



# Crescent College Comprehensive SJ

## Admissions Policy

14<sup>th</sup> May 2019



A.M.D.G.

## CRESCENT COLLEGE COMPREHENSIVE S.J.

DOORADOYLE, LIMERICK V94 W6W8

*The Policy is under constant review and remains subject to the terms of the Common Application Scheme administered by the Limerick Education Centre.*

### **ADMISSIONS POLICY CRESCENT COLLEGE COMPREHENSIVE S.J.**

#### **INTRODUCTION**

The following is the Intake/Admissions Policy of Crescent College Comprehensive S.J. to take effect from 14<sup>th</sup> May 2019. The policy is deemed under review until such time as the Board of Management of Crescent College Comprehensive S.J. considers it otherwise. While the ideals of previous policies are incorporated into this document, all previous policies are now deemed superseded.

The management of Crescent College Comprehensive S.J. is setting out its Admissions Policy in accordance with the Education Act 1998, Section 15:2 (d) and it trusts that parents/guardians will be assisted in relation to admission matters and that furthermore the Chairman of the Board of Management and the Principal will clarify any matters arising from this policy.

#### **MISSION STATEMENT: Crescent College Comprehensive S.J.**

Crescent College Comprehensive S.J. incorporates the Characteristics of Jesuit Education. It seeks to develop fully each student's religious, moral, social, intellectual, physical and cultural sensibilities. As an important means of doing this, the school strives to create a strong sense of community between parents, students and teachers.

#### **MISSION STATEMENT: Jesuit Colleges**

Jesuit schools in Ireland aim to educate young men and women who will have the passion, ability and confidence to work to transform the world according to Gospel values.

#### **MISSION STATEMENT: Comprehensive Ethos**

The Comprehensive nature of the college strives to bring together the academic style education of the traditional Secondary school and the practically orientated programme of the Vocational school. In this way pupils are able to sample both the practical and the academic in a broad general curriculum so that each is offered an educational structure appropriate to his/her needs, abilities and interests. This ensures equality of educational opportunities for both boys and girls regardless of background or social status. The Comprehensive ethos also facilitates the provision of Adult and Community education facilities in the locality.

#### **SCHOOL PROFILE**

Crescent College Comprehensive S.J. is a Catholic school under the trusteeship of the Jesuit Provincial and the Minister of Education and Skills. The college acknowledges that the family is the primary educator and, through its commitment to the values of the school, shares the responsibility for the student's education. The school is grant aided by the Department of Education and Skills.

Crescent College Comprehensive S.J. has dedicated teachers who are committed to high academic standards. The college provides a rich and diverse curriculum catering for the needs of each individual student. It strives for excellence also in the areas of social concern and spiritual values, sport and culture, wherein students are encouraged and challenged to realise their full potential as human beings in the Ignatian tradition.

The school's management structure consists of the Board of Management whose policies are implemented by the Principal of the day. The school's Senior Management Team includes the Principal and two Deputy Principals.

### **Organisational Features:**

- The school has a pastoral care structure of Form Tutors, Year Heads and a Chaplain. A comprehensive Guidance and Counselling structure is also in place.
- The school is aided by the Parents' Association through its associated committees: Parents' Council, Parents' Social and Cultural Committee. All parents of Crescent students are automatically members of the Parents' Association.
- Curricular leadership is facilitated by a structure of co-ordinated subject departments.
- Student leadership is undertaken by elected school captains, senior prefects and the Student Council.

### **TEACHING RESOURCES**

The teaching staff comprises a complement of approximately sixty five teachers including Guidance Counsellors, SEN teachers, a Chaplain, S.N.A.s, a librarian and an ICT technician. Official programmes offered by the school include: Junior Cycle, Transition Year, and Leaving Certificate. All students participate in the various retreat programmes and the Social Placement Programme, which is a core activity in the Ignatian development of the students. In addition, outdoor pursuits form an integral component of the curricular and social development of each student.

### **FINANCE AND BUDGET**

The school is grant aided by the Department of Education and Skills. All school finances are managed by the Board of Management with the support and advice of the Board of Management's Finance Sub Committee. In order to provide the highest standard of education to which Crescent College Comprehensive S.J. aspires the school engages in fundraising to supplement the grants provided by the Department of Education and Skills. A voluntary contribution is requested from parents each year. These funds finance curricular and co-curricular activities and have considerably enhanced the school plant.

### **CO-CURRICULAR ACTIVITIES**

Crescent College Comprehensive S.J. offers an extensive range of co-curricular activities including choir and orchestra, field trips and team sports.

### **INTAKE POLICY**

In the operating context and in a manner consistent with the college's mission statement the Board of Management of Crescent College Comprehensive S.J. supports the principles of inclusivity; equality of access, participation and provision; parental choice in relation to enrolments; respect for diversity of traditions, values, beliefs, languages and way of life. The college will offer 150 places in First year and will seek to maintain a balance of intake in light of its co-educational context. As the College is generally over-subscribed it is acknowledged that many applicants may be disappointed if it is not possible to accommodate all who apply.

An application to Crescent on behalf of a child implies an acknowledgement of the school's ethos in principal and practice. Full participation in all school programmes is assumed on application. The onus is on the parents/guardians to make themselves familiar with all such programmes. Admission to the school implies a five year education programme, subject to acceptable behaviour. Entry to Transition Year is not automatic and involves a separate process as detailed below. Crescent does not offer a Repeat Leaving Certificate programme.

