



# **COLÁISTE PHOBAL ROS CRÉ**

## **ADMISSIONS POLICY**

**Coláiste Phobal Ros Cré  
Admissions Policy**

Policy Area	Schools
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Document Drafted By	Coláiste Phobal Ros Cré
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Reviewed/Amendment	<p><b><u>Policy Guidelines for Repeat Leaving Certificate</u></b></p> <p><i>'Each year Colaiste Phobal Ros Cré will accept applications to repeat a one year leaving Certificate Course from current leaving certificate students but not from students who have not previously enrolled in Colaiste Phobal Ros Cré. All students applying to repeat the Leaving Certificate must adhere to the following procedures and rules.</i></p> <ol style="list-style-type: none"> <li><i>1. All students must apply by a particular date. This date falls Three Days after the first round offers from the CAO. This occurs in late August.</i></li> <li><i>2. The student's record in the school, will form part of the decision making process. Particular attention will be paid to the student's record regarding behaviour, attendance and punctuality.</i></li> <li><i>3. Students will only be accepted if there is space in the year group and if the school is able to offer a comprehensive range of subjects. Many subjects may already be fully subscribed.</i></li> <li><i>4. Students offered a place must accept their offer by the date specified by the school.</i></li> <li><i>5. Repeat students must follow the school's Code of Behaviour and Uniform Policy.</i></li> <li><i>6. All students will be interviewed prior to a decision being reached on an offer to repeat.</i></li> <li><i>7. Any student refused a place in the school will be informed and any refusal can be appealed to the Board of Management.</i></li> </ol>

	<p>8. <i>The school reserves the right to refuse admission to repeat the Leaving Certificate</i>.</p> <p><b><i>Grounds for Refusal to Admit a Student</i></b>  <i>'Applications will not be accepted from students who have not exhausted current Section 29 appeals and are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education for Persons with Special Needs Act 2004'.</i></p>
Date Review/Amendment Adopted by TETB	4 <sup>th</sup> April 2017

## COLÁISTE PHOBAL ROS CRÉ – ADMISSION POLICY

This Policy has been ratified by our Board of Management on 5<sup>th</sup> June 2002. The Board of Management reserves the right to review and amend this policy as the need arises and in accordance with prevailing policies of Tipperary Education and Training Board.

The Education Act 1998 requires all schools in the state to promote respect for diversity of values, beliefs, traditions, languages and ways of life. The Board of Management of Coláiste Phobal Ros Cré is setting out its Admission Policy in accordance with current legislation and the policies of Tipperary Education & Training Board. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. The Principal of Coláiste Phobal Ros Cré will be happy to clarify any further matters arising from the policy.

The key principles outlined in the Education Act underpin our Admissions Policy.

These are:

- Inclusiveness, particularly reasonable provision and accommodation for students with disability or other special needs.
- Equality with respect to maximum access and participation in the school.
- Parental choice in relation to choice of school, having regard for the characteristic spirit of the school.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

For the school's operating context and summary of legislation governing it see Appendix 2.

Admission to Coláiste Phobal Ros Cré or to a particular course/activity is subject, in the first instance to a place being available. The Board of Management shall not refuse to admit as a student in respect of whom an application to be admitted has been made, except where such refusal is in accordance with the Admission Policy.

Admission is subject to the following conditions:

- That in the professional judgement of the School Authority (i.e. the C.E. or officer delegated to act on his/her behalf) and following an interview (if deemed appropriate) the student is deemed suitable for admission to the school or course/activity.
- That in the professional judgement of the school authority, the student, because of previous education, training or experience, is considered likely to benefit from attendance.
- That the participation of the student/applicant will contribute positively to the school or the course activity and not infringe in any way upon the opportunities or rights of other students or staff.
- All disputes in relation to admission will be referred to Tipperary Education and Training Board
- That the student will respect and adhere to the Code of Behaviour of the school (see appendix 3)

### **Admissions Procedure**

The Principal visits primary schools in the catchment area in late November/early December to address prospective students. Advertisements are placed in the local press inviting applications for admission prior to the holding of the Open Night in mid-January. Completed application forms and relevant reports/certificates/transport forms must be returned within two weeks of the Open Night. Assessment tests are held in April to give an indication of students' needs. Students are placed in classes based on analysis of tests

coupled with information received from Primary Schools. Student's progress is monitored to ensure appropriate class placement prevails. Academic ability is not a determinant of admission (Circular M.51/93).

Parents/guardians who accept the offer of a place are advised that their child's needs can only be met to the extent of the resources available. Coláiste Phobal Ros Cré reserves the right to withdraw at any stage the offer of a place in the event of it being unable to meet the educational, psychological or physical needs of the child. The concerns of parents/guardians in this regard should be brought to the attention of the Deputy Principal or Principal.

### **Allocation of Place**

If Coláiste Phobal Ros Cré receives more applications than can be accommodated, priority of place is given to students:

- (a) who are pupils from National Schools in the catchment area or pupils who have re-located into the catchment area.
  - (b) who are siblings of a student at time of entry.
  - (c) who are siblings of past pupils of Coláiste Phobal Ros Cré.
- The remaining places each year are open to applicants from outside the catchment. This is subject to the applicants providing true and accurate information as set out below.
  - Enrolment will be on a 'first come, first served' basis
  - Students should enrol before 30<sup>th</sup> September in any school save in exceptional circumstances. This facilitates students to benefit from the optimum subject choices available. It is a condition of admission that Parents/Guardians and child give a written commitment to abide by the Code of Behaviour.

### **Policy Guidelines for Repeat Leaving Certificate**

Each year Colaiste Phobal Roscrea will accept applications to repeat a one year leaving Certificate Course from current leaving certificate students but not from students who have not previously enrolled in Colaiste Phobal Roscrea. All students applying to repeat the Leaving Certificate must adhere to the following procedures and rules.

- All students must apply by a particular date. This date falls Three Days after the first round offers from the CAO. This occurs in late August.
- The student's record in the school, will form part of the decision making process. Particular attention will be paid to the student's record regarding behaviour, attendance and punctuality.
- Students will only be accepted if there is space in the year group and if the school is able to offer a comprehensive range of subjects. Many subjects may already be fully subscribed.
- Students offered a place must accept their offer by the date specified by the school.

- Repeat students must follow the school's Code of Behaviour and Uniform Policy.
- All students will be interviewed prior to a decision being reached on an offer to repeat.
- Any student refused a place in the school will be informed and any refusal can be appealed to the Board of Management.
- The school reserves the right to refuse admission to repeat the Leaving Certificate.

## **TRANSFERS AND PLACING REQUESTS**

Parents/guardians who wish their child to transfer from another second level school or who wish to exercise their lawful preference to educate their child in a school of their choice must make their request in writing. A request may also be made by a student over eighteen years of age on his or her own behalf. Transfers will not be accepted into Certificate Examination Years (i.e. 3<sup>rd</sup> or 6<sup>th</sup> Year). Consideration for a transfer into Transition Year will not be entered into until all Students of Colaiste Phobal have been accommodated first.

Consideration for a place in any other year in the school is firstly dependent on the availability of a place in the year group for which the application is made.

If there is a place in the year group offered, the availability of subject options must be considered next before a place is offered.

Applications will not be considered until ALL requested documents are submitted.

Applications for September entry will not be considered after the May 1<sup>st</sup> prior to anticipated entry.

The parents/guardians and student must attend a meeting with the Principal of Coláiste Phobal Ros Cré who will require copies of the student's last two school reports and a reference from the Principal of the student's original school. The Principal of the student's original school will inform the Principal of Coláiste Phobal Ros Cré of any problems relating to school attendance that the student had and such other matters relating to the student's educational progress as he/she considers appropriate or as may be prescribed by the Minister.

