

# **Drumshanbo Vocational School**

## **ENROLMENT AND ADMISSIONS** **POLICY**

### **Mission Statement**

Drumshanbo Vocational School incorporating students, teachers, parents and community, seek to provide for the intellectual/curricular, physical, social and personal education of the student.

The school aims to establish, develop and nurture attitudes, values and behaviour which will enable the whole school community to reach its full potential.

All students are encouraged to find their own strengths in order to grow into self-confident and responsible adults. Within a firmly established program of pastoral care, we seek to enhance the spiritual aspects of our students' lives.

### **AIMS**

To help students develop a respect and tolerance of all others irrespective of age, beliefs, ability or background.

To provide an environment where the needs of all are catered for equally and without prejudice.

To promote an atmosphere where honesty and integrity are basic activities.

To enable all students to express their own individuality.

To promote a culture whereby students realise their own role in the learning process.

To provide a broad, balanced and suitable curriculum designed to enable all students to realise their full potential.

## **Rationale for Policy**

Our school is committed to the successful implementation of legislation, in particular the Education Act (1998), the Education (Welfare) Act 2000, Equal Status Act 2000 and the Vocational and Educational Acts 1930 - 2001.

The school fully subscribes to the principles of partnership, accountability, transparency, inclusion, and respect for diversity, parental choice and equality.

The school operates within the guidelines and regulations laid down from time to time by the Department of Education & Skills and MSL ETB

## **SCHOOL DETAILS**

### **Type of School:**

- Multi-denominational and co-educational school;
- Under the trusteeship of Mayo Sligo and Leitrim ETB.;
- Grant aided and publicly funded.

### **Management:**

- Under Mayo Sligo Leitrim ETB as patron of the school;
- The school's Board of Management is setup as a sub-committee of MSL ETB

### **Board of Management Members:**

The Board of Management comprises of three ETB Representatives, two Parent/Guardian Representatives and two Teacher Representatives. The School Principal is Secretary to the Board.

**School Phone No.**                      **071-9641085**

**School Fax No.**                        **071-9641839**

**Email:**                                    [info@dvs.ie](mailto:info@dvs.ie)

## **School enrolment procedure and dissemination of information about the school**

The School Principal visits all primary schools in our local area during the months of January & February each year. Sixth Class pupils are given a presentation about the school and invited to ask questions. An Enrolment pack comprising the School Prospectus, First Year Enrolment Application Form, details of Enrolment/Open Evening and Bus Transport Form is provided to all students interested in enrolling at the school.

The details of the Enrolment/Open Evening are advertised in the local papers at least two weeks prior to the event. Details are also posted on the school notice boards.

On enrolment day, we invite the student and their parent/guardian to return completed enrolment application forms and school transport application forms and to provide a copy of Birth Certificate or Passport. The school Principal & Deputy Principal are available to meet all those in attendance and as much information as possible is given about our school. Parents and students are given an opportunity to take a guided tour of the school.

All applicants will be informed within 21 days whether their application has been accepted or not, provided that all documentation requested has been supplied to the school.

Parents/Guardians of incoming First Year students will be invited to an Information Evening in the school before the primary school summer holidays.

### **Enrolment of Students with Special Educational Needs.**

In accordance with its Mission Statement, the school welcomes students with disabilities or special educational needs.

The Principal and/or the Learning Support Co-ordinator or Guidance Counsellor of the school will endeavour to:

- (a) Identify children who may be applying for admission to the school and who have special educational needs and become familiar with their needs;
- (b) Request copies of the child's medical/psychological report;
- (c) Request immediate assessment where necessary.

**Parents/Guardians of students with special educational needs, whether educational, medical, psychological or social needs, must submit all relevant information on enrolment dates in order that the school may plan and acquire the necessary resources - both teaching and ancillary - to provide an appropriate programme of education for the child.**

Application for the provision of resource hours for students with special educational needs is then made to the National Council for Special Education and must be supported by the appropriate reports/assessments etc. supplied by parents/guardians. This application is essential to ensure that appropriate facilities are allocated and in place for the next school year. In some instances it may be necessary for the Board of Management or the Principal, acting on its behalf, to defer enrolment of a particular child

pending receipt of assessment, reports, and/or the provision of the appropriate resources by the Department of Education & Skills, to meet the particular special educational needs of the student. In the event of such deferral, the Principal on behalf of the Board of Management, will attempt to liaise with the parents/guardians and keep them informed of any/all progress being made.

