



## **Davitt College & Castlebar College of Further Education**

**School Admissions Policy for 2019-20 School Year for Davitt College,  
Post-Primary School**

***\*\*This policy will be revised on the commencement of Section 9 (ss. 62) of the  
Education (Admission to Schools) Act 2018\*\****

**Reviewed:**

January 2019

**Ratified by BOM:**

13<sup>th</sup> February 2019

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## SECTION 1. THE SCHOOL

### *1.1 School Details*

School name: Davitt College

Year of establishment: 1982

Contact Address: Springfield, Castlebar, Co. Mayo. Eircode: F23 VY15

Phone: 094-9023060

Fax: 094-9025174

E-Mail: [davittcollege@msletb.ie](mailto:davittcollege@msletb.ie)

Website: [www.davittcollege.com](http://www.davittcollege.com)

Contact Person: Ms. Bernadette Rowland

Position: Principal

Office Hours: 9:00 a.m. to 4:30 p.m. (closed for lunch 1:00p.m. to 2:00p.m.)

Class schedule:

- 9.00 to 11.00 - Classes
- 11.00 to 11.20 - Break
- 11.20 to 1.20 - Classes
- 1.20 to 2.00 - Lunch
- 2.00 to 4.00 – Classes - Monday & Tuesday
- 2.00 to 3.20 – Classes - Wednesday, Thursday & Friday

## SECTION 2. ORGANISATIONAL MATTERS

### 2.1 Patron and Body Corporate:

Mayo, Sligo & Leitrim Education & Training Board (MSLETB)

### 2.2 Board of Management:

**Chairperson:** Cllr. Blackie Gavin

**Nominees of MSLETB:** Cllr. Tom Connolly      Cllr. John Caulfield      Mr. Tom Grady

**Teacher representatives:**      Ms. Elaine Mortimer      Mr. Gary Boyle

**Parent representatives:**      Mr. Brian O'Malley      Ms. Suzanne Doocey

**Secretary to the BOM:**      Ms. Bernadette Rowland

**Recording Secretary:**      Mr. William Rowan

**2.3 Principal:**      Ms. Bernie Rowland

**Deputy Principals:**      Ms. Anita Gallagher

Ms. Monica Sweeney (Mr. Bill Flynn, *acting*)

Mr. William Rowan

**School Secretaries:**      Ms. Mary Nugent & Ms. Anne Marie McDaniel

**School organisation:**      Year Head & Tutor System

Pastoral Care Team

Classes are of mixed ability

### 2.4 Parents' Council:

The Parents' Council is an active and supportive feature of the school community. Membership of the council is open to parents/guardians of all students attending Davitt College. The Parents' Council is elected annually at the A.G.M. in September/October and meets once a month throughout the school year.

### 2.5 Students' Council:

The Student Council consists of a representative body elected from and by the general cohort of students in the school. The Student Council gives students the opportunity to voice their opinions and concerns and also to play an active role in decision making in the school.

### 2.6 Facilities:

General Classrooms	Basketball Court & Playing Fields	Home-Economics Rooms	Construction Rooms	Studies
Computer Rooms	Music Room	Art Room	Engineering Rooms	
Library	Science Labs	Meeting Rooms	Canteen	

## 2.6.1 - Programmes and Subjects

### Junior Cycle Programme & Junior Certificates Schools Programme

Subjects offered:

Irish	English	Mathematics
French	German	Science
Geography	History	Business Studies
Home Economics	Engineering	Wood Technology
Technical Graphics	Music	Art
Wellbeing: SPHE, CSPE & PE	Religion (non-exam)	Computer Studies

All subjects shown above may not be offered in any school year and are dependent on student uptake of subject and availability of resources.

