

# ADMISSIONS POLICY

Reviewed by the Board of Management on Tuesday, 18<sup>th</sup> September, 2018.

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## School Profile

St. Brendan's College is a voluntary Catholic Secondary School, operating under the Trusteeship of the Bishop of Kerry. The school accepts admission for boys into 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, T.Y, 5<sup>th</sup> & 6<sup>th</sup> and applications from girls & boys as repeat leaving certificate students.

The school is managed by a Board of Management, 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 school has an active Parents' Council and Student's Council.

## History of the School

St. Brendan's College was founded in 1860 as a boarding school for the purpose of preparing students for the Catholic priesthood. It soon built up a considerable reputation for excellence and its alumni left their mark in the Church, the professions, the arts and in public administration. Over the years it has changed to being a day school and provides a broad education to meet the requirements of the present age.

St. Brendan's also has a long and proud tradition in sport, especially in Gaelic Football. Currently a very wide range of sporting and other extracurricular activities are catered for.

St. Brendan's College aims to educate the children entrusted to it to the best of its ability. 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 to-day's world and towards that end; we frequently review our various programmes. Being keenly aware of the ever-increasing effect of outside influences on the lives of our students, we are even more concerned to maintain Christian values and practices.

Working together as a school 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 that they will grow to fulfil their potential.

Within the context of the Department of Education and Skills regulations and programmes, the duties of the Trustees/Board of Management as set out in the Education Act 1998 [Section 15 (1), (2)], and the funding and resources available the school supports the following principles:-

- Inclusiveness, particularly with reference to the enrolment of students with a disability or other special educational needs.
- Equality with respect to the maximum access and participation in the school.
- Parental choice in relation to the choice of school, having regard for the characteristic spirit of the school.○ Respect for the diversity of beliefs, languages, traditions and ways of life in society.
- Any queries arising from the Admissions Policy may be addressed to the Principal of the school or the Chairperson of the Board of Management.

## Mission Statement

St Brendan's College, Killarney, is a non-selective, Diocesan, Secondary School with a Board of Management. It is a vibrant community of Students, Staff, Parents and Management, founded on the Christian values of justice, truth and honesty which permeate all aspects of school life and in which the participants find fulfilment.

The school, while conscious of its bountiful heritage, recognises the need for professional development to meet the challenges of a changing world.

The school aspires

- To develop the whole person, spiritual, emotional, intellectual, social, cultural and physical.
- To promote academic excellence to the full potential of each student.
- To equip students with life-skills and develop leadership qualities.
- To foster the ideals of gender equity and equality of opportunity.
- To inculcate good standards of behaviour and respect for one another.

in a well ordered, supportive and caring environment.

While respecting the conscience and convictions of each member of the School Community, the education given in this college promotes a sense of identity enriched by an awareness of its Catholic tradition.

## School Details

School name	:	St. Brendan's College
Address	:	New Road, Killarney, Co. Kerry.
Contact Details	:	Telephone : 064 66 31021
		Fax : 064 66 31231
		Email : <a href="mailto:admin@stbrendanscollege.ie">admin@stbrendanscollege.ie</a>
		Website : <a href="http://www.stbrendanscollege.ie">www.stbrendanscollege.ie</a>
Principal	:	Mr. Sean Coffey
Deputy Principals	:	Mr. Hugh Rudden / Mrs. Bridget Lucey
Chaplain	:	Fr. Jim Linehan
Guidance Counsellor	:	Ms. Karen Rice
Number of Teachers	:	Sixty Five (65)
Opening Times	:	9:00 am – 3:55 pm (Except Wednesdays) 9:00 am – 1:15 pm (Wednesdays only)

The building will be open to students from 8:00 a.m. up to twenty minutes after official closing time. Supervision is provided in designated areas between these times only. The school authorities will make all reasonable efforts to inform parents/guardians of any minor adjustments in the opening/closing times which may occur on rare occasions.

## Courses and Subjects Offered

St. Brendan's College follows the curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30)

### **Junior Certificate Cycle (3 years) Junior Cycle Short Courses under consideration**

Irish, English, Mathematics, History, Geography, French, German, Art, Business Studies, Science, Music, Materials Technology (Wood), Technical Graphics, P.E., Religious Education, C.S.P.E. and S.P.H.E.

