

I: Admissions Policy

Mission Statement:

- De La Salle College is a Christian school where people show care and concern for each other and where the values and attitudes are in accordance with the teachings of the Catholic Church.
- The College offers a quality education to all students.
- The College is built around a partnership between management, staff, parents and students.
- The College is concerned with the needs of the disadvantaged at all levels.

Introduction:

Admission to De La Salle College, Dundalk, is in conformity with the Education Act, 1998 and The Education Welfare Act, 1999, and is open to all eligible applicants in accordance with the Admissions Policy set out below.

General:

- 1.Applicants for admission must have completed their Primary School Education and comply with the age requirements of the Department of Education and Science.
- 2.The College reserves the right to determine dates by which applications for enrolment must be received and expects parents/guardians to accept dates specified for application. Any application to enrol received after 31st August in the year preceding entry will be placed on a Waiting List.
- 3.The College will determine the number of applicants who will be accepted into the College in any particular year. This latter will be determined by consideration of the space, facilities and resources available.
- 4.All applicants and their parents/guardians are required to accept, as a condition for admission, the Ethos and Code of Behaviour of the College. These will be explained at the time of application.
- 5.Parents/guardians of children applying for admission to the College must provide the College with such information as may reasonably be required by the College or prescribed by the Minister for Education. Failure to supply such information will result in the offer of a place being deferred until such information is supplied. The place will not be reserved for the applicant pending the furnishing of the required information. (In providing this information, parents accept that such information may be used by the school for other school purposes.)
- 6.Applicants with disabilities and/or special educational needs are admitted to the College on the same basis as all other applicants and play a full part in the life of the College provided the College can make adequate provision for their needs. (The term ‘disability’ is used in this document as defined in Part 1, Section 2 of the Education Act 1998).

•Parents/Guardians of such applicants should inform the College at the time of application for enrolment of any special needs/requirements so that the College Authorities will have adequate time to make provision for the student.

• It is the policy of the College to provide an education appropriate to a child's abilities and needs. Where a child presents for admission whose needs are so special that they are beyond the capacity of the College to meet them out of existing resources, the school will defer the actual enrolment and attendance of the child until the necessary extra resources are obtained from the Department of Education & Science. The College will make every effort and use all possible speed to put the extra resources in place.

•* Where the school feels it has not been given the resources necessary to cater for the educational needs of the child and at the same time make effective provision for the education of children with whom the child is to be educated, the school authorities reserve the right to refuse to enrol the child.*

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

1. The student has special needs such that, even with additional resources available from the Department of Education & Science, the school cannot meet such needs and/or provide the student with an appropriate education

Or

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.**
3. This policy may be reviewed and amended at the discretion of the College Authorities.

Admission into First Year:

Procedures:

1. Parents/Guardians may apply to enrol a child at any time by completing the Application for Enrolment form. On receipt of Enrolment Form and when requested by parents/guardians, a copy of this Admissions Policy will be furnished to such parents/guardians together with an Information Brochure.
2. Offer of places and an invitation to register a student will be communicated to those who have applied to enrol not later than 31st August in the year preceding entry. This offer will be made in September/October in the year preceding entry.
 - On registering, parents/guardians and registering students will be expected to sign an acceptance of the College's Code of Behaviour.
 - A Registration Fee is payable at this time. The current Registration Fee is €100. This fee is not refundable should the student withdraw at a later stage.
3. In the event of a demand for places exceeding the availability of places, the following order of priorities will obtain when an offer of places is made:

•In view of the College’s historical association with St. Nicholas’ Monastery National School (De La Salle Primary School, Dundalk), pupils from that school will be given priority in applying, provided their application is in accordance with the requirements of this policy and who have applied by the date specified by the College.

•Applicants whose brothers or sisters already attend or have attended the College are given priority in applying, provided their application is in accordance with the requirements of this policy and who have applied by the date specified by the College.

