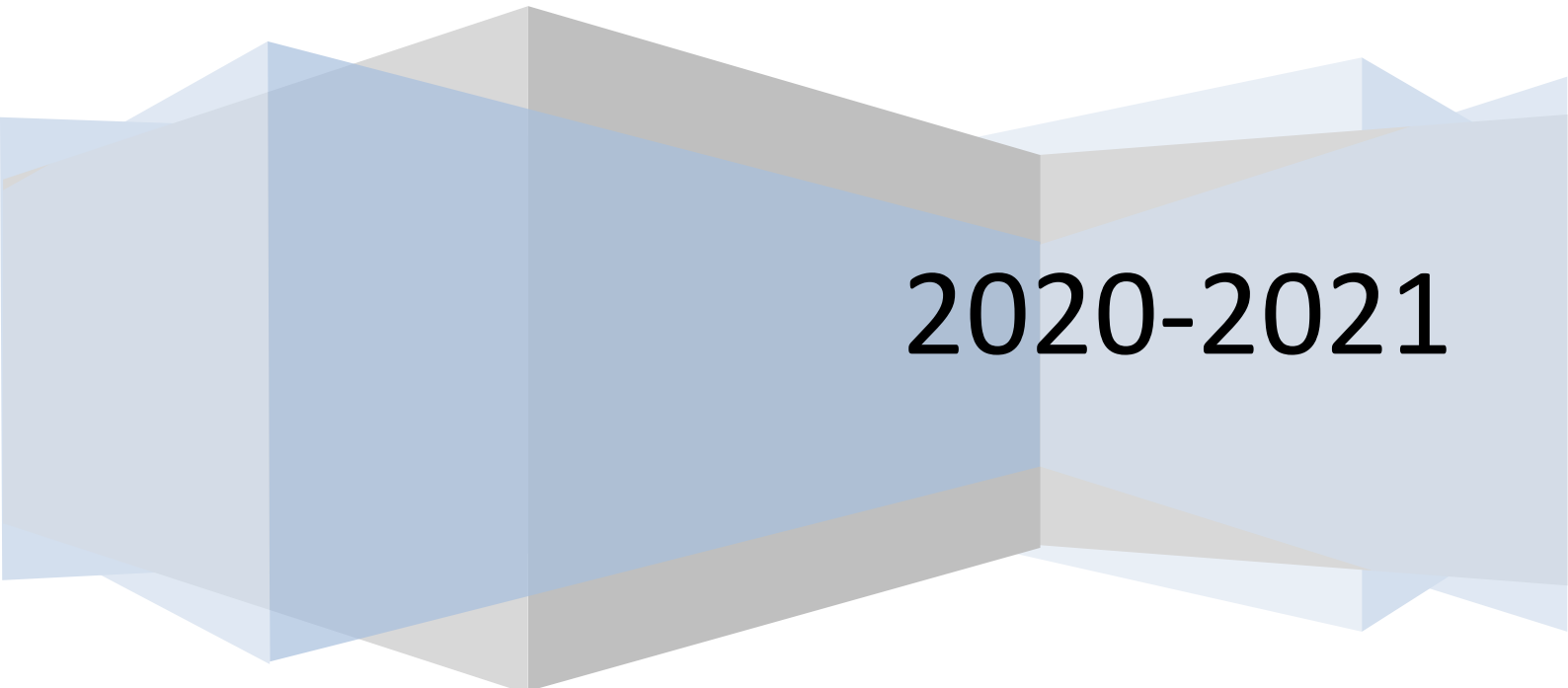


Coláiste Nano Nagle

Admissions Policy



2020-2021

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School Profile

Coláiste Nano Nagle is a Voluntary Secondary School for girls under the trusteeship of CEIST in the tradition of Presentation Sisters whose foundress was Nano Nagle.

The School is committed to the principles which underpin the school's Mission Statement, The Education Act 1998, The Education (Welfare) Act 2000 and the Equal Status Act 2000, Education for Special Needs Act 2004 and other relevant legislation.

Coláiste Nano Nagle is a Catholic school with an ethos based on Nano Nagle's belief that education should liberate and empower an individual. The school is deeply conscious of its role in educating our students with this belief in mind and with the objective of producing generous, outward looking and independent young women who can leave our school with the confidence and ability to face the challenges of life, take opportunities available to them and excel in their later education and chosen careers.

