



# Coláiste Pobail Baile Lotrail Luttrellstown Community College



## Admissions Policy and Procedures

**2019 - 2020**

Adopted 08.05.2018

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Príomhoide **Fionnuala Ní Chaisil**  
**Adopted Board of Management Meeting**  
 Date: **May 8th 2018**

## A. Introduction

Luttrellstown Community College is a co-educational multi-belief second level school under the patronage of Dublin and Dun Laoghaire Education Training Board. Our school is committed to providing the highest standard of education to meet the needs of our students through a holistic approach.

Following a full review in 2017/18 of our shared enrolment procedures, Luttrellstown Community College and Castleknock Community College will operate some shared enrolment procedures in the academic year 2019/2020 as per previous practice. Both Colleges will serve catchment areas with priority given to the students attending listed Primary Schools for each college. The common catchment area is divided into two areas: A & B. In accordance with the procedures outlined in our admission policy, Luttrellstown Community College will endeavour to provide places where possible for all applicants who live in our catchment area 'A' as outlined in this policy.

The Board of Luttrellstown Community College aims to provide offers of school places to parents in a streamlined fashion. The Board aims to reduce parent anxiety associated with long waiting times caused by places not becoming available until very late in the enrolment process. We rely on parent co-operation in order to allow schools to offer places to local children without unnecessary delay.

Following the recent review, the Board of Management of Luttrellstown Community College proposes to manage a stand-alone Admissions Policy from 2020 onwards as we believe this is in the best interests of the parents and students who this policy will serve.



## Mission Statement for Luttrellstown Community College

**We are united in our diversity to educate, integrate, and facilitate excellence in the modern world for a better future.**

### Our Ethos

Our Community College is a second level school under the auspices of Dublin and Dun Laoghaire Education Training Board. We, with our partners in education, are committed to being a caring, learning community where each person is valued and accorded respect and dignity. The staff aims to deliver a broad diverse curriculum in a calm, disciplined and safe environment in an atmosphere where all will be encouraged to become confident, responsible individuals striving to reach their full potential.

Luttrellstown Community College welcomes applications for places from all students regardless of gender, race, academic ability or cultural background. We are a multi-belief college, which respects and values each individual person's beliefs and this is embedded in our curriculum through an inclusive religious education program and faith celebration. Luttrellstown Community College does not provide faith formation instruction. We are committed to providing the highest standard of education suited to the needs of all our students.

We welcome diversity and embrace the values, cultures and traditions of all our pupils to the benefit of all. We strive to be an inclusive school. We welcome diversity and practise equality, giving due regard to differences of ethnicity, special educational needs, disability, language/accents, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

### Operating Context

In establishing this policy, Luttrellstown Community College seeks to express its commitment to the values which underpin the Education Act 1988, the Education (Welfare) Act 2000, the Equal Status Act 2000 and the ethos and traditions of Dublin and Dun Laoghaire Education Training Board. In addition, Luttrellstown Community College seeks to act within the context and parameters of Department of Education and Skills regulations and curricular programmes, the rights of our patron (Dublin and Dun Laoghaire Education Training Board) as set out in legislation and the funding and resources made available to the Board of Management (B.O.M.). Parents and students are expected to accept and sign the school's Code of Positive Discipline and other school policies. These policies are printed in the Student Journal.

Luttrellstown Community College has adopted protocols in relation to data protection national guidelines. Our school general data protection regulation policy (GDPR) and its related guidelines will be available on our website from June 2018. Our data policy will explain the following to parents, students and staff:

- **What data we collect and for what purpose.**
- **Why this data is held.**
- **How long will it be retained. There are Document Retention Protocols outlined at the end of this booklet.**
- **How secure is it, both in terms of encryption and accessibility?**
- **What third parties are allowed access to listed personal information e.g. Teachers, Tutors, Yearheads, Senior Management Team, TUSLA, Department of Education and Skills, DDLETB, PDST, Vsware, Wriggle, Google, Apple etc The policy will outline on what basis we share student, staff, parent information.**

### Freedom of Information protocols:

Luttrellstown Community College also requires parents, staff and students to agree to the adopted protocols in relation to data protection national guidelines. Information on these matters is available on our website. From August 2018 **Parents and students will sign agreement with this policy in the student journal.**

From 2018 Luttrellstown Community College will provide education through Irish to students accepted into **Coláiste Na Tulchann**, an all-Irish unit within Luttrellstown Community College. The terms and protocols outlined in this document should be read in conjunction with the Admissions Policy for **Coláiste Na Tulchann**, which is a unit in the 'Máthair Scoil' (mother school) Luttrellstown Community College. The Policy reflects an Oireachtas Report on School Admissions (June 2017) which states 'In terms of all-Irish post-primary schools, it was submitted that school authorities should have discretion to give priority to students who have previously been designated by an Irish-medium primary school as having Irish as a primary home language.'

Outlined below are the key enrolment criteria that apply when an application for Coláiste na Tulchann is lodged.

The Board will prioritise applications as follows:

1. **Siblings in Luttrellstown Community College or Coláiste na Tulchann.**
2. **Students from primary schools that are Gaelscoileanna in the Dublin 15/East Meath catchment area. Priority is given in this category to LCC's catchment area.**
3. **Students interested in all-Irish education from English medium schools in Dublin 15/East Meath catchment area. Priority is given in this category to LCC's catchment area.**

All pupils will be assessed for their capacity to be educated through the medium of Irish.