### **Leaving Certificate Cycle (2 years)**

Irish, English, Mathematics, History, Geography, French, German, Physics, Chemistry, Agricultural Science, Biology, Design & Communication Graphics, Construction Studies, Accounting, Business, Politics & Society, Music, Art, P.E., Religious Education, Enterprise Education, Career Guidance & S.P.H.E.

### **Leaving Cert Applied (2 years) LCVP (2 years)**

### **Transition Year (1 year)**

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including the minimum number of students to justify the offering of a particular subject class.

Students who do not sit internal examinations may be required to sit such examinations at an alternative time, before proceeding with their course.

The school offers the traditional Junior Certificate Programme.

At Senior Cycle students follow the traditional Leaving Certificate programme or the Leaving Cert Applied programme or the Leaving Cert Vocational Programme. Students may also apply for the optional Transition Year Programme.

Provision of subjects is subject to resources and annual review.

External certification is also available in IT viz. ICS skills card (ECDL), and in Enterprise Education

## Extra-Curricular Activities

St. Brendan's College provides for a wide range of artistic, cultural, social and sporting activities to develop the talents of all students and to provide them with the confidence to be involved in various activities in later life.

The school also places great emphasis on the development of team games for all its students. The following activities are currently catered for:

Athletics, Carol Singing, Charity Fund Raising, Chess, Climbing Wall, Debating, Film Society, Gaeltacht outings, Golf, Hospital Visits, Music Club, Pitch & Putt, Public Speaking, Quiz Teams, Sports, Table Tennis, Young Scientist Competition

## Behaviour Code

A behaviour code is essential in order that the school might create an orderly atmosphere in which pupils can learn and teachers teach. The School Behaviour Code has regard to the rights and responsibilities of all parties concerned within the school community.

## Homework and Study

The school provides facilities for study each day between 4:15 pm and 6:15 pm and between 6:30 pm and 8:30 pm. On Wednesday study is offered from 2:00 – 6:00 pm.

Teachers supervise these periods and there is a fee per term.

The school believes that study is an exercise in self-discipline, which must be developed. It involves both written and oral work. It is essential that the students develop the habit of study. The time to be spent on homework and study is outlined in the school journal.

## Students' Council

The school has a Students' Council. The Council consists of students elected from selected year groups. The Co-ordinator of the Student Council is a member of the school staff. The Students' Council provides a forum through which the students of the school can play a full part in the development of a partnership approach to school life and issues.

## Parents' Council

The school has an active Parents' Council. The Parents Council aims to promote the educational development of our students and to assist with various school activities.

The Council meets on a regular basis and its AGM is held each year during the Sept./Oct. term

## School Functions and Meetings

Parent-Teacher meetings are held once a year for each year group. These meetings are brought to the attention of parents/guardians by letter. Parents/Guardians are strongly urged to attend. There are various functions and meetings during the year and parents/guardians will be notified well in advance of such meetings. These meetings are usually held in the evening. The following meetings take place in the course of the year:-

- Meeting for parents of incoming first years and of all year groups
- Study seminar for students and evening seminar for parents
- Talks on student development – externally facilitated
- Meeting re subject choices for second years
- Meeting re subject choices for fifth years
- CAO information night
- Awards night – presentation of outstanding achievement and merit awards.
- Graduation Ceremony including Mass for Leaving Certificate Student
- Beginning of Year Mass for all students
- Advent Mass for First Years
- Advent/Lenten Reconciliation service for all students
- Retreats and Pastoral Services

## Admissions Policy

St. Brendan's College is committed to an Admission Policy which reflects the spirit and meaning of the Education Act 1998, the Education (Welfare) Act 2000 and the Equal Status Act 2000.

It is the responsibility of the Board of Management to ensure the safety, health and welfare of all members of the school community; this includes the student body as well as the staff. In recent years, as the population of our catchment area has grown, the demands of the School have correspondingly increased to the point where overcrowding has become a health and safety issue for the school. Since in any premises there is a limit on the numbers of persons that can safely be accommodated, the Board has determined, having taken account of expert opinion in the area, that the total student population should be capped at **782**, broken down by year groups as follows:

1<sup>st</sup> year **144**; 2<sup>nd</sup> year **144**; 3<sup>rd</sup> year **144**; Transition year **75**; 5<sup>th</sup> year (including LCA) **135**; and 6<sup>th</sup> year (including LCA) **140** - These numbers will be reviewed annually by the Board of Management.

