|  |  |
| --- | --- |
| Admissions Policy |  |

### Key Principles

The Education Act 1998 requires all schools in the state to promote respect for diversity of values, beliefs, traditions, languages and way of life. Templemore College is setting out its Admission Policy in accordance with current legislation and the policies of Tipperary ETB. The College trusts that by so doing, students will be assisted in relation to enrolment matters. The Principal of Templemore College will be happy to clarify any matters arising from the policy. The CEO reserves the right to review and change this policy in accordance with prevailing policies of North Tipperary ETB.

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 College.
* Student choice in relation to the choice of College, having regard to the characteristic spirit of the College.
* Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

For the College’s operating context and summary of legislation governing it see Appendix 2.

### Criteria for admission to Templemore College

Admission to Templemore College is subject in the first instance to a place being available. The College shall not refuse to admit 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 College Authority (i.e. the Principal or officer delegated to act on his/her behalf) and following an interview the student is deemed to meet the entry requirements for the course applied for.
* That in the professional judgement of the College authority, the student, because of previous education, training or experience, is likely to benefit from attendance.
* That the participation of the student/applicant will contribute positively to the College or course activity and not infringe in any way upon the opportunities or rights of other students or staff.

### Admissions Procedures (for the college)

The College liases with all Second Level Schools covering a wide catchment area. This involves Open Days, information on the College website, school visits etc. The College also advertises extensively in the local media. Student Interviews, which form a critical part of the admission process, are scheduled in May/June. A second round of interviews will be held in early September for courses where vacancies still exist. For entry requirements refer to current College Prospectus.

The College invites applications from mature students and participants in the Vocational Training Opportunities Scheme (VTOS).

The College accepts application from Non EU Nationals (see appendix 3).

Existing students wishing to apply for another course must complete a special re-application form, and will be interviewed.

Students who accept a place are advised that their needs can only be met to the extent of the resources available. Templemore College 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 student.

If the college receives more applications for any course than can be accommodated enrolment will be on the basis of the interview. Criteria for selection at interview are available on request

No student will be enrolled in a Post-Leaving Certificate course after 30th September of any school year save in exceptional circumstance.

Students who enrol after a course has begun must satisfy the interview panel that, in addition to meeting the criteria for admission listed above, they can also make up any part of the course already missed.

It is a condition of admittance that all students give a written undertaking to abide by the Code of Behaviour.

### Admission Procedures (for New Students)

The Admissions Office is the first port of call for general information for students.

All applications to be made directly to the Admissions Office.

All application forms must be fully completed and accompanied by copy of birth certificate and other relevant documentation as required.

All applicants must be interviewed. The purposes of the interview are:

* To determine whether applicants meet the admission criteria for the course.
* To give applicants information about the course so that they are fully aware of what it involves.

In some cases, the entry requirement is stated as “Leaving Certificate or equivalent”. It is recognised that some adults who did not complete senior cycle in second level education may have achieved the equivalent in terms of life’s experiences. In determining whether such adults qualify for a place on the course, the following criteria will be applied:

* Educational qualifications
* Relevant experience
* Suitability for the course

Applicant to be advised of interview date.

Decision of interview panel to be sent within ten working days of interview

Registration fee to be paid within ten working days of offer of place in the college

All students to be advised of PLC Maintenance Grants.

All students to be advised at interview of all relevant course costs.

### Grounds for refusal to admit a Student

The Board of Management of the College 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 the following:

* Where the student does not meet the entry requirements
* Where admission of the student would have one of the following consequences:
* Make it necessary to employ additional resources such as teacher/classroom assistant/ special needs assistant or equipment and where such resources are not made available by the Department of Education and Science (DES)
* Give rise to significant expenditure on extending or altering the accommodation or facilities at the College, and adequate resources are not made available by the DES
* Be seriously detrimental to the student’s education
* Be likely to be seriously detrimental to order and discipline of the College
* Be likely to be seriously detrimental to the educational well being or the health and safety of students attending the College.
* Where the education normally provided by Templemore College is not suited to the age, ability or aptitude of the student (e.g. if the student does not meet the entry requirements for the particular course)
* Where a student applying for re-admission has an unsatisfactory record in the college

*Please note that in deciding to accept of refuse admission the college reserves the right to have regard to all information relevant to all or any of the above criteria and in particular may*

1. *Consider the existence of, evidence presented to and the outcome of any proceedings under any statutory provision in force in the state (including disciplinary proceedings governed by the Education (Welfare) act) or otherwise before any court or statutory authority in the state or elsewhere in so far as the facts thereof are reasonably relevant to all or any of these criteria*
2. *Require all or any one or more of the applicants to*
* *disclose the existence and if requested details of any such proceedings or that he or she is on the sex offenders register in this state or elsewhere*
* *authorize the releasing to the college of otherwise confidential records of any such proceedings or relating to the conduct of the applicant in so far as relevant*
* *authorize an Garda Síochána to give clearance for the applicant*

### Where a course is cancelled

Courses can only form when sanctioned by the Department of Education and Science and where a sufficient number of students enrol. If for these, or other unforeseen reasons, a course has to be cancelled, students enrolled in such a course will:

* be notified as soon as the decision to cancel the course is made
* be informed of all courses in the college where vacancies exist
* have all fees returned within ten working days of that decision

### Registration

Registration takes place on the first day of the academic year. After class registration students must come to the Admissions Office to pay relevant course costs. All social welfare forms, medical cards, visas, USIT forms to be dealt with in the Admissions Office

