

Coláiste Pobail Caisleán Cnucha

Castleknock Community College

Admissions Policy & Procedures

2020-2021



Mr John Cronin, Principal.
Secretary to the Board of Management.
Date 12th March 2019

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1. Mission Statement & Educational Aims

Mission Statement

In serving the needs of our community we, the pupils, parents and staff, in all our endeavours aspire towards excellence in a caring and supportive environment. By growing and developing through co-operation this will enable all to realise their full potential.

Educational Aims

- To enable and encourage the full growth and development of each student intellectually, creatively, physically, morally and socially.
- To create a caring, safe and supportive environment in which each student will have the opportunity to fully develop his/her aptitudes and talents.
- To promote gender equity, self-awareness and responsible attitudes on personal relationships, while encouraging dignity and respect in all our endeavours.
- To foster consultation and the involvement of parents in the development of school policies, and its social and recreational activities.
- To engender feelings of self-esteem and the creation of sensitive, caring and politically aware members of society.
- To create opportunities for parents and other adults to further their academic or social education by the provision of a community education programme.
- To aspire towards excellence in all areas of work and involvement, thus promoting an image and a reputation for our College, which will command the respect and the pride of the community.
- To be true to our motto “Mol an Óige and Tíocfaidh Si” and thus instil a feeling of self-esteem within all students.
- To provide a pastoral care programme that is central to the life of the College.
- To provide for the cultural and aesthetic needs of the community through the arts.

2. Brief History of the College

Castleknock Community College is part of the Dublin and Dún Laoghaire Education and Training Board and was established in 1995. Our College is a co-educational post-primary school catering to an ever-increasing population growth within the greater Castleknock area. A comprehensive academic curriculum is promoted in addition to a wide-ranging programme of extra-curricular activities. The College was established as a Designated Community College.*

Conscious that our College is situated in an area where education is valued, and expectations are high, the challenge has been to set standards which will command the respect and the pride of the community.

Aspiring towards excellence, creating high expectations, developing a holistic approach to education and instilling a sense of pride and respect among parents, pupils and staff are among our goals.

“Mol and Óige agus Tíocfaidh Sí” underlines our philosophy of fostering self-esteem, a positive attitude towards learning, the promotion of responsible behaviour and the encouragement of dignity and respect in all our endeavours.

In honouring our commitment to the core values and the College motto, the College in consultation with the Student Council and Parents Association has created a statement of purpose for each of its students: “A graduate from CCC is recognised as a young man or woman who possesses a strong moral purpose and holds the courage of their convictions. Graduates will be equipped with the life skills to understand their own well-being so that they can manage their emotional, mental, spiritual and physical needs.”

The philosophy of Castleknock Community College is one of inclusiveness in which the College supports the principles of partnership, equality of access and participation in the school. We respect diversity, parental choice and equality. Parental involvement in all aspects of our development is an essential and appreciated part of our College. Parents are represented on the Board of Management and there is a vibrant Parents’ Association.

We are very proud of our academic success in the Leaving and Junior Certificate examinations. The College has created its own awards scheme, known as the Academic Excellence Awards, which recognises students for their high academic achievement in both Junior and Leaving Certificate.

Castleknock Community College will always strive for greater achievement. We pride ourselves in providing a high-quality education to all our students, inspiring them to develop their abilities to the full but conscious of the potential for further development. All who are associated with our College are focused on our success and on providing a quality education for the youth of the community which we serve.

*A **Designated Community College** is an ETB school where the management of the school is governed by a specific agreement between the ETB and a ‘Trustee Partner’ – the local diocese and/or a religious congregation or other recognised school patron. The Model Agreement refers to the agreement between the ETB and the ‘Trustee Partner’ – an agreement that as well as giving the ‘Trustee Partner’ a role in the management of the school gives the ‘Trustee Partner’ a role in determining the school’s characteristic spirit. While Model Agreement (Designated) Colleges involve a ‘trustee partner’ the ETB is the patron.

The Board of Management at Castleknock Community College is represented by Three DDL ETB Representatives, Three Archbishop’s Representatives (Catholic), One Church of Ireland Representative, Two Parents’ Representatives & Two Teachers’ Representatives.

