

A.5 ADMISSIONS POLICY

1. Educational and Religious Philosophy of the Presentation Brothers Schools Trust

The Catholic Church has received the mission of proclaiming and establishing the Kingdom of God among all peoples. It is for this purpose that the PBST school exists.

Inspired by the vision of Blessed Edmund Rice, the PBST School gives priority to education in a living faith whereby students grow to appreciate the life and mission of Jesus Christ. The PBST school has a specific concern for the poor and underprivileged and has developed a curriculum which promotes the harmonious growth of the whole person.

The PBST School works at forming a community composed of students, parents, management and other staff. This community seeks to live by gospel values, recognizes the dignity of each individual, contributes to the building of the local community and works for peace and justice in society.

2. Mission Statement

Coláiste an Spioraid Naoimh is a Catholic all-boys school, which seeks to create a caring environment in which Christian values permeate all aspects of school life and teachers and pupils find fulfilment. The school believes in the vital importance of good relationships between teachers, students and parents and is conscious of its role in the broader community. The school recognises the need for the on-going professional development of its staff to meet the challenges of a changing world.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

The school endeavours to:

- provide students with opportunities to live their faith through liturgy, prayer and reflection;
- inculcate good standards of behaviour and respect for one another;
- promote academic excellence to the full potential of the individual student;
- foster the growth of self-worth and confidence through the development of the whole person;
- provide access to the resources of civilization;
- equip students with life-skills and develop their leadership qualities;
- provide an opportunity for the physical development of each student;

The school hopes to achieve the above through a curriculum which provides well-structured learning experiences, both academic and non-academic.

3. The Board of Management of Coláiste an Spioraid Naoimh

The Board of Management of Coláiste an Spioraid Naoimh operates the school within the context and parameters of the programmes and regulations of the Department of Education and Science. The operation of the school also reflects the rights of the Patron as set out in the Education Act (section 1998) as well as the religious and educational philosophy of the Presentation Brothers Schools Trust. Within these parameters and governed by the funding and resources available, Coláiste an Spioraid Naoimh supports the principles of inclusiveness, equality of access and participation, parental choice and respect for the diversity of traditions, values, beliefs, languages and ways of life in society.

The financial and teaching resources of the school are provided by a combination of Department of Education and Science teacher-allocations and grants, voluntary contributions and fund-raising. Coláiste an Spioraid Naoimh 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. At all times, the implementation of the school plan and school policy must have due regard to the resources and funding available.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

School Details

Coláiste an Spioraid Naoimh is an all-boys Voluntary Catholic Secondary School under the trusteeship of the Presentation Brothers Schools Trust. The school is grant-aided by the Department of Education and Science and is managed by a Board of Management. Current Board Members are: Mr. Sean Culhane (Chairperson), Mr. Declan O’Connell, Ms Barbara Johnson, Mr David Clifford, Mrs. Anne O’Hora, Mr. Donal Dilworth, Mr. Niall Brett and Mr. Andrew O’Reilly. The Principal acts as secretary to the Board. The Principal of the school is Mr. Michael Foley. The Deputy Principals are Ms. Brenda Moriarty and Mr. Andrew O’Reilly.

The Parents’ Council meets with the school authorities on a regular basis and organizes events for the general parent-body. The students elect members to the Student Council, which serves as a valuable medium of communication with the teaching staff.

The staff of Coláiste an Spioraid Naoimh comprises some fifty teachers including two Guidance Counsellors, four qualified Learning Support teachers and several resource teachers and special needs assistants. The school offers a three-year Junior Cycle, followed by Transition Year and a two-year Leaving Certificate programme. Subjects offered at Junior Certificate level include Gaeilge, English, Mathematics, History, Geography, French, German, Science, Religious Education, C.S.P.E, Physical Education, Computer Studies, Business, Technical Graphics, Art, Materials Technology (Wood) and Music.

