

Ráth Miontáin
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Príomhíde: Auistín O Fionnghúsa
Leas Príomhoide: Cathal Mac Fearghais

Principal: Austin Fennessy
Deputy Principal: Charles Ferguson

ADMISSIONS POLICY

MISSION STATEMENT

Our mission is to provide an inclusive learning environment which promotes academic excellence, built on the personal, social and spiritual development of all. We endeavour to develop confident, creative life-long learners in an atmosphere of equality, justice and respect.

SCHOOL PROFILE

Mount Seskin Community College is a co-educational, second-level school. As a designated College its Board of Management comprises of nominees of Dublin & Dún Laoghaire Education and Training Board, nominees of the Catholic Archdiocese of Dublin, parent nominees, teacher nominees and, on occasion, community nominees (community nominees will be at the discretion of the Board and subject to ratification by the ETB). The Principal acts as Secretary to the Board. The College offers a comprehensive curriculum, has a non-selective intake and promotes enlightened management reflected in the high standards of academic achievement. The College has a reputation for the provision of quality teaching and learning, earned through the excellence and commitment of its teaching staff. The support of parents and the local community are also vital ingredients in the school's continued success.

The College is funded by the Department of Education and Skills and operates within the regulations and guidelines set down from time to time by that Department. The College fully supports the participation of the Parents' Council and the Students' Council.

ETHOS

Mount Seskin Community College aims, with the resources available, to provide the best possible environment in order to cater for the cultural, educational, moral, physical, social, linguistic and spiritual values and traditions of all students. We show special concern for the disadvantaged and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the school. We realise too, that we must cater for the changing needs of today's world and towards that end we frequently review our various programmes.

Working together as a community, the Board of Management, parents, staff and students aim to provide an environment which will allow each student to develop intellectually, physically, morally, socially and spiritually so as to enable them to fulfil their role in society.

TEACHING and LEARNING

Mount Seskin Community College operates within the regulations laid down by the Department of Education & Skills (DES) and follows the curricular programmes prescribed by the DES, both of which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998 and current legislation. The College offers the following programmes: Junior Certificate, Junior Certificate Schools Programme, Transition Year, Leaving Certificate, Leaving Certificate Vocational Programme, Leaving Certificate Applied Programme, Adult Education- FETAC and BTEI.

RESOURCES and CURRICULUM

The financial and teaching resources of the College are provided for mainly by the Department of Education and Skills. The range of subjects offered is dependent on resources being made available by the Department of Education and Skills.

Other initiatives available in the College are: ACE (Access to College Education); School Completion Programme; NBSS (Behavioural Support Room); JCSP Library; a range of extra-curricular activities.

School Calendar

The College calendar is available in September of each year.

One parent-teacher meeting per year group is held each year. The dates and times of these meetings are notified on the calendar.

Book Rental

There is a book rental scheme in operation for all students. Details of fee and arrangements for payment are notified to each student. Registration for the next academic year takes place during the final term.

OPERATING CONTEXT

The Board of Management of Mount Seskin Community College has set out this admissions policy with due regard for the Education Act 1998, Education (Welfare) Act 2000, the Equal Status Act 2000 and EPSEN Act 2004 and with due regard to current legislation. Through its admissions policy the Board supports the principles of:

- Inclusiveness, particularly in relation to the enrolment of students with special needs or those disadvantaged by socio-economic circumstances
- Equality of access and participation in school
- The right of parents/guardians to send their children to a school of their choice
- Respect for the diversity of traditions, values, beliefs, languages and ways of life in society

ELIGIBILITY AND ADMISSIONS CRITERIA

Mount Seskin's Admissions Policy welcomes all students. The College aims to provide an integrated and inclusive education.