3. Programmes

The College operates within the regulations laid down from time to time 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 Section 9 and 30 of the Education Act 1998.

Pupils at Junior and Senior Cycle follow a core programme, with a number of optional subjects. The College also offers the option of the Transition Year Programme. Furthermore, where there is a demand, the College may offer the Leaving Certificate Applied Programme and the Leaving Certificate Vocational Programme.

4. Overview of Enrolment

As Castleknock Community College continues to cater to an ever-increasing population within its catchment area, the Board of Management will review its *Enrolment Procedures* each year. It is the aim of the Board to maintain the highest standards in terms of the quality of its educational provision and thus the total enrolment for First Year 2020 shall not exceed 210 students.

The Board of Management is committed to the successful implementation of the relevant legislation, in particular the Education Act (1998), the Education (Welfare) Act 2000 and the Equal Status Act 2000. The Board of Management fully subscribes to the principles of partnership, accountability, transparency, inclusion, respect for diversity, parental choice and equality.

5. Catchment Area & Listed Primary Schools

5.1 Catchment Area – Ordinance Survey Map attached.

- The Catchment Area commences at the boundary of the N3 and Castleknock Road (Halfway House Roundabout).
- The Boundary extends from The Navan Road N3 (Halfway House Roundabout) to the Auburn Avenue Roundabout to include Morgan Place.
- The Boundary continues from the Auburn Avenue/Old Navan Road to the M50.
- The Boundary cuts across the M50 from Castleknock Tennis Club to the Castleknock Road at Castleknock Railway Station. **It does not include Woodpark, Roselawn & Talbot Downs and environs.**
- The Boundary borders The Maynooth Railway line from Castleknock Train Station to the boundary of the Diswellstown Road.
- The Boundary continues from the intersection of the Maynooth Railway line and the Diswellstown Road to the Porterstown Road. **It does not include the developments of Woodbrook and Annfield.**
- The Boundary continues from the Porterstown road and Rugged Lane Junction but not including Rugged Lane to the Lower Road (Strawberry Beds).









- The Boundary continues From the Junction of the Lower Road (Strawberry Beds) & Rugged Lane to Tower Road.
- The Boundary continues from the Junction of Tower Road and Lower Road to White's Lane.
- The Boundary continues along White's Lane to the entrance to the Phoenix Park at White's Road
- The Boundary continues from White's Road Gate along the boundary of the Phoenix Park to the Junction of Castleknock Road and Blackhorse Avenue. **The catchment area does not include properties in the Phoenix Park or on Blackhorse Avenue.**
- The Boundary continues from the Junction of Castleknock Road and Blackhorse Avenue to the Half-Way House Roundabout.

5.2 Extended Catchment Area – Ordinance Survey Map attached.

1. Annfield
2. Woodbrook
3. St Mochtas, Station Court, Station View, Portersfield, Windmill.
4. Larch Grove, Lambourn, The Orchard, Weaver's Row, Weaver's Hall, Weaver's Walk, The Village.
5. Aspen, Sorrel Park, Shelerin Road to Ongar Junction, Limelawn.
6. Castlefield, Charnwood.
7. Allendale Square, Windermere, Aldemere, Portersgate, Mount Symon.
8. Kellystown Road, Rugged Lane, Barberstown, Barnhill.

5.3 Listed Primary Schools

The Listed Primary Schools for the Common Catchment Area are:

-  Castleknock Educate Together N.S.
-  Castleknock National School
-  Scoil Choilm C.N.S.
-  Scoil Oilibhéir.
-  Scoil Thomáis N.S. Laurel Lodge.
-  St. Brigid's N.S. Castleknock.
-  St. Patrick's N.S. Diswellstown.
-  St. Mochta's N.S. Porterstown

*In the case where a student is required to attend a special school for a period of time (e.g. The Catherine McAuley School) the applicant may list the Primary School that he/she was attending prior to her/his attendance at the Special School.