The following points are an example of our expectations:

- **A student has a good proficiency in Irish and enthusiasm for Irish culture.**
- **A student has support in the home to develop fluency in Irish.**
- **Being involved in Irish language organisations.**
- **School Reports from their national school showing progress, interest and capacity to learn through Irish at second level.**

We will welcome children from families whose language in the home is a third language but whose children have shown a great interest in learning Irish in primary school

## **LAOCHRA**

From 2019 Luttrellstown Community College will provide education for students with additional needs through a newly established Autistic Spectrum Disorder (ASD) Unit. **LAOCHRA** (the name chosen for this new unit within LCC) will accept students in liaison and with the advice of the **NCSE (National Council for Special Education)**. The terms and protocols outlined in this document should be read in conjunction with the Admissions Policy for **LAOCHRA** which will be a unit in Luttrellstown Community College. This Admissions Policy will be available on request from the college office from September 2018.

The Board will prioritise applications initially as follows:

- **Siblings who meet the criteria for an ASD education.**
- **Students from special needs units in the Dublin 15 catchment area. Priority is given in this category to LCC's catchment area.**

## B. Programmes

The College operates within the regulations laid down from time to time by the **Department of Education and Skills** and follows the curricular programmes prescribed by the **Department of Education and Skills**, which may be amended from time to time, in accordance with **Sections 9 and 30 of the Education Act 1998**.

Pupils at Junior and Senior Cycle follow a core programme, with a number of optional subjects. The College also offers the option of the Transition Year Programme and where there is a demand, the College will offer the Leaving Certificate Applied Programme. The Leaving Certificate Vocational Programme (LCVP) will also be offered

### Educational Programmes and Supports

#### Junior Certificate Programme

Students are offered a range of subjects, which may vary from year to year depending on the student cohort and resources made available to the school. **Wellbeing is an integral part of our Junior Cycle Programme (JCP). JCP will also include modules in Chinese and Coding. Students will select one short course to proceed with in second year.**

On the basis of the curriculum provided, students have an opportunity to select optional subjects they would like to study. These choices are available equally to boys and girls. However, subject choices depend on a number of constraints including:

- i. the number of students seeking a subject and
- ii. the availability of subject teachers.

**Junior Certificate Subjects currently being offered include:**

##### Core Subjects:

English, Gaelige, Project Maths, Science, PE, S.P.H.E., CSPE, History, Geography, Religious Education, French or Spanish or German.

##### Subject Options offered in 2018/19 to include:

Art, Business Studies, Home Economics, Music, Materials Technology Metal, Technical Graphics, Technology and Materials Technology Wood.

#### Transition Year Programme

Luttrellstown Community College offers the Transition Year Programme. This programme is optional, it will be offered first to students in LCC. Transition Year may be offered to candidates who have not attended LCC however priority will be given to LCC students. The aims of the programme are.

- i. To provide an education for maturity with the prioritisation of social awareness.
- ii. To promote academic and technical skills with emphasis on self-directed learning.
- iii. To educate TY students through personal experience of adult and working life as a basis for personal development and maturity.

The program consists of activity-based learning, project work and research, study visits and field trips, work experience, community service and Involvement in competitions. While every effort is made to minimise the costs a specific parent contribution is necessary to cover induction, transport costs, some external activities, book rental, insurance etc. for Transition Year students. The initial cost from 2018 up to and including 2020 will be €350 and if reviewed this will be made known to parents on application. This payment must be paid by mid-June before the Transition Year Programme commences. Where this presents particular hardship a payment plan can be agreed.

An additional option of an educational trip to a European country will be made available subject to demand. All payments associated with this trip will be made to the tour operator in advance. We advise parents to budget for this.

Places will be filled by application and interview. **Current students are not entitled to automatic enrolment into Transition Year.**

The criteria to be used for placement are as follows:

1. Previous engagement in school activities.
2. Attendance and punctuality.
3. Proven track record to work independently and in teams.

## Senior Cycle Programme

All students in Luttrellstown Community College currently study the Established Leaving Certificate. The Leaving Certificate Vocational Programme and the Leaving Certificate Applied Programme will also be offered when possible. Places will be offered to students in LCC initially by annual re-enrolment application. In the case of students who have not worked to their full potential or who have caused serious concern because of their behaviour the Board reserves the right to interview these students and seek commitments from both parents and students. Places will be offered to external applications as per this admissions policy should space be available. Information on subject options will be available to all students prior to entry to senior cycle.

Students will be offered a range of option subjects, which may vary from year to year depending on the student cohort and resources available. These choices are available equally to boys and girls on a first come first served basis. However subject choices depend on a number of constraints including:

- i. the number of students seeking a subject and
- ii. the availability of subject teachers based on teacher allocation to the school.

## Career Guidance and Counselling (CGC)

The school offers the service of qualified Career Guidance Counsellors based on the general teacher allocation available in the school. We try to ensure that each student has necessary access to appropriate guidance to assist them in their educational and career choices. Our Guidance service is also an integral part of our pastoral care management approach. This department co-ordinates the entrance assessment for 1st Year with our Príomhoide Tánaisteach. Primary schools are notified of the date and arrangements for these assessments.

CGC personnel manage the co-ordination of DATS, an assessment to identify strengths for senior cycle and life options.