While the school is inclusive and welcomes children of all faiths and none, the lived ethos of the school is one based on Christian faith and values. The Board of Management and our staff work to promote moral and spiritual values in our students and inculcate the standards of personal responsibility and respect inherent in the religious ethos of the school. Our school and staff work hard to take those moral and personal values which are strongest in our faith and promote those values amongst our entire student body regardless of their faith background. These values are informed and shaped by the message of the Gospels and the teachings of Christ.

We are also very conscious of the school's role and place in a community of faith and we value our links with local Catholic parishes and the faith community they represent. We are anxious to continue this role and the school works hard to foster active links with those parishes through pastoral activity and through concrete links with primary schools in those parishes.

We are also very proud of our Presentation heritage and of the legacy of Nano Nagle. To further and preserve this legacy, we maintain active links with Presentation primary schools and those schools which have a historical link with the Presentation order.

History of the School

The origins of Presentation Secondary School, Sexton Street, can be traced back to Presentation Primary School, which was founded in 1837 by the Presentation Sisters. Some ninety years after the primary school was established, it was designated a 'secondary top'. In 1955, the Department of Education sanctioned the establishment of a stand-alone secondary

school. The school is now under the trusteeship of the Catholic Education Irish Schools Trust (CEIST). The school is located in Limerick city. The school participates in Delivering Equality of Opportunity in Schools (DEIS), the action plan of the Department of Education and Skills for educational inclusion. One of the school's unique features is its extensive programme of Post-Leaving Certificate (PLC) courses. These are offered under the title of Central College Limerick (CCL), and are mainly provided from nearby premises. The school's Board of Management manages CCL, and its tutors are drawn from the school's teaching staff.

Mission Statement

Our school is a Christian community which welcomes students in the tradition of Nano Nagle, foundress of the Presentation Order, under the trusteeship of CEIST. A primary aim of our school is the pursuit of academic excellence. We seek to develop the full potential of each person, intellectual, spiritual, emotional, social, physical and creative. To achieve this, the school strives to provide an educational environment suited to the needs of each individual, within the demands of a changing world.

Management Structure

(1) Board of Management

Chairperson	Michael Culhane
(Trustee Representative)	
Teacher Nominees	Mary Kavanagh Bríd Murphy
Parent Nominees	Lesley Cunningham Caroline Carmody
Trustee Representatives	Sean Crowley Tracey Constable Maura Kitching

The Principal, while not a member, is secretary to the Board.

(2) Principal:	Sinéad Moloney
(3) Deputy Principal	Catriona Murray
(4) Assistant Principals (AP1)	6 staff members
(5) Assistant Principals (AP2)	12 staff members

Organisation

Parents' Council

Chairperson: Caroline Carmody

The school has an active and vibrant Parents' Council. The Parents' Council aims to promote the educational development of our students. The council meets regularly during the school year, and its AGM is held at the beginning of each academic year. Membership of the council is voluntary.

Students Representative Council

Student Representative Council (SRC) meet once per week with their liaison teacher. Their role includes representing the student body in forming school policies; representing the school, and bringing issues to the liaison teacher who will then report back to the Principal.

Students with discipline issues will not be chosen for either of these groups.

Pastoral Care Team

The pastoral care system in Coláiste Nano Nagle looks after the overall general wellbeing of students. The purpose of a care team is to provide for students who have a greater need for a higher level of intervention from the school community. The care team is a visible representation of the school's understanding and valuing of each student as an individual. Students who experience severe difficulties in life will find it difficult to have cognitive space for learning. Therefore the rationale of the care team is to strive to care in a genuine way to improve the lives of students and thereby ensure access to the curriculum and learning.

Members of the care team include: Principal; Deputy Principal; Home School Community Liaison; SEN Co-ordinator; BSC Teacher and Guidance Counsellors.

Teaching Resources

(This is subject to annual variation depending on staffing and DES allocations)

Staff Type	Allocation
Permanent/Contract of Indefinite Duration (CID)	39
Regular Part Time (RPT)	2
Special Needs Assistants (SNA)	4
Assistant Principal	6
Special Duties	12
Home School Community Liaison	1
Guidance Counsellor	1.89
Learning Support Teachers	1.98

Curriculum

Coláiste Nano Nagle follows the curricular programmes set down by the Department of Education and Science, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).