6. Selection Criteria for Castleknock Community College

1. Church of Ireland students attending Castleknock Church of Ireland National School. (See Note 1.a & 1.b)
2. Siblings of students, including past pupils, enrolled at Castleknock Community College. (See Note 2)
3. Applicants living in the catchment area as outlined in Section 5.1 and attending one of the listed Primary Schools as outlined in Section 5.2.
4. Applicants living in the catchment area as outlined in Section 5.1 and **not** attending one of the listed Primary Schools.
5. Applicants living in the Extended Catchment Area as outlined in Section 5.2 who are attending one of the listed Primary Schools. Applicants in this category will be selected based on their proximity to the College. (See Note 3)
6. Applicants living in the Extended Catchment Area as outlined in Section 5.2 and **not** attending one of the listed Primary Schools. Applicants in this category will be selected based on their proximity to the College. (See Note 3)
7. Applicants from outside the catchment area may be considered for places when applications from all applicants in Categories 1-6 above have been satisfied.
8. Finally, places will be offered to those students on the late waiting list as per date of receipt of application form.

If any category is oversubscribed random selection will be used to determine places except in the case of the late waiting list.

Note 1.a - Church of Ireland Applicants

There is no non-fee paying Church of Ireland School in North-West Dublin. Consequently when the College was established, it was designated as a listed primary school for Church of Ireland children in order to protect the rights of this minority, thus ensuring that a significant number of this community could be educated together. It was also agreed that a representative of the Church of Ireland community would be a member of the Board of Management. All Applicants in this category will be verified by the Church of Ireland parish office in Castleknock.

Note 1.b - Request for Religion Details

Please note that the application form requests that you enter your daughter/son's religion if any. This request is made to ensure fair processing of all categories of the enrolment procedures.

Note 2- Sibling(s)

An Applicant to First Year 2020-21 shall be deemed to be a sibling if she/he has or had a sibling attend Castleknock Community College.

Note 3 Proximity

- Applicants in Categories 5 & 6 will be selected based on proximity.
- Eight zones have been created based on their general proximity to Castleknock Community College.
- Random selection will operate in each zone as ranked below. The first zone to be considered will be Zone 1 – Annfield followed by Zone 2 Woodbrook etc.

The zones are as follows:

1. Annfield
2. Woodbrook
3. St Mochtas, Station Court, Station View, Portersfield, Windmill.
4. Larch Grove, Lambourn, The Orchard, Weaver’s Row, Weaver’s Hall, Weaver’s Walk, The Village.
5. Aspen, Sorrel Park, Shelerin Road to Ongar Junction, Limelawn.
6. Castlefield, Charnwood.
7. Allendale Square, Windermere, Aldemere, Portersgate, Mount Symon.
8. Kellystown Road, Rugged Lane, Barberstown, Barnhill.

7. Enrolment Procedures at Castleknock CC

For those students wishing to enrol in First Year in Castleknock Community College an Application Form must be completed and returned to the Principal by the date stated at the end of that form.

7.1 In the Calendar Year preceding entry the following stages will apply:

☒ The Board will decide in the spring of 2019 the total number of places available in First Year 2020/2021. This will be clearly stated on the Official Application Form.

☒ In May/June 2019 enrolment information & Application Forms and the College Code of Behaviour will be distributed to Fifth Class students in the following primary schools:

- ✓ St. Brigids, Castleknock, Dublin 15.
- ✓ Scoil Thomais, Laurel Lodge, Castleknock, Dublin 15.
- ✓ St. Mochtas, Porterstown, Dublin 15.
- ✓ Castleknock National School, Main St., Castleknock, D.15.
- ✓ St. Francis Xavier, Roselawn, Dublin 15.
- ✓ Scoil Oilbhéir, Clonsilla Road, Dublin 15.
- ✓ Castleknock Educate Together National School, Beechpark Avenue, D.15.
- ✓ Scoil Bhride, Boys & Girls, Blanchardstown, Dublin 15.
- ✓ St. Patrick’s Nat. School, Luttrellstown, D. 15.
- ✓ Mount Sackville National School.
- ✓ Scoil Choilm Community National School.