Ultimately the school's ability to cater for a student with particular needs is dependent on adequate resources being made available to the school to effectively cater for those particular needs.

### **Admission to First Year**

All applicants must be eligible for a place in a post primary school.

The school authorities will determine the number of First Year students to be enrolled each year and the number of class groups to be formed. In deciding the number of students to be taken and the number of classes to be formed, there will be due regard for the relevant Department of Education & Skills provisions re class size, staffing provision and/or any other relevant requirements concerning accommodation such as physical space or the health & welfare of the students.

Our school works on the principle that it caters primarily for children from its own community and catchment area. In the event of the number of applications being greater than the number of places available, the following criteria will be applied in the allocation of these places in the following order :

- (a) Pupils from primary schools within our catchment area i.e. our school being the nearest post-primary centre for school transport purposes;
- (b) Applicants living in the catchment area of Drumshanbo and attending Primary Schools outside the catchment area of Drumshanbo
- (c) Siblings and step-siblings resident at the same address of a current pupil;
- (d) Children of staff at Drumshanbo Vocational School
- (e) Siblings/children of past pupils of Drumshanbo Vocational School
- (f) All other applicants
- (g) In the matter of applications from students who are refugees or asylum seekers, the Board of Management acts in accordance with the policy developed by the Irish Vocational Education Association (now ETBI) representing the ETBs.

### **Transfers from other second level schools and International Students:**

Applications may be considered for transfer to the school in exceptional circumstances such as change of address to the locality. Acceptance for enrolment in these circumstances are subject to:

- (a) The school's enrolment and admissions policy including the selection criteria where the number of applicants exceeds the number of places available;
- (b) The school authorities being satisfied regarding the reasons for application;
- (c) The school authorities taking into consideration existing class sizes;
- (d) The school being able to offer the compatible subject choices with the student's previous course of study, and subject to the required course of study lending itself to the acceptance of a student any time after commencement of term.

An application to transfer from an existing second level school or other educational establishments will be subject to all of the following information being made available:

- Attendance record;
- Educational progress inclusive of subjects covered;
- Special educational needs;
- Details of behaviour from the Principals of all 2<sup>nd</sup> level schools and other educational establishments attended by the student;
- Reference from the Principals of all 2<sup>nd</sup> level schools and other educational establishments attended by the student.

The School Management may interview the student and/or parents/guardians with a view to making a recommendation to the Board of Management.

Any student who is admitted to the school or transfers from an existing second level school or educational establishment may be subject to a period of probation or subject to conditional admission to the school as determined by the Principal/Board of Management.

### **Right of Refusal**

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

Such exceptional circumstances are exemplified by:

- (a) An established adverse record or behaviour of the student; which would be likely to impact on the health and safety of existing students.
- (b) Lack of adequate resources to cater for the particular needs of the student.

Parent(s)/guardian(s) will be informed in writing whether a place is being offered to their child.

In making decisions on applications there will be due regard to relevant Department of Education & Science provisions in relation to:

- Class size,
- Staffing provisions,
- Requirements concerning accommodation,

The Board may liaise with the Principal and teachers on whether or not the greater good of the existing class would be likely to be affected adversely by the admission.

Equality of access and participation is the key value that determines the enrolment of pupils in our school. No child is refused admission for reasons of ethnicity, special education needs, disability, language/accents, gender, traveller status or religious/political beliefs and values.

### **Reservations by Board of Management**

While recognising the right of students and parents to enrol in the school, the Board of Management have a responsibility to respect the rights of the existing school community and, in particular, the students already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of all students. In arriving at its decisions the Board of Management would seek to promote the greater good of the largest possible number of students at all times.

