

ADMISSIONS POLICY OF COLAISTE CHOLMAIN

This Admissions Policy is prepared in accordance with the provisions of the following:

- The Education Act 1998
- The Education (Welfare) Act 2000
- The Equal Status Acts 2000
- The EPSEN Act 2004
- The Disability Act 2005

DEFINITIONS:

1. In this policy the term "parent" includes a guardian of the student and any person at law liable to maintain the student or entitled to his custody.
2. In this policy the term "son" includes any student whose guardian is any person other than the parent/s.
3. In this policy the term parent or guardian includes a student over 18 years of age.

MISSION STATEMENT

“Colaiste Cholmain, a Catholic Voluntary Secondary School for boys only, aims to be a Christian community which respects all members of staff and nurtures each and every student to achieve maximum potential and to develop the whole person within a caring and respectful community.”

ETHOS

The school is a voluntary secondary school, with a Roman Catholic ethos, operating under the trusteeship of the Roman Catholic Archdiocese of Tuam. There is a requirement to attend religious education unless exempted because of religious affiliation. If a student is not of the Roman Catholic faith, he must be willing to attend religion classes without participation, unless other arrangements are made with the DES, the Board of Management or others to provide additional resources.

EQUALITY

The school is particularly aware of its responsibilities under the Equal Status Acts 2000-2004, The EPSEN Act 2004 and the Disability Act 2005, in relation to the admission of students with disabilities and other special educational needs, and in relation to the relevant discriminatory grounds as set out in Section 3 of the 2000 Act. Students will not be discriminated against, in relation to admission to this school, on any of the nine grounds as set out in the Equal Status Act 2000 - 2004, excepting in circumstances permitted and specified in the Acts.

AIM

The Board of Management of St. Colman's College is hereby setting out its Enrolment and Admissions Policy in accordance with the provisions of the Education Act 1998, Section 15.2 (d) with the intention that parents will be assisted in relation to enrolment matters. The Principal acting on behalf of the Board of Management in the administration of this policy, will clarify any further matters arising. The policy is prepared as part of the School Development Plan under Section 21 of the Education Act 1998 and is reviewed periodically by the Board of Management and is subject to change.

Our admissions policy aims to provide an integrated and inclusive education for boys who qualify from our traditional catchment area and feeder schools. Our policy, having regard to the principles and requirements of a democratic society, promotes respect for the diversity of values, beliefs, languages and ways of life in society, provided that parents elect, on their son's behalf, to abide by the rules and ethos of the school. Our policy promotes the integration of children with special educational needs, including those with disabilities, provided that this is in the best interests of the child.

While we recognize and fully support parents' rights to have a school of their choice for their children, our ability to accept students with special needs is dependent on the relevant resources being provided by the DES.

While recognizing applicants' right to admission we consider that we have an overriding responsibility to our present school community, and in particular students already enrolled, to an education without undue disruption. We therefore reserve the right to refuse admission to any applicant (including external and internal repeat applicants) whose previous behavioural record we consider would be detrimental to the education of the other students in the school, basing our value judgments on the principles of natural justice.

INTRODUCTION

The policy sets out the process that will be followed in enrolling students into the school and is intended to assist Parents in clarifying the criteria used by the school.

Entrance examinations will not be held as a means of selection. A particular level of attainment is not required.

Any queries arising from the Policy may be addressed to the Chairman of the Board of Management or to the Principal at St. Colman's College, Claremorris, County Mayo.

The school is funded by the Department of Education & Skills grants and is provided with staff in accordance with the teacher allocation system of the Department of Education & Skills. Additional funding comes from a voluntary school levy, voluntary contributions from parents and friends of the school and fundraising by the various members of the school community. The school provides the curricular programme set down by the Department of Education & Skills, as amended from time to time, in accordance with Sections 9 & 30 of the Education Act 1998. The Patron of the school is the Roman Catholic Archbishop of Tuam. The school is governed by a Board of Management composed of nominees of the Patron and elected nominees of the parents of students of the school and elected nominees of teaching staff. The Principal acts as Secretary to the Board and is a non-voting member.