## Special Needs Education Provision (SEN) in mainstream

Luttrellstown Community College offers learning support to students with special educational needs (SEN). The availability of specialised learning support is dependent on the allocation of annual resources to the college from the National Council Special Education (NCSE). Luttrellstown Community College is committed to the principle of equal access and welcomes students with special educational needs wherever possible within the parameters of a mainstream setting. All students with additional needs who accept a place in LCC become part of the school community and will be treated equally under our Code of Positive Behaviour.

In order to provide special education teaching to support the inclusion of students with special educational needs and identify students with complex needs, it is requested that all professional reports are provided to the school. This information which includes psychological reports, primary school reports and any other relevant documentation, must be provided when a place is accepted in Luttrellstown Community College. This is to facilitate early identification of needs and to guide the resources allocation process appropriately. Effective communication and engagement with parents is vitally important in deploying the allocation of additional teaching resources.

## Principles underpinning core SEN provision from Circular 14/17 and national guidelines

The school will identify student needs and guide the resources allocation process appropriately. There will be effective communication and engagement with parents on the procedures involved.

- *"The combination of a baseline allocation based on school enrolments and a profiled allocation will give a fairer allocation for each school which recognises that all schools need an allocation for special needs support, but which provides a graduated allocation which takes into account the level of need, whether current or predicted, and student mixture in each school"*  
Circular 0014/17
- *"A model for the identification of students with complex needs in future is being devised by the NCSE, in consultation with the Health Service Executive and National Educational Psychological Services (NEPS) and further guidance will issue to post primary schools in this regard"*  
Circular 0014/17
- *Standardised test results will "be used in building the educational profile of schools, as they link directly to the educational achievement of students in schools."*  
Guidelines for Post-Primary Schools Supporting Students with Special Educational Needs in Mainstream Schools

## Extra-Curricular Activities

Extracurricular activities for students take place based on teachers' initiatives and student interest.

The college encourages a wide range of extra-curricular activities involving Sports (Athletics, Tennis, Gaelic, Soccer, Basketball, Orienteering etc.) Debating, Choir, Bands, Young Scientist, Young Social Innovator, Call to Code Club, Enterprise Projects, Language Clubs and Drama etc. These activities take place at lunchtime or after school.

**Supervised Study:** This will take place on nominated days after school subject to sufficient demand.

## C. Department of Education and Skills Regulations

**Eligibility for admission to first year includes the following DoES regulations:**

- Having reached the required age: 12 on the 1st January in the calendar year following the student's entry into First Year.
- Pupils of Irish nationality should have completed Sixth class in Primary School in the academic year prior to entry.
- Students from other countries should have reached a comparable standard of education.
- Students must be willing to accept the Code of Positive Behaviour of the College. Confirmation in writing is required that parent(s)/guardian(s) and the student are in agreement with this policy and other school policies.

## D. Mid-Year or Mid-Cycle Admissions

A mid-year admission will only be considered in exceptional circumstances. The Principal will consider any vacancy that may occur during the academic year and report same to the BOM for consideration if she deems it necessary. Applications received from prospective students mid-year will be considered, however the B.O.M. will respect the rights of the existing school community and in particular, students enrolled. It will also take into account whether the school is equipped to cater for the needs of the student.

The B.O.M. reserves the right to refuse admission where an enrolment would have a seriously detrimental effect (Equal Status Act 2000) on the provision of services to others or might unreasonably impede good order and discipline in the school or which might place the safety or security of students and/or staff at risk (cf. Education (Welfare) Act 2000, Section 24, Subsection 5).

All applications from students currently attending / recently attending other schools will be considered according to the following conditions:

- The availability of a space and suitable options
- In line with current enrolment criteria
- The ability of the school to provide an education appropriate to the needs of the student
- An interview with the parents / guardians and the child wishing to enrol
- Parents must supply a written report on the student relating to attendance, educational progress, behaviour, special needs etc. from the school they are currently / have previously attended.
- A consultation with the previous school will always take place.
- Consultation with the TUSLA if deemed necessary

Where a student is considered for a place, providing such a place exists, the decision will be taken by the Board of Management, in consultation with the student's parent(s)/guardian(s), her/his former school, the education welfare officer (if applicable), whether such a place be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

### Notes:

#### Note 1:

Where there is any doubt or question in relation to any of the information provided by Parent(s)/Guardian(s) in support of an enrolment application to this College, the Board of Management reserves the right to use its discretion in relation to that enrolment application. False or inaccurate information may invalidate any application.

#### Note 2: Mid-Year Transfer from Coláiste Na Tulchann

Transfer from Coláiste Na Tulchann to Luttrellstown Community College the Máthair scoil (*mother school*).

- A transfer from all Irish education provision in LCC will be processed through our Mid-Year Mid Cycle protocols
- Firstly a vacancy must be available in the Máthair scoil.
- Procedures will follow current enrolment criteria and as per section D in this policy.
- Parents and student will be interviewed and a report will be given to BOM for assessment of the application.

## E. The steps to admission to Luttrellstown CC

Both Luttrellstown Community College and Castleknock Community College may liaise throughout the enrolment process. By making an application to both colleges you are permitting both colleges to exchange information in relation to the status of your application. Given the demand for second level places in Dublin 15 parents habitually applied to a number of schools. Following the recent review we have ended the preference system between Luttrellstown Community College and Castleknock Community College).