At Leaving Certificate level an extensive range of subjects includes Gaeilge, Mathematics, English, French, German, Accounting, Art, Business, Physics, Chemistry, Biology, Economics, Geography, History, Construction Studies, Design and Communication Graphics (Technical Drawing), Applied Mathematics and Music. The availability of these subjects is always dependent on there being a demand for them from a viable number of students.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

All students are obliged to participate in Transition Year (parents of boys who would be 20 years or over on the 1st August in the year following their completion of the Leaving Certificate may however apply to the Board of Management to be allowed to proceed directly to 5th Year).

Students from Coláiste an Spioraid Naoimh regularly compete in the Young Scientists Competition, Mathematical and Science quizzes, general knowledge quizzes and the following extra-curricular activities: Gaelic football, hurling, soccer, basketball, tennis, debating, chess, sailing, mountaineering, golf, fishing, athletics and cricket.

The school day begins at 8.40 a.m. and finishes at 3.50 p.m. (12.50 p.m. on Wednesday). School reports are issued following the Christmas and summer examinations. Parent teacher-meetings are held throughout the school year. Parents are invited to contact their son's class teacher if they are concerned about any matter.

A voluntary contribution is requested annually to cover twenty-four-hour personal accident insurance for all pupils, extra curricular activities, games, travel expenses, photocopying and other expenses. The contribution is necessary as the capitation grant received from the Department of Education and Science does not provide sufficient funds.

Further information and a school calendar is available on the school website at www.csncork.ie

Application Procedures

Application for a place in Coláiste an Spioraid Naoimh is made to the school office, usually in mid to late September. The exact closing date for application is given on the application form attached to this policy. All applicants (including those who qualify under Criteria 1 – 3 below) must submit an application form. Applications which are submitted after the closing date will be accepted but these applications will only be considered after all applications which were



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

submitted by the closing date have been offered a place. Parents will be informed in writing of the status of their application within twenty-one days of the closing date for applications.

Decisions made in relation to admissions are made by the Board of Management in accordance with school policy. Under the rules outlined by the Department of Education and Skills, secondary school students must be aged at least 12 years on the 1st of January in the calendar year following their entry into First Year. Places will be offered to applicants based on the following criteria and in this order:

1. Brothers (including step-brothers etc.) of students who are in the school, or who have been in the school, are accepted.
2. Sons (including step-sons, foster sons etc.) of members of staff and ancillary educational personnel are accepted.
3. Sons (including step-sons, foster sons etc.) of past pupils of the school are accepted.

Students are accepted from traditional feeder schools. Places are allocated to students from these schools on a proportional basis using the average number of students enrolled in 1st Year in Coláiste an Spioraid Naoimh from each of the schools over the previous five years. Applicants who qualify under Criteria 1 – 3 above are included **within** (and not additional to) their school's quota. The recognised feeder schools for Coláiste an Spioraid Naoimh are (in alphabetical order):

- (i) Ballinora National School
- (ii) Ballyheada National School
- (iii) Cloghroe National School
- (iv) Gaelscoil Ui Riada, Bishopstown
- (v) Glasheen National School
- (vi) Goggin's Hill National School
- (vii) Greenmount National School
- (viii) Scoil an Spioraid Naoimh, Bishopstown
- (ix) St. Joseph's National School, Mardyke
- (x) Togher National School



Once places have been assigned under Criteria 1 – 3 above, remaining places within a feeder school's quota will be assigned by reference to the geographical distance from an applicant's home to Coláiste an Spioraid Naoimh 'as the crow flies' i.e. applicants living closest to the school will be given priority. The applicant's 'home' will be defined as per the applicant's home address as recorded on his primary school's register.

Any remaining places will be allocated in the first instance to applicants from feeder schools and thereafter to applicants from non-feeder schools (other than those who qualify under Criteria 1 – 3 above). At all times, geographical distance from the applicant's home to Coláiste an Spioraid Naoimh will be the determining factor in establishing the order of the offer of places.

Parents of any student whose application for enrolment is refused by the school may appeal to the Secretary General of the Department of Education and Science under Section 29 of the 1998 Education Act.

