



Policy for Admission to Leaving Certificate and Repeat Leaving Certificate for School Year 2021/2022

Plunket College of Further Education

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of Plunket College of Further Education is responsible for the implementation of this Admission Policy.

Introduction to Plunket College of Further Education

Plunket College opened in 1967 as a vocational school under the auspices of City of Dublin Vocational Education Committee (now City of Dublin Education and Training Board).

Mission/Vision Statement

To create and sustain an environment where staff and students will feel comfortable, motivated and supported in their efforts to grow as human beings and to realise their personal potential. The College is committed to the highest standard of teaching, learning and performance.

Historical Details

Plunket College opened in 1967 as a vocational school under the auspices of City of Dublin Vocational Education Committee (now City of Dublin Education and Training Board). Whitehall was an expanding suburb within the north city and the provision of technical subjects also attracted students from Artane, Ballymun, Coolock, Santry and the North Inner City. In 1969 the college became the sole Northside provider of Repeat Leaving Certificate and in 1987 curricular provision expanded under VPTP11 (Vocational Preparation and Training Programme)-forerunner to today's Post Leaving Certificate programmes (PLC).

Geographical location

Plunket College of Further Education is located in Swords Road, Whitehall, Dublin 9. Eircode: D09C94K

School Provision

Plunket College of Further Education is a co-educational School under the patron of City of Dublin Education and Training Board. Currently the college offers a comprehensive range of courses including

- Post Leaving Certificate
- Pre Apprenticeship
- Certified Further Education and Training
- Accredited courses funded by Vocational Training Opportunities Scheme (VTOS) and Back to Education Initiative (BTEI).
- Leaving Certificate
- Repeat Leaving Certificate
- Part Time Adult Education
- Night School

City of Dublin Education and Training Board (CDETB)

CDETB operates 23 schools and colleges (16 of which are Colleges of Further Education), 10 Youthreach Centres, an education service in seven Prisons two Training Centres, 17 Local Training Initiatives and an Adult Education Service operating in five separate areas across the city. This provision is delivered by approximately 3,200 staff to up to 30,000 learners (12,000 full-time and 17,500 part-time) and is supported by services that include a school psychological service, a curriculum development unit, a sports and cultural council, a buildings maintenance unit and an administrative staff in CDETB Head Office in Ballsbridge. CDETB is responsible for CDYSB which provides youth work services across the city of Dublin. CDETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

School Size

The college offers Full and Part Time Further Education and Training courses certified at levels 3-6 on the National Framework of Qualifications. Currently in excess of 400 students are certified each academic year. In addition the college offers Leaving Certificate and Repeat Leaving Certificate. In excess of 100 students are enrolled for the Leaving Certificate/Repeat Leaving Certificate at Plunket College of Further Education.

The Educational Environment

Aims and Objectives

- To enable the learners to develop their academic, physical, emotional, social and spiritual potential.
- To equip the learners to be confident, responsible, well-educated young people so that they can perform positive roles in society.
- To provide a range of educational and learning experiences appropriate to the age, ability and needs of the learners.
- To value each learner, to foster respect for others, and to provide an ethos which ensures that each learner enjoys equality of esteem and opportunity.
- To develop high expectation level of individual performance.
- To adopt and foster good relations with parents and the wider community.
- To assist the professional development of the school staff.

Core Values and Guiding Principles

- To recognise the rights, responsibilities and accountability of each individual.
- To create a safe and secure learning environment that supports and encourages students to achieve.
- To encourage commitment and shared responsibility.
- To support the spiritual and cultural values of our society.

Curricular Programmes

<p>Post Leaving Certificate</p> <ul style="list-style-type: none"> • Introduction to Counselling and Psychology • Pre University Arts - Third Level Access • Pre University Arts • Holistic Health • Motor Vehicle Maintenance • Carpentry and Joinery • Furniture Craft and Design • Construction Technology with Draughting • Accounting Technician • Business and Information Technology • Office Systems and Support • English Language, Business and Information Technology • Language and European Studies • English Language with Business and IELTS Preparation • Advanced Psychology – Level 6 • Cúram Leanaí – Cúnamh Riachtanais Speisialta 	<p>Leaving Certificate and Repeat Leaving Certificate</p> <ul style="list-style-type: none"> • English • Mathematics • Irish • Business • History • Geography • Biology • French • Art, Craft and Design • Economics • Chemistry • Construction • Guidance • SPHE
<p>Pre Apprenticeship</p> <ul style="list-style-type: none"> • Motor Vehicle Maintenance • Carpentry and Joinery • Construction 	<p>BTEI & VTOS</p> <ul style="list-style-type: none"> • English Language and Business • Beauty Therapy/Makeup • Employment Skills • Childcare • Basic Car Maintenance • Work Options (St Michael’s House)