A number of relevant factors to be considered by the College include:

- certified medical condition
- access for people with physical disabilities
- siblings continuing to attend Coláiste Phobal Ros Cré
- educational course is available only at Coláiste Phobal Ros Cré
- behavioural considerations
- ease of travel or proximity of home to school
- affinity of parents/guardians with the aims of the Mission Statement, and with the philosophy and characteristic spirit of Coláiste Phobal Ros Cré
- students having suffered, or likely to suffer, bullying or racial discrimination/harassment at another educational establishment.

The wishes of parents/guardians will be met only if they are compatible with the provision of suitable instruction and training and avoid unreasonable public expenditure.

### **INFORMATION TO BE PROVIDED TO COLÁISTE PHOBAL ROS CRÉ**

Parents/Guardians seeking to enrol a pupil must complete the Application for Enrolment Form (Appendix 4). The parent/guardian of a child who applies for the child's admission to the school is obliged to provide such information as may be prescribed by the Minister. Information relevant to admission to Coláiste Phobal Ros Cré includes

- the student's full name and address, date of birth (the student's Birth Certificate will be photocopied for our records and returned), gender and position in family
- student id number
- the names, address(es) and phone number(s) of parents/guardians, their occupations and where appropriate, places of work
- the name and address of any person, other than the parent/guardian, who may be notified in the case of an emergency affecting the student and the relationship of that person to the student, for example, a grandparent or a childminder
- any schools attended by the student, with dates of admission and leaving and the designation of the class from which he or she left
- a note of any factors adversely affecting the student's educational potential, attainment or needs (e.g. behavioural considerations, educational/medical/psychological reports)
- details on the student's health record as would affect his or her participation in school
- where appropriate, results (with dates) of any assessments undertaken by the student or information about the student's emotional and social development
- a general paragraph where the parent/guardian can fill in any other information he/she considers relevant to the child's attendance in a new school.
- The school will also require the relevant information from the child's previous school as outlined in the Education (Welfare) Act.

### **INFORMATION TO BE MADE AVAILABLE TO PARENTS/GUARDIANS**

To enable parents/guardians to make an informed choice, the school handbook will include the following details:

- background of the school, including the Mission and Vision Statement (Appendix 1)
- operating context – including summary and relevant legislation (Appendix 2)
- Code of Behaviour (Appendix 3)
- number of teaching staff
- details of the curriculum
- arrangements for the assessments of pupils, including external examinations
- policies on discipline, pastoral care, etc.
- arrangements for pupils with special educational needs
- numbers of pupils in attendance
- levels of authorised and unauthorised absence
- school costs
- extra-curricular activities
- term dates and holidays
- Application Form

## **GROUNDINGS FOR REFUSAL TO ADMIT A STUDENT**

The Board of Management reserves the right to refuse admission to a student whose needs cannot be met or to refuse admission with just cause. The grounds for refusal include:

- situations where the placing of the child in the school (the admission of the child) would have one of the following consequences:
  - a) make it necessary to employ additional resources such as a teacher/classroom assistant/special needs assistant or equipment, and adequate resources are not made available by the Department of Education and Skills (DES)
  - b) give rise to significant expenditure on extending or altering the accommodation or facilities at the school, and adequate resources are not made available by the DES
  - c) be seriously detrimental to the continuity of the child's education
  - d) be likely to be seriously detrimental to order and discipline in the school
  - e) be likely to be seriously detrimental to the educational wellbeing of pupils attending the school.
  - f) be likely to be a risk to the health and safety of pupils and staff in the school.
  - g) Applications will not be accepted from students who have not exhausted current Section 29 appeals and are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education for Persons with Special Needs Act 2004.
- if the necessary resources to cater for the ability or aptitude of the child are not or will not be made available by the Department of Education and Skills.
- if the Board of Management has already required the child to discontinue his or her attendance at the school.

## **APPEALS PROCEDURES**

The decision to refuse admission should be appealed in the first instance to The Secretary, Board of Management, Coláiste Phobal Ros Cré, Roscrea, Co. Tipperary. The appeal must be made within fourteen calendar days of the decision being notified in writing to the parents/guardian or student. The letter of appeal should include the grounds for the appeal, documentation to support the case and confirmation of the intention to appeal in oral or written form. The prior consent of the Board of Management must be obtained if either party to the appeal wishes to be accompanied. Those who made application for Appeal will be notified of the Board's decision within 5 full days of the hearing.

In the event that the appeal is denied, the appellant will be advised of the right to appeal within fourteen calendar days to Tipperary ETB. A copy of the relevant procedures (Circular M.48/01) and appeal application form are available from the Principal or ETB.

If the appellant remains unhappy with the outcome at ETB level, he/she may appeal directly to the Secretary General of the Department of Education & Skills.

In general it should be noted that an appeal may be made directly to the Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1, in respect of a decision by a board of management, or by a person acting on behalf of a board of management, to:

- permanently exclude a student from the school,



- suspend a student from the school for a period which would bring the cumulative period of suspension to 20 school days in any school year, or
- refuse to enrol a student in the school.

The parents/guardians of a student or a student who has reached the age of 18 or the TUSLA (Child & Family Agency) may make the appeal. The appeal to the Secretary General must be made within 42 calendar days from the date the decision of the school was notified to the parent/guardian or student.

## *Appendix 1*

### **MISSION STATEMENT**

The Mission Statement of Coláiste Phobal Ros Cré states that in active partnership with the whole community Coláiste Phobal Ros Cré is committed to:-

- Recognising the worth of each individual
- Educating our students in a caring environment
- Promoting our cultural heritage
- Preparing the student for a meaningful and spiritual life
- Contributing to the life of the community.

### **VISION STATEMENT**

Coláiste Phobal Ros Cré serves the post-primary pupils and adults of Roscrea and its environs.

It is committed to providing an environment conducive to spiritual development and an all-round education for all its post-primary pupils in active partnership with their parents/guardians.

As the provider of post-primary education for the whole community, it is concerned for the integration of school and community and it shows respect for all the traditions, religious and cultural, represented in the community both now and in the future.

*More specifically, the College:-*

- upholds, operates out of and imparts Christian values, while respecting the beliefs and practices of other religious faiths;
- affirms the inherent worth of every individual, recognising each person's right to personal development through education, while expecting each person to work at their own development;
- is committed to building community within the confines of the College and beyond it, and, as part of this commitment, provides continuing educational opportunity for all the adults of the community;
- provides a programme of pastoral care and strives to maintain an atmosphere of support and concern in which the students can grow to maturity;
- guarantees equality of access and of opportunity to all its students;
- provides for its post-primary pupils a balanced curriculum in which there is both progression and continuity;
- aims to prepare its students for responsibility, for life and for work;
- subscribes to the ongoing professional development of staff and the promotion of a spirit of cooperation and mutual support among staff;
- is committed to justice for all and shows this commitment in its organisational structures, in its education for justice and in its special attention to the disadvantages;
- seeks to impart our Irish Cultural heritage in a vital and meaningful way.

## Appendix 2

### *Operating Context – including summary of relevant legislation*

Coláiste Phobal Ros Cré which opened in 1999 is an amalgamation of three schools – Sacred Heart Convent, Roscrea Vocational School and Christian Brothers' School. The College depends on the financial and human resources allocated to it by Tipperary Education Committee and the Department of Education and Skills. The school operates within the regulations laid down by the Department of Education and Skills and the model agreement of Management agreed by the Education and Training Board and trustees from the Society of the Sacred Heart and Christian Brothers.

#### **Bunreacht na hÉireann**

**42(1)** The State acknowledges that the primary and natural educator of the child is the Family and guarantees to respect the inalienable right and duty of parents to provide, according to their means, for the religious and moral, intellectual, physical and social education of their children.

#### **Bunreacht na hÉireann**

**42(3)(a)** The State shall not oblige parents, in violation of their conscience and lawful preference to send their children to schools established by the State, or to any particular type of school designated by the State.