Special Education Needs

The Board of Management will ensure that steps are taken at an early stage to identify children with special needs who may be applying for admission and to become familiar with their needs.

The Board will request a copy of the applicant's medical, psychological or individual educational report if available. If special resources are required to meet the needs of the student, the Board will request the Department of Education and Science to provide the necessary resources. In seeking to identify the applicant's needs, it may be necessary for the Principal to meet with the applicant's parents and/or other professionals working with the child.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

Transfers from other Second-level Schools

Pupils may transfer into Coláiste an Spioraid Naoimh at any stage subject to:

1. The provisions of the Admissions Policy.
2. The school being satisfied with the reasons for the transfer.
3. The school regarding the move as being in the best interests of the applicant.
4. The availability of space.
5. Consultation with the Educational Welfare Officer.

Under the terms of the Education Act 1998 and the Department of Education and Science Circular M48/01, Coláiste and Spioraid Naoimh reserves the right to refuse an application for admission in exceptional circumstances.

Code of Behaviour

A. Preamble

Coláiste an Spioraid Naoimh was founded in 1964 by the Presentation Brothers with the aim of providing a Christian Education for the boys of Bishopstown and the adjoining parishes. The Christian ethos of the school is central to its educational philosophy and thus we hope to inculcate in our students a spirit of generosity towards and acceptance of one another in an atmosphere based on mutual respect and tolerance.

The pursuit of excellence, the fostering of the work ethic and the development of talents, both academic and non-academic, are the ideals and objectives which we set before our students. To encompass these ideals and objectives, we are committed to the provision of a socio-educational ethos in which our students would mature into fully integrated and



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

responsible young adults, capable of coping with the pressures and challenges of a rapidly changing world.

The discipline code and structures operating within the school may be seen to play a vital role in the achievement of the aims already outlined. School rules provide an important training for a world in which the acceptance of properly constituted authority-structures, and the ability to function successfully within such structures, may be regarded as the hallmarks of mature citizenship.

B. Structures

The Board of Management is responsible for the management of the school and one of its main aims is to ensure that a happy work-orientated environment is created and maintained at all times. The quality of the education provided is of paramount importance and a sound discipline policy is essential to the achievement of this goal. The Principal, together with the teaching staff, is charged with the formulation and the implementation of the code of discipline and behaviour. The Deputy Principal has the overall responsibility for the discipline of the school. Justice and fairness are the underlying principles which determine the success of any code of behaviour, and a warm and trusting interaction between staff and students is a prerequisite for the creation of a happy school atmosphere.

The Board of Management is the final arbiter in all cases involving serious breaches of discipline.

C. Parents / Guardians.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

The involvement of home and school at collaborative level in promoting the values of the school, including its code of behaviour, is central to the success of an educational programme.

It is the philosophy of the school to keep all parents fully informed of their sons' progress in the school and serious breaches of the school rules will be communicated to parents immediately, either by phone-call or letter. Parents' co-operation in the disciplining of the recalcitrant student will be vital at this stage.

Parents are exhorted to check the School Journal, issued to each student at the beginning of the school year, for important messages from teachers and are welcome to use the Journal to communicate with teachers. "Spiorad Signals", the occasional school magazine, is also a very useful channel of communication between school and home.

D. School Rules (General)

1. Each student is entitled to benefit from his education in an atmosphere conducive to learning and he must not be inhibited in the pursuit of his educational goals by the disruptive behaviour of fellow-students.
2. Students must be respectful and courteous to all members of the school staff and to one another at all times.
3. The authority of all teachers extends to all students within the school and in the course of school-related activities.
4. Students must uphold the good name of the school at all times.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

5. Students must help to create a caring and trusting atmosphere in which they are sensitive to one another's needs.
6. The school authorities of Coláiste an Spioraid Naoimh see as one of their primary functions the creation and maintenance of an atmosphere free of bullying or intimidatory behaviour. In keeping with Department of Education and Science guidelines, the school has formulated a policy to ensure that the dignity of the individual student will at all times be protected. Any violation of this code will be viewed in a most serious light and students and their parents are encouraged to bring to the notice of the school authorities any occurrences of bullying or intimidatory behaviour.
7. Each student brings his individual talents with him and, through generosity of spirit; he should use these talents to benefit others in the whole school community.
8. Homework reinforces the work done in the classroom. It is school policy that homework is assigned regularly and that the student completes his homework in a well-presented fashion and on time.

