

Admission Policy and Procedures.

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Introduction

The Admission policy and Procedures document for Colaiste Ide is intended to establish the basic procedures and philosophy that underpins the admission of students to Colaiste Ide. It also aims to provide the general admission information needed by all parents, students, staff and the wider community. The Admissions Policy aims to communicate in an open and transparent manner how students are admitted to the college and the criteria as well as the procedures to be used in the admission of students to the college. The City of Dublin VEC is, under the terms of the 1930 Vocational Education Act (including all subsequent amending legislation) responsible for the management of Colaiste Ide, College of Further Education. It is the philosophy of such schools and colleges managed by CDVEC to provide a comprehensive system of mainstream Vocational and Continuation education within its administrative area. Such a system of education is designed to promote the intellectual, spiritual, and professional growth of the individual students and staff within the college in a manner that allows each member of the school community to reach their maximum individual potential. .

As a college managed under the auspices of the City of Dublin VEC, Colaiste Ide is committed to the views and philosophy contained within the CDVEC Mission Statement. Applicants are reminded that Admission to, and offers of places at Colaiste Ide are made under the Rules and Regulations of the City of Dublin VEC. In particular under the following principles:

- That, in the professional judgement of the school authority(the term school authority in these regulations indicates the Chief Executive Officer, or an officer delegated to act on

- his behalf), and following an interview(if deemed appropriate) the student/participant is suitable for the course or activity.
- That, in the professional judgement of the 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.

The Committee reserves the right to alter, cancel any course or part thereof and the college likewise reserves the right of admission. In addition to the CDVEC policies and procedures which include; Code of Practice for CDVEC Staff in their Relationships with the Scheme's Students, Code of Practice for Dealing with Complaints of Bullying and Harassment in VEC Workplaces, CDVEC Policy Statement on Sexual Harassment, CDVEC Computer and Network Usage Policy CDVEC Policy Statement on Equal Opportunities for Staff.

Colaiste Ide College of Further Education has developed draft policies and procedures in the following areas:Draft Admissions Policy and Procedures, The Student Code of Conduct, Examinations Policy and Procedures, Educational Outings Policy and Procedures Health and Safety Policy and procedure Student Representative Council.

Further areas for policy development will be identified in consultation with the CDVEC, local Advisory-sub-Committee, the staff, the Student Representative Council and other interested parties as part of the School Development Planning process and will serve as models of good practice for the future.

It fully subscribes to the underlying principles of the legislation: partnership, accountability, transparency, inclusion, respect for diversity, parental choice, and equality The draft Admissions policy and procedures which follow, reflect the CDVEC and the desire of Colaiste Ide to embrace the opportunity provided by the legislation to develop, publish and implement progressive, inclusive and student-cantered admission and behaviour management policies. Such polices and procedures will, when completed, be published and disseminated to all student applicants /or their parents and guardians. Existing policies and procedures are issued as a matter of course to students upon registration and are available at any time from the CDVEC, or the Principal of the college.

Relevant Legislation

The relevant Legislation under which this admissions policy will operate are as follows: Education Act 1998 in particular, Section 15 (2) Student Council, Section 27.6

Whilst the focus of the education service provided through Colaiste Ide, College of Further Education is directed towards students who have completed the compulsory stages of Education aspects of the Education (Welfare) Act 2000 apply, notably. Section 19, Section 23 Equal Status Act 2000, Section 4 and Section 7(2) Section 7 (3) and the VEC (Amendment) Act, 2001

Colaiste Ide- Admissions Policy

Mission Statement-Colaiste Ide

Colaiste Ide seeks to provide a school of excellence in which each individual student and staff member may reach his/her potential in a welcoming, supportive and safe environment. The college is a co-educational, multi-denominational centre of education funded and managed by the City of Dublin VEC to provide a Further Education service to the community of Finglas in Dublin North-West. The college has developed and continues to develop policies that are designed to be open and transparent and which focus on the well-being and safety of the whole-school community. They aim to promote effective teaching and learning amongst student and staff in a safe and secure environment.

Introduction

Colaiste Ide a college of Further Education managed under the auspices of the City of Dublin Vocational Education Committee. It is co-educational and multi-denominational. Funding is provided by the CDVEC from funding received annually from the Department of Education and Science

The City of Dublin VEC is the Board of Management for Colaiste Ide. A local Advisory sub-Committee assists it in this function. This is a sub-committee of the CDVEC.

Teaching Resources and Curriculum

Current teaching staff of the college is allocated on an annual basis by the CDVEC in line with resources allocated to it by the Department of Education and Science. Adult and Community programmes require additional teachers on a part-time basis delivering educational services on a multi-location basis. The college has 3.66 equivalent Administrative staff.

Programmes and Subjects

A wide range of courses are offered at Post-Leaving Certificate level to students who have completed their formal second level education and to mature students wishing to return to the formal education process. (See College Prospectus/ web-site, <http://www.colasteide/>). New courses are added as the perceived employment needs are identified and appropriate certification has been obtained.

Special needs teachers/ programmes

The college endeavours to provide learning support to students with special needs. There is a Guidance/ Counselling service within the college. The availability of specialised learning support on an individual basis is dependent on the availability of resources provided to the college.

Extra-Curricular Activities

The college provides a wide range of extra-curricular student activities organised through the Sports and Cultural Council of the CDVEC or the student Representative Council at the college.

The college also operates a modern sports and leisure facility at Leisure-point Complex , including all-weather facilities. Activities include Sports, Poetry, Short Story writing, and Art etc.

Students with disability.