## Students who are eligible for admission to First Year

For the School Year 2019/2020 the school has **144** places for First Year boys.

### 1. Eligibility

Students to be admitted to St. Brendan's College must:-

- a. Have reached the required age: 12 years on the 1<sup>st</sup> of January in the calendar year following the student's entry into First Year.
- b. Have completed sixth class in Primary School or its equivalent.
- c. Be willing in conjunction with their parents to accept the school ethos.
- d. Be willing, with parents/guardians, to accept the School's Code of Behaviour and Admission Policy. Confirmation in writing is required that parents/guardians and students accept the Code of Behaviour, as set out below.

### 2. Application for Admission

**The Student Application to Enrol Form 1** is available from the Administration office. The Application Form completed in full, together with a birth certificate of the applicant student will

be accepted by **hand only**, at the Administration office, between 6.15 pm on the **17<sup>th</sup> day of October 2018** and 4.00pm on the **26<sup>th</sup> day of October 2018**. An acknowledgement of the Application will be given and must be retained for your records. **Please note** that an acknowledgment of Application within the appointed time does not guarantee a place in the School.

### **3. Late Applications**

Applications received after 4.00pm on the 26<sup>th</sup> day of October 2018 are deemed to be late applications and will not be considered, unless places remain unfilled following the offer of places to valid applicants. Late applicants will be placed on a waiting list. The order of the waiting list will be in accordance with the date and time stamped on the Admissions Application.

### **4. Offer of Places**

A letter notifying the applicant, regarding their Application, will issue within 21 days of the closing date (on or before 16<sup>th</sup> day of November 2018). Parents/Guardians of those students, who have been offered a place, must complete the **Application Form No 2** which includes a Health Information Section, and detailed information including the Student PPS No and information as required by the Department of Education & Skills. It also contains a form confirming parent/guardian and student commitment to abide by the School's Code of Behaviour. A parent/guardian must advise the school of their acceptance of the offer of Admission in writing on or before **Friday 30<sup>th</sup> November 2018 at 4.00 pm**, by completing/signing both the Acceptance Form and the Code of Behaviour Acceptance Form and returning both documents to the Administration office, **by hand only**, by 4.00 pm on Friday 30<sup>th</sup> November 2018.

### **5. Non-acceptance**

Not informing the school of acceptance on or before 4.00 pm on Friday 30<sup>th</sup> November, 2018 will be interpreted as non -acceptance of the place offered and the place will be allocated to another pupil without further notification.

### **6. Admissions Committee**

The Board of Management has appointed a sub-committee of three people to handle the application and enrolments on behalf of the school. The subcommittee consists of the School Principal, Deputy Principal and one nominee of the Board of Management. The subcommittee will take responsibility for processing all applications.

### **7. Selection Criteria**

Where Application Forms received by the closing date above, exceed the number of places available, the Board of Management directs that the places will be allocated in the following order of priority:-

1. Brothers, step-brothers, half-brothers, foster brothers of students who are or have been enrolled in St Brendan's College.
2. Students whose father or mother is contracted (in the current academic year) as a teacher, SNA, administrative or caretaking staff in the school.
3. Students whose parents were past pupils of St. Brendan's College.
4. Brothers, (step, half or foster brothers) of girls who are enrolled in St. Brigid's Secondary on the date of application (applications for eligibility under this criteria authorise the Principal of St. Brendan's College to confer with the Principal of St. Brigid's Secondary to verify same).

5. Sons of eligible staff (in the current academic year) of St. Brigid's Secondary. Any application to St. Brendan's College authorises the Principal of St. Brendan's College to confer with the Principal of St. Brigid's Secondary to verify same).
6. Students from the Primary schools in the greater Killarney area. (**See Appendix 1 at the end of this document**)
7. All other students living in the greater Killarney area.

In the event that the number of applicants within a particular category exceeds the balance number of places available, then the date of birth of each student shall be used to determine maximum eligibility. The oldest students within the category will have greatest priority.

#### **8. Exceptional Cases**

In offering a place to a student the school must be satisfied that it is in a position to fulfil the educational needs of that student, subject to the support required from the Department of Education and Skills in providing adequate human resources, skills and facilities. Accordingly, the School reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case would arise where:-

- a. The pupil has special needs such that even with additional resources available from the Department of Education and Skills the School cannot meet such needs and/or provide the pupil with an appropriate education or
- b. In the opinion of the Board of Management the pupil poses an unacceptable risk to other pupils, or to the Schools staff or to School property.