For applicants for the 2019/20 school year Luttrellstown Community College will continue to liaise with Castleknock Community College and will operate some shared enrolment procedures. Both Colleges continue to serve a **common catchment area**. The common catchment area is divided into areas A Luttrellstown Community College & B Castleknock Community College.

### Luttrellstown Community College Area A

The priority catchment area of Luttrellstown C.C. is defined below as Area A.

Castlefield	Aldermere	Weaver's Walk	Windmill
Limelawn	Portersgate	The Village	Kellystown Road
Charnwood	Mount Symon	St Mochta's	Rugged Lane
Aspen	Larch Grove	Station Court	Barnhill
Sorrel Park	Lambourn	Station View	Barberstown
Shelerin Road to Ongar Road Junction	The Orchard	Portersfield	
Allendale Square	Weaver's Row	Woodbrook	
Windermere	Weaver's Hall	Annfield	

### Listed Primary Schools

- Castleknock Educate Together N.S.
- Castleknock National School
- Scoil Choilm C.N.S.
- Scoil Oilibhéir.
- Scoil Thomáis N.S. Laurel Lodge.
- St. Brigid's N.S. Castleknock.
- St. Patrick's N.S. Diswellstown.
- St. Mochta's N.S. Porterstown
- St. Francis Xavier N.S. ( for Luttrellstown CC ONLY)

Applicants living in **Area A** and attending any of the listed Primary Schools above will have priority access to **Luttrellstown Community College**.

## F. Selection Criteria for enrolment to Luttrellstown CC

1. Applicants who are siblings of existing students enrolled at Luttrellstown Community College. (See Note 1 page ?)
2. Applicants living in Area A attending one of the listed Primary Schools.
3. Applicants living in Area A not attending one of the listed Primary Schools.
4. Applicants living outside catchment area A but attending one of the listed primary schools. Should there be any outstanding places available following the completion of offers to applicants in categories 1 to 3 they will be distributed as follows:
  - 4.1 Places will be offered to students in the nine listed primary schools based on the number of places still available.
    - 4.1.1 A lottery will take place for all applicants from the nine listed primary schools. From this draw offers will be made and a waiting list will be published for any remaining applicants from the nine listed schools from the lottery draw.
5. Applicants from outside catchment area A and not attending one of the listed primary schools may be considered for places when applications from all applicants in categories 1-4 above have been satisfied. Priority will be given to:
  - 5.1 Applicants living abroad planning a return to Ireland who currently have a residence in catchment area A.
  - 5.2 Applicants living in catchment area B (catchment area of Castleknock Community College) and not attending listed primary schools.
  - 5.3 Applicants attending other local primary schools in the greater Blanchardstown area.
  - 5.4 All other applicants who applied in time.
6. Finally, places will be offered to those students on the late waiting list as per the following criteria;
  - 6.1 Siblings will be prioritised initially when the first waiting list is compiled on October 1st 2019. Following this applicants will be placed as per date of application.
  - 6.2 Date of receipt of application form will be the key criteria. A lottery will help decide multiple applicants received on the same day.

**If any category is oversubscribed random selection will be used to determine the offer of places where necessary.**

### Notes:

#### Note 1. Siblings:

An Applicant to First Year 2019-20 shall be deemed to be a sibling of an existing student if s/he has a sister/brother registered in the College during the period of the application process which runs from April 2018 (application forms issued) to Friday 7th September 2018 (The closing date for applications). Each year parents miss the deadline for applications, we ask parents to note carefully the closing date of 7th September 2018.

#### Note 2. Scoil Choilm C.N.S:

Following previous commitments by Co. Dublin VEC (now DDLETB) to Scoil Choilm C.N.S. all pupils attending Scoil Choilm CNS were given priority status up to 2017 year of entry. **This arrangement for students in Scoil Choilm is discontinued.**

**Note 3. First & Second Preference no longer exists for the operation of this policy, we therefore require parents to co-operate with the new protocols relating to this as outlined below and on the enrolment form.**

**Note 4. Protocol for applicants who make applications to Luttrellstown Community College & Castleknock Community College for First Year 2019-2020. See Appendix 3 p. 23.**

If there is an application made to both Colleges you must indicate this by ticking the relevant box on the application form. In late September/early October of 2018 offers will be made to successful applicants to Luttrellstown Community College and Castleknock Community College. In some cases it is possible that an applicant may be offered a place in both Colleges. In such circumstances the applicant can only accept a place in one College. The applicant will accept the offer of a place in one College and decline the offer of a place in the other College. The applicant will do this within a specified time, normally one week.

Applicants who are offered a place in one College and placed on the waiting list for the other College will be requested to indicate if they wish to remain on the waiting list of the other College or if they wish to withdraw from the waiting list. The applicant will do this within a specified time, normally one week.

Please note that applicants who do not disclose all relevant information when making a dual application may have their offer withdrawn.

**Note 5. Luttrellstown Community College will continue to liaise with our sister school as appropriate.** Please also note that Luttrellstown Community College will, where possible liaise with other second level schools in the area in a further effort to avoid enrolment blocking by holding places in a number of schools. By accepting Luttrellstown Community College's Admissions Policy you are permitting the college to liaise with other second level schools.