E. Functional Rules.

1. **Dress and General Appearance**

(a) Proper school uniform must be worn at all times except during P.E. classes.

(b) School uniform consists of school jacket, school jumper and school tie, regulation white school shirt, conventional grey school trousers and conventional **all-black** school shoes (shoes with non-black trim are not acceptable). Please note that no coats, jackets, hoodies or tops other than official school jackets may be worn.

(c) Running-shoes or gym-shoes may be worn only during P.E. classes.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

(d) Hairstyles must be neat, clean and conventional, being neither too long nor too short. Colouring of the hair is not permitted.

(e) Students must be clean-shaven. Facial hair (such as beards, moustaches or sideburns) is forbidden.

(f) The wearing of earrings or similar items of personal adornment is forbidden, as is the wearing of necklaces or obtrusive items of personal jewellery of any kind.

(g) Jackets or street-wear of any kind may not be worn in class except with the express permission of the teacher.

Note:

(i) Rules relating to dress and general appearance also apply to students while they are outside the school during lunch-break or on their way to and from school.

(ii) A written explanation from parent or guardian must accompany any failure to wear full school uniform.

(iii) The school authorities reserve the right to define the meaning of “conventional” in the context of the rules outlined above.

2. Absences from School

(a) No student may leave the school premises without the permission of the Principal or Deputy Principal. A student who leaves school during normal school hours for any reason is expected to sign out at the school office and sign back in on his return (if the school office is closed, he should report to the Deputy Principal’s office instead). Unless



on school-related activities, students will only be allowed to leave school during school hours after contact has been made with a parent/guardian. Students who arrive after morning roll call **must** report their arrival to the Deputy Principal during the mid-morning break (or at 1.50 p.m. if arriving after mid-morning break). **As accurate records of student numbers are critical in the event of a fire-drill or of an emergency, any failure to comply with the above will be regarded as a serious infringement of the school rules.** Note: Parents/guardians who have supplied mobile telephone numbers will generally receive a text message to alert them to their sons' absence from school.

(b) A written explanation (not a telephone call) from a parent or guardian must be provided in relation to any absence from school. Such explanations, clearly stating the reason for the student's absence, must be entered in the appropriate space in the student's School Journal and should be presented to the Principal or Deputy Principal during roll-call on the day on which the student returns to school. Even when a student leaves school (with the permission of the school authorities) in the care of a parent/guardian during the school day, such a student must have a note in his journal on his return. Notes should be submitted in advance where an absence is planned e.g. doctor's appointment, attendance at a family event etc.

(c) A note from a parent or guardian seeking permission for a student to absent himself from classes for part of the school day must also be entered in the appropriate space at the back of the School Journal (see also Rule 2 (a) re. signing out).

3. **Punctuality**

Students must present themselves punctually for classes and for all school-related activities. Students who arrive late for school must present themselves to the school librarian or school secretary (or, if unavailable, to the Principal or Deputy Principal) and receive a "late slip" before being admitted to class. Students who arrive in school after the



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

roll has been taken (and therefore been recorded as absent) must report to the Deputy Principal during the mid-morning break and inform him of their arrival.

4. Smoking, alcohol and drugs

Smoking within the school buildings, its grounds or in the environs of the school is forbidden. Smoking is also prohibited when in school uniform or while engaged in any school-related activities. Possession, use, distribution or sale of alcohol or drugs within the school buildings, its grounds or in the environs of the school is also forbidden. Possession, use, distribution or sale of alcohol or illegal substances is also prohibited when in school uniform or while engaged in any school-related activities. Failure to comply with the school rules on alcohol or drugs may result in sanction up to and including expulsion.