### Transition Year

Subjects offered within the classroom:

Maths	English	Irish	French	Art
Science	History	Religion	German	P.E.
Career Guidance	Wood	Technology	Business	Career Guidance
Engineering	Home Economics	Music	I.T.	
Development Education/ Sustainable Development Goals				

Subjects offered outside the Classroom:

First Aid	Gaisce	School Tour	Mini Company
Work Experience	Outdoor Pursuits	School Musical	Road Safety
Scifest Project	BY Young Scientist	Peer4Peer Programme	Build-a-Bank Project
Debating / Public Speaking			

Having regard to the availability of resources some subjects shown above may not be offered in any school year or other appropriate subjects may replace some subjects on the above list.

### Senior Cycle Programmes

#### Leaving Certificate Established

Subjects offered:

Irish	English	Mathematics	Business
French	German	Biology	Chemistry
Geography	History	Politics & Society	Applied Maths
Home Economics	Engineering	Construction Studies	Physical Education
Design and Communications Graphics	Music	Agricultural Science	Relationship & Sexual Education
Physics	Economics	Accounting	Art
Career Guidance	Religion (non-exam)		

All subjects shown above may not be offered in any school year and are dependent on student uptake of subject and availability of resources.

### **Leaving Certificate Vocational Programme (L.C.V.P.)**

L.C.V.P. is designed to give a strong vocational dimension to the Leaving Certificate (established). The programme combines the virtues of academic study with a new and dynamic focus on self-directed learning, enterprise, work and the community. Young people taking the L.C.V.P. have a unique opportunity to develop their interpersonal, vocational and technological skills. Students wishing to take the L.C.V.P. must include specific subject combinations in their choice of subjects for the Leaving Certificate Examination.

### **Leaving Certificate Applied (L.C.A.)**

The Leaving Certificate Applied is a two-year Leaving Certificate, available to students who wish to follow a practical orientated programme. It makes use of active and student-centred learning methodologies.

Subjects offered in Leaving Certificate Applied may be offered in Years 1 and/or 2

Vocational Preparation and Guidance	English and Communication
Social Education	Leisure and Recreation including Physical Education
Information and Communication Technology	Mathematical Applications
Agriculture/ Horticulture	Hotel, Catering and Tourism
Graphics and Construction	Engineering
Religious Education	Modern Foreign Language
Gaeilge Chumarsáideach	Crafts and Design
Active Leisure Studies	Hair & Beauty

All subjects shown above may not be offered in any school year and are dependent on student uptake of subject and availability of resources.

#### **2.6.2 – Special Needs Programmes**

All Junior Cycle subjects on offer depend on the ability of each student to access these subjects and having regard to Health and Safety requirements.

#### **2.6.3 – Extra Curricular Activities**

The following activities may be available

Gaelic Football	Rugby	Music / Choir	Gym
Basketball	Debating	Athletics	Choir
Soccer	Drama	Chess	Art

Having regard to the availability of resources all activities shown above may not be offered in any school year or other appropriate activities may replace some activities on the above list.

## SECTION 3. GOVERNANCE, MISSION AND RESOURCES

### *3.1 Recognised School*

Davitt College is a recognised school under the terms of the Education Act 1998 and operates within the regulations and guidelines laid down from time to time by the Department of Education & Skills. Davitt College follows the curricular programmes prescribed by the Department of Education & Skills, which may be amended from time to time in accordance with Sections 9 & 30 of the Education Act, 1998.

### *3.2 Patron and Body Corporate*

Mayo, Sligo & Leitrim Education and Training Board (MSLETB) is the patron of Davitt College, the employer of staff and the financial control agency of the school. Davitt College operates within the legal framework, mission and aims of MSLETB.

### *3.3 Ethos or Characteristic Spirit of the School*

The school adheres to the regulations and guidelines laid down by MSLETB for its schools and uphold the ethos/characteristic spirit of MSLETB schools as published by MSLETB.

### *3.4 School Mission Statement*

#### Mission Statement

Davitt College aims to provide a caring community which, in partnership with parents/guardians, caters for the educational, emotional, physical and spiritual development of its students and facilitates them in reaching their full potential.