Junior Cycle

The new Junior Cycle will place the student at the centre of the learning process. It allows for new ways of learning and a broader range of skills to be properly assessed. Underpinning the new Junior Cycle are a set of principles, key skills and statements of learning. These will ensure that your child receives a rich educational experience that has both breadth and depth. Your child will have access to a varied curriculum of knowledge, understandings, skills and values.

Subjects:

- Irish
- English
- Mathematics
- Science
- French
- German
- History
- Geography
- Business
- Art
- Music
- Home Economics
- Religion

- Wellbeing (S.P.H.E., C.S.P.E., Physical Education and Guidance) Note: Guidance is offered in first and second year only at Junior Cycle.

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including the minimum number of students to justify the offering of a particular subject class. This applies to all programmes offered in Coláiste Nano Nagle.

Junior Certificate Schools Programme (J.C.S.P.)

The J.C.S.P. is designed to address the difficulties that students may have that may cause them to leave school early. It enables students to re-engage with their learning. It builds their basic skills of literacy and numeracy and their personal and social skills. It aims to ensure that each student benefits from their time in school and enjoys an experience of success. It does this by offering schools and teachers a more flexible approach to meeting the diverse needs of students and achieves this within the context of the Junior Cycle qualification.

Senior Cycle

Transition Year

Transition Year (TY) is an optional year for suitable students after Junior Cycle, and before starting into the Senior Cycle. It is a very valuable experience for most students. To make the most from the experience students need to be suitable for the programme in order to benefit from and contribute to the shared learning experience of the group.

Leaving Certificate

Students at Leaving Certificate Level have the choice of one of the three following programmes:

a) Leaving Certificate (Established)

The Leaving Certificate (Established) is a two-year programme that aims to provide learners with a broad, balanced education while also offering some specialisation towards a particular career option. Students following the Leaving Certificate (Established) programme are required to study at least five subjects, one of which must be Irish, unless they are exempted. In general, students take seven subjects for examination.

Subjects:

- Irish
- English
- Mathematics
- French
- German
- Biology
- Physics
- Chemistry
- Agriculture Science
- Business

- Economics
- Accounting
- Art
- Music
- Home Economics
- History
- Geography
- Religious Education
- Physical Education

b) Leaving Certificate Vocational Programme (LCVP)

The LCVP is not a separate stand-alone programme, but is taken in association with the established Leaving Certificate. It is designed to give a strong vocational dimension - students who take the LCVP must take a minimum of five established Leaving Certificate subjects, at Higher, Ordinary or Foundation level, including Irish unless they are exempted. Two of these subjects must be selected from a designated vocational group of subjects. The students must study the two LVCP "Link Modules": Preparation for the World of Work, and Enterprise Education.

c) Leaving Certificate Applied Programme

The LCA is a separate stand-alone programme of two years' duration, with a particular emphasis on preparing students for adult and working life. The focus of the two year programme is three-fold, concentrating on vocational preparation, vocational education and general education. It caters for students who prefer the practical approach over the purely academic approach, and the programme concentrates more on 'learning through doing'.

What LCA subjects do we offer?

- Gaeilge Chumarsáideach
- English and Communications
- Mathematical Applications
- Spanish
- Hotel Catering and Tourism
- Information and Communications Technology
- Craft and Design
- Social Education
- Science
- Vocational Preparation and Guidance
- Leisure and Recreation
- Religion
- Career Guidance

Extra-Curricular Activities

Coláiste Nano Nagle provides a wide range of artistic, cultural, social and sporting activities to develop the talents of all students and to provide them with the confidence to be involved in various activities in later life. The following activities are currently catered for:-

- Choir

- Orchestra
- Basketball
- Badminton
- Athletics Club
- Debating/Public Speaking
- Gaisce Awards
- Horse Riding
- Green Schools' Team
- Kindness Team
- Amber Flag Team
- Soccer Club
- Lunchtime Activities Club
- Tours
- Charitable Works
- School Completion Programme - After-School Club

Note: Provision of these activities is subject to resources, including an annual review.

School General Information

School Hours

Monday	Tuesday	Wednesday	Thursday	Friday
9am-3.40pm	9am-3.40pm	9am-3pm	9am-3pm	9am-3pm

Parent-Teacher Meetings

The parent-teacher meetings are an important time to meet with your child's teacher(s) in a one to one setting. Furthermore, it lets your child know that you care about their progress and their school.