#### **Education Act, 1998**

**6** Every person concerned in the implementation of this Act shall have regard to the following objects in pursuance of which the Oireachtas has enabled this Act:

(e) to promote the right of parents to send their children to a school of the parents' choice having regard to the rights of patrons and the effective and efficient use of resources;

#### **Education Act, 1998**

**15(2)** A board shall perform the functions conferred on it and on a school by this Act and in carrying out its functions the board shall

(d) publish, in such manner as the board in agreement with the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy of the school relating to the expulsion and suspension of students and admission to and participation by students with disabilities or who have other special educational needs, and ensure as regards that policy principles of equality and the right of parents to send their children to the school of the parents' choice are respected and such directions as may be made from time to time by the Minister, having regard to the characteristic spirit of the school and the constitutional rights of all persons concerned, are complied with,

#### **Education Act, 1998**

**28(1)** The Minister, following consultation with patrons of recognised schools, national associations of parents, recognised school management organisations and recognised trade unions and staff associations representing teachers, may from time to time prescribe procedures in accordance with which –

(a) the parent of a student, or in the case of a student who has reached the age of 18 years, the student, may appeal to the board against a decision of a teacher or other member of staff of a school,

- (b) grievances of students, or their parents, relating to the students' school (other than those which may be dealt with under *paragraph (a)* or *section 29*), shall be heard, and
- (c) appropriate remedial action shall, where necessary, be taken as a consequence of an appeal or in response to a grievance.
- (2) In prescribing procedures for the purposes of this section the Minister shall have regard to the desirability of determining appeals and resolving grievances in the school concerned.

### **Education Act, 1998**

**29(1)** Where a board or a person acting on behalf of the board –

- (a) permanently excludes a student from school, or
- (b) suspends a student from attendance at a school for a period to be described for the purpose of this paragraph, or
- (c) refuses to enrol a student in a school, or
- (d) makes a decision of a class which the Minister, following consultation with patrons, national associations of parents, recognised school management organisations, recognised trade unions and staff associations representing teachers, may from time to time determine may be appealed in accordance with this section, the parent of a student, or in the case of a student who has reached the age of 18 years, the student, may, within a reasonable time from the date that the parent or student was informed of the decision and following the conclusion of any appeal procedures provided by the school or the patron, in accordance with *section 28*, appeal that decision to the Secretary General of the Department of Education and Skills and that appeal shall be heard by a committee appointed under *subsection (2)*.

### **Education (Welfare) Act 2000**

- 19(1)** 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 Act of 1998.
- (2) The parent of a child who has made an application referred to in subsection (1) shall provide the recognised school concerned with such information as may be prescribed by the Minister.
  - (3) As soon as practicable, but not later than 21 days, after a parent has provided, in accordance with subsection (2), such information as may be prescribed by the Minister thereunder, the board of management of the school concerned shall make a decision in respect of the application concerned and inform the parent in writing thereof.

### **Education (Welfare) Act 2000**

**20(3)** The principal of a recognised school shall, as soon as may be after entering in the register maintained under this section in respect of that school the name of a child who is registered in another recognised school, so inform by notification in writing the principal of the first-mentioned school.

**20(5)** The principal of a recognised school shall, on receiving notification under subsection (3) in relation to a child, notify the Principal of the school first-mentioned of-

- (a) any problems relating to school attendance that the child concerned had while attending the second mentioned school referred to therein, and such other matters relating to the student's educational progress as he/she considers appropriate.

# Coláiste Phobal

*Code of Behaviour adopted by the Board of Management on  
19/02/2001  
Amended 2010*

1. Introduction
2. Mission Statement
3. Ancillary Statement comprises:
  - a. Summary of School Rules
  - b. School Rules
  - c. Uniform Policy
  - d. Parental Guidelines
  - e. Detention Procedures
4. Short Suspension Procedure
5. Discipline Sub-Committee
6. Long Suspension / Expulsion / Appeal Procedures
7. Declaration by parents
8. Discipline Procedure, Referral Procedure, Recommended Action / Sanctions

The policy will be reviewed from time to time and amended as the need arises and in accordance with future legislation.

# INTRODUCTION

It is the intention of the Board of Management of Coláiste Phobal Ros Cré that the discipline policy should be:-

- ✓ Open and Transparent
- ✓ Reasonable
- ✓ Humane
- ✓ Clearly Stated
- ✓ Clearly Communicated
- ✓ Administered in a fair and consistent manner ensuring that principles of natural justice prevails
- ✓ In keeping with the guidelines set out in model Agreement between the Vocational Education Committee, Sacred Heart Convent and C.B.S. trustees.

It is for this reason that a comprehensive discipline policy was formulated by Staff and Management and was formally adopted by the Board of Management on 19th February 2001.

## **Mission Statement**

**The Mission Statement of Coláiste Phobal Ros Cré states that in active partnership with the whole community, Coláiste Phobal Ros Cré is committed to:**

- ❖ Recognising the worth of each individual
- ❖ Educating our students in a caring environment
- ❖ Promoting our cultural heritage
- ❖ Preparing the student for a meaningful and spiritual life
- ❖ Contributing to the life of the community



## **SUMMARY OF SCHOOL RULES**

- 1. To show respect and be mannerly to everybody you meet in the school.**
- 2. To attend school on a regular basis and to have a written explanation for any enforced absence.**
- 3. To be on time for school and class.**
- 4. To act in a way that will not harm any person or damage school property.**
- 5. To be fully prepared for every class.**
- 6. To contribute positively to all school activities.**
- 7. To wear the full uniform at all times.**
- 8. To have the Journal in your possession at all times and produce it when requested by your teachers.**
- 9. To show respect for all staff and fellow students in the school**
- 10. To attempt, to the best of ability, homework assigned.**

## Key School Procedures

### **1. Procedure when a student arrives late for School**

When a student arrives late after roll call he/she should report to their roll call teacher. If he/she cannot locate the roll call teacher he/she should report to the Principal, Deputy Principal or Year Head.

### **2. Procedure when a student arrives in out of Uniform**

When a student presents in first class out of uniform he/she should be sent immediately by the teacher to the Principal, Deputy Principal or Year Head. The parents will be immediately contacted to see if the situation can be remedied immediately. The parent must give us assurance that it will not re-occur. It may be necessary for parent to collect the pupil or for pupil to be brought home depending on circumstances and past experiences with the offending pupil.

### **3. Procedure when a student arrives in without Journal**

When a student presents in first class without the journal he/she should be sent immediately to the Deputy Principal's Office. The incident will be recorded and the student issued with a temporary journal. If there is a pattern of arriving without journal parents will be contacted. If student loses the journal they must purchase a new one for €15.

### **4. Procedure when returning to School after absence or illness**

When a student returns to school after an absence he/she must furnish the roll call teacher with a note explaining their absence.

### **5. Procedure for allowing a student to leave class with teachers permission**

All teachers will be issued with a teacher ID pendant. This pendant will be given to a student who gets permission to leave the classroom. Only one student will be permitted to leave the classroom at any one time except for exceptional circumstances when approved.

### **6. Procedure for students leaving school during the school day**

Students are not allowed to leave the school unless they are collected by a parent/guardian. If a student is leaving for an appointment or is ill they must first report to the Principal, Deputy Principal or Year Head with a note in journal. They must then be signed out by a parent/guardian on the book at reception.

### **7. Procedure for attending funerals**

Students are asked to attend to evening part of funerals. If students are close to the deceased they should stay at home on morning of the burial so that they can be properly supervised. Please note that the school will not allow a student to leave the premises unless collected and signed out by a parent.

**8. Procedure for students going home for lunch**

First and second year pupils living a reasonable distance from the school may wish to go home for lunch. To do so they must return a parental consent form enclosed in the journal. Such students will be issued with a **Special Lunch Pass.** Students are not permitted to leave the school grounds during morning break.