- ✚ Local Churches will be notified at the time of enrolment and requested to announce that applications for places in First Year for the following school year are now being invited.
- ✚ For those pupils who are resident in the area but not attending the above schools; enrolment information is available from the main office at the College.
- ✚ The closing date for applications will usually be the First Friday in September unless otherwise determined by the Board. All applicants and their parents/guardians will be required to accept the terms and conditions of the College's Code of Behaviour by signing a declaration to this effect.
- ✚ The Closing date for applications for First Year 2020 is Friday 6th September 2019 @ 4.00p.m.

7.2 Acknowledgement of Receipt of Application

- ✓ All applications should be forwarded directly to the Principal of the College.
- ✓ All applications are required to forward an original birth certificate with the Application Form.
- ✓ All applications must enclose two original documents that verify their place of residence. (see note 5:4)
- ✓ A form of acknowledgement/receipt will be issued for each application received within a two week period of lodging the application form. Parent(s)/Guardian(s) who have not received an acknowledgement within this period are advised to contact the College immediately.

Proof of delivery of applications to the school will be the responsibility of Parent(s)/Guardian(s).

7.3 Administrative Procedures/Dates

- ✓ On receipt and confirmation of all applications the Board of Management will meet to approve the list of applicants. No guarantee of a place in the College can be made to any applicant until the Board of Management has approved the appropriate quota of applications.
- ✓ Confirmation of Places: By the end of September 2019 parent(s)/guardian(s) will be informed in writing whether a place is being offered to their child. On receipt of this offer parent(s)/guardian(s) will be requested to complete an Acceptance Form. This form must be returned within one week of the offer. Failure to return the form by the specified date will result in the withdrawal of the offer.
- ✓ In October/November an interview is carried out with each applicant and their parent(s)/guardian(s).
- ✓ In January/February students will sit their Entrance Assessments – usually the first Saturday in February.

- ✓ In January/February the College will host an Information Evening for parent(s)/guardian(s) of incoming first year students, addressing the themes of *Moving to Secondary School* and *Choosing the Right Subject Options*.
- ✓ In May/June, students are notified of their classes and subject choices. Also in May/June students will be invited to the College to meet with their mentors.
- ✓ The school begins for First Year classes in late August 2020.
- ✓ In early October parent(s)/guardian(s) will be invited to an informal **Information Afternoon** where they will meet their child's tutor.
- ✓ Please note that the **College Guidelines for dealing with separated parents in relation to school meetings and communications** is available on request from the College.

7.4 Proof of Residence

- ✓ Due to the increasing demand for places in the College, the Board of Management has decided that proof of residence in the catchment area will be required at the time of application.
- ✓ Parents will be required to produce when requested, **two original pieces of documentation** (see recommended list below). This documentation cannot be more than three months old. The Board of Management reserves the right to make enquiries to ascertain proof of residence, including reference to the Electoral Register.
- ✓ The onus will be on the Parent(s)/Guardian(s) to offer evidence with regard to the criteria required concerning proof of residency in the catchment area.
- ✓ Only the applicant's primary resident will be considered for the purpose of enrolment.
- ✓ Parent(s)/Guardian(s) of the applicant must be residing in Ireland at the time of application. Parent(s)/Guardian(s) must be available to attend all meetings associated with the enrolment process.

Acceptable documentation or verification purposes from **two separate companies**:

- Utility Bill Electricity/Phone/Gas/Cable Television/Broadband Provider.
- Mobile Phone bills are not acceptable.
- **Please note that we cannot accept E-bills as proof of residence**
- Correspondence from an insurance company regarding an insurance policy.
- Original Statement (not an e-statement) from Bank/Building Society/Credit Union
- Letter from Department of Social Protection/Revenue
- Other official correspondence from an Irish state agency.
- **This documentation cannot be more than three months old.**

7.5 Late Applications/ Waiting List

- ✓ Applications received, following the closing date, will be placed on a waiting list.
- ✓ Each application will be considered, according to the agreed criteria, only after all other applications have been dealt with.
- ✓ Parent(s)/Guardian(s) of pupils on the waiting list will be informed whenever a suitable vacancy occurs and the Parent(s)/Guardian(s) will have the option to accept or refuse the place offered to their child.
- ✓ The **waiting list** will remain active until Friday 28th May 2021. Subsequently, should Parent(s)/Guardian(s) still wish their daughter/son to be considered for a place in the College they must reapply and complete a new application form.

7.6 Entrance Assessments

Incoming First Year students are required to sit the College's Entrance Assessment in the period January/February preceding their entry to College. The Entrance Assessment for First Years 2019 will take place on Saturday 1st February 2020. The purpose of this test is:

- ✓ To ensure students are placed in their first year classes in keeping with our Mixed Ability philosophy.
- ✓ To screen for students who may require learning support from the College.

8. Department of Education Regulations

Eligibility for admission includes the following DES regulations:

- ✓ Having reached the required age: 12 on the 1st January in the calendar year following the student's entry into First Year.
 - ✓ Pupils of Irish nationality should have completed Sixth class in Primary School in the academic year prior to entry.
 - ✓ Students from other countries should have reached a comparable standard of education.
 - ✓ Students must be willing to accept the Code of Behaviour of the College. Confirmation in writing is required that parent(s)/guardian(s) and the student are in receipt of the Code of Behaviour.
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9. Transfer of a student from another school*

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

- ✓ Is in agreement with the school's Admission Procedure
- ✓ Is in the best interest of the student
- ✓ Is in the best interest of the College
- ✓ Is of educational benefit to the student
- ✓ That all relevant information from the applicant's former school is made available. This may include the completion of a **Reference Form** as supplied by Castleknock Community College
- ✓ A consultation with the Educational Welfare Officer if necessary.

***A separate and more detailed policy is available for applicants transferring to Castleknock Community College from another school.**

Where a student is considered for a place, providing such a place exists, the decision will be taken by the Principal on behalf of the Board of Management, in consultation with the student's parent(s)/guardian(s), her/his former school, the education welfare officer (if applicable), whether such a place be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

Note: Where there is any doubt or question in relation to any of the information provided by Parent(s)/Guardian(s) in support of an enrolment application to this College, the Board of Management reserves the right to use its discretion in relation to that enrolment application. False or inaccurate information may invalidate any application.

10. Appeals

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Education Welfare Act. 2000, Section 24; (5), Page 22. Education Act 1998, Section 29, Page 27; Circular Letter M48/01

The Board of Management of Castleknock Community College shall not refuse to admit as a student a child, in respect of whom an application has been made, except where such a refusal is in accordance with the policy published under Section 15 (2) (d) of the Education Act 1998. Education (Welfare) Act 2000. (Section 19 (1)).

Should a student's application for admission to the College be refused the Parent(s)/Guardian(s) have the right to appeal, in the first instance, to the Board of Management of the College. In certain circumstances the Board may make provision to meet the Parent(s)/Guardian(s) or the Parent(s)/Guardian(s) may request a meeting with the Board of Management.

The Parent(s)/Guardian(s) will be informed in writing of the Board's decision and the reasons why the student was not accepted will be clearly stated. The right to appeal will be restated (**Circular M48/01**) and Parent(s)/Guardian(s) will be advised of the subsequent procedures for appeals to the C.E.O. of the Dublin & Dun Laoghaire ETB.

Appeals must be made, in writing, within 14 days of notification to the Parent(s)/Guardian(s), of the Board of Management's decision.

The Appeals Application Form will advise Parent(s)/Guardian(s) of the information required for such appeals.

Should an applicant be unsuccessful in her/his appeal to the C.E., Dublin & Dun Laoghaire ETB., any subsequent appeal to the Secretary General of the Department of Education & Skills should be made in writing within the specified time advised from the date the decision of the C.E. was notified to the Parent(s)/Guardian(s) concerned. (**Circular M48/01**)

The Parent(s)/Guardian(s) and the Board of Management will be informed in writing of the decision of the appeal.

11. Education (Admissions to Schools) Act 2018

The Board reserves the right to amend any section of the Admissions Policy in response to the commencement of further sections of the *Education (Admissions to Schools) Act 2018*.

Mr John Cronin, Principal.
Secretary to the Board of Management.
Date: Tuesday 12th March 2019