### Information to be provided to Templemore College

Any student who applies for admission to the College is obliged to provide such information as may be prescribed by legislation. Information required by Templemore College includes:

* The student’s full name and address, telephone number, date of birth (a copy of the students birth certificate must be provided), PPS number and gender.
* Students educational record and examinations taken
* A note of any factors adversely affecting the student’s educational potential, attainment or needs e.g. behavioural considerations, education, medical, psychological reports
* Details of the student’s health records as would affect his/her participation in the College

### Information to be made available to potential new students

All students registering in the college will be provided with the following information:

* Background to the college including its mission statement
* Admissions policy
* Code of behaviour
* Details of the curriculum of the course, with outline class timetable and outline programme of year’s activities for the course
* Details of costs associated with their course

To enable students to make an informed choice, the following information is also available from the college:

* Operating context – including summary of relevant legislation (Appendix 2)
* Arrangements for the assessment of students, including external examinations
* Attendance Policy
* Extra curricular activities
* Academic Calendar and course timetable

### Appeals Procedure

A student who has reached the age of 18 or the National Education Welfare Board or parent/guardian of a student under 18 years may appeal a decision to refuse admission to the college.

The appeal should be made within 10 working days to Tipperary ETB. A copy of the relevant procedures (Circular M. 48/01) and appeal application form are available from the Principal or the ETB.

If the appellant remains unhappy with the outcome at ETB level, he/she may appeal to the Secretary General of the Department of Education and Science. The appeal to the Secretary General must be made within 15 working days from the date the decision of the ETB was notified to the student.

# Appendix 1

### Motto

Growing through Learning

### Mission Statement

The mission of Templemore College is to provide high quality further education programmes at a range of levels up to level 6 which are accessible to all members of the community. We aim to offer our students opportunities to achieve personal fulfilment, active citizenship, social inclusion, and progression to employment or further education or training.

### The college ethos:

* Reflects Christian values, while respecting the beliefs and practices of other religious faiths
* Affirms the inherent worth of every individual, recognising the right of each person to progress through learning while realising their own potential.
* Is committed to fostering a caring community within the confines of the college and beyond it, and, as part of this commitment, provides continuing educational opportunity for all students.
* Guarantees equality of access and opportunity to all students.
* Provides students with a balanced curriculum
* Equips students with life long learning skills.
* Subscribes to the ongoing professional development of staff while promoting a spirit of collaboration and trust.
* Respects and cares for all students, with special attention to the disadvantaged in our society.

# Appendix 2

Templemore College depends on the financial and human resources allocated to it by Tipperary ETB and the Department of Education and Science. The College operates within the regulations laid down by the Department of Education and Science.

### Education Act 1998

15(2) The Board shall perform the functions conferred on it and on a school by this Act and in carrying out its function the board shall –

1. publish, in such a manner as the board with the agreement of the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy in 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 are respected and such directions that 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.

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 –

1. 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,
2. grievances of students, or their parents, relating to the student’s school (other than those which may be dealt with under *paragraph* (a) or *section* 29), shall be heard, and
3. appropriate remedial action shall, where necessary, be taken as a consequence of an appeal or in response to a grievance.

(2) In prescribing for the purpose of this section the Minister shall have regard to the desirability of determining appeals and resolving grievances in the school concerned.

### Education (Welfare) Act 2000

19 – (1) The Board of Management of a recognised school shall not refuse to admit as a student in such a school a child, in respect of whom an application to be so admitted has been made, except where such a 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 which 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 that may be prescribed by the Minister thereunder, the management of the school concerned shall make a decision in respect of the application concerned and inform the student in writing thereof.

23. – (1) The board of management of a recognised school shall, after consultation with the principal of, the teachers teaching at, the parents of students registered at, and the educational welfare officer assigned functions in relation to, that school, prepare, in accordance with *subsection (2)*, a code of behaviour in respect of the students registered in the school\*\*\*

### Equal Status Acts 2000 to 2004

Section 3(3) of the act describes the prohibited grounds for discrimination as: gender, marital status, family status, sexual orientation, religion, age, disability, race, membership of the travelling community.

Section 7(2): An educational establishment shall not discriminate in relation to:

1. the admission or the terms or conditions of admission of a person as a student to the establishment
2. the access of a student to any course, facility or benefit provided by the establishment
3. any other term or condition of participation in the establishment by a student, or
4. the expulsion of a student from the establishment of any other sanction against the student

Section 7(4): The above (subsection 7(2)) does not apply –

1. in respect of differences in the treatment on the gender, age or disability grounds in relation to the provision or organisation of sporting events or sporting facilities to the extent that the differences are reasonably necessary having regard to the nature of the facilities or events, *or*
2. to the extent that compliance with its provisions in relation to a student with disability would, by virtue of the disability, make impossible, or have a seriously detrimental effect on, the provision of an educational establishment of its servic3s to other students

# Appendix 3

### Non EU Applicants

All non-EU applicants should be referred to the Admissions Office. All non-EU applicants must pay the economic fee as determined by the DES. They must have approval to remain in the state i.e. student visa and/or green handbook stamped by the Garda Síochána. All fees must be paid before a student can start the course.

### Asylum Seekers/Refugees

The student must have full refugee status or have humanitarian leave to remain in the country. Documentation of proof of status from the Department of Justice, Equality and Law Reform must be submitted with application form.