

Co. Wicklow Vocational Education Committee

Admissions Policy for 2nd Level Schools

1. POLICY STATEMENT:

- 1.1 Admission to all Co. Wicklow Vocational Education Committee schools is open to all students who, in the professional judgment of the school authority, and based on appropriate documentation/reports, are suitable for the course applied for and whose educational needs can be met by the school taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.

2. REFUSAL TO ADMIT A STUDENT:

- 2.1 Co. Wicklow Vocational Education Committee shall not refuse to admit a student to any of its schools except where in accordance with the policy of Co. Wicklow Vocational Education Committee under Section 15(2)(d) of the Education Act 1998, the provisions of which policy are set out at 1.1 in the Committee's General Policy Statement and at 1.1 above.
- 2.2 The Committee reserves the right to refuse to enrol in any of its schools, a student either where said student has a disability/special educational need which the school cannot meet, even with additional resources provided by the Department of Education and Science, or where the student would pose an unacceptable threat to students, staff and/or school property.

3. THE RIGHTS OF CHILDREN AND PARENTS:

- 3.1 The Committee acknowledges the rights of all children, including children who have a disability, or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (a) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.
- 3.2 The Committee acknowledges its duty to promote equality of access to and participation in education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.
- 3.3 The Committee acknowledges the right of parents to send their children to a school of the parent's choice, having regard to the rights

and statutory/legal duties of the Committee and with reference to 2.2 above and the effective use of resources pursuant to the Education Act 1998 Section 6 (e).

- 3.4 With regard to the admission of students to any of its schools, the Committee affirms its statutory obligation under The Equal Status Act 2000, as it applies to educational establishments.

4. PARENTAL RESPONSIBILITY:

- 4.1 The parent of a child (or a student who is over 18 years of age) who has made an application for admission to a school may be required to furnish such information as may be prescribed by the school/centre authority.
- 4.2 Prior to admission to a school, the parent and child (or a student who is over 18 years of age) shall be required to sign a written undertaking to comply with the school's code of behaviour.

5 PROCEDURES FOR ADMISSION:

- 5.1 The Committee shall ensure that all schools under its control shall draft admissions procedures as part of their admissions policy. Such procedures may include:
- a) Written application form.
 - b) Closing date for applications, where applicable.
 - c) Interview
 - d) Community communications – Open day, liaison with primary schools, parish announcements, advertisements in local media and other relevant forms of information release.
 - e) Prescribed information to be sought from the parent, student and/or previous/present school, as appropriate.
- 5.2 The Committee affirms that schools under its control may seek the following information from parents of students who have not reached the age of 18 years or from students who have reached the age of 18 years, prior to making a decision regarding their admission to the school:
- a) Name, age and address of the student.
 - b) Date of birth and birth certificate of the student.
 - c) Passport sized photograph of the student.
 - d) Address of parents.
 - e) Relevant telephone numbers, including emergency numbers.
 - f) Name, address and telephone number of the student's previous/present school.
 - g) Religion of student.
 - h) Relevant medical information, including medical card number and review date, if applicable.

- i) Relevant information regarding access to the child, custody of the child and legal orders pertaining to the child.
- j) Information and records from previous/present school.
- k) Other information, which may be of relevance to the school and its ethos.

5.3 The Committee affirms that within 21 days of receipt of the relevant information as outlined at 5.2 above, or within 21 days of the specified closing date for enrolments, the Board of Management or its nominee shall issue a decision to the parent of a child who has not yet reached the age of 18 years and to a student who has reached the age of 18 years.

5.4 The Committee, as data controller for its schools, affirms that data collected in relation to students and parents is governed by the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 and that information on file should be used only for the purposes for which it was intended.

5.5 The Board of Management of all schools under the control of the committee shall ensure that an evaluation of the effectiveness of the process, strategy and policy regarding admissions is carried out regularly.

6 CRITERIA FOR ADMISSION:

6.1 The Committee shall ensure that all schools under its control shall specify criteria for admission in their admissions policies. Such criteria may include:

- a) The school's mission re: serving a particular community or group.
- b) The ethos of the school.
- c) Sibling preference
- d) Period of residence in an area.
- e) First come, first served.
- f) The establishment of a waiting list.
- g) The availability of resources.
- h) The suitability of courses/programmes for the student.
- i) The school's professional assessment of supporting documentation/reports and of the student following interview and appraisal.
- j) The Health and Safety of other students and staff.

7 APPEALS:

7.1 Where admission to a school is refused, the parent and child (or a student who is over 18 years of age) shall be informed of the appeals procedure in accordance with the Education Act 1998 and the Education (Welfare) Act 2000.