Participation in the life of the school is open to all students including those students with disability and special educational needs in so far as it is reasonably practicable.

The school accepts applications from boys only.

The school reserves the right to refuse a place to applicants whose behaviour, attitude and education competence, it considers, would be detrimental to the rights of other students in the school.

The number to be enrolled in each year is determined by the capacity of the school building, the number of teaching staff, the facilities of the school and by requirements of the school curriculum and organization as prescribed from time to time by the Board of Management and by the regulations and standards of the Department of Education & Skills. The Board will be mindful of the need to ensure overall student numbers do not exceed levels appropriate to the capacity of the school building and safety considerations arising from its design. In determining its activities and programmes for any school year the college must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

This policy should be read in conjunction with the following college documents:

- Mission Statement
- Prospectus (If available)
- Code of Behaviour, School Rules, the Promoting Positive Behaviour Policy and the Suspension and Expulsion Policy
- Acceptable Use of the Internet Policy
- Anti-Bullying Policy

These documents are available on the school's website (www.stcolmans.ie) and/or in hard copy from the school office upon request.

ENROLMENT OF AB INITIO FIRST YEARS

The Board of Management decides the maximum number of places to be offered for enrolment each academic year, mindful of the need to ensure that overall student numbers do not exceed levels appropriate to the capacity of the college building and safety considerations.

For the academic year 2019-20 up to 96 applications will be considered.

Enrolments will only be accepted from parents or guardians of prospective students.

All applicants of Irish residence and nationality must have satisfactorily completed their Primary Education and must be 12 years of age on 1st January in the calendar year following the boy's entry into the school.

Students from other countries must have reached a comparable standard of education if they have not completed their primary education in Ireland. Parents may be required to submit documentation/reports to support the application.

In practice qualifying students are those boys:

- Who have completed sixth class in a primary school or have reached an equivalent educational standard.
- On whom a report from the primary school with regard to behaviour, attitude and suitability has been submitted if requested by the principal.
- Who are willing or able to adopt the school ethos.
- Who have complied with all reasonable requests for information, documentation, reports or references either as part of the enrolment procedure or other.
- Who together with the parent(s)/guardian(s) are willing to sign the school enrolment form.
- Who undertake not to infringe the rights of any other member of the school community.
- Who are willing to attend religion classes. If the applicant is not of the Roman Catholic faith, he must be willing to attend religion classes without participation, unless other arrangements are made with the DES, the Board of Management or others to provide additional resources.

ENROLMENT PROCEDURE

Application for Enrolment forms are distributed to prospective pupils as follows:

- During visit by the Principal or Deputy Principal or other school representative to local Primary Schools
- During a School “Open Evening”
- During a School “Enrolment Evening”
- From the School Office, during School hours.

Applications will only be accepted on the Official Form. Closing date for receipt of Application forms is printed on the form. Applications received after the closing date will be regarded as late applications. Places will be allocated by the date recorded by the college as the date the application is received.

Forwarding of an application form and completing of the application form does not constitute an offer of a place in the College. In some circumstances the college may request to meet with the students and parents. A copy of the applicant’s Birth Certificate (Long Form) must accompany the application. On acceptance of a student into the school Parents/guardians and students will be required to confirm in writing, their acceptance of the school ethos, policies and Code of Behaviour.

Once the College term has commenced, all applications for enrolment will be dealt with under the policy relating to transferring students, as set out hereunder.