•Applicants whose parents/guardians are current members of the Staff of De La Salle College are given priority in applying, provided their application is in accordance with the requirements of this policy and who have applied by the date specified by the College.

•Applicants who are sons of past – pupils of the College

•Other applicants will be admitted on a ‘first come first served’ basis (determined by the date of Application to Enrol) provided their applications are in accordance with the requirements of this policy and who have applied to enrol by the date specified by the College.

The rank order of admission to First Year where demand for places exceeds the availability of places will be:

1. Applicants from St. Nicholas’ Monastery National School.
2. Applicants whose brothers /sisters attend or have attended the College.
3. Applicants whose parents/guardians are current members of the Staff of De La Salle College
4. Applicants who are sons of past pupils of the College.
5. All other applicants in order of the date by which their Application to enrol was received.

Those who apply to enrol after the date specified by the College will be placed on a Waiting List and will be informed of this. Where places remain to be filled, remaining applicants on the Waiting List will be offered places in order in order of 1 – 5 above.

Applicants from other Post-Primary Schools & Applications other than for 1st Year

Acceptance of applications from applicants other than applicants for First Year will be governed by the following considerations and requirements:

1. Applicants will not normally be admitted to the College at times other than the beginning of the school year. Such applications will be considered by the College Authorities and admission will be at the discretion of the College Authorities

2. Applicants will not normally be admitted to a recognised course where that course is already under way. Such applications will be considered by the College Authorities and admission will be at the discretion of the College Authorities.
3. Factors to be taken into account when considering such applications will include current school policy on class size and availability of subject options.
4. Applicants and their parents/guardians will be required to supply such information as the College Authorities deem necessary.
5. External applications for Senior Cycle courses will be considered if vacancies exist when all internal applications have been fully dealt with.

Admission to Senior Cycle Courses

Transition Year

1. Students of the College wishing to take the Transition Year Option are required to apply to join the Transition Year Programme.
2. The Board of Management will determine the number of places available and the number of classes, if any, to be provided in any given year, based on available resources.
3. The number of students in a class shall be limited to 24.
4. Applicants must complete and submit an application form by the date set out on the form.
5. Interviews are held to determine the suitability of applicants for the Transition Year Programme.
6. Discipline and academic work record will be considered also.
7. As a result of interview, applicants and their parents may be advised that the Leaving Certificate may be a more appropriate course for particular applicants.
8. Late applicants will be placed on a waiting list.

Leaving Certificate Programme

1. In accordance with policy and practice established over many years, students of the College are required to apply for entry to the Leaving Certificate Programme.
2. In determining a student's suitability for the programme, his academic and disciplinary record in the College may be reviewed in consultation with the student and his parents/guardians.

Leaving Cert Applied Programme

- 1Students of the College wishing to take the Leaving Cert Applied are required to apply to join the Leaving Cert Applied Programme.
- 2The Board will determine the number of places available and the number of classes, if any, to be provided in any given year, based on available resources.
- 3The number of students in a class shall be limited to 16

4 Applicants must complete and submit an application form by the date set out on the form

5 Interviews are held to determine the suitability of applicants for the Leaving Cert Applied Programme

6 Discipline and academic work records will be considered also

7 As a result of interview, applicants and their parents may be advised that the traditional Leaving Certificate or Transition Year maybe a more appropriate course for particular applicants.

8 Late applicants will be placed on a waiting list.

Repeat Leaving Certificate Programme

1. Students of the College who wish to be considered for the Repeat Leaving Certificate Programme are required to apply.
2. In determining a student's suitability for the Programme, the applicant may be required to attend for interview.
3. Applicants from other Post-Primary schools must apply in writing , supply such information as the College Authorities require and attend for interview. Application for the programme from such applicants does not guarantee admission to the programme.

Appeals

Parents/guardians of children have a right to appeal a decision by the College not to admit an applicant under Section 29 of the Education Act, 1998.

9th May, 2005

* Amended: B.O.M. – 16-05-07

** Amended: B.O.M. – 24-01-08