The college welcomes applications from persons with disability. It is the policy of the college to foster an inclusive education provision for all who wish to avail of the college

services. Every effort to accommodate such applicant has been made by the college to enable applicants to access the building and facilities of the college. Improvement is a continuous process and the college is committed to maintaining such improvements as resources permit. It is important that such applicants indicate to the college in good time the particular educational needs and support services that they are likely to require in order to plan appropriately for their particular needs. This will assist the college in applying to the DES for the appropriate learning and personal supports that may be needed by an individual learner.

Senior Management Team

Principal: Mr. Malachy Buckeridge

Deputy-Principal: Ms. Josephine Whyte

Applications/ Admission Procedures

The college publishes its prospectus annually. The prospectus contains the details, curriculum, examinations and entry requirements for each PLC course offered at Colaiste Ide. Application forms are contained within the college prospectus. The college prospectus is available from the Admissions office. Copies of the Application forms and prospectus are issued to every Careers/Guidance

Counsellor in Second level schools. Copies are also available on line at www.colasteide.ie

Completed application forms may be returned to the Admission office at any time during the year prior to registration. Completed application will be acknowledged. All applicants will be called for interview. Several interview days will be scheduled throughout the year and are noted in the college calendar. All interviews are scored . Places will be offered in late May or early June and applicants will be asked to confirm their acceptance of a place within a defined period (usually two weeks) by returning the acceptance slip and a non returnable deposit of €30. Appropriate book/equipment lists will be sent to each applicant. This notice will contain a list of registration charges, examination fees and where appropriate professional body charges, which will be due for payment at registration.

The date of registration at Colaiste Ide will also be contained in this notice. Applicants who apply after June will be called for interview in early September and places which have not been filled in the June offer will be filled at this point.

Enrolment Criteria

The following criteria may be used in order to offer places on courses to applicants to PLC courses. Availability of places on particular courses in the year of application

Suitability at interview

Examination results

Order of acceptance of offer

Order of Applications

Completion of registration process in September as per college calendar. Every effort will be made to ensure that an applicant receives an offer on the course of their choice , however if an offer is not made to an applicant for their course offers will be made on their second and third choices.

In the event of there being more applicants for places than places available on any one course, priority will be given to applicants who reside in the Finglas area.

Unsuccessful candidates may contact the Admissions office if they wish to query the reasons as to why their application was unsuccessful. Applicants for VTOS and BTEA courses should note that eligibility to continue to receive social payments whilst participating on a course of study is determined by the Department of Social and Family Affairs and not by Colaiste Ide or the CDVEC. The college will accept applications as per PLC courses and will offer places on such courses subject to the educational appropriateness of the course being applied for relative to the applicants' stated educational levels at the time of entry to the course.

Fees & Other relevant information

There are **no** tuition fees charged for PLC or VTOS courses provided at Colaiste Ide. These courses are funded by the D.E.S., the National Development Plan. In the PLC area charges are made for the following:

1. Sports and Cultural Council,
2. Personal Accident Insurance,
3. Relevant Examination/ Examining Body Registration fee. Upon acceptance of an offer of a place applicants will receive a list of the charges relevant to the course for which they are applying.
4. Personal equipment that may become the property of the student e.g. Tracksuits

All PLC Applicants should note that they may be entitled to receive a PLC Maintenance grant. Eligibility for such grants is means-tested by the VEC in which the Applicant resides and not by the College. The Maintenance Grant does not cover the costs of registration or examination fees. It is a Maintenance grant paid to eligible recipients on a monthly basis directly into their bank account. Information concerning PLC Grants should be obtained from the local VEC of the applicant and not the college. VTOS candidates should note that in addition to receipt of Social Welfare Entitlements, there are no charges for books, or examination/ registration fees.

Applicants may also be eligible to receive a small travel and meal allowance. Eligibility to continue to receive social welfare payments whilst participating on a course of study at Colaiste Ide is determined by the Department of Social Community and Family Affairs and not the college. Applicants returning to education under the Back to Education Allowance Scheme (BTEA) continue to receive their Social Welfare Entitlements from Department of Social Community and Family Affairs as usual but they must pay for their own books, examination/registration fees similar to the PLC applicant. On confirmation of their BTEA status from Department of Social Community and Family Affairs the students may receive meal and travel allowances.

Night School/ Open Learning Centre

Candidates attending Adult Education classes provided at night or through the Open Learning Centre are charged the appropriate fees for the course. Any examination/ student registration fees charged by a Professional Body will be in addition to the tuition fees. Enrolment for such courses occurs upon completion of an enrolment card and payment of the appropriate fee by the applicant. Intending applicants are advised to consult the prospectus published twice yearly by the Adult Education Director and the Open Learning Centre in order to establish the appropriate course fees as these may vary from year to year. Enrolment dates will vary from year to year and term-to-term. The CDVEC and the college will endeavour to ensure the completion of a course once it has commenced. However, as funding for programmes is outside the control of the CDVEC and the college a guarantee cannot be given in respect of programmes especially where the duration is greater than one session/year. All courses may be subject to timetable changes from time to time.

Right of refusal by Colaiste Ide and CDVEC

The formation of courses is subject to a minimum enrolment. The CDVEC and the college reserve the right of admission to any course provided through the CDVEC and Colaiste Ide. All disputes in relation to admission will be referred to the Chief Executive of the CDVEC or his Deputy Officer. Appeals against a refusal to admit should be made in writing to the Principal of Colaiste Ide or the Chief Executive Officer, CDVEC, Town Hall, Ballsbridge, D.4.