#### Note 6. Proof of Residence:

Due to the increasing demand for places in the College, the Board of Management has decided that proof of residence in the catchment area will be required at the time of formal enrolment. Parents/guardians of applicants must be resident in Ireland and in the catchment area at time of application. **You will be notified by the College when this documentation will be required.** Parents will be required to produce when requested, two recent, original utility bills and photocopies (to be retained by the college) e.g. Electricity/Gas bill. The Board of Management reserves the right to make enquiries to ascertain proof of residence, including reference to the Electoral Register.

The onus will be on the Parent(s)/Guardian(s) to offer evidence with regard to the criteria required concerning proof of residency in the catchment area.

## G. Enrolment Procedures at Luttrellstown CC

For those students wishing to enrol in First Year in Luttrellstown Community College an official Application Form must be completed and returned to Príomhoide Fionnuala Ní Chaisil by the date stated at the end of that form. For 2019/20 an online application will be available.

- The Board of Management has decided that the total number of places available in First Year in 2019/20 is 150.
- Coláiste Na Tulchann will set a distinct separate student number limit and this will be set at 30 students for 2019/20.
- LCC has set 6 as the number of entrants to our ASD unit LAOCHRA in its first year.

In May of 2018 enrolment information will be distributed to the following primary schools:

- St. Brigid's N.S., Castleknock, Dublin 15.
  - Scoil Choilm C.N.S. Porterstown, Dublin 15.
  - Scoil Thomáis N.S., Laurel Lodge, Castleknock, Dublin 15.
  - St. Mochta's N.S., Porterstown, Dublin 15.
  - Castleknock N.S., Main St., Castleknock, Dublin 15.
  - Scoil Oilbhéir N.S., Clonsilla Road, Dublin 15.
  - Castleknock Educate Together N.S., Beechpark Avenue, Dublin 15.
  - St. Patrick's N.S., Diswellstown, Dublin 15.
  - St Francis Xaviour, Blanchardstown, Dublin 15.
- For those pupils who are resident in the area but not attending the above schools; enrolment information will be forwarded on request to the school office, to Parent(s)/Guardians(s).
  - Enrolment online will be available for 2019/20 year group and a PDF copy of the enrolment form will be available from the Luttrellstown CC website. A receipt will issue and it is a guardian/parent's responsibility to ensure the application is confirmed by the closing date.
  - All necessary documents relating to students with additional needs should also be forwarded to Príomhoide at this time.
  - The Admissions Policy will be available on the website.
  - ROUND One will be offered by the end of September 2018. All other initial correspondence will follow by early October 2018.
  - Open Information events take place in Luttrellstown CC. Details will be posted on our website.

### Acknowledgement of Receipt of Application Form

All fully completed applications should be forwarded directly to Fionnuala Ní Chaisil, Príomhoide Luttrellstown Community College. A form of acknowledgement/receipt will be issued for each application received within a two week period of lodging the application form. Parent(s)/Guardian(s) who have not received an acknowledgement within this period are advised to contact the College immediately. **Proof of delivery of applications to the school will be the responsibility of Parent(s)/Guardian(s).**

- The Closing date for applications for First Year 2019/20 is Friday 7th September 2018 at 4.00p.m

## H. Administrative Procedures/Dates

- Following the closing date for applications for First Year 2019/20 on Friday 7th September 2018 the office will report the receipt and confirmation of all applications to the Board of Management. The Board will then meet to approve the list of applicants. No guarantee of a place in the College can be made to any applicant until the Board of Management meets.
- **Confirmation of Places:** Following a meeting of the Board of Management in mid-September Parent(s)/Guardian(s) will be informed in writing whether a place is being offered to applicants. This will take place **by late September/early October 2018**. A waiting list number will then issue to applicants who are unsuccessful in the first round of offers.
- **Arrangements** for payment of a universal school contribution will be made once a place has been confirmed. Luttrellstown Community College requires all payments to the school be made through our website [www.luttrellstowncc.ie](http://www.luttrellstowncc.ie) \*See note below.
- Our **induction process** requires Parent(s) / Guardian(s) and our incoming first years to attend an Information Evening which will be held in term two 2019. This meeting will address the themes of choosing subject options, pastoral care and discipline structures within the college. At this stage we will distribute our various policies that must be read and signed in the student journal.
- **On Saturday 2nd February 2019 students will sit their Entrance Assessments.** Both colleges will hold this assessment on the same day. This is a compulsory part of the enrolment process. The purpose of the College's Entrance Assessment in LCC is:
  - To ensure students are placed in their first year classes in keeping with our Mixed Ability philosophy.
  - To screen for students who may require learning support from the College.
- In May/June, Parent(s) / Guardian(s) of students with additional educational needs will be invited to the school for a meeting, which helps us become familiar with our incoming students and to raise awareness around any educational needs they may have.
- School begins for First Year classes in late August 2019 (unless otherwise determined by the Board of Management).
- LCC runs a Summer Induction Camp in late August prior to start up for incoming students. Participants must book their place in advance.

### Late Applications/ Waiting List

- Applications received, following the closing date, will be placed on a waiting list. Each application will be considered, according to the agreed criteria.
- Parent(s)/Guardian(s) of pupils on the waiting list will be informed whenever a suitable vacancy occurs and the parent(s) will have the option to accept or refuse the place offered to their child.
- The **waiting list** will remain open until the last Friday in May 2020. Following this date the waiting list is no longer active.
- A successful application for one year cannot be postponed for another year. A new application for each school year must be entered.
- Subsequently, should Parent(s)/Guardian(s) still wish their daughter/son to be considered for a place in the College they must reapply and complete a new application form.

