

Admissions Policy

Margaret Aylward Community College is an all-girls school and operates under the City of Dublin Education & Training Board (CDETb) and thus is governed by the “*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 is subject to places being available and is governed by three principals:

1. That the professional judgement of the School Authority (the term ‘School Authority’ as in these regulations, indicate the Chief Executive Officer, or an officer delegated to act on her behalf), and following an interview (if appropriate), the student is suitable for the course or activity
2. That in the professional judgement of the School Authority, the student, because of previous education, training or experience, is considered likely to benefit from attendance.
3. That participation will contribute positively to the course and in no way infringe upon the opportunities or rights of the other students

Mission Statement

Margaret Aylward Community College seeks to encourage all to achieve their full potential in a supportive atmosphere which respects diversity. The school welcomes the involvement of parents and community in developing the skills necessary for students to become self-motivating members of society

In order to achieve this vision the staff of Margaret Aylward Community College have a responsibility to ensure that all students accepted into the college are facilitated in their efforts to achieve their full potential.

All students seeking a place in Margaret Aylward Community College must complete the relevant application form and submit it with items requested. While applications can be submitted at any time, the following are important dates:

Applications for First Year to be in the office by the end of October prior to the September of entry. These students will be called for assessment tests. The purpose of such test is to ascertain if that student has additional needs that the college may have to apply for. Some students may require further assessment.

Applications for Transition Year or First Year of the Leaving Certificate should be made by the first week of May, prior to the September start. These applications must be accompanied by two school reports and a reference from the previous school. Such applicants will be called for interview with a parent/guardian during May and June.

In exceptional circumstances students may be enrolled into a year other than the above. And for any such application to be successful, our subjects on offer must be the same as the subjects studied by the student in their previous school. Additionally, in order to give proper consideration to an application outside of the designated enrolment timeframe, as stated above, the College Board of Management may request the Principal to seek the following information on their behalf:

- A completed CDETB Enquiry form A from the Principal/s of the school/s that the student last attended
- A completed CDETB Enquiry form B from the Education Welfare Officer responsible for the school that the student last attended
- A completed CDETB Enquiry form C from the Parents or Guardians of the student
- A copy of the student's Education Passport from the Primary school that the student last attended (where relevant)
- Any psychological reports that may be relevant and forwarded with the permission of the parent/guardian
- Such other matters relating to the Student's educational progress as she considers appropriate.

As soon as practicable, but not later than 21 days, after this information has been sought and received, the School shall make a decision in respect of the application concerned and inform the parent in writing.

Student with Special Needs/Disabilities/ non English speaking may be enrolled provided that the college has the resources to facilitate such needs and that they can be placed in an appropriate class group.

Before final admission, the student and parent/s / guardian must sign a completed enrolment card agreeing to abide by the College Code of Behaviour.

Parent(s)/guardian are responsible for ensuring that the information supplied on the enrolment form is kept up to date.

Refusal to Enrol

A proposal to refuse enrolment of a student in a CDETB school / college is a formal procedure and is regulated by the CDETB. Under the Education Welfare Act there are twenty-one days within which to complete the process at school Board of Management level.

1. The principal proposes that the Board of Management is called to decide whether a particular student should be enrolled and prepares a report.
2. A meeting of the school Board of Management is called to hear the proposal. The parent/guardian is invited to attend the meeting.
3. The Board of Management informs the relevant parties of its decision.
4. The decision of the Board of Management is forwarded to the CDETB

5. The parent / guardian can appeal the decision of the school Board of Management to the CDETB
6. The CEO determines whether to admit the appeal.
7. The CDETB discusses the decision of the Board of Management and / or hears the appeal and makes its decision.
8. The CDETB informs the relevant parties of its decision and the fact that the decision is open to appeal to the Department of Education and Skills.