



Second Level Admission Policy

Mission Statement

The mission of Cabra Community College is to enable the provision of quality education, anchored in a warm safe secure stimulating learning environment, inclusive of all and conducive to the purposeful use of time and successful learning.

Programmes Offered in Second Level

Cabra Community College is a co-educational college offering the following second level programmes:

- Junior Cycle
- Junior Certificate School Programme
- Transition Year
- Leaving Certificate Applied Programme
- Leaving Certificate

The college supports the principles of:

- Inclusiveness
- Equality of access and participation in the college
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and way of life in society.

Admission to the College is governed by the City of Dublin Education Training Boards CDETB “Admissions Policy set out in its General Rules and Regulations for schools, Colleges, other centres and the Classes and Activities operating under the authority of the CDETB”.

This policy states that:

Admission to a particular course/activity is subject to places being available and is governed by three principles:

- That in the professional judgement of the School Authority (the School Authority as in these regulations, indicates the Chief Executive, or an officer delegated to act on his behalf), and following an interview (if deemed appropriate) the student/participant is suitable for the course/activity.
- That in the professional judgement of the School Authority, the student/participant,

because of previous education, training or experience, is considered likely to benefit from attendance.

- That participation will contribute positively to the course/activity and in no way infringe upon the opportunities or rights of other students or staff.

Catchment Area

Feeder National Schools

St Finbarr's National School
St. Catherine's Girls National School
Christ the King Girls National School
Christ the King Boys National School
St Gabriel's NS
St. John Bosco's Boys National School
Mary, Help of Christians GNS
Gaelscoil Bharra
North Dublin Muslim School
Broombridge Educate Together NS
Pelletstown Educate Together NS

Mainstream Day School Students

Application to First Year

- Each year the Board of Management sets a final date for the acceptance of duly completed application forms. This date will be available to parents by contacting the school office
- Once all applications have been received class numbers and sizes are set by the Board of Management, taking into account the allocation for the coming year.
- Late applications will be accepted providing there is room in a suitable and in accordance with the needs of both the applicant and the class. A waiting list will operate for those not offered a place.

Application to other years

- Applications to other years other than 1st year will be considered up until the end of April each year for the following school year, provided there are spaces available.
- The Board of Management will decide if an application for transfer from another school is in agreement with the schools admissions policy and that in the professional judgement of the Board of Management, the student/participant, because of previous education, training or experience, is considered likely to benefit from attendance.
- Applicants will be accepted into the current school year only subject to a place being available in a form class and in specialist subject classes. Further, that participation of the applicant will contribute positively to the course/activity and in no way infringe upon the opportunities or rights of other students or staff.
- The behaviour record of the student in their previous school will be of paramount importance. The school reserves the right to refuse to admit a student whose behaviour in their previous school was serious enough to warrant an expulsion or

where there has not been a satisfactory level of co-operation between the previous school and the students' parent(s) or guardian(s).

- The Board of Management must be satisfied that the enrolment is in the best interest of the student and will also take into account if the school is equipped to cater for the needs of the students.
- In the case where a student has been excluded from another post primary school an application for enrolment will not be considered until all pastoral and disciplinary avenues have been explored with that school up to and including a “section 29 appeal” under the Education Act 1998
- There can be no guarantee that that subjects studied at a previous school can be replicated here.
- The Board of Management must be satisfied there are valid reasons for the transfer.

Procedure for Enrolment

Parents/Guardians must complete the approved application forms and supply the following documentation:

- (A) Birth Certificate
- (B) Two Passport Photographs
- (C) Copy of psychological assessments (if an assessment has taken place)
- (D) Recent school assessment reports
- (E) State examination results if necessary
- (F) Enquiry form filled out by previous school
- (G) Enquiry form filled out by parents / guardians
- (H) Enquiry form filled out by Education Welfare Officer (if applicable)
- (I) Parents /Guardians must attend for an interview with the student
- (J) New incoming First Year students must complete a Profiler Assessment, the dates of which will be notified in writing to applicants.
- (K) Transferring applicants into classes other than 1st year must provide academic and behaviour reports from the school that they are currently enrolled.
- (L) Parents and guardians must give a written undertaking to abide by the Code of Behaviour of Cabra Community College and abide by the ethos of the school

Only applicants who agree to abide by the schools Code of Behaviour will be considered for acceptance

No application will be considered until all the necessary documentation has been given to the Principal by or on behalf of the student concerned.

Non EU National

Applicants who are Non EU Nationals must satisfy all the requirements of the immigration authorities and must be deemed eligible by the Department of Education and skills.

Students with Special Needs/Disabilities

The college welcomes applications from students with special educational needs/disabilities. An applicant with a special educational need/disability must inform the college about his/her situation at the time of application. To assist the college in establishing the educational and training needs relevant to his/her disability or special needs and to profile the support services required the college will:

- Access the student's records from his/her previous school/education centre with parents / guardians permission
- Request copies of student's medical/education/psychological report
- Request an assessment if deemed necessary by the college

The college will meet with the parents/guardians of the student concerned and other agencies involved with applicant's welfare as deemed appropriate to discuss the applicant's needs and the college's capacity to meet these needs.

If having assessed the matter the college is of the view that further resources (additional teaching hours, special needs assistant specialised equipment) are required, the Department of Education and Skills will be requested to provide these resources.

Refusal to Enrol

In a case where the college is proposing to refuse an enrolment the matter will be referred to the Board of Management. The parents/guardians of an applicant or the applicant (if 18 year or over) will be afforded an opportunity to put their case to the Board of Management. If, having considered the matter, the Board of Management deems that the enrolment should be refused; it will make such a recommendation to the City of Dublin Education & Training Board (ETB). A decision by the CDETb to refuse enrolment may be appealed by parents/guardians of an applicant or the applicant (if 18 years or over) to the Department of Education and Skills in accordance with procedures established under Section 29 of the Education Act 1998.