December: Third and Sixth Year parents

Early January: Second and Fifth Year parents

Late January: First and TY parents

(Otherwise by appointment)

School Mass and Liturgies

September:	Opening of the school year Mass
November:	Presentation Day Celebration
December:	Christmas Liturgy
January:	Grandparents' Day Celebration
Easter:	Easter Liturgy
May:	Graduation Mass

Intercultural Day: March; a celebration of the diversity of our school community

Prize Giving Day: May; a celebration ceremony to mark students' achievements during the school year

Sports' Day: May; an activities and wellbeing day

School Retreats: Various dates throughout the academic year, one per year group.

Administration Fee- €60 per student for the school year, €80 per family. **(2019/2020)**

Homework Club – This free service is available to First and Second year students, Monday – Thursday for one hour immediately after school.

Supervised Study – Supervised Study is available for second – sixth years Monday - Thursday for two hours immediately after school at this cost per term:

2019/2020

- €15 – 1 day per week
- €20 – 2 days per week
- €30 – 3 days per week
- €45 – 4 days per week

Book Scheme – The cost of the books scheme is:

2019/2020

- €50 for Junior Cycle, which includes books up to and including third year (excluding exam papers and stationary). Occasionally books may be required for transition year and this is included in price.
- €50 for Senior Cycle which includes books for 5th and 6th year (excluding exam papers and stationary).

Journal – €10 for the school journal each year and students must have this on them at all times during class and at assembly. **(2019/2020)**

Locker - €10 for rent for the year. Students must provide their own lock. **(2019/2020)**

Policy Principles:

This policy operates in a manner consistent with the CEIST Charter and the Mission Statement of Coláiste Nano Nagle. The Board of Management supports the principles of inclusivity, equality of access, and respects the diversity of traditions, values and beliefs. Coláiste Nano Nagle also encourages participation in our school community and where possible, seeks to facilitate parental choice in relation to enrolment. Coláiste Nano Nagle's Admissions Policy welcomes girls for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education. In all cases, the reference to students in this policy means female students.

Scope of Policy:

This Policy serves to provide admission to students who apply to Coláiste Nano Nagle under the following circumstances:

1. Incoming First Year students.
2. Students who apply for admission to a year other than to First Year.
3. Students who apply to repeat a year including Leaving Certificate.
4. Students who apply for Transition Year and the Leaving Certificate Applied programme.

Rationale:

The aim of this Policy is to ensure proper and reasonable procedures are adhered to so that Coláiste Nano Nagle:–

- Makes clear and transparent decisions in respect to each applicant;
- Assesses Coláiste Nano Nagle's ability to serve the needs of the applicants in accordance with the resources available to the School from the Department of Education and Skills.

Legal Framework:

This Policy adheres to the relevant sections of the following Acts:

- Education Act 1998.
- Education (Welfare) Act 2000.
- Equal Status Act 2000.
- Education for Persons with Special Education Needs Act 2004.

The CEIST Charter forms a guiding document for Coláiste Nano Nagle.

Information with Respect to Admission

The school has 60 places available for first year enrolment in the 19/20 school year. In order to allocate the number of places available, the Board of Management shall apply the selection criteria referred to in this policy and in the Admission/Application Form, in the manner explained in this policy. The school shall apply same in accordance with its mission statement, the law and the recommendations and guidelines of the Patron and the DES as and where arising.

Enrolment Policy

The Board of Management has appointed a sub-committee of three people to handle the application and enrolments on behalf of the school. The subcommittee consists of the School Principal, a Deputy-Principal and one nominee only of the Board of Management. The subcommittee will take responsibility for processing all applications.

The school aims to:

- Provide a fair and transparent system of enrolment for pupils
- Make reasonable provision and accommodation for children, including children with disability and special educational needs in accordance with relevant legislation, with due regard to the efficient use of resources provided by the DES
- Allow for full participation by all children, subject to resources being available and allowing for health and safety implications

Application Procedure for Admission into First Year:

Limerick City Area Second Level Schools have agreed to operate a Common Application Procedure for 2020-2021.

