

Enrolment Policy

St. Finian's welcomes applications for places from all students regardless of gender, race, academic ability or cultural background who apply for enrolment to the school who qualify for admission under the admissions policy as agreed by the Board of Management and the school Patron.

We are committed to providing the highest standard of education, which is suited to all the needs of our students. We acknowledge the value of ongoing whole-school development in collaboration with the VEC, the Board of Management, Staff, Parents and the community.

Key Principles:

- Inclusiveness – we promote social inclusion
- Equality – we promote equality with respect to maximum access to education
- Parental Choice- we respect parental choice in relation to enrolment in the context of the criteria laid down by the Board of Management
- Respect for diversity – we welcome diversity and seek to embrace the values, cultures and traditions of all our students to the benefit of all. We seek to promote the uniqueness of the individual.

These principles inform our core values which are: Respect, Responsibility, Honesty and Inclusion.

Equality of access is a key value that determines enrolment of young people to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances

However, the BOM has to respect the rights of the existing school community and in particular, the young people enrolled. The BOM reserves the right to refuse admission where an enrolment would have a 'seriously detrimental effect' (Equal Status Act 2000) on the provision of services to others or might unreasonably impede good order and discipline in the school or which might place the safety or

security of students and/or staff at risk (cf. Education (Welfare) Act 2000, Section 24, Subsection 5).

Resources

The school operates within the context and parameters of Department of Education and Science regulations and programmes and the funding and staffing resources available. The Department of Education and Science through Co. Dublin VEC funds the annual financial and teaching resources of the school.

In addition, admission is subject to the resources available to the school including physical classroom accommodation, class size, teaching and financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission. Where the resources do not allow, the school reserves the unfettered right to refuse admission.

A **Parents' Council** and **Student Council** also exist within the school.

The Application Process

Application for First Year: Admission Procedures for Students who meet the criteria for enrolment.

All applications are to be made by the completion of the school's application form available from the school or from the website, when it has been constructed. The deadline for applications is 16.00 (4pm) on the Monday following Open evening. The application form must be signed by a Parent/Guardian.

Secondary school students must be aged 12 on 1st January on the calendar year following the child's entry into first year. Evidence of age, normally a Birth Certificate, will be required and a copy of which will be retained on school files/records.

Please note that where a claim of residency is made for a student who has been educated outside of category 1 or 2 schools, proof of residency may be sought.

CATEGORY 1 SCHOOLS

Holy Family Junior, Forest Fields

Holy Family Senior, Forest Fields

St Colmcilles Boys, Swords

St Colmcilles Girls, Swords

St Cronan's Junior, Brackenstown

St Cronan's Senior, Brackenstown

Swords Old Borough

Swords Educate Together

Thornleigh Educate Together

GS Bhrian Boroimhe

GS an Dhuinninigh

Holywell Educate Together

CATEGORY 2 SCHOOLS

Rolestown National School

Mary Queen of Ireland National School

Ballyboughal National School

Parents/Guardians may be required to complete a further information form regarding their child's educational progress at a later date and/or to co-operate with the school's attempts to identify the educational or other relevant needs of the child. The school may wish to meet with an applicant and her/his parent(s)/guardian(s) to discuss the needs of the applicant or the parent(s)/guardian(s) may request a meeting. In either case the school will make all reasonable effort to accommodate such a meeting prior to making a decision on an application.

Failure to fully complete the application form, failure to supply any relevant documentation requested by the school or failure to make a reasonable arrangement to meet with the school to discuss the application may result in a child being refused admission to the school.

Applications are processed during the month of November each year and the first 125 applicants who meet the admission criteria will be required to formally accept a place in the school by a date specified on the letter of notice. All others will be placed on a waiting list and will be offered places if they become available. They will be processed according to category and where more than one applicant meets the category criterion the date and time of receipt of application will be the next criterion.

Where a decision is taken to refuse entry after December 1st and the student still wants to attend St. Finian's, a new application must be made for the next academic year, following the usual procedures.

Students and parents/guardians must be willing to accept, in writing, the school Code of Behaviour and all other policies as sanctioned by The Board of Management.

Applications for 1st year must meet all the requirements of The Department of Education and Science governing transfer from Primary to Post-Primary school.

All applicants must sit the school Assessment Test.

Assessment Test

Assessment of incoming students takes place at a date which is notified to parents/guardians of children accepted for admission to St. Finian's, but generally takes place in the Spring term of the school year prior to enrolment. All applicants shall be obliged to sit for the school's Assessment. A candidate, who fails to sit for the test without good reason (as judged by the school) supported by appropriate documentation, will be deemed to have forfeited his/her place.

Parents/Guardians should note that the assignment of a student to a particular class group is a matter for the school Principal alone subject to the direction of the school Board of Management.

Decision Making Process

Decisions regarding student admissions are a matter for the Board of Management. However, this task is normally delegated to the Principal who is informed and decides on such matters in accordance with the school's admission policy. The Principal may refer any application to the Board for decision.

Right of Appeal

Where a student is refused admission to the school their parents/guardians have the right to appeal that decision to the Board of Management in the first instance and may take their appeal further if so desired according to DES Circular M48/01

Application to transfer from another school.

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

The Board will decide whether or not a transfer:

- Is in agreement with school's Admission Policy