#### Vision

Davitt College will provide a comprehensive education, which will promote the personal, social, academic, spiritual and vocational development of its students so as to prepare them for their roles as responsible members of society. This will take place in the context of an ethos based on mutual respect between staff and students.

#### Aims

The educational aims of Davitt College are:

- To maintain high standards in all areas of school life. To uphold high educational attainment and good relationships.
- To maintain a positive climate where mutual respect and co-operation are fostered throughout the school community.
- To ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for.
- To ensure that students have access to appropriate guidance to assist them in their educational choices. To promote the moral, spiritual, social and personal development of students.

### 3.5 Key Values in Admission Policy

Davitt College supports the following key values in the operation of the school:

- Quality of teaching and learning
- Equality of access and participation in the school
- Respect for diversity in traditions, values, beliefs, languages and ways of life in society
- Co-education
- The inclusive and communal nature of school life

### 3.6 Resources

Davitt College is funded by MSLETB and the Department of Education & Skills. In the implementation of policies at the school due regard will be given to the resources available to the school in terms of accommodation and staffing.

## SECTION 4. PLACES AT THE SCHOOL 2019

The school reserves the right to continue to monitor the patterns of enrolment from the feeder national schools and amend this policy further at any time, if deemed necessary.

On the basis of current available accommodation and staffing and the school plans for the 2019/2020 academic year, the number of places is 130 for First Year.

## SECTION 5. APPLICATION PROCEDURES FOR FIRST YEAR APPLICANT

Each feeder school will be visited before enrolment, by school staff.

List of feeder schools in the catchment area:

Ballintubber N.S.	Scoil Mhuire, Ballyheane
Ballyvary Central	Scoil Raifteirí N.S.
Belcarra N.S.	St. Angela's N.S.
Clogher N.S.	St. John's N.S., Breaffy
Cornanool N.S.	St. Joseph's N.S., Derrywash
Crimlin N.S.	St. Joseph's N.S., Leitir, Islandeady
Errew N.S.	St. Patrick's N.S.
Manulla N.S.	St. Paul's N.S., Islandeady
Parke N.S.	St. Peter's N.S., Snugboro
Partry N.S.	

### 5.1 Application for Admission

Completed applications for admission must be completed in respect of each applicant seeking to enrol. The application must be signed by the parent/guardian of the applicant and the applicant and must be returned to the school by 15<sup>th</sup> February 2019 @ 12noon.

Address for which applications must be received at: Davitt College, Springfield, Castlebar, Co. Mayo. F23 VY15

Application received at other times will be considered in accordance with the procedures set out in this policy.

Final decision lies with the Board of Management.

### *5.2 Required Information*

Please see Appendix 1 & 2 for an outline of the information required.

### *5.3 Code of Behaviour*

All applicants and their parents/guardians will be required to sign and return a document with the application form indicating that they have read and accept the school's Code of Behaviour. A code of behaviour is essential in order that the school creates an orderly atmosphere in which pupils can learn and teachers can teach. The school's code of behaviour has regard to the rights and responsibilities of all parties concerned within the school community. The guiding principle of the code of behaviour is underpinned by respect for all parties involved.

Enrolment is subject to the acceptance of the Code of Behaviour.

### *5.4 Notification of Admission Decision*

A decision of acceptance or non-acceptance of admission will be notified to parents/guardians by 8 March 2019.

Parents/guardians need to reply accepting offer of a place by 15 March 2019 @ 12noon by returning the completed and signed ACCEPTANCE FORM FOR ADMISSION 2019/2020. If this form is not returned by the stated date and time, the offered place may be allocated to those applicants who are placed on a waiting list.

## SECTION 6. CRITERIA FOR ADMISSION TO FIRST YEAR

### *6.1 General Criteria*

#### **According to Policy**

The Board of Management on the basis of this school policy will make decisions in respect of the admission of applicants.

#### **Admission Statement**

The Board of Management will comply with the requirements of the Equal Status Act, 2000 and will not discriminate against applicants on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Travelling Community and on the grounds that the student or the applicant in respect of the student concerned has special educational needs.