**9. Procedure when a student has a career guidance/counselling appointment**

Students who wish to meet with guidance/counselling should seek an appointment. They will be issued with an appointment card which they can present if checked on a corridor.

**10. Procedure relating to students improper use of mobile phones or other electrical devices**

Students are not allowed use these devices on school campus. If caught using them staff will confiscate the device and deliver it to management. The device will not be returned for one month.

**11. Procedure for Parent/Guardian wishing to contact Class Teacher/Year Head**

Teachers are in class most of the time. It is therefore not possible for Parents/Guardians to arrive on spec and demand to be seen. If Parents/Guardians wish to make an appointment they can do so by contacting reception. The receptionist will contact the Teacher/Year Head and she will in turn get back to you the parent with an appointment time.

**12. Procedure for changing a subject level**

If a student wishes to change a subject level they must bring a not from Parent/Guardian to the Principal, Deputy Principal or Year Head. The Parent/Guardian will be contacted prior to any change being made.

**13. Procedure for changing a subject**

Students may be allowed to change a subject as long as there is a space in the class and as long as too much time has not elapsed. A change should not take place more than a month after the commencement of the subject.

**14. Procedure governing application by students to repeat an academic year**

There are special circumstances set down by the DES allowing students to repeat a year. If students fit the criteria as application to repeat will be considered. Parents/Guardians should contact the Principal should you wish to discuss the matter.

**15. What are the explicit expectations of the School and the Year Head when a student is placed on a behaviour management report**

These reports are designed to help the student to stay focused from class to class, to be on time and be prepared for class. All students are expected to mind the report and present it to all teachers at the end of classes for completion. They should bring it home in the evening and have it available to present to the Year Head each morning. Students who abuse the report or misplace it will be subject to sanction.

## **16. Procedure for entering Coláiste Phobal Ros Cré from another school.**

Coláiste Phobal has a very clear admission policy which covers this see policy on cpr.ie. When applying for admission Parents/Guardians must provide current behaviour reports from their original school with application.

### **IMPORTANT NOTICE FOR STUDENTS AND PARENTS/GUARDIANS**

Please read the following pages which detail important information for students and their Parents/Guardians.

1. **Attendance and Punctuality:** Regular and punctual attendance is essential if students are to make satisfactory progress. Please ensure that your son/daughter is in time for school and that they do not miss school for trivial reasons.

If they are absent the roll call teacher must receive a signed note explaining their absence. This note should be written into the journal by parent/guardian only. However, notes of a confidential nature should be forwarded by envelope.

The student Journal is a very important book. It is a record of the student's behaviour and performance in school. It will indicate the manner in which students are interacting with their fellow students and teachers. It is an ongoing means of communication between teachers and parents/guardians.

2. **The journal should be signed by Parent/Guardian at the end of each week:** You should check it regularly and if you are unhappy with the progress shown in the journal you should contact the class tutor. It is unacceptable for a student to be in school without a journal or to damage or deface it. Students who lose a journal will be expected to pay the full cost of a new one plus an additional fine. If deemed necessary detention may also be given.
3. **Contact Address and Phone Number:** Please ensure that the personal details of address and telephone number where you can be contacted are completed at the beginning of the journal.
4. **Bullying and Intimidation:** If you suspect that your son or daughter is the victim of bullying or is unhappy in school please do not hesitate to contact the class teacher or **Year Head**.
5. **Bags, Books & Equipment:** Students who do not have the required books and equipment are a source of disruption in class and will not make progress. Please ensure that your son/daughter has a proper school bag and brings the books and equipment required for that day in their bag. Students not adhering to this will be sent home.

6. **Detention:** Students may have to attend lunch time or evening detention. Detention will be used as a punishment if deemed necessary by the **Year Head, Deputy Principal or the Principal**. Parents/Guardians will be informed if a student has been detained. Teachers at their own discretion may detain students after school.
7. **Homework:** you may not be familiar with all the topics covered in class but you have a vital role in emphasising the importance of homework and in providing a comfortable and quiet place for its completion. You should also check the Homework Journal and ensure that all homework given is being fully completed and is presented in a neat and orderly manner.
8. **School Levy:** To facilitate the effective administration of the collection of monies for the following:
  - School Locker – mandatory for all students this year
  - School Journal
  - Student Personal Insurance
  - Photocopying / Postage
  - Extra-Curricular-Activities

The school authorities have decided rather than collect charges intermittently throughout the year that a small levy of €70 for one student, €90 for two students and €100 maximum per family will be collected from all students at the start of the academic year. To eliminate confusion and misunderstanding we would appreciate if the youngest in each family will be responsible for bringing in the levy from each household.

9. **School Uniform:** Coláiste Phobal Ros Cré has its own distinctive school uniform as described on page \_\_. The uniform helps to identify students from the Coláiste as well as eliminates peer pressure and extra expense caused by changing fashions. The full uniform is described in the Circular / Journal must be worn at all times.
  - Students who do not comply with the correct uniform will be told **not to present themselves** in school, until they comply fully with the uniform. Parents/Guardians will receive a letter or phone call if the school authorities deem this appropriate sanction.
  - Students who seek to excuse themselves for a limited period from wearing any part of the uniform due to medical reasons **must have a letter from a medical practitioner**.
  - Deliberately splitting trouser ends is strictly forbidden.
  - Runners – Students should attend school in full uniform. They are not allowed present themselves on the school premises while wearing runners. For P.E. classes students can change into runners in the changing rooms.
  - Jewellery should be discreet and kept to a minimum. Chains may not be worn outside the uniform. Facial jewellery is absolutely forbidden. Rings may not be worn during practical classes as they constitute a health hazard.

**Only the following jewellery is permitted:**

**One ring per hand, medical wrist band, wristwatch and no facial jewellery. Large hoops, sleepers etc. are not permitted, for health and safety reasons.**

10. **Timetable:** Please note the following times which are effective from September:
- |                        |   |   |
|------------------------|---|---|
| Assembly and Roll Call | - | 09.00am                                   |
| Class Starts           | - | 09.10am                                   |
| Lunch Breaks           | - | 13.05 p.m. – 13.50 p.m. (Monday – Friday) |
| Class Finishes         | - | 15.40 p.m. (Monday – Friday)              |
11. **Personal Property:** Please ensure that ALL your child's personal property are clearly marked with his / her name on same. The school will not accept responsibility for goods and money left unattended in toilets, cloakrooms or on corridors. **As a result of the levy, lockers will be provided to all students.** Students must provide their own padlock or pay for key. This should minimise the loss of valuable items. Misplaced bags are deemed the responsibility of students. Any student presenting themselves without a bag will be sent home.
12. **Sport:** All students taking part in hurling and camogie must wear helmets with a face visor attached in the interest of safety.
13. **Insurance:** Extra personal insurance against injury is desirable for all students. It is hoped to continue with excellent service provided by Brennan Insurance and to cover the cost of the premium with the school levy.  
Reporting Injuries: it is essential that injuries sustained by students are reported immediately to school authorities. Failure to do so may be detrimental to insurance cover.
14. **School Calendar:** On Page \_\_\_ is a copy of the school calendar for the current school year. Please ensure that your child attends accordingly and it is imperative that students sit all the end of term examinations. Parents should ensure that students attend the day they receive holidays.
15. **Book Rental Scheme:** Was introduced in September 2010. All 1<sup>st</sup> and 5<sup>th</sup> Year parents can avail of the scheme. A nominal charge of €50 is charged when books are being collected and signed for. Books must be returned in good condition at the end of the course / programme for your continued participation in the Scheme.
16. **Class Tutor:** Each class is assigned a Class Tutor. Their role is to monitor your progress and to assist you if you encounter difficulties. Students who persistently break the rules will be referred to their Year Head or Deputy Principal. The Year Head has the overall responsibility for the student's welfare and progress. If you are referred to the Year Head or the Deputy Principal, your parents/guardians may be notified and the student may receive detention / suspension or in extreme cases brought before the B.O.M.
17. **Class Captain:** Each class will select a class captain. They will perform important duties and responsibilities which will assist the class and teachers.