SELECTION CRITERIA (1ST YEAR)

Students who are eligible for admission:

- Have reached the required age: 12 years on the 1st of January in the calendar year following the child's entry into 1st Year
- Have completed sixth class in a mainstream primary school or overseas equivalent
- Are willing to take an assessment test if offered a place
- Are willing to accept the school policies
- Confirm in writing, that they and their parents/guardians accept the Code of Behaviour

The maximum number of students for entry into First Year in any given year will be determined by the teaching resources available. In determining this figure, cognisance will be taken of the restrictions placed on student numbers in optional subjects and the school's capacity to provide for same. On application, the parents/guardians will be informed of the number of students the school proposes to enrol in that year.

The maximum number of students determined by the Board of Management to be enrolled in 1st year in 2018 -2019 Academic Year is 72.

We invite applications for 6th class students from ALL primary schools in the Jobstown and Citywest area of Tallaght.

Applications will be selected and ranked according to the following criteria:

1. Pupils from St Thomas' SNS, St Maelruain's NS and Scoil Aoife CNS.
2. Catchment areas of Jobstown, Citywest and Fortunestown
3. All other applicants

Where the number of applicants exceeds the number of places available, the school will create a numbered waiting list of applicants and parents will be informed as to their position on the list.

The College will then assess the needs of incoming students and determine class size.

Please note:-

The acceptance of an application form does not constitute an offer of a place in the College.

The school reserves the right to refuse enrolment to any student in exceptional cases.

All decisions in relation to the enrolment of students in Mount Seskin Community College are made by the Board of Management in accordance with College policy.

ADMISSIONS PROCEDURES (1st Year)

APPLICATION

Parents/Guardians will be presented with the following on seeking a place in the College:

- 1. Application Form**
- 2. Copy of Admissions Policy**
- 3. Copy of Code of Conduct**
- 4. Data Release Form**

Details of registration for first year is communicated to local primary schools. Application forms are made available on registration day

The closing date for such applications is November of year prior to entry. The exact date for any given year will be enclosed in application pack.

Application forms may also be collected from the school secretary.

ENROLMENT

Parents who have completed an application form are invited to an enrolment session in November.

Parents must have the following with them to complete enrolment fully:

- Signed acceptance of the Code of Behaviour and Data Release Form
- Original Birth Certificate
- Most recent school report
- Other educational/medical assessment as applicable
- Translated forms of legal documents/reports as applicable

Please note: Only parents/legal guardians can enrol a child except in exceptional circumstances and in consultation and agreement with the Principal.

ASSESSMENT PROFILES

Details of assessment profiles are sent to St Thomas' SNS and to the parents of pupils from other schools who have successfully completed enrolment. The date of the entrance assessment profiles will be on the school calendar. The purpose of the assessment is to identify the learning strengths and weaknesses of the child.

INFORMATION EVENING

An information session for fully-registered parents is held in the second term prior to entry.

Arrangements regarding the payment of book rental will be communicated to parents prior to this meeting.

SPECIAL EDUCATIONAL NEEDS

This section of the policy outlines the procedures for students identified as having Special Educational Needs as defined by the Education Act of 1998 and further enhanced by the EPSEN Act of 2004. It is written in the context of current legislation and defined further by the ethos of the College Mission Statement.

The College aims to provide a broad and balanced curriculum appropriate to the needs of SEN students with due regard to the current legislation and good practice.

Parents/Guardians have an obligation, on application, to make known to the College authorities details of any diagnosed disabilities or special educational needs and to make available any related documentation which will assist the College in identifying and providing appropriate educational supports for the student.

The following information is required from an applicant student with SEN:

- His/her most recent educational assessment/medical report

Such reports will assist the College in making an application to the NCSE for additional resources for the student.

Please note: Applications to the NCSE are subject to the assessment having been carried out within two years of entry date to first year. This also applies to parents requesting exemptions from Irish.

Entry into the moderate class will be determined by the availability of a place and the suitability of the applicant to meet the specific entry requirements for this class, as outlined by the College and the DES. Please refer to the Moderate Class policy for further details.