#### **Age**

Applicants must reach the age of twelve (12) years by January 1<sup>st</sup> of the school year they are enrolling in as prescribed by the Department of Education & Skills.



### **Completion of sixth class of the primary school or equivalent to any other jurisdiction.**

Applicants who have completed sixth class in primary school or its equivalent may be enrolled following the completion of the application process to First Year subject to a place being available and the age requirement, except in exceptional circumstances.

#### *6.2 Oversubscription Criteria*

In the event of the school having more applications for admission than places available the following selection criteria will be applied in the priority order detailed below:

- Criterion 1. Sixth Class Pupils from National Schools in the catchment area as listed in Section 5 above.
- Criterion 2. Sixth Class Pupils residing in the catchment area (recent proof of address required as outlined in the APPLICATION FORM FOR ADMISSION - 2019/2020)
- Criterion 3. Siblings of current students of Davitt College.
- Criterion 4. Siblings of former students of Davitt College.
- Criterion 5. Children of school staff and Board of Management members
- Criterion 6. The remaining places will be allocated to all other applicants on the basis of a lottery among all the valid applicants.

#### *6.3 Operation of the random selection process*

The random selection process (lottery) will be overseen by a panel appointed by the Board of Management consisting of a representative of the Board (the Principal), a representative of the Parents' Council and an independent scrutineer appointed by the Board.

A member of the panel will draw names, one by one, until the maximum number of places under criterion 5 is reached.

The order in which the names are drawn will be recorded on a numbered list. Places will be offered in the order in which names are drawn until the allotment of places has been filled.

The remaining names will be drawn and recorded on a numbered list (i.e. those applicants who have not received places) and this will form the basis of a waiting list. Should places become available an offer for admission will be made according to this list. The waiting list will remain valid until the end of the current academic year, i.e. May, 2020.

***\*\*\*Applications received after the 15<sup>th</sup> February 2019 @ 12noon will not be entered into the lottery outlined above. The applicants name will be added to the waiting list following completion of the lottery in chronological order of date of receipt.***

#### *6.4 Class allocation after admission*

The Principal on behalf of the Board makes the allocation of an applicant to a class.

## SECTION 7. ENROLMENT OF STUDENTS WITH ADDITIONAL PHYSICAL AND EDUCATIONAL NEEDS

Davitt College welcomes applications from students with special educational needs (SEN). The application process for a student with special educational needs will be the same as that of any other applicant. However, in order to assess the needs of an SEN student, the school authorities will liaise with the parents/guardians to discuss the student's needs and the school's ability to meet those needs. In keeping with best practice and recommendations, Davitt College will liaise with the applicant's previous school(s), following consent from parents/guardians to work towards a continuum of support.

***Parents / Guardians will be required to provide copies of educational, medical or psychological reports relevant to the additional needs and education of the applicant. A certificate of exemption from Irish must also be included if the applicant has an exemption.***

Lack of information or failure to provide required reports may be a basis for a decision to defer or prohibit the commencement of an educational programme for the applicant at the school.

Davitt College will strive to ensure that an education appropriate to their needs is provided for students with special educational needs and will seek to:

- Identify the needs of students in advance
- Acquire the necessary resources
- Do all that is reasonable to accommodate the needs of a person with a disability.

## SECTION 8. CRITERIA FOR ENTRY INTO SPECIAL PROGRAMMES INCLUDING TRANSITION YEAR AND LEAVING CERTIFICATE APPLIED

The following criteria may be applied when considering a student's entry to school programmes:

- The likelihood of the student benefiting from the particular programme.
- An assessment as to whether the student would be better suited to one of the other programmes available.
- Student's ability to work as part of a team.
- The likelihood of the student having a positive effect on fellow students participating in the programme.
- The ability to work without on-going close supervision, e.g. when doing project work, etc...
- The likelihood of the student's participation in the work placement in a satisfactory manner.
- A student's overall school record is a key consideration for admission into the programme.
- Entry to these programmes may be subject to a successful interview.
- Students may be removed from the programme if there is a serious breach of the school rules.