5. Respecting the School Environment

Students must show respect for the total school environment. In particular, they must not litter their classrooms or recreational areas. The use of correction-fluid (such as Tippex) and chewing gum is forbidden. Students must at all times show respect for school property and for one another's property. Damage to school property or to the property of others must be repaired at the student's expense. Where property has been damaged beyond repair, replacement (or the appropriate cost of replacement) will be required.

6. Movement in and around the School

Students may enter and leave the school building only through the designated doorways and gates. Students entering school on foot or on bicycles must never use the vehicle entrance. Within the school, all movement on the corridors must be on the left-hand side. At the start of the morning break, all students must vacate their classrooms. At such times, all movement on stairs must be downward. Students are not normally allowed visit their



lockers during class-time. Other than at official break times, a student may only visit the toilet if he has obtained a “Corridor Pass” from his teacher. A student may not visit the toilet between classes without first having secured the permission of the *incoming* teacher. For reasons of safety, cyclists should dismount at the school gate and refrain from cycling in the schoolyard. Students may not park their cars in the school grounds.

7. Use of Electronic Equipment

Mobile phones, radios, personal music players, smart-watches or other such appliances must be powered off (**ie completely shut down and not simply put on silent or vibration alert**) at all times when lessons are officially in session. This means that all electronic devices must be powered off completely during class times. i.e.:

from 8.35am (first bell) to 10.40am

from 10.50am to 12.50pm and

from 1.50pm to 3.50pm.

Once used responsibly, electronic devices may be used outside these times. Even when turned off during lessons, phones or other electronic devices must not constitute a distraction of any kind. A first time violation of this rule will result in the confiscation of the device by the teacher for the remainder of that day (*the device may be collected from the Deputy Principal’s office at the end of the school day*) and the imposition of a detention. Subsequent violations of the rule will result in further periods of detention at the discretion of the Deputy Principal.

The camera/video or other visual or sound recording component of a mobile phone or any other device may only be used when expressly authorised by a teacher. The unauthorised use of any electronic device (both on and off the school premises at any time when the student is in school uniform or engaged in any school-related activity) to take images (either still or moving) or to record sound will be regarded as a very serious



infringement of school rules. Sanctions for such infringement extend from detention(s) to (in serious cases involving bullying, cyberbullying or bringing the good name of the school or teacher into disrepute) suspension or even expulsion.

8. **After-School and Wednesday Detention**

A student who wishes to apply for deferral of an after-school detention must apply in person to the Principal or Deputy-Principal. A student who wishes to apply for deferral of a Wednesday Detention must apply **in advance** to the teacher who assigned him to detention and must **present a note from a parent or guardian** stating the reason for wishing to have the detention deferred. Applications for deferrals may not always be granted. A student who is absent from school on the day of a Wednesday detention will automatically be assigned to the next Wednesday Detention and will not necessarily receive a written reminder of this arrangement. Students who fail to attend a Wednesday detention will normally be given a double Wednesday detention. Students who fail to attend on more than one occasion may be suspended from school.

9. **School Journals**

Each student will be supplied with a School Journal at the beginning of the school year. The journal remains the property of the school and must be submitted to any teacher on request. The personal details section at the front of the journal (including the signatures of parents/guardians) must be completed in full. A student must not deface or damage the journal in any way and must bring it to school with him every day. Should he lose or mislay the journal, he must replace it at the earliest opportunity and pay the appropriate cost of replacement. The defacing or destruction of another student's journal will be regarded as a serious infringement of the school rules. Students are reminded of the importance of recording their homework assignments each day in their journal. On occasion, a student's image (photograph) may be used on the cover of the school journal,



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

in school magazines or for other promotional purposes. Any parents (or student aged 18 years or over) who would prefer that their son's image not be used in this way should inform school management on enrolment.

10 **Participation in Extra-Curricular Activities**

The privilege of participating in extra-curricular activities, either as an active participant or as a supporter, may be withdrawn in the case of a student who has an unsatisfactory behavior record.