### **MODUS OPERANDI**

Crescent College Comprehensive operates within the Common Application Scheme which is coordinated by Limerick Education Centre. Each year an Open Night will be held and all aspirant applicants will be informed of the following:

- A detailed schedule of procedures for intake.
- Closing date for receipt of completed application forms
- Latest date for decision of applications which will be within twenty one days of the closing date
- All applications will be acknowledged within seven working days of receipt of an application form. The onus is on parents/guardians to check that an application has been acknowledged
- Crescent College Comprehensive S.J. cannot be held responsible for items lost in the postal system. It is advisable to have proof of postage
- Late applications will be marked 'Late' and forwarded to the Limerick Education Centre
- On receipt of an offer, each student will be notified of the procedure in accepting the place
- Assessment tests will be conducted on all students who accept a place. This is to ensure mixed ability grouping in classes. Attendance at this test is an integral part of the admissions procedure

The Open Night will provide information to parents on the application process, the Admission Policy of the school, the ethos of the school and the programmes on offer. Parents will have an opportunity to have their queries answered on this occasion.

### **POLICY PRINCIPLES**

In the operating context and in a manner consistent with the school's mission statement, the Board of Management of Crescent College Comprehensive S.J. supports the principles of inclusivity; equality of access, participation and provision; parental choice in relation to enrolments; respect for diversity of traditions, values, beliefs, culture and way of life.

The operating framework of the Admission Policy is governed by the context and parameters of:

- Legislation enacted by Dail Eireann
- Department of Education and Skills regulations
- The rights of the Trustees as set out in the Education Act (1998)
- The religious and educational philosophy of the Jesuit order
- Available resources and funding
- Adequate resources provided by the Department of Education and Skills
- That the school follows the curricular programmes prescribed by the Department of Education and Skills in accordance with Sections 9 and 30 of the Education Act (1998)
- Terms and conditions of a common application system for the Limerick region which will be detailed on the Open Night

### **CRITERIA FOR SELECTION: FIRST YEAR**

The term 'Priority of Selection' does not constitute a right of entry. The term refers to students who will be offered a place before Random Selection begins. Priority of Selection is at the sole discretion of the Board of Management but, in general, will apply in the following order:

- a. Brothers and sisters of present pupils.
- b. Brothers and sisters of those who completed their second level education at Crescent College Comprehensive S.J.
- c. 6<sup>th</sup> Class Pupils from Our Lady of Lourdes school
- d. Children of school staff
- e. The BOM reserves the right to offer a maximum of 5 places each year on behalf of the Jesuit Provincial.

A random selection process will thereafter apply. Random Selection will be conducted by an Admissions Committee appointed by the Board. The membership of this committee will be decided at the meeting of the Board immediately prior to the Random Selection.

Following the closing of the Common Application System process and the Common Registration night, unsuccessful applicants may apply for entry by completing a Transfer Application Form. Allocations of places will be processed by an Admissions Committee appointed by the Board. Any appeals to the Board will first be considered by this Committee.

In the case of twins, triplets etc. each sibling must make a separate application.

The parents of students not offered a place may appeal the decision of the Board of Management to the said Board of Management and/or to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act (1998) as amended by the Education Miscellaneous Provisions Act (2007). The Board may appoint a separate Appeals Committee to deal with any such appeals made to the Board, which will consider them and make recommendations to the Board.

Exceptions to the above may be made, at the discretion of the Board of Management, in cases of medical need which Crescent could uniquely address. The offer of a place is made subject to the parents / guardians formally accepting the offer of a place within the required timeframe in accordance with the agreed procedures as set down by the Common Application System.

All pupils are obliged, unless formally exempted by the regulations of the Department of Education and Skills to take all subjects offered as part of the school curriculum.

The Principal of Crescent College Comprehensive S.J. will, in accordance with Section 23 of the Education Welfare Act (2000), before registering a child as a student of the school, provide the parents/guardians with a copy of the code of behaviour and will require that the parents confirm in writing that the code of behaviour is acceptable to them and shall make all reasonable efforts to ensure compliance with this code by the child.

### **READMISSIONS**

Where a student has left Crescent College Comprehensive SJ he/she will not normally be readmitted.

**ENTRY-UP-THE-SCHOOL**

The term entry-up-the-school refers to places that may be offered during the school year if and when vacancies become available in all classes from 1<sup>st</sup> to 6<sup>th</sup> year. There is no obligation on the Board of Management to fill every vacancy when it arises. Allocation of places will be processed by an Admissions Committee appointed by the Board, and any appeals to the Board will first be considered by this Committee.

**ENTRY TO TRANSITION YEAR**

Crescent College Comprehensive offers a five year programme to all students and invites applications from interested 3rd year students for Transition Year. It is acknowledged that the number of places available in transition Year may vary from year to year according to resources available and other considerations. A number of factors may be taken into account when selecting those to be offered places including the age of the students, the student's record in the school to date and their positive behaviour and contribution to school life.

**PROVISION FOR STUDENTS WITH SPECIAL EDUCATION NEEDS**

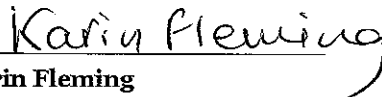
Crescent College Comprehensive S.J. is a mainstream inclusive school committed to providing quality education to all students. To assist in this aim we ask that parents/guardians to engage with the school's Special Education Needs Coordinator and to provide the school with all available previous educational records and assessments.

This will enable the school's Special Education Needs Coordinator to apply to the Department and Skills for any additional resources and support that may be required for the student.

Signed:



**Helen O'Donnell**  
Chairperson, Board of Management



**Karin Fleming**  
Principal

**This policy will be reviewed again in May 2020.**