18. **Prefects:** 6<sup>th</sup> Year students in conjunction with teachers will select the senior prefects. They have a very important role in the development of the school.
19. **Student Council:** This will consist of student representatives from each year which will be consulted in matters relating to student welfare. The council will, at all times, operate according to the Constitution of the Council.
20. **Extra-Curricular Activities:** Students are expected to be properly attired for all extra-curricular activities.

Coláiste Phobal Ros Cré provides a wide range of extra-curricular activities. Each student is urged to become involved in some aspect of sport, adventure sport or cultural activities. They are an important part of personal growth and development.

Remember it is an honour to be selected to represent Coláiste Phobal Ros Cré and students who are selected are expected to behave at all times according to the highest levels of discipline and sportsmanship.

**If travelling to represent the school, students are expected to wear the full school uniform at all times.**

To allay ever increasing costs of transport students will be required to make a contribution towards cost of bus hire.

21. **Student Awards:** At the end of each school year there will be a presentation of certificates and awards. These awards will be presented to students to honour both academic and extra-curricular achievements.
22. **Tutor/Student Meetings:** the development of a positive relationship between tutors and students is very important in ensuring effective pastoral care. At various times meeting between tutors and their students will be organised as indeed will Year Head Tutor Meetings.
23. **Hair Style:** Students must present in school with their hair neat and tidy.
24. **Valuables:** The school will not take responsibility for the care and security of Mobile Phones or other valuable. If valuables are brought to school or on school excursions they are the responsibility of the owners.

# KEEPING THE RULES

## For Students

**Student Journal:** Your Journal is the most important book in your bag. It is a record of your progress in the school and you cannot be in school without it. **Not having your Student Journal is a serious offence which may be referred to the Deputy Principal. Should your Journal be lost or damaged, you will be expected to replace it at a charge of €15 fine. An additional €10 fine will be imposed on students who fail to return their temporary journals. Parents/Guardians will be sent for by Principal / Deputy Principal / Year Head where students are regularly without a journal. Parents/Guardians must inspect and sign the journal once per week.**

**Attendance and Punctuality:** All students should report to their designated areas for roll call at 9.00 a.m. Students report directly to their timetabled class after Morning Break at 11.15 a.m. and at 13.50 p.m. after Lunch Break. Students who are moving between classes should do so as quickly and orderly as possible. Punctuality is essential during the school day. If you are late to school or unduly late for class during the day it will be recorded by the teacher in your Journal.

**Books and Equipment:** You must have all your books and equipment for each subject. Students should ensure that their books and copies are neat and tidy.

**School Bag:** Every student must have a proper school bag. In the bag you must have your Journal and the books, copies and equipment you need. The school bag should be brought home to carry relevant books for homework and study every evening. Students who present without books and equipment may be brought home.

**School Uniform:** The school uniform is the visible sign that you are a student in Coláiste Phobal Ros Cré. The full uniform as described in the Journal must be worn at all times. The Coláiste Phobal Ros Cré school uniform is compulsory for all students. The uniform is to be worn with the shirt neatly tucked in. Out of respect for yourself and others, you are expected to be clean, neat and tidy at all times. In the interest of safety and to avoid unnecessary loss or damage, students are permitted to wear only the jewellery specified in the Journal. Students are not permitted to wear runners in the school premises except during P.E. class.

**Personal Property:** Students must take responsibility for their personal property and must have their names clearly labelled on all their property, including their school uniform. Lost items can then be returned to their owners without difficulty. School bags should be located only in the classrooms, social area or lockers.

**Items Not Permitted in School:** In order to facilitate the smooth running of the Coláiste and in the interest of safety, the following items are not permitted in the school: Camera Phones, Cigarette Lighters, Aerosol Sprays and Laser Pens. These items and any others that are deemed unsuitable for the school environment will be confiscated; iPod music systems should be out of sight during class time.



**Mobile Phones:** Students caught using Mobile Phones in class for their first offence will have their phone confiscated for one week. Second and further offences will result in confiscation of phone for one month

**Bullying and Intimidation:** Every student has a right to come to school and to be educated without being bullied. Rude and hurtful remarks to others are not acceptable. Students should not take or damage a fellow student's property. Anyone who feels they are being bullied or observes somebody else being bullied should discuss the matter privately with their Class Tutor or any other member of staff or / and with their parents / guardians. **Students involved in incidents of this kind will be severely dealt with.**

**Class work / Classroom Behaviour:** You must cooperate with your teachers and follow their instructions in each lesson. You must not talk out of turn. You must also put your hand up when you wish to speak. You are not allowed interrupt teachers or other students or make noises which disrupt the class. Aggressive behaviour or actions towards other students or teachers is a very serious discipline incident and will be dealt with by management accordingly.

**Homework and Study:** Homework and study are very important to your progress in school. It is easy to forget what you have learned in class. You should study over it again at home. **Homework given must be written into the homework section of your Journal.**

**Presentation of your work:** Untidy presentation and lack of organisation will make progress more difficult for you. Try to ensure that your school work is presented in a neat and tidy manner.

**School Property and Equipment:** Any damage to school property and equipment which includes the corridors, classrooms, outside walls, toilets, desks, chairs and any other school items are treated very seriously and may be referred to the Principal. Graffiti is an unsightly act of vandalism which brings down the appearance of your school and its surroundings.

**Classroom and Corridors:** No running, pushing and general horseplay is allowed on corridors. Poor behaviour like this causes accidents. You must walk on the left hand side of corridors to allow a smooth flow of students from class to class. You are not to enter any classroom without a teacher being present. Students should line up in single file outside the classroom.

**Smoking:** With the introduction of the Public Health (Tobacco) Act 2004 it is now illegal to smoke on the school premises. It is now considered a serious matter to break this law and fines of up to €3,000 may be imposed on offenders. It is forbidden to smoke either inside or on the grounds of the school and indeed it is also forbidden to smoke in the adjacent environs of the school wearing the school uniform. Students caught smoking will be suspended for two days and will have their names recorded as per Public Health (Tobacco) Act.

**Toilets:** In **exceptional circumstances** a student may be given permission to go to the toilet during class time. This will be written in the student's journal. They will also be given a teacher ID pendant. During class time students may only use the toilets along the main corridor. Students are expected to respect toilet facilities and

loitering (hanging around) in toilets is forbidden. Students should only use the toilets which they are allocated during break and lunch time.

**School Environment:** During break times, students should move quickly and quietly to their destination. **You must keep the school environment clean and tidy and place rubbish in the bins provided.**

**Parking:** In the interest of Health and Safety as well as insurance cover, students are not permitted to drive a vehicle on school property. Accordingly all 2<sup>nd</sup> level student vehicles must be parked outside the school wall and should not be located in a way that obstructs through flow of traffic.

**Home Economics:** Students must wear a P.V.C. apron to protect their uniform during class. They must use a suitable container such as Tupperware or biscuit tin to bring ingredients to school and to take home their finished dishes.

**Physical Education:** Students are expected to participate wearing the correct P.E. uniform. Students should change into runners in the dressing rooms. It is the student's responsibility to be correctly dressed and on time for class immediately after P.E.

**Lockers:** Key holders must use their own lockers only. The lockers may only be accessed before morning classes commence, morning break, lunch time and evening. Keep your key with you at all times. Students will not be permitted to access lockers during class time.

**Morning Access to Building** All early arrivals must stay in Canteen until 8.30 a.m. each morning. All other social areas are out of bounds until 8.40 a.m.

**Bridge** No students will be permitted to stop for any reason on the bridge linking the two buildings. The bridge should **never** be used to evacuate the building in the event of an emergency.

#### **Venues for Morning Breaks**

Senior Students – TYO, 5<sup>th</sup> & 6<sup>th</sup> Years – Canteen

3<sup>rd</sup> Year Students – Top Corridors

1<sup>st</sup> Year & 2<sup>nd</sup> Year students – Main Social Area

**Chewing Gum**, eating and drinking is not allowed in classrooms, or corridors. Food and drinks are only allowed during morning and lunch breaks.

**All bottles** purchased outside of school are **banned** from school campus.

**Advertising** – All forms of advertising are banned from the school premises unless they have approval from Management.

**Petitions** – All forms of petitions are banned from the school premises unless they have approval from Management.

# COLLEGE UNIFORM

<b>Jumper All Years:</b>	<b>Black crew neck jumper with school crest in acrylic or wool / acrylic mix</b>
<b>Shirt Junior Students:</b>	<b>All 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Years must wear Grey Shirt</b>
<b>Senior Students</b>	<b>Transition, 5<sup>th</sup> &amp; 6<sup>th</sup> Years - white shirt</b>
<b>Skirt (Girls)</b>	Grey/Red/Black lined trevira (knee length)
<b>Trousers (Girls)</b>	The designated mid grey polyester / cotton trousers supplied by Shaws. ONLY permitted during the winter months (dictated by change of time)  <b><u>(No flairs or slits allowed)</u></b>
<b>Trousers (Boys)</b>	Mid grey polyester
<b>Footwear</b>	Black leather shoes <u>or</u> boots – <b><u>No runners or canvas shoes allowed</u></b>
<b>Socks</b>	Black
<b>P.E.</b>	Tracksuit Bottoms      Any Black bottoms Polo Shirt                White Runners                    Non-marking soles

**School uniform is compulsory for all students**

All items of clothing are available from the following local supplier

**Shaws Ltd., Market Square, Roscrea**

## **DISCIPLINE STRUCTURE / PROCEDURE FOR REFERRALS / SANCTIONS**

### **Role of the Subject Teacher – Tutor – Year Head**

#### **Subject Teacher:**

- ❖ Deals with all specific problems relating to his / her subject – i.e. homework, lack of texts, copying etc.
- ❖ Deals with discipline problems arising in his / her class – talking, inattentiveness, general misbehaviour
- ❖ Deals with uniform / general tidiness of class
- ❖ Any problems should be recorded in the Journal
- ❖ Positive comments should be recorded in the Journal – only for consistently good behaviour. Students should not “request good comments”
- ❖ Students only permitted to leave class in exceptional circumstances
- ❖ Failure to comply with the rules should result in a punishment exercise which should be recorded in the Journal. Subject teacher should initial comment when the punishment exercise is completed.

#### **Subject Teacher refers to Tutor in the following cases:**

##### **This is the most important aspect of the Discipline structure**

- ❖ Persistent misdemeanours
- ❖ Persistent failure to present homework (use discretion)
- ❖ Refusal to do punishment exercise
- ❖ Where persistent misbehaviour of particular pupil prevents rest of class from learning
- ❖ Persistent problem with uniform
- ❖ Constant absences / lateness
- ❖ If Subject Teacher feels that pupil is having particular problems (not subject related) i.e. is being bullied, or is generally unhappy or behaving in a way that is out of the norm for him / her
- ❖ Subject Teacher should complete a ‘Report Form’

#### **Persistent Misdemeanours**

Students who have more than three misdemeanours should be dealt with by their Class Tutor in conjunction with the teacher or teachers involved. Vigilance by the Class Tutor in checking the Diary on a weekly basis will bring students whose progress is not satisfactory to their immediate attention.

A Subject Teacher who feels that there is a matter of serious concern that the tutor should be informed about, he / she may complete a ‘Report Form’ and place it in the relevant teacher’s slot in the Staffroom. If the Teacher and the Class Tutor feel that there is not a satisfactory resolution to the problem, the Tutor may then refer the student to the Year Head. This is done by completing the ‘Referral Form’ and notifying the Year Head. Where possible the Class Teacher / Student / Year Head should meet together to discuss the reason for referral.

**Class Tutor:** checks the Journals on a weekly basis. The Class Tutor adds a comment and signs the Student's Journal. Students must have their Journal signed at the end of each week by the Parent / Guardian.

**Subject Teacher / Tutor refers to Year Head in the following cases:**

- ❖ Permission to leave school
- ❖ Any situation where the Tutor feels that contact needs to be established with home (phone call / letter)
- ❖ If students require detention
- ❖ Smoking
- ❖ Bullying
- ❖ Pattern of late-coming or non-attendance
- ❖ Non cooperation with Subject Teachers
- ❖ No Journal
- ❖ Persistent breaches of school rules
- ❖ Tutor must complete a Referral Form if student is being referred

**Subject Teacher should refer directly to the Deputy Principal in the following cases:**

- ❖ Verbal abuse towards a teacher
- ❖ Cheeky or impertinent remarks to a teacher
- ❖ Physical destructiveness
- ❖ Physical aggression towards a teacher
- ❖ Physical aggression towards other students
- ❖ Leaving class or school without permission
- ❖ Possession of weapons or prescribed drugs
- ❖ Spitting
- ❖ Pilfering of property or school equipment
- ❖ Bullying
- ❖ Extortion from other students

**The Year Head Role**

The Year Head should deal with most referrals from the Class Teacher / Tutors. Any students referred to the Year Head should receive an automatic lunch-time detention. In more severe cases evening detention should occur. If the Year Head feels parental involvement would be appropriate, contact with the home should be made.

**Year Head refers to Deputy Principal / Principal in the following circumstances:**

- ❖ No Journal
- ❖ Serious bullying
- ❖ Abuse to Teacher
- ❖ Threatening behaviour
- ❖ Damaging school property
- ❖ Fighting (Staff Memo)

### **Examples of Misdemeanours:**

- Lack of punctuality
- Talking out of turn
- Calculated idleness or work avoidance (homework etc.)
- Making unnecessary non-verbal noise
- Showing lack of respect
- Bad manners
- Getting out of seat without permission
- Name calling to students
- Failure to bring books and equipment to class
- Hindering other pupils
- Verbal abuse towards other pupils

### **Sanctions:**

**Class Teacher:** May impose punishment exercises or refer up to Tutor or Year Head (make note in Journal).

**Note:** Teachers should ensure completion of punishment.

**Year Heads:** May impose Lunch or Evening Detention. They may liaise with Parents and in serious situations consult with Principal / Deputy Principal with a view to suspension.

**Deputy Principal / Principal:** May impose suspension or referrals to Board of Management.

**Smoking:** Students caught smoking will be fined €10 for the first offence. A second offence will result in a fine as well as suspension.

**No School Journal:** Failure to have a School Journal is a serious matter and should be referred to the Year Head. The Year Head will issue a temporary Diary and give detention as a punishment. If the Journal is not recovered, the student must pay for a new Journal plus an additional fine. Parents / Guardians must sign the declaration in the new Journal.

# **DETENTION PROCEDURES**

## **1. LUNCH TIME DETENTION:**

Lunchtime Detention was introduced for students referred to the Year Head. Detention has proved an effective sanction in the past.

This limited time in the long term will reduce the amount of time teachers have to spend dealing with discipline problems.

Detention times are Lunchtime on Tuesday and Friday.

## **2. EVENING DETENTION**

The staff of Coláiste Phobal Ros Cré decided to introduce Evening Detention for pupils who are persistently misbehaving as follows:

1. Detention on Wednesday of each week
2. Parents/Guardians will be notified in advance of detention date. Parents must complete acknowledgement form that son / daughter has received detention.
3. Teachers will supervise detention
4. Detention in the school 3.40 - 5.40 p.m.
5. Parents / Guardians will be expected to make arrangements to collect son / daughter at 5.40 p.m.
6. Non-attendance at detention may result in suspension.
7. This punishment will only concern a small number of students

## **SHORT SUSPENSION PROCEDURE**

1. Where the Principal deems suspension is appropriate, parents will be informed of their right to come to the school to discuss the misbehaviour with the Principal and / or the Deputy Principal / Year Head / Class Teacher.
2. At all times, at least two of the aforementioned should be present.
3. Normally suspension should be no more than five school days.
4. Following a period of exclusion, students must attend for an Evening Detention for each day lost through suspension.

## **DISCIPLINE SUB-COMMITTEE**

1. **Function / Purpose of Sub-Committee**
  - To provide an intermediate layer between discipline system and referral to full Board meeting

- To provide a regular means of dealing with behaviour causing serious difficulty for the school
- To deal with discipline cases which are serious but are not likely to be immediate expulsion cases
- To monitor school discipline and report to the Board of Management
- To reduce time spent on discipline and allow for other important work at Board meetings
- To highlight to Parents and Pupils the seriousness of the behaviour in the hope of improved behaviour.

2. **Composition of Sub-Committee**

- Any two members (non-teaching) of the Board – not more than one can be a parent representative
- Principal
- Deputy Principal

3. **Procedures at Meetings**

- Student and Parent(s) will be requested to appear in front of the committee
- The Principal / Deputy Principal will outline the incidents / general behaviour of the pupil
- The parents and Pupil will have the opportunity to respond
- Committee members can question the Student and Parents on behaviour and record to date
- Parents and Pupil will be asked to leave while Committee deliberate on action to be taken
- The Principal will communicate the decision of the Sub-Committee to the parents.

4. **Frequency of Meetings:**

Meeting should take place at least once per month or at the request of the Principal.

5. **Sanction Powers of the Sub-Committee:**

- The sanction imposed is not as important as the impact the process may have on the pupil and parents
- Committee can impose a Behaviour Contract on pupil
- Committee can subject the pupil to Lunch-time or Evening Detention or can suspend the pupil for up to five days
- The Committee will demand an appropriate written apology for the behaviour
- Committee can refer the case to a full sitting of the Board with recommendations either immediately or after trial period on contract

6. **Further Consequences for Pupil:**

Hopefully, the pupil will respond to the process. If not, the pupil should be referred to a full meeting of the Board with a report from the Sub-Committee.



## **LONG SUSPENSION / EXPULSION / APPEAL PROCEDURE**

- Where the Principal deems a lengthy suspension or expulsion appropriate, the Parent / Guardian and pupil will be invited to the school to discuss the situation. The Parent / Guardian will be informed by letter that:
  - The student is suspended pending a decision of the Board of Management
  - The Parent / Guardian and pupil will also have a right to make a submission to the Board.
  - The Board of Management will first decide if sanction should be taken on the basis of the incident before them.
  - Having decided to sanction a student the Board of Management will then examine the student's previous record to determine the severity of sanction.
  - The Parent / Guardian will have the right to appeal to the Vocational Education Committee.
- When the Board of management decides to expel a pupil, the parents will be informed of this decision. As per the Education and Welfare Act 2000, the expulsion will not take effect before the passing of twenty days following the receipt of notification. During this period, the pupil will remain on suspension.
- As per Education Act 1998 Section 29, the parent will be advised of their right to appeal the decision of the Board to the V.E.C. They will be furnished with the necessary documentation / application form to make such an appeal.

**Note:** To ensure natural justice prevails with the discipline case at the Board of Management Meeting, the following procedures will be followed on the advice of the I.V.E.A. Council:-

- (a) Parents/Guardians of the child should be in attendance at the Board of Management Meeting when the Principal outlines the circumstances of the discipline case. However, it is most essential that the Parents/Guardians are notified in advance of the nature of the complaint; who has made the complaint and any other relevant information pertaining to the case.
- (b) Likewise, when the Parents/Guardians make a presentation to the Board of Management on behalf of the student, the Principal is entitled to (and should be) in attendance.
- (c) Both sides may be questioned by the Board to determine the full facts of the case, in so far as this is possible. The Principal and Parents/Guardians will not be permitted to cross-examine each other.
- (d) The Principal and Parents/Guardians should absent themselves while the Board of Management deliberates and makes its decision. The Principal's presence at this stage of the process could be construed as being prejudicial to the student in question as he/she may already have established views in regard to the case.

Please Note: Full Code of Behaviour Policy available on request from the school.

**PARENT'S DECLARATION**

I have read the Coláiste Phobal Ros Cré Code of Behaviour. I understand and agree with the rules and regulations of the College as set out in the Journal.

**Signed:** \_\_\_\_\_ **Class:** \_\_\_\_\_  
**Student**

**Signed:** \_\_\_\_\_ **Class:** \_\_\_\_\_  
**Parent(s) / Guardian(s)**

**Appendix 4**



**Coláiste Phobal Ros Cré 0505-23939**

**STUDENT ENROLMENT FORM 2016-2017**

Note: The information provided on this form is confidential and will be retained, used and disclosed by Coláiste Phobal Ros Cré and centrally by Tipperary ETB in line with the Data Protection Notice in Part 5.

**Part 1 Family Details** *(Required for school enrolment and parental contact purposes)*

<b>1. Child's First Name/s</b>				<b>2. Child's Last Name</b>													
<b>3. Male/Female</b>				<b>4. Date of Birth (attach copy of birth cert)</b>													
				<table border="1"> <tr> <td>D</td><td>D</td><td>--</td><td>M</td><td>M</td><td>--</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>				D	D	--	M	M	--	Y	Y	Y	Y
D	D	--	M	M	--	Y	Y	Y	Y								
<b>5. No. of children in family</b>				<b>6. Position of child in family</b>													
<b>7. Religion</b>				<b>8. Country of Birth</b>													
<b>9. Home Address</b>				<b>10. Childs PPS No.</b>													
<b>EIRCODE</b>																	

<b>1. <u>Mother/Guardian Details</u></b>				<b>2. <u>Father/Guardian Details</u></b>			
<b>First Name</b>				<b>First Name</b>			
<b>Last Name</b>				<b>Last Name</b>			
<b>Maiden Name</b>							
<b>Relationship to Child</b>				<b>Relationship to Child</b>			
<b>Address</b>				<b>Address</b>			
<b>Phone No. (Home)</b>				<b>Phone No. (Home)</b>			
<b>Phone No. (Work)</b>				<b>Phone No. (Work)</b>			
<b>Phone No. (Mobile)</b>				<b>Phone No. (Mobile)</b>			
<b>Email Address</b>				<b>Email Address</b>			

**Other Emergency Name and Contact Number**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Relationship to Child \_\_\_\_\_

**If there are any orders or other arrangements in place governing access to, or custody of the child, please provide details.**

\_\_\_\_\_  
\_\_\_\_\_

Please indicate name and address of person (s) to whom correspondence is to be sent regarding educational progress of the student if, different from above.

\_\_\_\_\_  
\_\_\_\_\_

**Does the student have any brothers or sisters in this school?**

Yes

No

**If yes please indicate names and the year they are currently in**

Name \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Year \_\_\_\_\_

**Part 2 Primary School Details** (Note: We may contact the school in connection with your child's enrolment)

**Name of Primary School** \_\_\_\_\_

**Other Primary School attended and dates (if relevant)** \_\_\_\_\_

**Consent**

I/we give permission to contact my child's primary school and to obtain copies of academic records, psychological reports and other records necessary for my child's educational welfare and for aiding his/her transition to post-primary.