## SECTION 9. TRANSFERS FROM OTHER SCHOOLS PROVIDING POST-PRIMARY PROGRAMMES

### *9.1 Students transferring from another Post-Primary school*

Applications to transfer from other schools providing post-primary courses will be considered for the commencement of a new school year, except in exceptional circumstances or due to family relocation.

Closing date for transfer requests is 30th of September of the given academic year.

Applications to transfer from other schools providing post-primary education will be processed in accordance with the policies and procedures outlined in this policy as they relate to students in general and to students with additional physical and educational needs.

The transfer must be of educational benefit to student.

As soon as is practicable, but not later than 21 calendar days, after a parent/guardian has provided the relevant information as stated in 9.2 below, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof as per the Education Welfare Act 2000 (Section 9 (3)).

### *9.2 Procedure for Transfer Requests:*

- The Principal, on behalf of the Board, may interview the applicant and his/her parents/ guardians to discuss their application for admission.
- The following documents are to be completed and returned to the school by the date indicated on the Student Transfer Form:
  - Student Transfer Form (to be completed by parent/guardian/ or by the applicant themselves if over 18 years of age)
  - Student Information Request Form (to be completed by the applicant's current / former school)
  - Copies of two most recent school reports
  - Copies of results of any State Examinations taken by the applicant
  - Copies of reports on the applicant's medical / educational / psychological status (where relevant) to enable the school to assess the applicant's needs and to plan the provision of appropriate facilities
- A general reference from the applicant's previous school may be requested, in order to ascertain the applicant's educational and general progress.
- The prospective applicant should have made sufficient progress to allow the prospective applicant to cope with the demands of a particular educational programme.

Application may be successful subject to:

- The school's admission policy
- The school being in a position to meet the needs of the applicant.
- A place in the school being available
- Consultation with the Educational Welfare Officer
- The Board of Management reserves the right to refuse an application for admission in exceptional circumstances.

### 9.3 Class allocation after admission

The Principal on behalf of the Board makes the allocation of an applicant to a class.

## SECTION 10. APPLICATION TO REPEAT A YEAR

Parents/guardians of applicants who wish their child(ren) to repeat a year must apply in writing to the Principal of the school before the 1st of May in the current academic year. The closing date for applications is 31st May as per Department of Education & Skills circular M2/95.

In allocating places to repeat a year, the school will follow the details of circular M2/95 from the Department. When filling the application form, parents must provide supporting documentation, if required.

## SECTION 11. RESERVED RIGHTS OF THE BOARD TO REFUSE ENROLMENT

The Board of Management reserves the right to refuse an application for admission, in the school, where in the opinion of the board:

- Adequate physical accommodation is not available for the applicant.
- A decision to enrol would constitute a risk to the health and safety of other students enrolled.
- The school programme is unsuitable to the educational needs of the applicant and alternative suitable arrangements for an appropriate programme cannot reasonably be made by the school.
- A decision to enrol would clearly have a demonstrable negative impact on the capacity of the school to deliver programmes to other students and alternative arrangements cannot reasonably be made by the school.
- It is not satisfied that it has sufficient information to make an informed decision on the educational needs of the applicant. This circumstance may include:
  - incomplete or inaccurate Application Form for Admission
  - incomplete or inaccurate Acceptance Form for Admission
  - failure to supply requested documentation
  - failure to accept and comply with the schools Code of Behaviour
- The criteria outlined in this policy has not been met.

## SECTION 12. RIGHT OF APPEAL

In the event of refusal to admission to Davitt College, parents/guardians will be informed of the right to appeal under Section 29 of the Education Act 1998.

Ratified by the Board of Management on 13<sup>th</sup> February 2019.

Signed: *Clbr. Blackie Gavin*

*Chairperson*

*Ms. Bernadette Rowland*

*Principal*