Thursday 8th November 2018.

In the event of the school receiving more First Year Enrolment Forms than there are places available, the following criteria, and in the following order, will apply in allocating places.

Priority will be given to applicants who are:

1. Siblings of Students who are currently enrolled in Ballymakenny College and who have applied on or before the closing date.

Remaining places will be allocated on a first come first served basis, based on the date and time of receipt of completed Enrolment Forms by the school.

Applications received after 4pm Thursday 8th November 2018 will be placed on a waiting list on a first-come-first served basis if the earlier enrolment process is oversubscribed. Criteria 1 will not apply once the closing date has passed.

Application Procedures for Enrolment in 1st Year

The process of enrolment in Ballymakenny will include a number of stages.

Note: Ballymakenny College reserves the right to change any of the dates and procedures as outlined below in accordance with changing circumstances.

1. Completing the Enrolment Form:

- Application for a place in Ballymakenny College must be made on the official enrolment form for the academic year 2019/20.
- All aspects of the Enrolment Form must be filled out fully by the parents/guardians of the student to be enrolled. (The information sought therein complies with the regulations of the various Data Protection Acts and will be managed in accordance with these acts.)
- Enrolment forms will only be accepted in respect of first year entrants, i.e. students starting second-level in August 2019.
- Enrolment forms will be made available online on the school website and at reception from 9:00am Tuesday 1st May 2018. Enrolment forms will not be posted.
- Enrolment forms are also available from the reception.

Ballymakenny College website: www.ballymakennycollege.ie

Ballymakenny College,

Ballymakenny Road,

Drogheda,

Co. Louth

A92 XET2

2. Submitting the Enrolment Form

- The student's original birth certificate **must** accompany all applications. Photocopies will not suffice. Original birth certificates will be returned to parents/guardians.
- Formal application for a place in Ballymakenny College must be accompanied by a deposit of €100 which is refunded if a place is not offered. This deposit will cover the Student Locker, Journal, Materials for class, BT Young Scientist & Induction.
- The completed form, together with the applicant's birth certificate should be sent by post or handed in to:
Principal,
Ballymakenny College,
Ballymakenny Road,
Drogheda,
Co. Louth
A92 XET2
- Completed Enrolment forms and all supporting documentation will be time and date stamped on date of receipt in school. An enquiry by telephone, a visit to the school or a letter of enquiry does not constitute an official application for admission.
- The closing date and time for submitting completed enrolment forms is Thursday 8th November 2018 at 4pm.
- Applications received after 4pm **Thursday** 8th November will be placed on a waiting list on a first-come-first served basis if the earlier enrolment process is oversubscribed.

Please note that submission of an application form for enrolment is not a guarantee of a place in Ballymakenny College.

3. Offer of Places

- Places will be offered in accordance with the criteria set out in this policy.
- Parents/guardians will be offered a place in writing on Monday 20th November 2018 and they will be requested to accept the place in writing by 4m on Friday 30th December 2018.
- The offer is deemed to have lapsed if acceptance is not confirmed by that specific date.
- Once a place is offered refunds of the deposit will not be made. Refunds will be made once a letter or email cancelling the place is received by Ballymakenny College.

4. Completion of Enrolment Process

- To complete the enrolment process, students must complete an assessment process in the second term preceding entry (early 2019). This assessment process provides important information to the school about each student's abilities and learning needs in specific areas.
- The offer is also deemed to have lapsed if the assessment test is not completed and no contact has been made with the school.

Right of Appeal

The BOM further wishes to advise parents/guardians that in the event of a pupil being refused entry to Ballymakenny College an appeal may be made under Section 29 of the Education Act, 1998.

Right to refuse enrolment

While recognising the right of students and parents to enrol in the school, the Board of Management of Ballymakenny College has a responsibility to respect the rights of the existing school community and, in particular, the students already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all students.

The Boards policy is not to accept students who have been excluded due to drug related incidents or incidents involving violent behaviour towards any member of the school community. This list is not exhaustive.

An application may be refused where a report from another school indicates that the applicant's behavioural record could be detrimental to the safety, welfare and education of students and staff. The Board of Management will seek to promote the greatest good for the student body at all times. The Board therefore reserves the right to refuse enrolment to any students in exceptional cases (Education Welfare Act 2000 S (24), Education Act, 1998 S (29) and Circular Letter M48/01.

Examples of where such an exceptional case could arise are outlined below:

1. Where In the opinion of the Board of Management the student poses an unacceptable risk to other students, school staff or school property.
2. The applicant has been excluded (formally or informally) from another school for causing serious disruption to the learning environment, drugs related offences, sexual assault, or violence.
3. Where the student has special education needs and where resources provided to Ballymakenny College cannot meet the needs of the individual student to ensure the student fulfils their educational potential.
4. Where the student and or Parent/Guardian refuses to work in partnership with the college or to support educational initiatives and activities as offered within Ballymakenny College.
5. Where the student and or parent/Guardian refuse to accept the terms of the Code of Behaviour of Ballymakenny College.

The list of reasons stated here are not exhaustive and all factors will be considered.

The Board of Management reserves the right to amend this policy at any time.

Approved by the BOM of Ballymakenny College on 20/3/18