Relevant staff will meet with parents of students with SEN to discuss the child's needs and the school's capacity to meet them. In some instances, it may be necessary to have a full case conference involving all the professionals working with the child/family.

All students entering First Year engage in a comprehensive transfer programme which commences in the September of the preceding year. Students with particular needs may be invited to participate in an individual transfer programme.

ADMISSIONS PROCEDURES (Other Years)

Except in the case of a student relocating to the Mount Seskin Community College catchment area, applications will only be considered at the start of each school year and no later than the 30th of September.

As the Leaving Certificate Applied Programme uses continuous assessment and requires a 90% attendance rate, applications received after 15th September cannot be considered.

Only applications submitted on the College application form will be considered. The application form must be accompanied by the most recent school report(s) and the fully completed School Reference Form. The requirements as laid out above in relation to SEN are also applicable here.

The College will make every reasonable effort to facilitate a student seeking transfer to our school. The Board of Management will decide on applications for admission to any other year other than First Year by applying the following criteria:

Whether or not a transfer:

- Is in agreement with the College Admission Policy
- Is in the best interest of the student
- Is in the best interest of the school
- Is of educational benefit to the student
- That the school is able to facilitate the option subjects of the student

In the case of a student being suspended or excluded from his/her current school, all appeal procedures to that school must be exhausted prior to an application to Mount Seskin Community College School being considered.

If appropriate, consultation will take place with the Educational Welfare Officer to assist in the decision-making process.

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's parents/guardians, his/her former school, the education welfare officer, whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

NOTIFICATION OF SUCCESSFUL PLACEMENT

Successful applicants will be informed in writing of their place in the College.

ENTRY INTO SENIOR CYCLE (Current students)

Students moving from Junior Cycle into Senior Cycle are required to apply for the specific course they wish to undertake (TY/LC/LCVP/LCA). The College will review the academic, attendance and behavioural record of the applicants in order to ensure their suitability for a Senior Cycle Course.

The College reserves the right to refer any applicant for Senior Cycle to the Board of Management in relation to an academic, attendance and/or behavioural review. The Board of Management reserves the right to refuse entry into Senior Cycle to any applicant who presents with an unsatisfactory record and whose entry into Senior Cycle is likely to impede the learning and attainment of others.

CONTINUING STUDENTS

A student will continue from First Year onwards through the College provided that he/she completes each academic year satisfactorily including complying with Department and school regulations, taking end of year examinations etc. In the event of erratic attendance and/or poor academic performance, the College reserves the right to require that student to repeat a year. A parent/guardian has the right to appeal any such decision to the Board of Management.

Failure to return to school having reached the age of 16 and/or having completed 3 years of 2nd Level education (whichever comes later)

In the instance of a non-attending student for whom no explanation has been given, a letter will be sent to parent/guardian at last known address informing them of the removal of student name from the register. Parent/guardian will need to re-apply as per admissions policy should the student wish to return.

CODE OF BEHAVIOUR

Central to the operation of an effective and caring school is a just and fair code of behaviour to which all parties: parents/guardians, students, staff and management, fully subscribe and which has regard to the rights and responsibilities of all concerned. Parents/Guardians must sign and return a statement saying that they have read and agree with the College's Code of Behaviour.

RIGHT OF BOARD TO REFUSE

The BOM reserves the right to refuse an application for admission in exceptional circumstances. The Board will give a reason in writing for the refusal.

RIGHT OF APPEAL

Under Section 29 of the Education Act 1998, parents/guardians have the right to appeal a refusal by the College to enrol a student. A decision by the Board of Management may be appealed to Dublin & Dún Laoghaire ETB in accordance with DES circular M48/01 and further (if necessary) to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29). This appeal must be made within 20 days from the date the decision of the Board of Management was notified to the parents/guardians concerned.

This policy was ratified by the Board of Management on 19th February 2018.