



Admissions Policy

Management

Tyndall College is a second level school under the auspices of Kilkenny and Carlow Education and Training Board. The school is co-educational, non-denominational and multi belief.

Kilkenny and Carlow ETB provides finances for the school from funding received annually from the Department of Education and Science.

Kilkenny and Carlow ETB is the Management body for Tyndall College. The school also has a Board of Management, which is a sub-committee of Kilkenny and Carlow ETB.

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

Mission Statement:

“Tyndall College provides excellent second level education in a student-centered, co-educational environment. It is our intention to lead students on their journey to reach their individual potential and to encourage them to make a positive contribution to society.”

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Aims

- Parents/Guardians/Students/Staff will have all necessary information to ensure that a student will have his/her needs met.
- Admission is open to all who satisfy this policy. In relation to discrimination it is the policy of Tyndall College to comply with the Equality Act, 2000. This act prohibits discrimination on nine grounds as follows: Gender, Marital Status, Family Status, Sexual Orientation, Religion, Age, Race and Membership of the Travelling Community.

Enrolment Procedures

- All applications must in the first instance be made to: The Principal, Tyndall College, Mortarstown, Kilkenny Road Carlow.
- The school Principal may refer the enrolment to the Board of Management if he/she feels that grounds may exist for refusing to admit the student.
- Enrolment forms are available from the office at 059 9153387
- From the 2018-19 under GDPR Guidelines there will a two stage Enrolment Application Process.

Parents/Guardians/Students are informed of enrolment via

- (a) Prospectus
 - (b) Visits to Primary Schools
 - (c) Local Media
 - (d) Open Evening
 - (e) Individual Appointment with school Principal
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- Completed application forms must also have a copy of the applicants Birth Certificate. (Stage 2 of the Form Only)
 - Any student who has had an Educational/Behavioural/Medical or Psychological report must also furnish them on enrolment with the application form.
 - Parents/Guardians and applicants must undertake to read, sign and abide by the Tyndall College Code of Behaviour.
 - In the case of second level students they must comply with the following:
 - (a) Have completed 6th class in Primary School.
 - (b) Be the minimum required age (12 years old by January the 1st of the academic year the student enrolls)
 - An exemption for the study of Irish must be in accordance with the Department of Education and Skills Guidelines. Evidence of Exemption must be supplied with the enrolment form.
PLEASE NOTE: Not studying Irish in Primary School does not automatically entitle to an Irish Exemption. The relevant paperwork must be in order.
 - Tyndall College accepts enrolments for incoming First Year Students on a first come, first served basis.
 - Tyndall College management in consultation with KCETB and the Board of Management will set an enrolment capacity for the academic year.
 - In the event that the enrolment capacity has been reached, Tyndall College operate a waiting list. The waiting list will operate until 30th of June of the academic year prior to commencement.

- In the event of Tyndall College operating a waiting list, students will be offered a place upon the withdrawal of others using the following criteria in the order shown:

(a) Preference given to students who attend Primary Schools in the Tyndall College Catchment Area. These schools are:

Mayo N.S. (Tolerton)	Killeshin N.S.
Ardough N.S.	Ballinabranna N.S.
Leighlinbridge N.S.	Old Leighlin N.S.
Myshall N.S.	Moneenroe N.S.
Wandesford N.S.	Tinryland N.S.
Newtown N.S.	Ballylinan N.S.
Gaelscoil Chartharlach	Arles N.S.
Killeen N.S.	Bennekerry N.S.
Maganey N.S.	Levitstown N.S.
Carlow National School	Scoil Mhuire Gan Smal
Holy Family Boys N.S.	Holy Family Girls N.S.
Bishop Foley N.S. St.	St. Fiaccs N.S.
Carlow Education Together N.S.	

(b) Preference given to brothers/sisters of present students.

(c) Preference given to children of staff members.

(d) Preference given to students who live closest to Tyndall College.

(e) Open Draw for places.

- If there are insufficient places available under a particular category it may be necessary to allocate those places by an open draw. If this is necessary this draw will take place at a Board of Management Meeting.

Note: For the school year 2019-2020 the maximum number of enrolments for First Year will be 120 students.

Transfers

- Applications from students transferring from other schools after the 30th of September of the current school year will only be accepted if the student is a new resident in the catchment area.
- Students transferring from other schools are subject to the above enrolment procedures and will be subject to the following:
 - (a) Transfer students and a parent/guardian must attend an interview with the school Principal.
 - (b) Transfer students must submit ALL school reports from previous schools
 - (c) Transfer students must submit details of attendance.
 - (d) Behavioural records must be produced.
 - (e) Student Journal from previous school year must be submitted with the application.

Note: Tyndall College allocates students to classes based on their subject preference. If the number of students requesting a subject exceeds the number of places available, then a waiting list may be put in place. Students transferring to Tyndall College must join the end of this list and will not be offered a place in the school until their position on the list is reached.

