



Ringsend College Admission Policy

Ringsend College operates under the City of Dublin Education & Training Board. It is a co-educational college offering the following programmes: Junior Certificate, Junior Certificate Schools programme, Transition Year, Leaving Certificate, Repeat Leaving Certificate, Leaving Certificate Vocational, Post Leaving Certificate (PLC), Vocational Training Opportunities Scheme (VTOS), Back to Education Initiative (BTEI). Ringsend College also offers an extensive Evening School programme of hobby courses.

THE COLLEGE PHILOSOPHY

Ringsend College's Admissions Policy welcomes all students for whom the school can provide an suitable education. The college aims to provide an inclusive education that contributes towards the holistic development of our students through a social, moral and cultural education.

The college operates within the grants and resources provided by the Department of Education and Science. The implementation of college policy will have due regard to resources and funding available at any particular point in time.

Ringsend College is committed to:

- Encouraging students to develop self-confidence and belief in their own abilities.
- Providing a programme of study, which meets the needs of all our students
- Enabling students to attain the highest standards of learning and qualifications
- Encouraging good communication between all the members of the school community and fostering a spirit of respect for all.
- Seeking the support of parents in achieving the education aims of the College.

The college supports the principles of:

- Inclusiveness
- Equality of access and participation in the college
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society

MISSION STATEMENT

Mission Statement

Ringsend College is a multi-service College within the CDETB which strives to give every student every opportunity to realise their full potential.

We are committed to creating a positive and caring learning environment which motivates and challenges our students in all aspects of their personal, social, moral, sporting and academic development.

We believe that this will foster a life-long love of learning and encourage an on-going engagement with their personal development. This will enable students to leave Ringsend College as happy, socially aware, hard-working members of society with a resilient and positive mind-set.

ADMISSION

Admission to the College is governed by the “*CDETB Admissions Policy set out in its General Rules and Regulations for schools, Colleges, other Centres and the Classes and Activities operating under the authority of the CDETB*”. This policy states that:

Admission to a particular course/activity is subject to places being available and is governed by three principles:

- That in the professional judgement of the School Authority (the term ‘School Authority’ as in these regulations, indicates the Chief Executive, or an officer delegated to act on his/her behalf), and following an interview (if deemed appropriate) the student/participant is suitable for the course/activity.
- That in the professional judgement of the School Authority, the student/participant, because of previous education, training or experience, is considered likely to benefit from attendance.
- That participation will contribute positively to the course/activity and in no way infringe upon the opportunities *or rights of other students or staff*.

Within the above policy the following arrangements will apply:

Second Level School students

- Applicants must be not less than 12 years of age on the 1st January in the calendar year following the child’s entry into First Year.
- An applicant must, as a rule, have completed a full course of primary education.
- Application forms will be dated/timed as they arrive and this will indicate the place the applicant stands in the “queue” for enrolment.
- Students **will not** be enrolled after the last working day in September of the school year in which classes for the particular course commence *except* in a case which is deemed by the College to be an exceptional circumstance.
- Applications should therefore be made well in advance of this date to ensure that there is time for any required entry assessments to be undertaken and for references and other documentation to be obtained.
- The College will not be responsible for an applicant’s inability to complete the enrolment process by the above date if such results, documentation etc. are not available.

Second Level School students are considered for admission following:

- An interview with student and parent(s)/guardian, during which the student application card is completed and signed.
- In the case of students entering First Year, an entrance assessment, the dates of which will be notified to applicants, must also be completed.
- In the case of some applicants, further assessment/referral or reports from previous assessments may be required.
- Applicants who have attended another 2nd level school or education centre are required to fill out CDETB Transfer forms A, B and C where applicable. They must submit a detailed reference and copies of previous school reports and in the case of some students, additional assessments, or reports from previous assessments, may be required. The college may also seek a report directly from the previous school/centre. All such references/reports etc. will be considered before a decision is made on the application.

In a situation where there are excess applications for a particular class/course selection will be made on a first come, first served basis.

Post Leaving Certificate

Persons are welcome to make application at any time during the year preceding commencement of the intended course. Students will not be enrolled after the last working day in September of the school year in which classes for the particular course commence except in a case which is deemed by the College to be an exceptional circumstance.