CRITERIA FOR SELECTION IN THE EVENT OF EXCESS APPLICATIONS

1. **Brothers of present pupils**
2. **Brothers of past pupils**
3. **Students resident in and attending sixth class in traditional feeder primary schools in the traditional catchment area of the school**

4. **Students resident in but attending sixth class in a primary school outside the traditional catchment area.**
5. **Sons of staff members**
6. **Brothers of staff members**
7. **Sons of past pupils**
8. **Those outside the above categories**

A lottery will apply at any of the above stages, if the number applying to enroll exceeds the quota for that year i.e. the lottery will be applied at the marginal stage to determine the cut off point. Those drawn up to the cut off point in the marginal stage group will be offered enrolment. The remainder of that group will be drawn and put on a waiting list in the order in which they are drawn. The same will apply to any lower stage groups. If vacancies arise enrolment will be made strictly in the order in which they were drawn.

Once the application for admission has been approved a **“Confirmation of Enrolment form/letter”** will be issued within 21 days.

Acceptance of a place implies acceptance by parents/guardians and students of the school’s Code of Behaviour, policies and procedures.

APPLICATION TO FIRST YEAR FROM APPLICANTS RESIDING OUTSIDE THE TRADITIONAL CATCHMENT AREA

Applications from students who are resident outside the traditional catchment area will only be accepted in exceptional circumstances where they can be accommodated. If students cannot be accommodated parents will be informed and the process will be terminated.

Where applications are considered similar conditions and requirements are demanded as for applicants from within the catchment area. However, the following procedures will, in particular, apply:

- Application forms must be fully completed
- All relevant documentation and information must be fully disclosed
- Suitable references must be provided by the previous school
- Parents must agree to share relevant, medical reports and psychological and/or educational assessments.
- Students must demonstrate a good attendance and behaviour record at their previous school.
- Parents and students must make themselves available for interview.
- Students and Parents must accept the ethos, Code of Behaviour, School Rules and Policies of the College.

Failure to complete the necessary documentation or to supply any relevant information and/or documentation or information may result in an applicant being refused admission to the college.

THE CODE OF BHEAVIOUR

- The Code of Behaviour of this school is founded on mutual respect and cooperation between all members of the school and community and on the principles of natural justice.
- We, as a school, expect student behaviour, which is appropriate to learning and positive development of self.
- Parents/Guardians are expected to cooperate with the school in supporting the school Code of Behaviour and encourage their children to abide by this code.
- The Board of Management of the school has the ultimate responsibility for managing all aspects of our Code of Behaviour.
- The Principal, along with the staff, will aim to administer this code consistently and fairly.

ENROLMENT OF FIRST YEAR PUPILS WITH SPECIAL NEEDS

The Board of Management welcomes pupils with disabilities and students with Special Educational Needs, unless the nature and degree of these needs is such that to enroll the student would be inconsistent with both the best interests of the student himself and the effective provision of education for the other students with whom the student concerned is to be educated. While recognizing and fully supporting parents' rights to select a school of their choice for their children, the school's ability to accept students with special needs is dependent on the supply of resources, suitable to the needs of the individual student, by the Department of Education and Skills. Hence the Board of Management reserves the right to postpone admission until such resources have been provided by the Department of Education and Skills and in the most extreme of circumstances to refuse admission.

The school will liaise with the feeder primary schools in order to assess the students' needs well in advance of entry to the school. Where relevant the school will apply to the Department of Education and Skills for the resources to support the student.

Where a psychological assessment is not available, the Board of Management may require an assessment, prior to enrolment, to establish the educational and training needs of the child and to identify the support services necessary.

In addition to the information and documentation specified in the Special Needs Policy and the Special Needs Questionnaire parents / guardians of applicants with Special Needs must provide the school, in advance, with the following additional information:

1. Details of the disability or special educational need.
2. Completed Special Educational Needs Questionnaire
3. Copies of Psychological Reports & Educational Reports if available.
4. Copies of relevant Medical reports and details of the Medical Condition (if applicable).
5. Details of Resources provided in Primary School.
6. Any Individual Education Plan that has been devised for the applicant.
7. Details of Special Resources or supports required or expected in Secondary School.
8. Other information or documentation required by the school's Special Educational Needs Policy
9. Any other special facilities and/or resources required by the applicant.

Parents/Guardians must make themselves available, if required, to discuss the child's needs and the school's capability to meet the child's needs.

Where the Board deems that further resources are required to provide the applicant with an appropriate education, it should, prior to enrolment, request the Department of Education and Skills to provide the resources required to meet the needs as outlined in the psychological or medical report. Parents/Guardians must cooperate with the making of these applications.

It may be necessary for the Board of Management to decide to defer enrolment of a particular applicant, pending:

- The receipt of an assessment report, and/or
- The provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and/or medical report
- The completion of cooperation by the parents with the application process.

LATE APPLICATIONS

The Board of Management and Principal may consider late Applications for consideration based on availability of a place in an appropriate class and the reason for the lateness of the application.

OTHER YEARS

The normal point of entry to the school is First Year and admission to other years can only occur when there is a vacancy in the appropriate year/class group. The same general principles of fairness and equality will apply to the acceptance of pupils into years other than first year. Applications may be accepted throughout the academic year, however the Board of Management reserves the right to refuse or defer an offer of a place to any applicant on the following basis:

- That no suitable accommodation/place exists in the year group
- That an offer of a place at the time may have a negative effect on students already enrolled.
- That an offer of a place is not in the best interests of the health, safety and welfare and/or the educational interests of the applicant.
- That the relevant subject options are not available mid-year
- That the applicant is already registered at another post primary school and has been excluded from his school for disciplinary reasons.
- Such other reasons as outlined elsewhere in this policy for other applications.

The school will only make an offer of a place in a year other than First Year after taking due cognisance of the best interests of those who are currently enrolled in the school.

Only students with sound educational reasons for changing from their first choice of school will be considered.

TRANSFERS OF STUDENTS FROM OTHER POST PRIMARY SCHOOLS

The Board of Management recognises a student's right to education and that a "second-chance" may, in some circumstances, benefit a student.

On this basis applications for transfer from other post primary schools are normally only considered in exceptional circumstances (such as a family moving into the traditional catchment area) and where the following conditions are met:

1. The applicant's presence is unlikely to adversely affect the education of the pupils already enrolled in the school.
2. The applicant has no previous history of substance abuse or of the distribution of such substances,
3. The applicant has never seriously harassed/assaulted/bullied other students or staff member in his previous school(s)
4. The applicant has not previously in a serious manner hindered the educational progress of other fellow students i.e. persistently interfered with the teaching and learning and infringed the rights of others to proper educational provision
5. The subjects available are suitable to the applicant and the applicant is willing to attend classes in all curriculum subjects provided for the class group he is joining.
6. There is sufficient space in the class (i.e. using the maximum class size guidelines).
7. The school regarding the move to be in the best interests of the health, safety and welfare and educational interests of the student (the consequences of mid-year transfer and subject choices may be considerations here)
8. The school being satisfied with the reasons for the transfer and the parents/guardians have complied with all reasonable requests for information and documentation.
9. The parents/guardians agree to comply with the school's ethos, Code of Behaviour and School Rules.
10. The school is convinced that the student is capable of complying with the ethos, Code of Behaviour and School Rules
11. All relevant and requested information and documentation from the former school/college has been made available.

Only students with sound educational reasons for changing from their first choice of school will be considered. No student will be admitted to a year other than first year without being able to demonstrate acceptable standards of behaviour, attitude and educational competence in his current school. Applications will not be accepted from students who are the subject of ongoing disciplinary hearings or procedures in another school which includes any ongoing statutory appeals procedures in accordance with the Education Act 1998 or the Education for Persons with Special Needs Act 2004 (when commenced). The college reserves the right to request a confidential reference from the authorities in previous schools and reserves the right to refuse an application in circumstances, which might include but is not exclusively confined to the following:

- An established prior record of disruptive behaviour
- Lack of adequate resources to cater for particular needs.

Parents/Guardians applying to transfer their child from another second-level school will be supplied with the Admissions Policy, the Code of Behaviour and School Rules, the school's Suspension and Expulsion Policy, the Application Form, the School Prospectus (if available) the Special Educational Needs Questionnaire.

Before completing the official Application Form all applicants for transfer from other Post-Primary Schools must provide details of:

1. A letter setting out the reasons for transfer.
2. A report from the transferring school on attendance, punctuality and behaviour in transferring school
3. Copies of all school and State Examinations Commissions Examination Results

In addition, prior to completing the application the applicant must furnish a letter from the Principal of the transferring school to support the application and a statement of Special Needs if relevant.

STUDENTS SUSPENDED OR EXPELLED FROM OTHER SCHOOLS

In exceptional circumstances however the Board may at its discretion give consideration to an application in respect of a pupil excluded / suspended from or requested to leave another post primary school provided it considers that the applicant is likely to benefit educationally from such a transfer and where the current pupils are unlikely to be adversely affected by the admission of the applicant. Any admission approved in such a case will be conditional on the Board being satisfied with the undertaking given to abide by the ethos, Code of Behaviour, School Rules and policies and the likelihood of the applicant behaving in a proper manner in future. All procedures, information and documentation required for a transfer from another post-primary school will be required in this situation.

The School must be satisfied with the reasons for transfer.

Decisions will be made within 21 days of receiving the completed Application Form.

Parents/guardians will be required to follow the normal registration procedures and confirm in writing that they accept the school's ethos and Code of Behaviour and will make all reasonable efforts to ensure that their son will abide by that code.

Contact with the Education Welfare Officer will be made where necessary.

If the student has Special Educational Needs or has had resource time in his previous school, parents/guardians will be required to submit details as in the requirements for ab initio special needs student applications for First Year.

The Principal in consultation with the Deputy Principal and relevant Year Head or Co-coordinator will make a decision on applications subject to the usual rights of parents/guardians to appeal to the Board of Management, at first instance.

All transfer students will meet with the Guidance Counsellor and/or School Chaplain as soon as possible after registration.

Admission of students transferred will be subject to the approval of the Board of Management.

INTERNATIONAL STUDENTS INCLUDING REFUGEES AND ASYLUM SEEKERS.

All International students will be accepted for enrolment, upon application, provided:

1. The Board has verified the identity of the student and that the application is made by a parent/guardian.
2. There is sufficient space in the appropriate Year Group/Class.
3. The subjects available suit.
4. The parents/guardians register their acceptance of the ethos, the Code of Behaviour, the School Rules and the policies.
5. The student meets with the Guidance Counsellor to clarify the suitability of subject choice and of subject levels.
6. They complete in full the application form.
7. They comply with all the requirements as for other applicants.

INTERNATIONAL STUDENTS WHO DO NOT SPEAK ENGLISH

Applicants will be accepted on the basis of the information provided by parents/guardians or by relevant agencies, on the same basis as other international students. Special English language teaching will be provided where the Department of Education and Skills provide relevant additional teaching resources.

MID YEAR APPLICANTS.

Mid year applications will normally only be considered where families are relocating to the school's traditional catchment area.

Applications for transfers in to examination classes will be dissuaded, where alternative arrangements are possible, because of the likely negative impact on the examination results of the student. All other procedures and formalities for Ab Initio applicants and transfer applicants will be required.

Specifically the following procedure will apply to Mid Year applicants:

1. The applicant fulfilling the conditions outlined in the Admissions Policy.
2. The school being satisfied with the reason for the transfer.
3. The school being satisfied that the transfer is in the best interest of the student.
4. A place being available in a suitable class with appropriate subject choices.
5. Consultation with the Education Welfare Officer (if appropriate).

APPLICATIONS FROM STUDENTS OVER 18 YEARS OF AGE.

Persons eighteen years and over can apply for admission in the same way as can parents and guardians and will be considered as outlined above, subject to the qualification that the age of the student must be appropriate to the age range of the cohort into which the applicant student is seeking admission.