### **Enrolment as a Repeat Leaving Cert Student**

The school admits both girls and boys to Repeat Leaving Cert. Classes. Admission is conditional on a commitment to full-time attendance and acceptance of the standards of behaviour and levels of study set by the school.

### **Special Educational Needs**

In welcoming applications from students with special educational needs, the school will use the resources, provided by the Department of Education and Skills, to make reasonable provision and accommodation for all such students and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

Parents are encouraged to contact the school well in advance of the admissions process should they feel that their son has special education needs.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be met.

Final confirmation of a place may, in exceptional cases, have to be withheld until the Department of Education and Skills confirms that the necessary resources are to be allocated.

### **Transfer of a student from another school**

The school will make every reasonable effort to facilitate a student seeking a 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:

- A transfer is in agreement with the school's Admissions Policy
- A transfer is in the best interests of the student and the school
- A transfer is of educational benefit to the student

The application form must be accompanied by

- (a) an academic progress report
- (b) an attendance record
- (c) a punctuality record
- (d) a behaviour report
- (e) a reference from the Principal of the previous school

It may be necessary for a consultation with the Educational Welfare Officer to take place.

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 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.

## Enrolment Procedure

The school Open Night takes place on **Wednesday, 17<sup>th</sup> October, 2018**. The enrolment process opens on that evening at 6 p.m. Parents/guardians must return the duly completed **Student Application to Enrol Form 1** for admission to First Year by **Friday, 26<sup>th</sup> October, 2018 at 4 p.m. by hand**.

Should the number of valid applications exceed the number of places, the Selection Criteria as outlined in Section 7 of this policy will be applied.

A letter notifying the applicant, regarding their Application, will issue within 21 days of the closing date (on or before 16<sup>th</sup> day of November 2018). Parents/Guardians of those students, who have been offered a place, must complete the **Application Form No 2** which includes a Health Information Section, and detailed information including the Student PPS No and information as required by the Department of Education & Skills. It also contains a form confirming parent/guardian and student commitment to abide by the School's Code of Behaviour. A parent/guardian must advise the school of their acceptance of the offer of Admission in writing on or before **Friday 30<sup>th</sup> November 2018 at 4.00 pm**, by completing/signing both the Acceptance Form and the Code of Behaviour Acceptance Form and returning both documents to the Administration office, **by hand only**, by 4.00 pm on Friday 30<sup>th</sup> November, 2018.

In the case of students with special education needs, the Board, having received the relevant information, will make a decision and inform the parents in writing of this decision as per the terms outlined in an earlier part of this policy.

On completion of the enrolment process a request will be made for all relevant information to be made available from the student's previous school, including such matters as attendance record, behaviour issues, special education needs etc. This will assist the school in making appropriate education provision for each student.

Parents will be presented with the following when they are applying for an Application Form

- Admissions Policy
- Code of Behaviour
- Homework and Revision Policy

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances.

**Parents/Guardians will be informed of enrolment date each year by advertisements in the public press**

## Appeals

The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned 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 school be refused the parents/guardians have the right to appeal to the Secretary General of the Department of Education and Skills, (Education Act 1998, Section 29 (d)). The parents/guardians must be informed in writing of the Board's decision and the reasons why the student was not accepted should be clearly stated. The parents/guardians right to appeal should be restated and the application form provided. (Circular M48/01).

An appeal may be made to: The Secretary General of the Department of Education and Skills, Marlborough Street, Dublin 1.

### APPENDIX 1

#### LIST OF PRIMARY SCHOOLS IN THE GREATER KILLARNEY AREA 2019/20

1. Anabla National School
2. Barraduff National School
3. Coolick National School
4. Cullina National School
5. Faha National School
6. Firies National School
7. Fossa National School
8. Gaelscoil Faithleann
9. Glenflesk National School
10. KIlcummin National School
11. Knockaderry National School
12. Knockanes National School
13. Lissivigeen National School
14. Loreto National School
15. Loughguittane National School
16. Presentation Monastery School
17. Raheen National School
18. St Olivers National School
19. Tiernaboul National School
20. Two Mile Community National School