

**Céim Eile, Templemore College of Further Education (TCFE)**

**Admissions Policy**

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| Document Drafted by | **Céim Eile, TCFE** |
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| **Céim Eile Admissions Policy** |  |

This Admissions Policy has been drawn up in accordance with the key provisions from the Education Act (1998) which relate to enrolment, as well as the enrolment protocol and eligibility of learners from the operator guidelines for the Youthreach programme (April, 2015). Céim Eile is part of Tipperary Education and Training Board’s educational service. Tipperary Education and Training Board has final responsibility for the management of Céim Eile under the terms of the Vocational Education Act 1930 and all subsequent amending legislation such as Education and Training Boards Act 2013.

**Criteria for admission to Céim Eile at Templemore College of Further Education**

* Have left school without having completed Senior Cycle and/or lack competencies or skills in the area of inter-personal communications, enterprise or motivation
* Be unemployed
* Referrals from other agencies are given priority consideration.
* Be aged between 16 and 20 years of age at the commencement of their engagement with Youthreach. Those aged 15 years of age may, as an exceptional measure, also be considered eligible subject to conditions outlined previous
* Meet the criteria for entry as per appendix

Ceim Eile must ensure that this core group of eligible learners are prioritised when allocating places.

The age eligibility criteria may be extended exceptionally in the case of lone parents, learners released from detention, Drug Court participants and individuals who have less than upper second level education and whose personal circumstances are such that the centre programme is the most appropriate option for them to pursue up to age 25. Exceptions must be authorised by the CE or her/his nominee. In all such cases the grounds for making an exception must be documented and should establish how and why Youthreach is the most appropriate option.

Normally, applicants admitted to the course will have a Level 3 standard or equivalent. However, in certain circumstances, this may be waived. Admission to Céim Eile 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, Coordinator 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.
* Students who accept a place are advised that their needs can only be met to the extent of the resources available. Céim Eile reserves the right to withdraw at any stage the offer of a place on the event of it being unable to meet the educational, psychological or physical needs of the student.
* Any student under the age of sixteen will be sanctioned by the board of Management on entry, may be subject to additional conditions as deemed appropriate by the board, for example, remaining on the college during breaks/lunch if appropriate.

**Eligibility of non-EU Nationals**

Admission criteria for non-EU Nationals are documented in a letter dated 27 September 2001 which was issued by the Department of Education and Skills. This sets out that learners age 15 to 18 with less than upper second level education may not be enrolled in Youthreach except as an exceptional measure where it is deemed that school is not a viable option and with the prior approval of the Further Education Section of the Department. These learners will not be paid a training allowance.

Non EU Nationals aged over 18 are not eligible for enrolment in Youthreach.

**Admissions Procedures (Céim Eile)**

Applications forms for Céim Eile are accepted on a rolling basis. Receipt of the application form is acknowledged in writing. Applicants who appear eligible for the programme are placed on a waiting list for interview and are invited to submit further information. Those who appear ineligible are so informed, with reasons given.

All on the waiting list are invited for interview in May/June. Normally in the case of applicants under 18 years of age, the invitation to interview is issued through the parents/guardians who are normally expected to accompany the applicant.

The purposes of the interview are:

* To confirm the applicants’ eligibility
* To provide information about the programme and its requirements
* To identify any specific needs of the applicant
* To ensure that grounds for refusal are not applicable in this case.

After interview, where the number of successful applicants exceeds the number of places available the on the programme, places will be awarded in order of date of application and remaining candidates will be placed on a waiting list. If Céim Eile receives more applications that can be accommodated, a waiting list of eligible applicants will be formed.

All staff should be familiar with each stage of admission. Application forms should be clear and user-friendly. Particular attention should be paid to reading levels required for completion. On completion, forms should be date-stamped and reviewed by/with the co-ordinator.

The application form should record the applicant’s name, address, date of birth, reasons for wishing to attend the centre, background information such as education, work history and details of attendances at other centres, PPS Number and any other relevant information.

This form must be completed in respect of each applicant and should be signed by the applicant. The application form should also be signed by a parent / guardian where the applicant is under 18 years of age.

On enrolment learners must also complete such forms and mandates as are recommended by ETB administration and Ceim Eile, for example, bank mandate forms for payment of learner allowances, Solas leaner details, etc.

Individual files must be maintained for each applicant to contain all personal and essential information.

### Learner Contracts

It is recommended that all participants (and their parents or guardians if they are under 18) sign a contract that sets out the responsibilities of the programme team and the participants. It should register their commitment to observe codes of behaviour and include grounds for termination of contract by the provider.

The contract should refer particularly to:

* counselling
* attendance
* participation requirements
* assignment and other work requirements
* health and safety
* IT policy
* bullying policy
* sexual harassment policy
* child protection policy
* emergency medical attention (if required)
* referral to local services (if required)
* grievance procedures
* other issues decided on by Ceim Eile or the ETB

**Grounds for refusal to admit a Student1 *(priority one and two*** *as per appendix)*

The Board of Management of the College reserves the right to refuse admission;

* 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 Skills (DES) or other sources
	+ 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 Department of Education and Skills or other sources
	+ Be seriously detrimental to the student’s education
	+ Where a student applying for re-admission has an unsatisfactory record in the college

**Information to be provided to Céim Eile**

Any student who applies for admission to the Céim Eile is obliged to provide the following information:

* 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
* Bank account details (for those 16 years of age and over)
* Contact details for next of kin (parents/guardians for those under 18)
* Support information from external agencies when referring applicants.
* Applicants are requested to provide, a note of any factors adversely affecting the student’s educational potential, attainment or needs e.g. behavioural considerations, education, medical, psychological reports

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*1Please note that in deciding to accept or 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 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. 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*

**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 Coordinator or 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 Skills. 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**

Priority Groups

There are two general groups for the Youthreach programme.

Priority group one

learner must be:

16 and 20 years of age at the commencement of their engagement with Youthreach

Have left school

Be unemployed

Have level 3 or equivalent

Otherwise lack competence skills in the areas of interpersonal, communications enterprise skills or motivation.

The age and qualification criteria could be extended in the case of the following group to be known as Priority group two.

Lone parents

Referrals from former funded courses

Trainees who have been released from detention

Trainee who personal circumstances are such that foundation education and training is the most appropriate option for them to pursue qualifications.

Ethnical Minorities

Court Ordered to be here.

For those referred by external agencies such as schools (e.g. School Completion Programme or Home School Community Liaison), executive agencies (e.g. Education Welfare Service (EWS) in TUSLA, DES, SOLAS, HSE, Gardaí, Probation Service) and NGOs (e.g. youth service, Barnardo’s, St. Vincent de Paul, etc), written confirmation by the referring agency of the young person’s status as an early school leaver.

For those who self-refer and are under 18 years of age, confirmation by centres with the last school attended that the young person has left school and there is no possibility of them returning and/or confirmation of same by the Education Welfare Officer,

**Review**

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

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| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |