

Policy for Enrolling in Fourth Year and/or Repeating a Year

St. Nathy's College



Signed: Declan O'Callaghan
Chairperson
Board of Management

Date: 29th Sept. 2015

Due for next review one year hence.



St. Nathy's College

Policy for Enrolling in Fourth Year and/or Repeating a Year

1. Introduction

This policy, as with all policies developed for the school, is underpinned by the *Vision 08* Document of the Irish Catholic Bishops' Conference and by the Mission Statement of St. Nathy's College.

St. Nathy's College is a Voluntary Catholic Co-educational Secondary School operating under the Trusteeship of the Diocese of Achonry.

The Mission Statement of St. Nathy's College is:

St. Nathy's College was established to act as a Centre of Learning. We strive to achieve this within a fostered Christian environment which equally provides for the faith and personal development of each student.

All of our school endeavours and activities are directed towards these objectives.

2. Admission to Repeat a Year

All applications are to be made by March 31st of the year of application. All applications to repeat a year are subject to the Department of Education and Skills Guidelines. The Department normally restricts students to a maximum of six years at second level and only allows a student to repeat a year in exceptional circumstances as set out in Circular M57/87, M33/89, M47/92 and M2/95. The details regarding the grounds on which consideration of requests for repeating a year are normally based are outlined in these circulars and include:

- a. Prolonged absence from school due to ill health.
- b. Serious family trauma.
- c. Very poor academic record which requires regular remedial treatment.

In accepting applications for repeating a year, St Nathy's College will take due account of:

- The DES Circulars and Guidelines.
- The availability of space in the year group.

Determining Admission

- St. Nathy's College has as its first concern the welfare of those who are currently attending the school therefore priority will be given to current students who apply to repeat.
- Once current students' repeat applications have been considered, if space still remains available and the DES Circulars and Guidelines have been adhered to,

applications from former students who have left St Nathy's College and who wish to return to enrol in 4th year will be considered.

- All applications must be in writing and must be accompanied by supporting documentation as appropriate.
- All applicants and parents/guardians must sign a declaration that they have read, understood and accepted the school's *Code of Behaviour* before enrolment is completed.
- The attendance record of all applicants will be considered.
- The behaviour record of all applicants will be considered.
- In the case of all applicants, a work ethic record and a commitment to the school and its ethos is essential.
- For students who apply from other schools, the following Transfer Policy will apply:
 - The transfer must be in accordance with the School Admission Policy.
 - The school must be satisfied with the reasons for the transfer.
 - The transfer is in the best interests of the student.
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 - The transfer is of educational benefit to the student.
 - The Board of Management will require full disclosure of information with supporting documentation and parents/guardians must be willing to give permission to the Board of Management to seek this information; it will seek a report from the applicant's former/current school regarding her record in areas such as attendance, medical history and special needs.
 - The Board will require copies of the last three school reports and a written reference from one previous Principal.
 - The discipline record of the student must be made available.
 - A student who wishes to transfer from another school is normally accepted only at the beginning of a new school year .
 - The final decision on applications rests with The Board of Management.
- The Board of Management reserves the right to enrol a student in exceptional circumstances.

3. Review of the policy

The Board may, subject to relevant legislation and to regulations of the Department of Education and Skills, alter and amend any section of the policy as deemed appropriate.

The policy was approved by the Board at its meeting on 29th September 2015 and will be reviewed annually by the Board of Management.