

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

**Admissions Policy**

|  |  |
| --- | --- |
| Policy Area | Schools |
| Document Reference number | See Attached |
| Version | To be inserted by HO |
| Document Drafted by | **Céim Eile, TCFE** |
| Date Adopted by TETB | To be inserted by HO |
| Reviewed/Amendment | Summer 2017 |
| Date Review/Amendment Adopted | To be inserted by HO |

|  |  |
| --- | --- |
| **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. Céim Eile is part of Tipperary Education and Training Board’s education service. Tipperary Education and Train has final responsibility for the management of Céim Eile under the terms of the Vocational Education Act 1930 and all subsequent amending legislation.

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

Be between 16 – 20 years with exceptions

Have left school without having completed Senior Cycle

Be unemployed

Meet the criteria for entry as per appendix

Normally, applicants admitted to the course will have a Level 3 standard or equivalent. However, in certain circumstances, this may be waived.

Referrals from other agencies are given priority consideration.

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 to 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.

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. Those who appear ineligible are so informed, with reasons given. Invited to submit further information.

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. Céim Eile receives more applications that can be accommodated, a waiting list of eligible applicants will be formed

**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. Information required by Céim Eile 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

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

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

*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 North Tipperary VEC. A copy of the relevant procedures (Circular M. 48/01) and appeal application form are available from the Coordinator or VEC.

If the appellant remains unhappy with the outcome at VEC 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 VEC 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.

**Review**

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

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