



## Admission Policy

### Student enrolling for 1<sup>st</sup> Year 2019 / 2020

Naas Community College was established in 2015 as a non-designated Community College and is a co-educational, multid denominational school, welcoming and catering for students of all faith and belief backgrounds. Naas Community College has been designated by the Minister for Education and Skills to provide 'greater diversity and plurality of patronage in the area and having regard to neighbouring areas'.

#### First Year Admissions Policy

All applicants to the school must be eligible for a place in a Post Primary School. Application forms for the school year 2019/2020 will be available through the office and to download from the school website from February 2018.

The closing date for receipt of all applications for the school year 2019/2020 will be 1 pm on Friday 19<sup>th</sup> October 2018.

The School Authorities (NCC BOM) will determine the number of first year students to be enrolled each year and the number of class groups to be formed. The Principal reserves the right to assign students to classes throughout the school.

In the event of the number of applications being greater than the number of places available the following criteria will be applied in the following order for the allocation of these places:

1. Applicants who have siblings that are existing students at Naas Community College.
2. Applicants attending Primary Schools in Naas, Ballymore Eustace, Caragh, Kill, Rathmore , Sallins, Two Mile House or a student in a DES approved home school arrangement.
3. Applicants living in the catchment area of Naas and attending Primary School other than the Primary Schools in Naas, Ballymore Eustace, Caragh, Kill, Rathmore , Sallins and Two Mile House.
4. Applicants living in areas adjacent to Naas and seeking Multi Denominational Education provision i.e. all faiths and beliefs, where it is not already available.

5. All other applicants.

\*Naas Catchment Area is defined on attached Map.

In the event of applications in any of the above categories being greater than the number of places available, a Lottery will be used to allocate these places.

The Board of Management will determine procedures for the conduct of this Lottery.

A waiting list of applicants will be established after the process of allocation of places has been offered. This waiting list will operate until close of business on the first day of the new term 2018. After this a new waiting list will be compiled based on applications received from the first working day of September. Any subsequent avail places, if any, will be allocated on a first come, first served basis.

In the event of an application for a place in the school after the closing date, the criteria above will still apply.

All Applicants will be informed by letter within 21 days from the closing date for receipt of application whether their application has been successful or not provided that all documentation requested has been supplied to the School Principal.

The offer of a place is conditional on the Parents / Guardians returning the Letter of Acceptance by the date set out in the Letter of offer. Should the acceptance letter be late, the offer of a place may be withdrawn and that place offered to the next student on the waiting list.

All applicants who accept a place must sit an assessment. This assessment allows us to ascertain the preferred learning styles of each student, aids the creation of mixed ability groups and supports planning for teaching and learning. Failure to sit the test without prior arrangement by the principal or deputy principal may result in the withdrawal of the offer of a place and that place being offered to the next student on the waiting list.

The School Principal may share information relating to the waiting list with other School Principals so as to facilitate the efficient management of the waiting list. Personal data supplied in the application forms will be used solely for the purpose of student enrolment.

All students and parents must sign and agree to comply with all school policies including the code of behaviour and acceptable usage policy upon acceptance of a place.

In the event of an Applicant being refused enrolment he/she will be informed of the right to appeal under Section 29 of the Education Act 1998.

The Appeal in the first instance is made to KWETB and finally to the Department of Education & Skills. Appeal forms are available on request from KWETB.

This policy will be reviewed by the Board of Management once in every school year.

This policy was initially adopted by the Board of Management on 25<sup>th</sup> November 2015.

Date of last review: March 2018

Signed: \_\_\_\_\_  
**Chairperson of Board of Management**

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

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

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

**Date of next review: January 2019**