**Signed**

\_\_\_\_\_  
**(Parent/Guardian)**

\_\_\_\_\_  
**(Parent/Guardian)**

**Date**

\_\_\_\_\_

**Part 3 Educational Details**

*(Required for the assessment of individual educational needs)*

Please note

Irish is a compulsory subject for all students. Exemptions are only granted in *exceptional cases*.

**In general, any student who is granted an exemption will either:**

a) *Be a non-national*

*Or*

b) *Have a psychological assessment recommending exemption. This assessment will have been carried out within the last 3 years. The School will require a copy of this report before any exemption is granted.*

*Or*

c) **Student lived outside of Ireland until 11 years of age**

Is the student currently studying Irish?                      Yes                          No   

If you answered no please indicate the reason (a, b or c above)

---

Has the student any Specialist Reports?

(e.g. Psychological/Speech & Language)                      Yes                          No   

Is the specialist report available?                      Yes                          No   

**(If yes please attach copy to Application Form)**

Has the student been granted Resource Teaching Hours and/or Special Needs

Assistance hours by the NCSE?    Yes                          No   

**If you answered yes please give details**

\_\_\_\_\_

\_\_\_\_\_

**Category of Special Need** \_\_\_\_\_

Has the student been in receipt of learning support? Yes                       No   

**If the answer is yes please give details** \_\_\_\_\_

\_\_\_\_\_

Has the student received EAL (**English as an Additional Language**) support?

Yes                       No                          If Yes how many years? \_\_\_\_\_

If student is a non-national please state how many years he/she has been resident in Ireland \_\_\_\_\_

**Part 4 Medical Details**

*(Required to ensure the school has an accurate record of medical conditions as well as your doctor's contact details in the event of a medical issue arising during school/ETB activities. Please note it may be necessary to disclose this information to staff in certain circumstances)*

**1) Doctor's Name** \_\_\_\_\_

**2) Name of practice (if relevant)** \_\_\_\_\_

**3) Phone Number (Clinic)** \_\_\_\_\_

**4) Health concerns for child.**  
\_\_\_\_\_  
\_\_\_\_\_

**5) Procedures to follow (for a particular illness).**  
\_\_\_\_\_  
\_\_\_\_\_

**6) Does the child require glasses?** Yes  No

**7) Does the child have any hearing difficulties?** Yes  No

**8) Any other medical concerns/information of relevance?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Part 5 (Data Protection)**

**Personal Data on this Form** Tipperary Education & Training Board is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purposes of:

- student enrolment,
- student registration,
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school administration,
- child welfare (including medical welfare)
- and to fulfil our other legal obligations

### **ETB Contacting You**

Please confirm if you are happy for us to contact you by SMS/text message/Smart Phone App, and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- sports days,
- parent teacher meetings,
- school concerts/events,
- to notify you of school closure (e.g. where there are adverse weather conditions),
- to notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school,
- To communicate with you in relation to your child's social, emotional and educational progress, and to contact you in the case of an emergency

Tick box if "yes" you agree with these users

Use your email address to alert you to these issues?

Use your mobile phone number to send you SMS texts to alert you to these issues?

Use your mobile phone/landline number to call you to alert you to these issues?

Please Note: Tipperary Education & Training Board reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.

While the information provided will generally be treated as private to Tipperary Education & Training Board, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, TUSLA, social workers or medical practitioners, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) with another school. We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data you should write to the school Principal.

### **Data Protection Policy of Tipperary ETB**

A copy of the full Data Protection Policy of Tipperary ETB is available on request. When you apply for enrolment, you will be asked to sign that you consent to your data/your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school.

### **Photographs of Students**

The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website/Twitter @cproscree or in brochures, newsletters, local and national newspapers and similar school-related productions. .

**CONSENT (TICK ONE ONLY)**

1. *If you are happy to have your child's photograph taken as part of ETB/School activities and included in all such records tick here (for the duration of their time in School)*
  
2. *If you would prefer not to have your child's photograph taken and included in such records, please tick here*
  
3. *If you are happy for your child's photograph to be taken and included as 1. above, but would prefer not to have images of your child appear on the website, Twitter page, school brochures, yearbooks, newsletters etc. please tick here*

Signed

\_\_\_\_\_ (Parent/Guardian)

\_\_\_\_\_ (Parent/Guardian)

Date

\_\_\_\_\_



## **Part 6 (Contract)**

*Student*

**Name:** \_\_\_\_\_

As a student in Coláiste Phobal Ros Cré, I promise to abide by the Rules and Regulations of the school, in the interests of maintaining a positive learning environment.

I have read and I accept the School Code of Behaviour

I am aware that School Policies are available to me on School Website and I accept their validity and use when dealing with issues that arise.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Parent (Contract and Consent)*

In registering my above named child as a student in Coláiste Phobal Ros Cré:

I understand that this implies a full acceptance of the rules of the school as laid down from time to time by the Board of Management.

I will provide copies of recent psychological or other professional educational assessments to the school.

I understand that, while every effort will be made to ensure that my son/daughter will be facilitated in his/her subject choices, this may not always be possible.

I give Coláiste Phobal Ros Cré permission to administer screening tests in line with their Special Education Needs Policy. If my child is allocated additional teaching hours or special needs assistant hours, I understand they will be allocated to my child in line with the Special Education Needs Policy. I give permission for reports – psychological, medical, etc. to be made available to relevant school staff as necessary.

I am aware that School Policies are available to me on School Website and I accept their validity and use when dealing with issues that arise.

As a partner in the education of my child, I recognise the need for me to do my utmost to support the work of the school.

By signing below, I am giving explicit consent for Coláiste Phobal Ros Cré to confirm, retain, use and disclose the information I have provided in accordance with Tipperary ETB Data Protection Policy (as summarised above).

**Signed**

\_\_\_\_\_  
**(Parent/Guardian)**

\_\_\_\_\_  
**(Parent/Guardian)**

**Date**

\_\_\_\_\_

**NOTE:**

**PARENTS OF STUDENTS WHO REQUIRE SCHOOL TRANSPORT ARE REMINDED TO COMPLETE AND RETURN A SCHOOL TRANSPORT FORM**

**THIS WILL BE AVAILABLE ON ASSESSMENT DAY.**

**RELEVANT INFORMATION CAN BE FOUND ON [www.buseireann.ie](http://www.buseireann.ie)**

**This document will be held in a file accessible by the  
teaching staff of Coláiste Phobal Ros Cré**

**NAME OF STUDENT:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_

**Please indicate below information you wish to be made available through this file**

**MEDICAL**

**CONDITION**

**HOW THIS IMPACTS ON LEARNING**

**LEARNING NEED**

**NATURE OF DISABILITY**

**HOW THIS IMPACTS ON LEARNING**

**OTHER**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Update/Amendments:**

**Date:**

**Amended By:**

**Consent Form for Sensitive Personal Data for the School's October Return to the Department of Education and Skills**

Certain sensitive personal data which the Department asks post-primary schools to furnish via the "Annual Post-Primary School October Return/Examination Entries" process requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010 a copy which is available at [www.education.ie](http://www.education.ie) or on request from your child's school.

Please note that the reference to "you" in this consent form means a parent or a guardian of a student, or a student aged 18 years and over who is attending a recognised post-primary school.

*Please enter the following details in BLOCK CAPITALS*

**Name of School:** \_\_\_\_\_ Coláiste Phobal Ros Cré \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Class year of student:** \_\_\_\_\_

**1. Where your child is enrolling for 1<sup>st</sup> Year do you or your child possess a medical card?** *(please CIRCLE the appropriate answer)*

**YES                      NO**

**2. Is your child a member of the Traveller Community \*?**  
*(please CIRCLE the appropriate answer)*

**YES                      NO**

*\* "Traveller Community" means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000*

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

**Parent/Guardian/Student**

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

Please complete this form and return to Coláiste Phobal Ros Cré. This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or from the Office of the Data Protection Commissioner.