- Application to Coláiste Nano Nagle shall be in accordance with the Common Application Form known as “Schedule One” and in accordance with the Policy.
- A member of Senior Management will visit primary schools.
- Parents and students will be invited to an Open Night on Thursday, 26th September 2019. Notice will be advertised in the local newspapers. Application forms will be made available on the night.
- Application forms are freely available from the school office. The application form is required to be returned by the date specified.
- Parent(s)/Guardian(s) are responsible for ensuring that application forms are received by the school. The school will issue a receipt for all applications received. This receipt is not an offer of a place in Coláiste Nano Nagle.
- A Birth Certificate and two passport photos will be required prior to acceptance of a student.
- In the event that a pupil is allocated a place, the school makes it clear that it is conditional upon the prospective pupil attending a meeting at the school for the purpose of sitting an assessment test. The assessment test is taken by students who have been offered a place. The results are used to indicate students who may need further assessment for learning support.
- Places are allocated as soon as is practicable but not later than twenty one days after the closing date.
- One application form only may be returned for each child.
- The final decision regarding all enrolment rests with the Board of Management.
- The Board of Management reserves the right to refuse application for admission in exceptional circumstances.

Schedule for 2019/2020

Open Night at Coláiste Nano Nagle:	26 th September 2019
Closing date for receipt of Completed Application Forms:	13 th January 2020 (12.30 p.m.)
Offers to be posted:	28 th January 2020
Acceptance/Refusal of places:	5 th February 2020 (12pm)
Common Registration Night:	Tuesday 25 th February 2020

Admissions Criteria

Coláiste Nano Nagle is a girls' secondary school and will therefore only accept applications from female applicants who have completed their primary school education or home schooling in Ireland or an equivalent programme of primary education in another country.

Places will be offered to qualifying students in accordance with the following criteria applied in the following order:-

1. Applicants who have a sister currently or previously enrolled in the school.
2. Applicants who attend the following Primary Schools (in no particular order):-
 - Presentation Primary School, Sexton Street.
 - Our Lady Queen of Peace (Presentation) Primary, Janesboro Road.
 - Le Chéile National School, Roxboro Road.
 - Gaelscoil Seoirse Clancy, Roxoboro Road, Limerick.
 - Scoil Mhathair Dé, South Circular Road, Limerick.
 - St. John Girls' School (Scoil Eoin Naofa), Cathedral Place, Limerick.
3. Daughters of all staff (teaching and non-teaching) and members of the Board of Management.
4. Any remaining places will be allocated to the students in the following Catholic parishes in Limerick City (in no particular order).
 - St. Patrick's National School, Dublin Road, Limerick.
 - St. Brigid's National School, Singland, Limerick.
 - Our Lady of Lourdes Primary School, Rosbrien, Limerick.
 - Donoughmore National School, Limerick.
5. All other applicants will be considered

Late applications will only be considered after all applications received in time have been processed.

Conditions of Admissions:

- All offers of a place will be conditional on the Applicant and her parents confirming their agreement to the School's Code of Behaviour and their continued support of the school in implementing this throughout their daughter's time in the school.
- The Board of Management will only admit applicants in accordance with the published Admissions Policy of Coláiste Nano Nagle and the criteria set out therein.
- The student is deemed suitable for admission to Coláiste Nano Nagle provided adequate resources are available and subject to Health and Safety limits.
- All pupils are expected to participate positively in the classroom and in the co-curricular or other activities proposed by the school.
- Students must not infringe, in any way, upon the opportunities or rights of students or staff of Coláiste Nano Nagle.

Communication Procedures in relation to admissions:

1. All communication with parents/guardians is in writing.
2. The Principal is the contact person.
3. Parents are welcome to meet with the Principal, by a prearranged appointment, if required.

Special Educational Needs

In welcoming applications from students with special educational needs, Coláiste Nano Nagle will use the resources, both financial and personnel, provided by the Department of Education and Skills, to make reasonable provision and accommodation for all such students, and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs are dependent on the provision of resources, suitable to the needs of the individual student, being provided by the Department of Education and Skills. School management and parents must co-operate, from the earliest possible time, to establish the special educational needs of the student, the resources required to meet those needs and the submission of a well-researched request to the Department of Education and Skills/ Special Education Needs Organiser (SENO) seeking the allocation of appropriate resources. Parents are encouraged to contact the school well in advance of the admissions process should they feel that their daughter has special-education needs, as considerable delays have been experienced by schools in receiving a response from the Department of Education and Skills to a request for special resources. In making provision for special-educational need students, the following information is required.