Note 2: Priority will be given to present Tyndall College Students for entry into the Transition Year Programme.

Note 3: Transfer applications for Leaving Certificate Applied will not be accepted. This programme is open to present Tyndall College students only.

Additional Education Needs

Tyndall College will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs.

These students are free to participate in the life of the school in so far as is reasonable and practical. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The Tyndall College Board of Management needs to be aware of any special needs as early as possible, so that these needs can be assessed and addressed if possible.

In making any provision for special needs students the following information is required:

- Has the student had any access to any of the following resources?
 - (a) Special Needs Assistant or Classroom Assistant
 - (b) Special Class –
 - (c) Help, for specific needs from any resource teacher
 - (d) Assistance with behavioural modification
 - (e) Psychological Assessment. Report must be provided.
 - (f) Any additional resources to help with their special needs
 - (g) Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
 - (h) Any resource in relation to travel or mobility
- If an expert report is provided it should have a workable strategy for addressing the needs allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be fulfilled.

Final confirmation of a place, may, in exceptional cases be given when the Department of Education and Skills confirm that the necessary resources are in place.

Note: It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making an application.

Note 2: Further information on this area is contained in the School's Policy on Additional Education Needs.

Students enrolling in the Tyndall College Autism Spectrum Disorder Unit

- Tyndall College has a two class ASD Unit dedicated for students with Autism.
- Applications for students to enrol in the ASD Unit will only be accepted if:
 - (a) The Parents/Guardians can provide a specialist report diagnosing that the student has a diagnosis of ASD and recommending that the child's needs can be met by attendance in a Special Class.
 - (b) The Special Educational Needs Organiser accepts the diagnosis and confirms the placement of the student in the ASD Unit.
- The ASD Unit is designated to support students with a diagnosis of Autism who are functioning at a level that allows them to be integrated into mainstream classes for some subjects.
- The maximum number of students that can be accommodated in the ASD Unit is 12.
- This maximum number of 12 is across all school year groups.
- The same enrolment criteria outlined in this policy with ordinary enrolments applies if the number of applications exceed the number of places in the ASD Unit.
- The SENO may directly consult with the school Principal in relation to the placement of students in the ASD Unit.

Students enrolling in the Tyndall College Moderate General Learning Difficulty Class

- Tyndall College has a class for students with a diagnosis of MGLD
- Applications for students to enrol in the MGLD will only be accepted if:
 - (c) The Parents/Guardians can provide a specialist report diagnosing that the student has a diagnosis of MGLD and recommending that the child's needs can be met by attendance in a Special Class.
 - (d) The Special Educational Needs Organiser accepts the diagnosis and confirms the placement of the student in the MGLD Class.
- The Moderate GLD Class is designated to support students with a diagnosis of MGLD who are functioning at a level that may allow them to be integrated into mainstream classes for some subjects.
- The maximum number of students that can be accommodated in the MGLD Class is 8.
- The maximum number of 8 is across all school year groups.
- The same enrolment criteria outlined in this policy with ordinary enrolments applies if the number of applications exceed the number of places in the MGLD Class.
- The SENO may directly consult with the school Principal in relation to the placement of students in the MGLD Class.

Transition Year Enrolment

- Enrolment in Transition Year in Tyndall College is set out as per the Tyndall College Transition Year Policy

Leaving Certificate Applied Enrolment

- Enrolment in Leaving Certificate Applied is set out as per the Tyndall College LCA Policy.

Grounds Upon Which Tyndall College May Refuse to Enrol A Student Are Set Out Below:

- If admitting the student to the school would:
 - (a) Make it necessary for the school to employ additional staff which are not funded by the Department of Education and Skills.
 - (b) Give rise to significant expenditure on extending or altering the accommodation or facilities at the school, which are not funded by the Department of Education and Skills.
 - (c) Be seriously detrimental to the continuity of the child's education.
 - (d) Be likely to be seriously detrimental to order and discipline in the school.
 - (e) Be likely to be seriously detrimental to the educational well being of students attending the school.
 - (f) Pose a threat to the Health & Safety of students and staff.
 - (g) If the education normally provided at the school is not suited to the age, ability or aptitude of the child.
 - (h) If the child has been previously expelled from Tyndall College or another school.
 - (i) If a student is transferring mid cycle, Junior or Senior.
 - (j) If the application is after the deadline date of 30th of September.

Suspension & Expulsion

- Suspension and Expulsion of Students are dealt with in the Tyndall College Code of Behaviour.

Appeals

- Parents/Guardians/Students (over eighteen) have the right to appeal against a decision of refusal to enrol in line with Circular Letter M48/01 – Appeals Procedures under Section 29 of The Education Act 1998.