### Parent Contribution Universal Contribution School Fee (UCSF\*)

There is no tuition fee in Luttrellstown Community College however one universal school contribution is requested. This contribution covers an annual contribution for some extra-curricular activities and also includes access to student school journal, lockers, student accident insurance, buses to sports trips, other activities, prizes, student treats, gifts, resources and classroom materials, photocopying and other items as deemed necessary with the agreement of Parent Council. The UCSF\* requested for 2019/20 applicants is as follows: contribution of €125 for 1 child; contribution €200 for 2 children; 3 children or more in a family contribute €300.

The **additional contribution** for students in their Junior Certificate and Leaving Certificate years will be €100 to include a contribution to meet the costs of Practical exams, Mocks and DATS.

Please note that LCC is a one-to-one ipad college and if parents choose to engage in the ipad programme the cost of the ipad + ebooks + relevant apps amounts to approximately €850. It is not compulsory for students to engage in this programme.

A separate arrangement is made for Transition Year students. (See detail in "Transition Year Programme" section). This cost for TY 2018, 2019 and 2020 is expected to be €350.

## I. Appeals

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. (Education Welfare Act, 2000, Section 24; (5), Page 22. Education Act 1998, Section 29, Page 27; Circular Letter M48/01) The Board of Management of Luttrellstown Community College shall not refuse to admit as a student a child, in respect of whom an application has been made, except where such a refusal is in accordance with the policy published under Section 15 (2) (d) of the Education Act 1998. Education (Welfare) Act 2000. (Section 19 (1)).

Should a student's application for admission to the College be refused the Parent(s)/Guardian(s) have the right to appeal, in the first instance, to the Board of Management of the College. In certain circumstances the Board may make provision to meet the Parent(s)/Guardian(s) or the Parent(s)/Guardian(s) may request a meeting with the Board of Management. The Parent(s)/Guardian(s) will be informed in writing of the Board's decision and the reasons why the student was not accepted will be clearly stated. The right to appeal will be restated (Circular M48/01) and Parent(s)/Guardian(s) will be advised of the subsequent procedures for appeals to the C.E.O. of the Dublin and Dun Laoghaire Education Training Board.

**Appeals must be made, in writing, within 14 days of notification to the Parent(s)/Guardian(s), of the Board of Management's decision.**

**The Appeals Application Form will advise Parent(s)/Guardian(s) of the information required for such appeals.**

Should an applicant be unsuccessful in her/his appeal to the C.E. Paddy Lavelle of the Dublin and Dun Laoghaire Education Training Board, any subsequent appeal to the Secretary General of the Department of Education & Skills should be made in writing within the specified time advised from the date the decision of the C.E. was notified to the Parent(s)/Guardian(s) concerned. **(Circular M48/01).**

The Parent(s)/Guardian(s) and the Board of Management will be informed in writing of the decision of the appeal.

**Both colleges held a full review of this Admissions Policy and Procedures during 2017/2018. Our patron DDLETB was involved in the process. The Board of Management of Luttrellstown Community College indicates its intent to review completely the shared policy arrangement with Castleknock Community College in the 2018/19 academic year. The Board indicates that Luttrellstown Community College will manage a stand-alone Admissions Policy from 2020/21 onwards.**

## Appendix 1.

### Castleknock Community College Area B

The priority catchment area of Castleknock C.C. is defined below as Area B.		
The Parish Boundary of Our Lady Mother of the Church (St. Brigid's), Castleknock.	The Parish Boundary of St. Thomas the Apostle, Laurel Lodge	Luttrellstown as listed below*
Ferneigh	Outfarm Lane	College Gate/Woodberry
Luttrell Park	Park Manor	Mountain View Cottages
Warren Park	Oldfarm	Homeleigh
Burnell	Carpenterstown Road	Diswellstown Cottages
Bramley	The Beeches	Sandpits & Sandholes
Mulberry	Somerton Lane	Strawberry Beds**
Hamilton Park	Bracken Park	Diswellstown Manor
Riverwood	Luttrellstown	

\* Luttrellstown Wood, Avenue, Close, View, Park, Walk, Green, Lawn, Heath, Drive, Dale, Chase, Grove, Court, Glade, Thicket, Place, Way, Rise, Heights & Oaks

\*\* Strawberry Beds is defined for the purpose of this policy as the Lower Road, Strawberry Beds: From the junction of Knockmaroon Hill/Tower Road to the junction of Rugged Lane (but not including Rugged Lane).

## Appendix 2.

### Please read for your own information

## Compliance with GDPR from May 25th 2018

**Fair Processing Notice re processing of student data under Dept. of Education & Skills Circular Letter 0047/2010.**

**A copy of this Circular Letter is available on the Department of Education & Skills Website, should any parent wish to view it.**

Notice to Parents, Guardians and Students aged 18 years and over, on how the personal data of students enrolled at this post-primary school as at 30th September is returned to the Department of Education and Skills, to primarily secure teaching posts and core funding; and how these data are processed fairly and in compliance with the Data Protection Acts 1988 to 2003.

### Introduction

For the Department of Education and Skills to be able to allocate teaching staff and core funding to this post primary school to meet your child's educational needs, the Department must collect individual and personal data on each student enrolled in each recognised post primary school, as at 30th September each year.