Has the student had access to any of the following resources? :

1. Special-needs assistant or classroom assistant.
2. Special class.
3. Help, for specific needs, from any resource teacher.
4. Assistance with behavioural modification.
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with her special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility, etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available. The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special-needs students can be met.

Final confirmation of a place may, in exceptional cases, have to be withheld until the Department of Education and Skills confirms that the necessary resources are to be allocated.

Student Medical Conditions

In relation to any medical condition that an incoming student might have, the school requires the following from parents:

- The name of the condition
- The symptoms
- The areas of risk, clearly defined
- The known triggers for the condition
- The prognosis
- Details of support provided in national school
- Emergency telephone numbers
- Name and telephone number of general practitioner and hospital usually attended
- A signed declaration that the school is not taking on the liability of dealing with a medical condition for which it is not properly equipped.

The school must inform its insurer when admitting students with serious medical conditions. The teaching and non-teaching staff will also be informed of a student's medical condition on a need-to-know basis. The school has no obligation to administer medication and accepts no responsibility for ensuring that medication is taken. The school is entitled to rely on the student to carry the required medication and to carry out the required medical procedure.

Please read the school policy for Managing Chronic Illness at School for more details.

Enrolment

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

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

Transition Year Admissions Policy

Transition Year is a valuable educational experience for students where educational, personal, social and vocational development takes place in the absence of terminal state examinations. As it is an optional year, Transition Year students need to be suitable for the programme in order to benefit from and contribute to the shared learning experience of the group.

The Board of Management of Coláiste Nano Nagle wishes to make the Transition Year programme available to students who would like to avail of a sixth year of second level education and who are deemed suitable due to the active and responsible nature of the activities provided during the year. This is subject to the maximum number of students who can be accommodated in any year, which is normally 24 subject to DES allocations and the capacity of the school. Students should have the Junior Certificate Cycle or equivalent completed.

The following information lays out the application procedure for a place in Transition Year:

1. Application forms are made available at the senior cycle information evening which informs students and their parents of the options available to them after the Junior Certificate Exam – Transition Year, Leaving Certificate Vocational Programme and Leaving Certificate Applied.
2. The application form and any other relevant documentation must be returned to the school Guidance Counsellor by the closing date. It is the responsibility of each student and her parents/guardians to ensure that the application form is returned in full and on time.
3. Late applications will be processed only after all applications submitted on time have been processed and finalised.
4. All students who apply for Transition Year will be called to attend an interview with the Transition Year co-ordinator, Year Head and the school Guidance Counsellor. This is an opportunity for the student to make the interviewers aware of their reasons for applying to the programme as well as highlighting any difficulties that may be associated with the student's individual application. A sample list of the types of questions asked to students at this interview is available to students. The students are requested to bring their school journal to the interview with them to allow the interviewers to check for notes regarding lateness, behaviour, homework, as well as excellent conduct and excellent work.
5. At the interview the following marking criteria and rating scale apply for each student.

Rating Scale:

20 Marks - Marking scheme:	0 – 6: Fair	7 – 13: Good	14 – 20: Excellent
10 Marks – Marking scheme:	0-3: Fair	4 – 6: Good	7 – 10: Excellent

Marking Criteria -

<p>Behaviour – 25 Marks:</p> <p>Notes relating to behavior issues/disturbing learning in the students journal are looked at as well as records from the Discipline Committee from first to third year.</p>
<p>Work ethic/motivation – 25 Marks:</p> <p>Notes relating to homework completion, bringing materials to class and general work ethic are looked at.</p>
<p>Attendance – 20 Marks</p> <p>The total number of days missed from first to third year is looked at and reasons for absenteeism are discussed with the student.</p>
<p>Interview answers – 20 Marks</p> <p>Students are expected to prepare for this interview. Communication skills and answers to questions are looked at.</p>
<p>Uniform/Presentation – 10 Marks</p> <p>Students must be in their full, correct uniform.</p>

Each student is marked out of 100 marks and students who score the highest marks are deemed the most suitable students for this programme of study.

