



ROCKWELL COLLEGE ENROLMENT POLICY & PROCEDURES

Introduction:

The Board of Management of Rockwell College is setting out its Enrolment Policy in accordance with the provisions of the Education Act, 1998, Section 15 (2) (d) and in accordance with the Equal Status Acts 2000-2011 to assist Parents /Guardians in relation to enrolment in the College.

(1) GENERAL INFORMATION

College name /address and contact details:

Rockwell College,
New Inn,
Cashel,
Co. Tipperary

Rockwell College Telephone Number: (062) 61444

Rockwell College Fax Number (062) 61661

Email address: info@rockwellcollege.ie

(2) ROCKWELL COLLEGE

Rockwell College is a recognised Voluntary Secondary School, providing Junior Certificate, Transition Year, Leaving Certificate and Leaving Certificate Vocational Programmes as prescribed by the D.E.S. which may be amended in accordance with Sections 9 and 30 of the Education Act (1998). Rockwell College is a mixed ability, co-educational school. The pupil body comprises of boarders and day-boarders. The College operates under the Trusteeship of the Spiritan Education Trust.

(3) MISSION STATEMENT

Rockwell College is a Catholic, co-educational school where boys and girls can grow and develop in a caring and supportive atmosphere. The pupil body comprises of boarders and day boarders. The College operates under the Trusteeship of the Spiritan Education Trust.

We support the principles of providing an environment where: Catholic values and practices are promoted and maintained; pupils can develop their full potential; personal responsibility is promoted; life-skills are reinforced through participation in educational, sporting and cultural activities; pupils are prepared for an appropriate career; pupils are made aware of their cultural heritage; parental collaboration is promoted and encouraged; an education free from fear and intimidation is provided; a sense of integrity is nurtured and the student demonstrates respect of values, diversity of tradition, language and ways of life in society. This will be fostered through the pastoral care system of the College.

(4) STAFFING

While Rockwell College is a fee-paying College the Department of Education and Skills (DES) pays the salaries of teachers according to the number of pupils on roll in the previous year. This is calculated on a ratio prescribed by the DES. This ratio is currently 23:1.

To facilitate a wide curriculum and range of classes, the Board of Management employs a number of teachers in excess of the staffing allocation made to the school by the DES.

The College also employs a range of staff to support the pupils, teachers and management of the College and to ensure the well-being of the child.

(5) FINANCIAL RESOURCES

The College does not receive a 'per capita' student grant from the DES. Neither is it eligible for a range of other grants. It is totally dependent on the fees received to meet all costs apart from those teaching salaries met by the DES.

Information concerning fees and other expenses will be provided to parents as part of the application process. This information can also be obtained by making direct contact with the College. Fees are outlined on the College website. The Fees Policy of Rockwell College is available on the College website.

(6) CURRICULUM:

The College Prospectus provides all relevant details concerning the academic curriculum and other co-curricular dimensions of College life. Amendments may be made from time to time, in accordance with Section 9 and 30 of the Education Act, 1998.

(7) COLLEGE ETHOS:

Rockwell College is a Catholic school which welcomes and respects pupils of all faiths. The ethos promotes inclusively, respect and awareness of others through the core values of Spiritan Education:

- **Openness to the Spirit**
- **A sense of community**
- **Concern for the poor**
- **Commitment to service**
- **Global vision**
- **High educational standards**
- **Personal development**

(8) ADMISSIONS

Application Procedures:

Applications should be made in writing using the College Application Form. This form is available online, in the College prospectus or by request from the College. Two recent school reports are required. In some cases, the College may require a more relevant school report than that sent with the initial application.

Insofar as is practicable within the enrolment policy and the places available in a particular year, pupils transferring from Primary schools will be enrolled on application. In the event that the number of applications exceeds, or is expected to exceed, the number of places available in the relevant year, priority will be given as follows:

- (1) Siblings of current pupils
- (2) Children of current College Staff.
- (3) Boarding school applicants
- (4) Siblings of past pupils
- (5) Children of past pupils

Thereafter allocations will be assigned to a Waiting List. Applications will be listed by date of receipt of application, regardless of the selection criteria above. Parents will be informed through a Letter of Offer that their child has been offered a place. Parents will be informed annually on Open Day of the application procedures in relation to intake for a given school year.

Having received a Letter of Offer, parents are expected to return any required paperwork and the required deposit, to Rockwell College promptly and within any time limit stated in the Letter of Offer.

Rockwell College commits to making a reasonable effort to prompt parents in this regard but reserves the right to withdraw a place if the required paperwork and deposit are not forthcoming.

(9) CHILDREN WITH SPECIAL NEEDS

On application, the College must be made aware of any additional special educational or physical needs of the prospective pupil in order to ascertain if the education which the College can offer would be suitable for him or her. The Principal may request to meet with the parent / guardian and prospective pupil, in order to ascertain the needs of the child. Insofar as the College resources can be allocated to the needs of the child, a place will be offered to that child. This will also apply in relation to pupils applying as Boarders to Rockwell College.

(10) TRANSFER OF STUDENTS

In the case of students seeking to transfer to this College from another post-primary school or seeking readmission, the prospective pupil must follow the application procedure outlined above. In addition:

1. Any relevant data – attendance, school records (as per the Education (Welfare) Act, 2000) concerning the applicant may be sought from the school which the applicant is attending or has most recently attended.
2. The reason for the proposed transfer can be discussed with the Parents / Guardians and the student, as appropriate.
3. Transfer to Rockwell College will be considered on the basis that a place is available, that such transfer would be in the best interest of the student concerned, given curricular provision, subject choices, facilities available at the time, and any other relevant factors affecting the educational benefits to the applicant.
4. The potential impact on students already in the school will also be considered prior to a place being offered .
5. Transfer of data may be undertaken via the P. Pod (or similar) system as prescribed by the DES.

(11) PARENTS/GUARDIANS

Rockwell College would like to see strong support from Parents / Guardians for the values and ethos of Rockwell College.

The College follows the DES syllabus in Religious Education in the Junior Cycle. In the Senior Cycle (including Transition Year) students will be offered a broad Religious Education programme, which challenges them to think, reflect, discuss, pray and act upon that which they believe. The College expects Parents / Guardians to be enthusiastic in supporting their child's participation in this programme.

Right to Appeal

Parents / Guardians have the right to appeal a refusal by the College to enrol a student under Section 29 of the Education Act, 1998. The appeal is to be made to the Board of Management of the school in the first instance and subsequently, if necessary, to the DES, or appointed body. The appeal to the DES or appointed body must be made within 30 days of the notification to the Parent(s)/ Guardian(s) of the decision of the Board of Management of the College.

This policy document has been approved by the Rockwell College Board of Management. It is scheduled for review in 2021

Signed: *Sr. Ena Quinlan*
Chairperson, Board of Management

Date: *12th April 2018*