This notice sets out the details of the personal data being collected, its purpose, what other bodies these data are shared with and why; how the Department securely stores these data and the Department's retention of these data.

### Purposes of Collecting Individual Student Data

Teaching posts and core funding are allocated to post-primary schools by the Department of Education and Skills each year, based on the number of recognised students enrolled in each post- primary school, as at 30th September in the previous year.

The Department has detailed in **The Rules and Programme for Secondary Schools** the criteria for a recognised student in post-primary schools. While the full set of rules is available on the Department's website, [www.education.ie](http://www.education.ie), examples include:

- a student meeting the minimum age requirement for their course and that they are following an approved course, e.g. Junior Certificate and
- given that Irish is a compulsory subject for all post-primary students, those students not studying Irish must have been granted an exemption from Irish by the school authorities, in accordance with criteria for granting such exemptions.

Hence, for each post-primary school to have the appropriate levels of teaching posts and core funding to meet your child's educational needs, each post-primary school is required to transfer individualised data on each student enrolled in our school to the Department, as part of what is commonly referred to as the school's October Returns. Much of these data the school would have to assist its management of the school but some data schools collect specifically for the purpose of making this return.

The core funding allocated to schools includes provision of English language support to those students with limited or no knowledge of English and additional resources to meet the educational needs of children who are members of the Traveller Community.

The Department has to meet many national and international statistical, policy and research requirements. The Department does not use individual data from these returns for these functions. However the Department aggregates the individual data for these purposes as well as assisting its wider planning functions.

### How the October Returns are made and where and how is the Data Stored?

Post-primary schools return their data electronically through the secure esinet network system. The data received by the Department from post primary schools through the October Returns is stored by the Department in its secure database, called the Post Primary Pupil Database. It is Departmental policy that only a small number of staff who have a requirement to view personal data for work purposes can gain access to these data.

Upon receipt, the Principal Officer, Parents Learners and Database Section of Schools Division becomes the data controller for data.

The Department of Education and Skills is committed to:

- abiding by the Data Protection Acts 1988 to 2003
- respecting people's rights to confidentiality and for privacy and
- keeping up to date all data about recognised students stored on its database.

### What personal data is collected?

A list of the specific data collected on each student and the purpose for which each item is collected is attached for your information.

## What bodies does the department share some of the individual data with?

As it is necessary to return individualised data to the Department, the Department uses each student's Personal Public Service Number as a unique identifier. As part of validating that each student returned by post-primary schools is a recognised student, the Department transfers a limited amount of each individual student's personal data to the Department of Social Protection.

This includes each child's PPS number. The legal basis for this sharing of data is set out in Social Welfare Acts.

Sharing a limited amount of the personal data with the Department of Social Protection is also important to:

- identify students that have similar details. For example, a student can only be enrolled in one school as at 30th September
- in cases where a child's PPSN number is not available, their individual identity can be determined from the student personal data together with her/his mother's maiden name
- identify the movement of students between schools over their time within the education system, while allowing their course data from different schools to be accessed for recognition purposes.

Hence, a student's PPS number provided through the October Returns is to provide a unique identifier for each student and as part of validating that each student is a recognised student.

The Department does share some of the personal data with other State bodies. These are:

- data on students enrolled in exam years with the State Examinations Commission to assist its planning for state examinations,
- Central Statistics Office, under the Statistics Acts to assist with the compilation of national statistics, and
- data on 15 year old students, excluding their PPS number to the Educational Research Centre to meet its research requirements which include some of Ireland's international research requirements. This Centre subsequently liaises with post-primary schools in respect of further data it may require on individual students to assist their research requirements.

The Department has a data user agreement with each of these bodies, which includes the purpose for which the body requires these data, its storage, security and retention. Details of existing data user agreements are available on the Department's website at [www.education.ie](http://www.education.ie) (and search for October Returns).

## Retention of student data

The Department retains personal data on each student up to their 25th birthday and subject to review thereafter. Since 1991, the Department has retained all individual data on students returned by post primary schools via their October Returns. The purpose of this retention policy serves to trace student retention, is important for research and policy formation as well as being an important statistical indicator nationally and internationally. Again, aggregate and not individual data is used for these purposes.

Individual records are also retained to meet individual requests from former students who may require it for employment or other purposes. The Post-Primary Pupil Database is currently the only national archive of student enrolment at post-primary schools.

The Department is continually reviewing its retention policy for student data in consultation with the Office of the Data Protection Commissioner and will update its retention policy from time to time. Any amendments will be available on the Department's website, [www.education.ie](http://www.education.ie).

## Accessing personal information

As part of the fair processing of these data for the October Returns by and between post primary schools and the Department of Education and Skills, post primary schools seek consent from parents or guardians of children under 18 years and directly from students over 18 years of age.

This notice informs parents and students of the data collected through the October Returns and its uses. No written consent is required except in the case of what is termed sensitive personal data. In the case of the October Returns, the Data Protection Commissioner's Office has advised that two data fields fall under this category, namely 1st Year students' medical card eligibility and membership of any student to the Traveller Community.

Post-primary school authorities are required to gain written consent from the relevant parents/guardians and students before returning individualised data on these two data fields. If either of these data fields applies to your child or if you are an enrolled student and aged over 18 years and these data fields apply to you, you are asked to complete the attached form and return it to your post-primary school before 30th September. This form will be retained by the post- primary school and will be made available for inspection by authorised officers of the Department or of the Office of the Data Protection Commissioner.