REFUSAL TO ADMIT A STUDENT.

The Board of Management reserves the right to refuse an application for admission where:

1. The Board believes that admitting the student is not in the best interest of the student.
2. The Board believes that admitting a student would adversely affect the education of the other students in its care.
3. The Board believes that admitting the student would pose a serious risk to good order and discipline within the school.
4. The Board believes that admitting the student would pose serious risks to the health and safety of the students in its care, to the health and safety of the school staff and/or to school property.
5. The student has a disability or a special educational need such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
6. Where student's parents/guardians refuse to sign the declaration pursuant to Section 23 (4) of the Education (Welfare) Act 2000.
7. Where parents/guardians fail/refuse to comply with all reasonable requests to supply reports, references, documentation/information from previous schools as requested by the principal.

Such refusal to admit a student in exceptional circumstances will only be done in accordance with Section 29 of the Education Act 1998 and Circular 48/01.

Any such refusal to admit a student may be appealed by the parent/guardian to the Board of Management in the first instance and thereafter to the Secretary General of the Department of Education & Skills under Section 29 of the Education Act 1998.

APPLICATIONS FROM INTERNAL REPEAT STUDENTS

All such applications are subject to the DES Circular Letter M2/95. Applications from prospective internal repeat students must be submitted in writing and similar commitments, as expected for all other applicants, in relation to the school's ethos and Code of Behaviour are expected. The student's previous record of behaviour and commitment to the ethos of the school will be significant factors in the decision to admit or not. Applicants must fulfill the following conditions:

1. The applicant must commit to take a minimum of five subjects for his Leaving Certificate, must follow the directions of management in ensuring that he is at all times in a supervised situation, particularly during periods when he is not studying a particular subject.
2. The applicant's presence in the school would not pose a serious risk to good order and discipline within the school.
3. The applicant's presence in the school would not pose a serious risk to the health and safety of the other students in its care, to the health and safety of the school staff and/or to school property.
4. The applicant's presence is unlikely to adversely affect the education of the pupils already enrolled in the school.

5. The applicant has never seriously harassed/assaulted/bullied other students or staff members.
6. The applicant has never seriously and/or consistently defied and/or failed to submit to the authority of management and staff.
7. The applicant has not previously, in a serious manner, hindered the educational progress of other fellow students i.e. persistently interfered with the teaching and learning and infringed the rights of others to proper educational provision
8. The subjects available are suitable to the applicant and the applicant is willing to attend classes in all curriculum subjects provided for the class group he is joining, including P.E., Religion and Computers, unless exempted by express permission of the Principal.
9. There is sufficient space in the class (i.e. using the maximum class size guidelines).
10. The school regarding the move to be in the best interests of the health, safety and welfare and educational interests of the applicant student and of the other students in its care.
11. The school being satisfied with the reasons for the repeat application and the parents/guardians and the student have complied with all reasonable requests for information and documentation.
12. The parents/guardians and the student agree to comply with the school's ethos, Code of Behaviour and School Rules.
13. The school is convinced that the student is capable of complying with the ethos, Code of Behaviour and School Rules

Only students with sound educational reasons for repeating will be considered. No student will be admitted to a year other than first year without being able to demonstrate acceptable standards of behaviour, attitude and educational competence. The college will also apply the Department of Education and Skills criteria and guidelines in relation to repeating a year of the course.

APPLICATIONS FROM EXTERNAL REPEAT STUDENTS

External repeat applicants must comply with the application process for Ab Initio First Year students, students transferring from another post-primary school and internal repeat students. Similar documentation, information and references will be expected to accompany the application. Similar conditions and commitments in relation to the school's ethos, the Code of Behaviour and the School Rules are expected. The college will consider, amongst other factors, subject availability, class size, behaviour record, references and attendance record in coming to a decision. The student's previous record of behaviour, attendance and co-operation in his former school will be significant factors in the decision to admit or not. They must also comply with the conditions set out for internal repeat students above. The college will also apply the Department of Education and Skills criteria and guidelines in relation to repeating a year of the course.