### **Right of Appeal**

Parents have the right to appeal a refusal by a school to enrol a student under Section 29 of the Education Act 1998. This appeal in the first instance is made to the Board of Management of the school, in the second instance to MSL ETB and finally to the Department of Education & Skills.

Appeal Forms are available from Reception in the school and from the ETB Offices in Carrick on Shannon.

### **Appendices**

- Our Enrolment Application Form,
- Our School Prospectus,
- Questionnaire for previous School Principal(s) in cases where students are applying to transfer from other second level schools or educational establishments.
- School Appeal Form



**etb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
*Mayo, Sligo and Leitrim*  
Education and Training Board

# APPEALS APPLICATION FORM

*This form should be used for the making of an appeal to*

*Mayo, Sligo and Leitrim Education & Training Board*

*(as provided for under section 29 of the Education Act, 1998)*

**IN GENERAL APPEALS MUST BE MADE WITHIN 14  
DAYS OF RECEIPT OF THE BOARD OF  
MANAGEMENT'S DECISION**

**APPEAL APPLICATION**

(PLEASE WRITE IN BLOCK PRINT)

NAME:

ADDRESS:

  

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DAYTIME TELEPHONE NUMBER:

MOBILE No. (if available):

NAME OF STUDENT (If under 18 years of age):

DATE OF BIRTH:

YEAR/CLASS OF STUDENT:

NAME AND ADDRESS OF SCHOOL IN RESPECT OF WHICH THE APPEAL IS MADE:

  

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NATURE OF DECISION: (Please tick one category only)

Refusal to enrol	<input type="checkbox"/>
Suspension *	<input type="checkbox"/>
Permanent exclusion/ Expulsion	<input type="checkbox"/>

*\* Please note that an appeal may only be made in respect of a suspension which results in 20 days or more of suspension for that student in any one school year*

DATE WHEN YOU WERE NOTIFIED OF THE DECISION BY THE SCHOOL:

DAY		MONTH		YEAR			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DETAILS OF PROCEEDINGS AT LOCAL LEVEL:

*Please give details below of proceedings that have taken place at local level in this case, either with the Principal or Deputy Principal, (or their nominees), or the Board of Management.*

*Please state the outcome of these proceedings.*




*(Extra pages may be added)*

**GROUND ON WHICH THE DECISION IS BEING APPEALED:**

*Please state clearly the grounds on which the decision is being appealed.*


*(Extra pages may be added)*

**PLEASE ENCLOSE COPIES OF ALL CORRESPONDENCE WITH THE SCHOOL IN RELATION TO THIS MATTER**

**YOU MAY ALSO ENCLOSE ANY OTHER RELEVANT DOCUMENTATION IN SUPPORT OF YOUR CASE.**

I certify that the information given above is true. I understand that all documentation considered relevant may be accessed as part of this appeal process, and that contact may be made for this purpose with relevant bodies such as the National Educational Psychological Service or the National Educational Welfare Board. I understand that all documentation provided by me in relation to this appeal, including this application form will be released to the school in question prior to an appeals hearing taking place.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return completed application form to:**

**Seosamh Mac Donncha,  
Chief Executive,  
Mayo, Sligo and Leitrim Education & Training Board,  
Head Office, Newtown, Castlebar, Co. Mayo  
Tel: (094) 9024188**

**PLEASE NOTE THAT WHEN SUBMITTING THIS APPLICATION FORM YOU SHOULD AT THE SAME TIME NOTIFY THE SCHOOL IN QUESTION OF THE APPEAL TO MAYO, SLIGO AND LEITRIM EDUCATION & TRAINING BOARD AND THE GROUNDS ON WHICH IT IS MADE. A COMPLETED COPY OF THIS FORM MAY ALSO BE PROVIDED TO THE SCHOOL.**

**FOR OFFICE USE ONLY:**

DATE OF RECEIPT:

FILE REF:

Approved by the Board of Management

Date:

Signed:

Chairperson

Principal

CEO

Review Date: