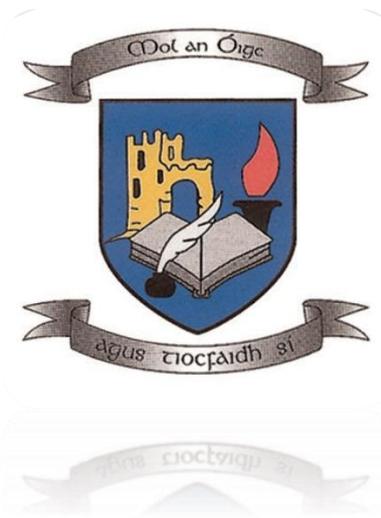


Transfer of a Student to Castleknock Community College 2020- 2021



A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of Castleknock Community College is responsible for the implementation of Admission Policy.

This policy was ratified by the Board of Management of Castleknock Community College on Friday 3rd April 2020.

Introduction to Castleknock Community 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.*

ETB schools are state, multidenominational, co-educational schools underpinned by the core values of: Excellence in Education, Care, Equality, Community & Respect.

As the state provider of education, the ETB sector defines a 'multidenominational' school in the following way: In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

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 an 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 person 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.

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.

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.

Section 1 - Glossary of Terms

‘Applicant’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Castleknock Community College.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Castleknock Community College by virtue of application alone.

‘Gender’, in line with the definition of “the gender ground” in the Equal Status Act 2000, is such that “one is male and the other is female”. This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘Parent’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, ‘Sibling’ refers to full siblings, half-siblings, foster-siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, ‘Sibling’ refers to full siblings, half-siblings, foster-sibling and step-siblings.

‘Catchment Area’ refers to the designated residential area for application to Castleknock Community College in respect of the person on whose behalf the application is being made. The catchment area for Castleknock Community College is defined as follows:

- 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.

Please refer to the attached Ordnance Survey Map.

'The Listed Primary' Schools for Castleknock Community College 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.

Section 2 - Admission Statement

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 agus 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.

Accordingly, Castleknock Community College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender
- 2.2. Civil status of the Student or Applicant
- 2.3. Family status of the Student or Applicant
- 2.4. Sexual orientation of the Student or Applicant
- 2.5. Religion of the Student or Applicant
- 2.6. Disability of the Student or Applicant

2.7. Race of the Student or Applicant

2.8. The Student's or Applicant's membership of the Traveller community

2.9. Special educational needs of the Student or Applicant.

Castleknock Community College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

Section 3 - Legal Framework

Dublin & Dun Laoghaire ETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Board of Management of Castleknock Community College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a Board of Management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

If there is a request to opt-out of the NCCA Religious Education course offered at the College, the Parent/Student over 18 must make a written request to the Principal in the first instance. The request should outline the reasons that s/he is seeking to opt-out. The Principal will then arrange a meeting to discuss the request. If after that meeting the parent/student over 18 still wishes to opt-out of the subject, the school will facilitate this in the following way: Students will be required to remain in the Religious Education Class and continue quietly with their own work as agreed with by the College.

Section 4 - General Admission Provisions

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

In processing an application Castleknock Community College **shall not consider**:

- 4.1 The payment of fees or contributions to the school
- 4.2 A Student's academic ability, skills or aptitude
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s)/Guardian(s)
- 4.4 A requirement that a Student or his or her Parent(s)/ Guardian(s), attend an interview, open day or other meeting as a condition of admission
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Castleknock Community College **will consider** the offer of a place to every student seeking admission to the school, **unless**:

- 4.7 The Parents(s)/Guardian(s) fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student.

Where Castleknock Community College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5- Application to All Year Groups Other Than First Year

Where Castleknock Community College is not oversubscribed, all Students will be offered a school place, subject to section 4.7.

5.1 Admission Provisions (other than First-Year)

- 5.1.1 Oversubscription
- 5.1.2 Selection criteria in order of priority
- 5.1.3 Selection process
- 5.1.4 Late Applications
- 5.1.5 Second/third-round offers of a place
- 5.1.6 Acceptance of a place
- 5.1.7 Refusal
- 5.1.8 Withdrawal of an offer
- 5.1.9 Appeals

5.1.1. Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Castleknock Community College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all years other than the First Year Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

5.1.2 Selection criteria in order of priority

Castleknock Community College will apply the following criteria for admission to a year-group other than First-Year:

1. Siblings of students, including past pupils, enrolled at Castleknock Community College.
2. Applicants living in the catchment area as outlined on Pages 3 & 4 of this policy.

3. Applicants living outside the catchment area as outlined on Pages 3 & 4 of this policy.
4. Applications received after the closing date as stated in the Admissions Notice will be treated as late applications and will be processed based on the date/time of application.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

5.1.3 Selection Process

Castleknock Community College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Castleknock Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. The process for this lottery is as follows:

- In the event of any category being oversubscribed each applicant's name will be placed in an envelope and a draw will take place.
- By way of example if the College is in a position to offer places to all applicants in category one and cannot offer a place to applicants in category two and subsequent categories, then a draw will take place.
- In this example there are twenty applicants in category two but there are only ten places available.
- All applicants receive a number. The first ten names drawn from the envelope will be offered a place at the College. The remaining ten applicants will be placed on a waiting list based on the order in which they are drawn.
- The same process will apply to subsequent categories until all applicants have been assigned a number on the waiting list.
- **In the case of twins/triplets etc. they are treated as separate applications and there will be no additional provision made for such applications in a random lottery.**

5.1.4 Late Applications:

An application received by Castleknock Community College after the closing date published by Castleknock Community College and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Castleknock Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose

applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Castleknock Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Castleknock Community College subject to sections 4.7, and the same process as applies to applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/third-round offers of a place

Where a student is in receipt of an offer of a place within Castleknock Community College but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

5.1.6 Acceptance of a place:

If the student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, will result in withdrawal of an offer, in line with the grounds for refusal as set out below.

5.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1 The reason(s) that the Student was not offered a place in Castleknock Community College
- 5.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed
- 5.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 5.1.7.4 Details of the Applicant's right to appeal the decision.

5.1.8 Withdrawal of an offer

An offer of admission will be withdrawn where:

- 5.1.8.1 The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2 The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the College for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3 An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the College, the student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Castleknock Community College regarding admission to a year-group other than First-Year, see section 6.1.

Section 6 - Appeals

6.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Castleknock Community College, Carpenterstown Road, Castleknock, Dublin 15. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Castleknock Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the Board of Management of Castleknock Community College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the Board of Management is not satisfied with the decision of the Board of Management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.3 Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.