6. The decision to deem an applicant suitable or not for the Transition Year Programme will be made by the School Principal, the relevant Year Head, the Guidance Counsellor, the Transition Year coordinator and the Transition Year teaching team who will review applications and interview information and take into account each of the following:
 - The information supplied on the application form
 - The students interview
 - The students behaviour record
 - The students attendance record
 - The recommendation of the students teachers
 - The students motivation/work ethic
 - The students ability to represent the school at competitions, workshops etc.

- 6 After the interview, all students will be informed by letter of the following (dependent on which of the following three situations applies to that student):
 - They have secured their place in the programme for the following academic year and have to pay their €150 before the end of the academic year.
 - They will be monitored until the end of the academic year - Some students will be informed that their attendance/behaviour/motivation/participation/homework etc. will be monitored until the end of the school term before a decision will be made. This is to give students an opportunity to take responsibility for their actions be it

behaviour/ attendance/ homework/ participation to deem themselves suitable for the programme.

- They have been deemed as unsuitable for the programme and are advised to meet with the school Guidance Counsellor to discuss alternative options.
- 7 In the event that the number of approved applicants exceeds the number of available places which as stated above is normally 24, a lottery will be conducted which will be overseen by the school principal, the TY co-ordinator and the Guidance Counsellor.
 - 8 Parents/Guardians of a student who is not offered a place in Transition Year and who take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management within 10 days of receiving notification by outlining in detail and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.
 - 9 Any serious breach of the schools code of behaviour prior to and during the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year.
 - 10 A student who accepts a placed in Transition Year and subsequently withdraws from the programme is advised that her application for subject options in 5th year will be placed after the students who have applied first.

Leaving Certificate Applied Admissions Policy

Role of the School

- To organise an information meeting about the Leaving Certificate Applied to parents.
- To provide information to all interested students.
- To provide all interested students with an application form.
- To provide the parents of all successful applicants with a letter offering a place in the programme.
- To provide parents and students with an outline of the conditions for participating in the Leaving Certificate Applied.

Role of Students

- Students need to fill out an application form and have it submitted by the closing date.
- All third year and Transition Year students are eligible to apply.
- If offered a place on the programme, the student must accept or reject the offer by a prescribed date.
- To partake as fully as possible in all aspects of the programme and to sign a declaration to this effect.
- Comply with the Code of Behaviour of Coláiste Nano Nagle

Role of Parents

- To help their daughter to make an informed decision with respect to their participation in the Leaving Certificate Applied.
- Sign and return all the necessary documentation relating to the programme.
- Ensure their daughter participates fully in the Leaving Certificate Applied Programme.
- Ensure that their daughter adheres to the Code of Behaviour of Coláiste Nano Nagle.

Selection Criteria

The following criteria will be used in deciding on the suitability of students for Leaving Certificate Applied.

- Discipline / Behaviour Record
- Attendance Record
- Future Career Aspirations
- Project Work Record
- Academic Record
- Students need to be aged 16 before starting LCA in order to be able to apply for Garda Vetting for work experience.

Students With Special Needs

The Leaving Certificate Applied planning team will work closely with the Special Educational Needs Department to ensure a smooth transition into Leaving Certificate Applied for students with special needs. Any entitlements of these students based on their psychological assessments should carry through to Senior Cycle.

Transfer of a Student

As a matter of general policy, transfers into the school from another school are discouraged in the overall interests of the continuity of the student's education. An application to transfer is an application from a student who is previously enrolled in another post-primary school and who makes application either before or after the commencement of the school year or a student who makes an application and is not enrolled in any school.

It is **not** the policy of the Board of Management to accept applications for post first year transfers into school from either of the above classes except in exceptional circumstances. The Board views such transfers as being disruptive to the educational life of the school and the students. The Board is particularly concerned about mid-year transfers and the effect that such transfers can have on class groupings, particularly in the Leaving and Junior Certificate exam years.