11 **Yard Rules**

(a) Students should enter and exit the school premises and yard through the appropriate gates and doorways.

(b) Students are expected to exercise due care to others while in the school yard and not to engage in activities that might compromise either their own safety or that of others.

(c) Ball-playing is permitted using the basketballs supplied by the school. Basketballs must never be kicked. Permission must be sought to use any other ball in the school yard. Generally, a maximum of three balls will be allowed. Use of hurleys, rackets, frisbees etc. is not permitted in the yard.

(d) The sports field is generally out of bounds except to students who are properly kitted out with appropriate sportswear and equipment and to those who are under the supervision of a teacher. At the discretion of the supervising teachers, casual ball games on the sports field involving restricted numbers of students may be permitted at certain times of the year during long lunch-break.



(e) Students who misbehave or who are found littering in the yard will be subject to sanction. Typical sanctions will include litter duty, after-school detention and Wednesday detention.

(f) Students will be expected to line up as instructed and in an orderly fashion prior to reentering the school. Students will not be permitted to use the toilets after the bell has sounded. Students must remove all headwear prior to entering the building.

(g) Students are not permitted to walk to or from school through the sports field or through any gaps in the fencing.

Note: The school authorities reserve the right to alter these rules or to introduce new rules during the school year. Students will be notified of such changes.

F. Sanctions.

1. Classroom sanctions (such as lines, extra homework etc.) will be left to the discretion of the individual teacher.
2. For minor breaches of school rules (including late arrival at school without a satisfactory written explanation signed by a parent/guardian) or for failure to produce satisfactory homework, students may be detained after school for up to one hour. Twenty-four hours notice of such detention will normally be given.
3. In the case of more serious instances or misbehaviour, students may be detained in school on Wednesday afternoons (see also Functional Rule no. 8). Teachers will make the



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

appropriate entry in the ‘Detention Register’ and parents will be informed of the reasons for the detention by letter. The standard penalty for failure to attend a Wednesday Detention is a *Double* Wednesday Detention i.e. detention on two successive Wednesdays. Teachers will also report more serious instances of misbehaviour or repeated instances of minor misbehaviour by filling out an Incident Report, one copy of which will be passed on to the class teacher and another copy placed in the student’s file.

4. Any infringement of the rules relating to the use of mobile phones, personal music players etc. will result in the confiscation of the appliance in question for a period to be determined by the school authorities (usually up to three months).
5. In the case of repeated misbehaviour, a student may be put ‘on report’ by the class-teacher. At the end of the class period, the subject-teacher will enter a comment on the student’s behaviour in the appropriate space on the Report Card. At the end of the week, if the student’s behaviour has not shown a marked improvement, further disciplinary action will be decided on by the school authorities.
6. In the case of serious violation of school rules, a student may be suspended or excluded (expelled). Parents will be informed in writing of the reasons for the suspension or exclusion. In the event of exclusion or suspension(s) of twenty or more days (either consecutive or cumulative) in any school year, the parents/guardian (or student, if aged 18 or above) will be advised of their right of appeal to the Board of Management of the school.

Form C.D.1. must be completed and returned to the school office by all applicants on being accepted in the school.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

FORM C.D.1

Dear Principal,

We, the undersigned, have read the Code of Behaviour of the school and we agree to accept and support it.

Parent's/Guardian's signature: _____

Pupil's signature: _____

National School: _____

Date: _____

Full Postal Address: _____

Telephone No: _____



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

Reasons for possible Suspension/Exclusion

1. Bullying.
2. Theft.
3. Disrespectful behaviour towards any member of school staff.
4. Endangering the health and safety of others.
5. Deliberate and /or reckless damage to school property or to the property of any member of the school community.
6. Repeated infringements/breaches of the Code of Behaviour.
7. Possession/use/distribution/sale of alcohol or of any drug prohibited by law.
8. Refusal to accept the authority of a member of staff.
9. Persistent refusal to carry out homework assignments set by a teacher.
10. Any behaviour likely to bring the school into disrepute.