DECISION MAKING

In relation to all forms of application referred to above the Principal in consultation with the Deputy Principal and relevant Year Head or Co-ordinator will make a decision on applications subject to the usual rights of parents/guardians to appeal to the Board of Management, in the first instance, and to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998. Decisions will be notified

to parents, in general, within 21 days of the completion of the application process and the receipt of all relevant information and documentation.

RIGHT OF APPEAL

Where an applicant is refused admission Parents/Guardians have the right to appeal a refusal to enrol a student, at first instance to the Board of Management. Such an appeal should be made within 14 days of the date of written notification of the refusal. Thereafter Parents/Guardians have the right to appeal under Section 29 of the Education act. In such circumstances parents/guardians will be advised in writing of this right and the application form and supporting documents made available as per Circular M48/01. Appeals to the Department of Education and Skills must be made within 42 calendar days from the date that the decision of the Board of Management was notified to the parents/Guardians. The appeals application can be downloaded from the website www.education.ie

FULL DISCLOSURE EXPECTED

In relation to all forms of application referred to above full disclosure of any relevant information and documentation is required. Failure to complete the necessary documentation or to supply any relevant information and/or documentation may result in an applicant being refused admission to the college. The inclusion of false or misleading information in the application will lead to the withdrawal of an offer of a place at any time.

DATA PROTECTION

The school is a Data Controller under the Data Protection Acts 1998, 2003 and 2018. Personal data supplied on the enrolment form will be used for the purposes of student enrolment, registration, administration, parent texting service, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for the school to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive, National Educational Welfare Board. Contact details will also be used to notify you of school events and activities.

The school relies on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. You should write to the Principal should you wish to update or access your child's personal data.

Please see our school website at www.stcolmans.ie for a copy of a notice to parents, guardians and students over 18 from the Department of Education and Skills outlining how personal data of students in this school is returned to the Department of Education and Skills, and how this data is fairly processed and in compliance with the Data Protection Acts 1988, 2003 and 2018.

PARENTS/GUARDIANS

The school relies on parents/guardians to provide it with accurate and complete information and to update us in writing with any changes in the information already provided. Unless and

until we are otherwise informed in writing, all correspondence in relation to your child will be sent to the address indicated on the enrolment form. In the case of parents who have separated, and where the school has been notified of same, the school will arrange for both parties to receive correspondence in relation to the child, if requested to do so in writing. The principal will also try to facilitate involvement by both parties in parent-teacher meetings. Should a parent or student wish to update or access their personal data, they should write to the principal.

CCTV SYSTEM

CCTV cameras are in operation in the premises of College. The objectives of the system are:

- To protect the school buildings and their assets,
- To increase personal safety of staff, pupils and visitors and reduce the fear and incidence of crime,
- To support the Garda in a bid to deter and detect crime,
- To assist in identifying, apprehending and prosecuting offenders,
- To protect members of the public and private property,
- To assist in managing the School,
- To assist in the promotion of and compliance with Health and Safety standards,
- The assist in the implementation of the Code of Behaviour and the School Rules and the taking of appropriate disciplinary measures, where so required.

THE EDUCATION (ADMISSION TO SCHOOLS) ACT 2018

The Board of Management will comply with the provisions of the 2018 Act as activated. Any activated provisions will supersede the provisions of this policy.

CONSULTATION

This policy has been drafted in consultation with the teaching staff and the Parents' Committee.

IMPLEMENTATION

This policy will be implemented by the Board of Management

REVIEW AND EVALUATION

Date of next Review May 2021

Ratified by the Board of Management on: Thursday 23rd May, 2019

Signed: Monsignor John O' Boyle

Chairperson of the Board of Management

Signed: Jimmy Finn

Principal/Secretary to the Board of Management