Where the Board is satisfied that truly exceptional circumstances do exist and a place becomes available, the following considerations and procedures will apply:-

- Pupils applying for transfer from another school must complete an application form; the reasons for the transfer must be clearly stated in an accompanying covering letter; two most recent school reports must be furnished from the school the applicant has been attending and, where relevant, any information regarding disabilities, or special needs must be provided to allow for Coláiste Nano Nagle to make application to the NCSE for appropriate resources and learning support, and to assess if the school can meet those needs with the resources and support available to it.
- The Principal, on behalf of the Board, will interview the student and her parents/guardians to discuss their application for admission.
- The school reserves the right to request a confidential reference from the authorities of the previous primary/secondary schools.
- Consultation with the Education Welfare Officer may take place if applicable.
- The Board of Management reserves the right to refuse an application which includes an established prior record of poor behaviour, an expulsion or long suspension in a previous school.
- Applications will only be considered if there is not already a waiting list of that particular year or class grouping.

Where the Board deems that exceptional circumstances exist, applications for transfer will be considered on the following criteria.

- The criteria set out in this Admissions Policy.
- Ability of the applicant to contribute to the Christian and Presentation lived ethos of the school and the values by which our school lives and which inform life in the school.
- Receipt of satisfactory information from the applicant's current/former school concerning attendance, education progress, disciplinary record and where relevant, disabilities or special needs. If the applicant has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the applicant with an appropriate education.
- Consideration of the effect of the transfer on the applicant and her best interests.
- Consideration of the effect of the transfer on the order, discipline and education welfare of existing students in the target year and class grouping.
- Availability of the applicant's chosen subjects.
- The applicant's previous study of her chosen subjects – if she has not previously studied those subjects, she may not be allowed to join those classes and her application may be refused.
- DES Guidelines with regards to class size of those subjects.

Coláiste Nano Nagle is a Catholic school in the Presentation tradition. Where the Board is of the view that an applicant would not contribute to that ethos or her presence in the school would dilute or damage that ethos, the Board will exercise its legal right, in accordance with Section (7)(3)(c) of the Equal Status Acts 2000 to 2004, to refuse enrolment to that applicant.

The Board reiterates that applications for transfer will only be considered in the most exceptional of circumstances. Our school caters for a number of defined communities in central Limerick and it has been our experience that post first year transfers into the school have reduced our ability to address the specific needs of the communities we are connected with. This is particularly the case with post first year transfers of students who have not previously been enrolled in school, or who have not previously studied subjects they now wish to study. These scenarios have repeatedly resulted in the dilution of our resources to the educational disadvantage of our existing students and have reduced our ability to address their pastoral needs and facilitate their personal development. The Board therefore reserves the right to refuse enrolment to an applicant where their enrolment would have a detrimental effect on the provision of education to the school's other students.

Repeating a Year

Consideration will only be given to pupils wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education and Skills as set out in circular letters M57/87, M33/89, M47/93 and M2/95. Pupils who wish to repeat their Leaving Certificate will be required to successfully complete an Application Form and undergo an interview with the Principal.

Appeals Process

All decision taken under this policy may be appealed in the first instance to the Board of Management of the school. The Board of Management reserves the right to refuse an application for enrolment.

The Board will be unable to accept applications in the following circumstances:

- Where a girl will not have reached her twelfth birthday by the 1st day of January subsequent to her entry to the school.
- Where the girl's parents refuse to accept the school's code of behaviour and do not agree to make all reasonable efforts to ensure their daughter complies with the code.
- Where the girl's parents refuse to support the characteristic spirit of the school.
- Where classes are fully subscribed.
- Where the Board of Management of the school, following interviews with the student, her parents and any other relevant persons, and considered all medical, psychological or other reports made available to it, comes to the conclusion that it would be unable, given its present resources, to carry out its statutory obligation to provide an appropriate education for the student in question.

The school will refuse to re-admit an applicant where she has already been permanently excluded from the school or has been removed by her parents by arrangement with the school in order to avoid more drastic disciplinary action.

Where any appeal to the Board is unsuccessful, parents/guardians of applicants who are not enrolled in the school may appeal that decision to the Secretary General of the Department of Education and Skills in accordance with Section 29 of the Education Act, 1998 and the guidelines of the DES in relation to Section 29 Appeals. Any Section 29 appeal to the DES must be made within 42 days of the date of notification of the Board's final decision.

Related Policies:

Code of Behaviour.

Special Education Needs.

Substance Misuse.

Attendance.

Faith Inclusion

Chronic Illness at School

This policy was reviewed, amended and formally adopted by the Board of Management on the 17th September 2019.

The policy will be reviewed again in September 2020.

Signed: _____ Chairperson

_____ Principal

Date: _____