Note:

- All the above apply to students while engaged in school related activities both within the school (including the school environs) and outside the school.
- The school authorities will take into account the level of seriousness of the student's misdemeanour(s) when arriving at a decision as to whether suspension or exclusion is merited.
- A suspension may be lifted only if information should come to light that would suggest that the suspension had in the first instance been unmerited.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

Procedures which will be followed when the school is considering a suspension.

This is a serious sanction and will be imposed by the school in cases where other efforts to resolve a disciplinary situation have failed, or where the nature of the incident or persistent misbehaviour dictates that a pupil should be removed from the school immediately, following due process. The ultimate purpose in these procedures is to enable the student to be reintegrated into the school.

1. On receipt of a written account of the complaint the matter will be investigated by a Teacher, Class Tutor, Year Tutor or by the Deputy Principal or Principal, as appropriate.
2. The pupil involved will be informed of the allegation and given a full opportunity to respond.
3. Witnesses will be interviewed and, where necessary, written statements obtained.
4. The pupil, if removed from class, will be kept in a supervised area pending the outcome of the investigation. The pupil will not be removed from school-supervision until he has been placed under the care of Parents/Guardians or until the end of the school day.
5. The Parents/Guardians will be contacted at this stage and invited to call to the school to discuss the complaint. They will be informed that the school is considering suspension and the nature of the complaint/misbehaviour will be explained.
6. Where the Parents/Guardians are unable to attend or cannot be contacted they will be requested to keep their son at home until they arrange an appointment to attend with him to discuss the matter.
7. A final decision on the suspension will not be taken until the Parents/Guardian have been given an opportunity to discuss the matter.



8. If it is decided that suspension should take place, the parents will be informed by letter. If the letter is not delivered personally to the parent it will be sent by post and a copy will be put in the pupil's file.
9. The Board of Management will be informed of the suspension at its next ordinary meeting. Parents are informed that they can appeal a suspension to the Board at this meeting.
10. Where a pupil is suspended for more than six days the Education Welfare Officer will be informed.
11. Where the cumulative period of suspension is more than 20 school days in any one school year a Parent/Guardian, or Pupil over the age of 18 years, may appeal the suspension to the Dept. of Education and Science. Forms are available from the Principal. Procedures followed comply with the procedures of the Education Welfare Board.
12. The school will inform Parents/Guardians of the procedures to be followed when readmitting a pupil after a period of suspension. Parents/Guardians may be required to attend at the school on the day of re-admittance.

The following may be required:

- Pupil/Parents/Guardians may have to give a written undertaking to adhere to the Code of Behaviour.
- Agreed conditions for the pupil's return to school may have to be signed
- The pupil may be required to report for counselling or to be assigned to the care of a teacher or mentor.
- The pupil may be required to complete a report card for one week and/or to attend a meeting with his year head at the end of the designated period. Completing a report card and/or meeting with the Year Head provide the student with an opportunity to further understand the difficulties he may be experiencing and to receive advice on how to improve his behaviour.



REVIEW - DESIGN - IMPLEMENTATION - EVALUATION

In certain circumstances, the pupil may be readmitted to the school for a probationary period only. In the case of gross misbehaviour, the Principal may sanction an immediate suspension, pending a discussion of the matter with the boy's parents.

Permanent Exclusion of a Pupil

The Board of Management may finally decide to exclude a pupil. Among the circumstances that make it necessary to permanently exclude a pupil are when:

1. The pupil is so disruptive that he is seriously preventing the others from learning.
2. The pupil is uncontrollable and is not amenable to any form of school discipline.
3. The pupil's behaviour has been such that the Board of Management considers that permanent exclusion from the school is warranted.

Parents of a pupil whose permanent exclusion from the school is being considered, will be given the opportunity of attending the Board meeting and of presenting their case.

Parents have the right to appeal a decision of the Board of Management to permanently exclude their son under Section 2a of the 1998 Education Act. A Form of Appeal for this is included in Appendix 1.