Post Leaving Certificate students are considered for admission following:

- Submission of the completed application form
- Submission of supporting documentation where applicable and requested
- Evidence of meeting any entry requirements for a particular course
- An interview with appropriate members of staff

In a situation where there are excess applications for a particular class/course selection will be made on a first come, first served basis.

VTOS, BTEI and other adult whole time students

Persons are welcome to make application at any time during the year preceding commencement of the intended course. VTOS, BTEI and other adult whole time students are considered for admission following:

- Submission of the completed application form
- Submission of supporting documentation where applicable and requested
- Evidence of meeting any entry requirements for a particular course, including passing an aptitude test if required, and an interview with the appropriate member(s) of staff

In a situation where there are excess applications for a particular class/course selection will be made on a first come, first served basis.

Part-time adult students (Evening Courses)

The admission procedure normally commences in September and January of each year on dates to be notified.

All part-time adult students are considered for admission following:

- Completion of the enrolment card
- If deemed necessary by the College, an interview with the appropriate member(s) of staff
- In a situation where there are excess applications for a particular class/course selection will be made on a first come, first served basis.

Non EU Nationals

Applicants who are Non EU Nationals must satisfy all the requirements of the immigration authorities and must be deemed eligible by the DES to participate in the course applied for.

Students with Special Needs/Disabilities

In welcoming and 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 are dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Science.

An applicant with a special educational need/disability must inform the college about his/her situation at the time of application. To assist the college in establishing the educational and training needs relevant to his/her disability or special needs and to profile the support services required, the college may:

- Request that the parents/guardians provide a student's records and reports from his/her previous school/education centre
- Request copies of student's medical/psychological reports
- Request an assessment if deemed necessary by the college
- Request information regarding the applicant's previous access to any of the following resources:
 1. Special needs assistant or classroom assistant.
 2. Special class placement.
 3. Resource teacher support.
 4. Assistance with behavioural modification.
 5. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
 6. Any resource in relation to travel or mobility.
 7. Any additional resources to help with his/her special needs.

The college will meet with the parents/guardians of the student concerned and other agencies involved with the applicant's welfare as deemed appropriate to discuss the applicant's needs and the college's capacity to meet these needs. If having assessed the matter the college is of the view that further resources (additional teaching hours, special needs assistant, specialised equipment etc.) are required, the Department of Education and Science will be requested to provide these resources before enrolment.

In cases where full assessment as required by the college is not available and/or adequate resources are not forthcoming from the Department of Education and Science the college may refuse/defer enrolment.

General

No enrolment is considered completed until

- All set fees or charges are paid.
- All supporting documentation, references etc. which may have been requested by the College have been submitted
- The student has agreed to abide by the CDET B Rules and Regulations and the College's Regulations and Code of Conduct.
- The student has been offered a place.

Class sizes – Second Level School

- General classes = 20

Class sizes – PLC

- General classes = 20-25
- Specialist classes = student numbers as appropriate to facilities and needs

Class sizes – VTOS and BTEI

- Student numbers as appropriate to facilities and needs

Class sizes – Evening classes

- Student numbers as appropriate to facilities and needs

Student information

It is the responsibility of parents/guardians or the student (if aged 18years+) him/herself to ensure that information supplied on the enrolment form is kept up to date at all times that the student is enrolled in Ringsend College.

Exceptional Circumstances

The college reserves the right to refuse an application for enrolment in exceptional circumstances.

Notification of enrolment

As soon as is practicable, but not later than 21 days, after a parent/guardian (or student if aged 18+) has provided all requested information and all assessments have been completed, the College will make a decision in respect of the application concerned and inform the parents (or student if aged 18+).

Refusal to Enrol

In a case where the college is proposing to refuse an enrolment the matter will be referred to the college School Sub Committee. The parents/guardian of an applicant or the applicant (if aged 18 years or over) will be afforded an opportunity to appeal and to put their case to the School Sub Committee. If having considered the matter the School Sub-Committee deems that the enrolment should be refused it makes such a recommendation to the CDETB. The parent and the NEWB are informed in writing of the recommendation of the Sub-Committee and that they have fourteen calendar days to lodge an appeal to the CDETB. If the appeal is allowed to proceed then the parents/guardian of an applicant or the applicant (if aged 18 year or over) will be afforded an opportunity to put their case to the City of Dublin Education & Training Board. If, having considered the matter, the CDETB deems that the enrolment should be refused the decision may be appealed to the DES.