The Department of Education and Skills is committed to respecting the privacy and confidentiality of all parents and guardians and their children's personal data and has taken all reasonable measures to do so.

Information which the Department stores on you or your child on its Post-Primary Pupil Database is available to you. If you would like a copy of these details, please write to the:

**Parents Learners and Database Section, Schools Division, Cornamaddy Athlone, Co. Westmeath.**

You have the right to object to the processing of your or your child's personal data, to block certain uses of the data and also in the unlikely event that you identify any errors in the data held about you or your child, you have the right to correct such errors.

Further information on the October returns is available on the Department's website at [www.education.ie](http://www.education.ie) (and search for October returns).

Personal data returned by schools to the Department of Education and Skills, as part of their October Returns, and which data the Department of Education and Skills shares with the Department of Social Protection, is returned to solely assist the Department of Education and Skills policy, planning and statistical functions.

## Personal data transferred to Department of Social Protection.

Data collected on each student	Purpose
Personal Public Sector Number - PPSN collected for first time in 2001/02	Unique identifier for each student.
Student Name	Used to validate PPSN and also to identify students who have Irish exemptions or studied Computer Studies. Also used to contact students if consent is needed to include them in educational surveys etc.
Student Home Address	
Date of Birth	There are minimum age thresholds for students following different programmes.
Gender	Statistical analysis and to assist with individual student identity.
Mother's maiden name	PPSN validation. This is removed from the Department's records when confirmation of valid PPSN is received.

## Other personal data returned by schools to the Department of Education and Skills necessary to identify a student as a recognised student, in accordance with the Rules and Programme for Secondary Schools.

Data collected on each student	Purpose
Previous school details	Used for statistical analysis and to ensure progression within the educational system is in accordance with the Rules and Programme for Secondary Schools..
Programme – Junior, Leaving, PLC etc.	Used to establish if a student is following prescribed programmes as per Rules and Programme for Secondary Schools. For exam year students it is shared with the State Examinations Commission to assist its preparation and organisation of State Examinations.
Subjects	
Subject Level	
Subject being taken through Irish	
Application for English language support (first sought in 2009/10)	Additional resources are provided to schools which have children in need of English language support.
Application for Traveller Support (first sought in 2009/10)	Additional teaching hours are provided for children who are members of the Traveller community. Written consent is required by school authorities before they can include this in their returns to the Department.
Exemption from studying Irish	Irish is compulsory unless a student has obtained an exemption.
Whether student is a boarder	Necessary for school funding considerations.
Whether student is repeating Leaving Certificate	Necessary for school funding considerations and the collection of Repeat Leaving Certificate fee.
School Roll No.	Student must be enrolled in a school.
Ab initio indicator	Leaving Certificate student may be doing a modern language at Junior Certificate level.
Dispersed VTOS	Identified if student is following a course in this mode.

## Personal data returned by post primary schools to the Department to assist with the Department's policy, statistical, research and planning functions only.

Data collected on each student	Purpose
Application for Traveller Support (first sought in 2009/10)	Used solely for statistical analysis
Exemption from studying Irish	To aid the development of policy to promote social inclusion. Written consent is required by school authorities before they can include this in their returns to the Department.
Whether student is a boarder	Statistical analysis
Whether student is repeating Leaving Certificate	PLC students only for statistical analysis and development of educational policy in area of Further Education.
School Roll No.	Early school leavers only for retention policy and statistical analysis
Ab initio indicator	For statistical and research purposes.
Dispersed VTOS	Identified if student is following a course in this mode.

**\* Signed Acknowledgement of the above to be completed and returned with application form.  
(A copy of acknowledgement form in Enrolment Pack)**

## APPENDIX 3. ( Available In Enrolment Pack)

**\* A copy of this form must be completed and returned with application.**

### **Protocol for applicants who make applications to Luttrellstown Community College & Castleknock Community College for First Year 2019-2020**

If you make an application to both Colleges you must indicate by ticking the box below

In late September/early October of 2018 offers will made to successful applicants to Luttrellstown Community College and Castleknock Community College.

In some cases it is possible that an applicant may be offered a place in both Colleges. In such circumstances the applicant can only accept a place in one College. The applicant will accept the offer of a place in one College and decline the offer of a place in the other College. The applicant will do this within a specified time, normally one week.

Applicants who are offered a place in one College and placed on the waiting list for the other College will be requested to indicate if they wish to remain on the waiting list of the other College or if they wish to withdraw from the waiting list. The applicant will do this within a specified time, normally one week.

Please note that applicants who do not disclose all relevant information when making a dual application may have their application withdrawn.

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**I/We have made an application to Castleknock Community College for First Year 2019-2020.**

Yes

No

**It is the responsibility of the applicant's Parents/Guardians to notify the College if any circumstances change having lodged an application with Luttrellstown Community College.**

In making an application to both Luttrellstown Community College and Castleknock Community College I/We acknowledge that I/We can only accept an offer from one College.

**Student's Name:** \_\_\_\_\_

**PPS Number:** \_\_\_\_\_

**Parent(s)/Guardian(s)'s signatures:**

**Signature 1:** \_\_\_\_\_

**Signature 2:** \_\_\_\_\_

**Date:** \_\_\_\_\_