Extra-Curricular Opportunities

The City of Dublin Education and Training Board (CDETБ) Sports and Cultural Council (SCC) promotes and co-ordinates inter-school sporting and cultural events for the 12,000 students in the CDETБ's 22 schools and colleges, including Plunket College of Further Education.. Membership of the council is open to all students, including adults, enrolled in whole time day courses at Plunket College. Students are provided with an extensive programme of activities that range from Boxing to Public Speaking, with various competitions, festivals and exhibitions.

Plunket College of Further Education has an extensive sports ground at Whitehall which is used for SCC field games. The college also has a sports hall which is available to the SCC. Venues such as the National Athletics Stadium and the National Basketball Arena are used for competition finals. The college has also used the Mansion House and the Dublin City Council offices for a number of our cultural events.

Student Voice

Students are encouraged to have a voice and become involved in the affairs of the College by working in partnership with College management and staff through various structures and bodies such as the student council and the board of management.

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PART A

General Information for All Applicants

- 1. Glossary of terms***
- 2. Admission Statement***
- 3. Legal Framework***
- 4. General Admission Provisions (for all Applicants)***

1 GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Plunket College of Further Education.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Plunket College of Further Education by virtue of application alone.

‘Gender’, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male and the other is female*”. This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘Parent’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

‘First-Year’ means the intake group of Students for the most junior class or year in a school.

2 ADMISSION STATEMENT

CDETB Colleges are state run Colleges underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



CDETB Colleges give all students equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our Colleges strive to provide all students with equal opportunities to engage with the curriculum and College life. In all aspects of College life all members of our College communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our Colleges provide a safe physical and social environment that reinforces a sense of belonging to the College community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our Colleges promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In CDETB Colleges, students of all religions and beliefs are treated equally. The College environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Plunket College of Further Education shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant.

Plunket College of Further Education shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

City of Dublin Education and Training Board was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Plunket College of Further Education is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

Plunkett College of Further Education does not teach Religious Education or Religious Instruction. As such there are no arrangements needed for students to opt out of religious instruction.

4 GENERAL ADMISSION PROVISIONS

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Plunket College of Further Education had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Plunket College of Further Education **shall not consider**:

- 4.1 The payment of fees or contributions to the school
- 4.2 A Student's academic ability, skills or aptitude
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Specific entry requirements are as follows

- Leaving Certificate : Students under 18 must have completed Junior Cycle
- Repeat Leaving Certificate: Student must have completed the Leaving Certificate

Plunket College of Further Education **will consider** the offer of a place to every Student seeking admission to the school, who meets the entry requirements for the course they have applied for, **unless the following applies:**

- 4.7 The Parent/Student fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;

Where Plunket College of Further Education considers an application where specific entry requirements are met, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

PART B

Information for Specific Categories of Applicants

5. Application to the Leaving Certificate Group

SECTION 5

APPLICATION TO THE LC GROUP

5 APPLICATION TO THE LEAVING CERTIFICATE GROUP

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5.1 ADMISSION PROVISIONS

Where Plunket College of Further Education is not oversubscribed, all Students who meet specific entry requirements will be offered a school place, subject to sections 4.7

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Plunket College of Further Education is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

5.1.2 Selection criteria in order of priority

Plunket College of Further Education will apply the following criteria for students who meet specific entry requirements for admission to the Leaving Certificate Group:

5.1.2.1 If the Student resides in the Catchment Area;

5.1.2.2 All others;

5.1.3 Selection process

Plunket College of Further Education will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Plunket College of Further Education will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.]

5.1.4 Late applications

An application received by Plunket College of Further Education after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Plunket College of Further Education is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Plunket College of Further Education is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7. and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Plunket College of Further Education but does not accept the offer, or the school withdraws the offer in line with the

relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.1.7 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Student was not offered a place in Plunket College of Further Education
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7, an offer of admission may not be made where:

- 5.1.7.5. The information contained in the application is false or misleading in a material respect.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Plunket College of Further Education regarding admission to the First-Year Group, see section 5.3.

5.2. APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Plunket College of Further Education at Swords Road, Whitehall, Dublin 9, email info@plunket.cdetb.ie Such an appeal must be brought within 14 calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who meets specific entry requirements and was refused admission to Plunket College of Further Education for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Plunket College of Further Education. Such an appeal must be brought within 14 calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.