



ADMISSIONS & ENROLMENT POLICY



Introduction

Bruce College Cork is a school of academic excellence for 5th year, 6th year and Repeat Leaving Certificate students. It has a proven record of accomplishment of over 30 years. We cater for students who want to achieve their academic potential and progress to further education.

Vision

Our success is based on hard work and commitment. We ask students to reflect on their attitude and effort. If these are right, you will succeed during your time with us. Our programme of tuition allows us to cover the necessary material in the time required. We have the necessary support through our excellent teaching staff, careers programme, recorded classes, supervised study, and unrestricted timetable which enables students to achieve their potential.

Criteria

As part of the enrolment process detailed in the section “ Enrolment Process”, decisions made in relation to admissions of students (see below) will include the application of the following criteria:

- The student is required to have attended a full time education programme in a secondary school for six months immediately prior to applying to Bruce College and:
- Students must achieve a minimum of six grade C's or Merit in Higher/Common Papers in Junior Cycle exam or equivalent for overseas students.
- Successful completion of the Enrolment Process (outlined below)

Enrolment Process

1. The Application Form is completed, and the Relevant Documentation/Key Information is submitted (see below for relevant documentation).

Note: The application form is available to complete on our website – www.brucecollege.ie under Full Time Leaving Cert.

2. The Parent/Guardian is contacted by phone.
3. Interview is arranged with the principal
4. Letter of Offer is issued by Bruce College along with details of deposit required.
5. Confirmation of acceptance in writing.

Provision of Relevant Documents/Key Information

The following is the minimum information required from parents/guardians registering a prospective student at Bruce College. This is provided by way of the online application form.

- Prospective student contact details
- Parents/Guardians contact details including emergency contact numbers
- Educational background to date
- Medial/ Special requirements
- Any documentation where a student has an exemption from Irish or a Foreign Language, A spelling or grammar waiver, reasonable accommodation along with

Ed. Psychologist report.

In accordance with the Data Protection Act 2018 and General Data Protection Regulation (EU)2016/79 (GDPR) the foregoing information will be held by the school and processed for the purposes of considering and processing application, and for the administration of Bruce College records only.

Interview with the Principal

The interview will be held in Bruce College, St. Patrick's Hill, the principal will review the completed application form and discuss in detail the student's intention to be offered a place.

Letter of Offer and Confirmation of Acceptance

Following the interview, applicants will be notified in writing as to whether they have secured a place or not i.e., Letter of Offer.

To accept the offer of a place in the school, parents/guardians (on behalf of the applicant) must complete the following three stages.

1. Notify Bruce College in writing (letter or email) of their acceptance within the time specified in the Letter of Offer.
2. Parents/Guardians must also pay the deposit within the specified time-frame.
3. Code of Discipline will be issued on Induction Day for signing. Copy available on our website.
4. All offers are strictly subject to full disclosure of Key Information by parents (see page 2).

Payment of Fees

An initial deposit must be paid within the time specified to secure a place.

Please note that a student will not be issued with a timetable until a full payment is received or a payment plan is in place.

Rights of the Principal

The Principal reserves the right to refuse admission to any prospective/appliant in

the following circumstances.

1. The school has a duty of care to all staff and students and as such must provide a safe environment for both staff and students. The Principal reserves the right to refuse a prospective student/applicant if the Principal forms the view that the prospective student/applicant may pose an unacceptable risk to other students, staff, or school property.
2. If the prospective student/appliant has specific educational, psychological, physical or care needs such that the school cannot meet such needs and /or provide the student with appropriate support. (Note: Failure to disclose accurate information in this regard may impact admission to, or retention in or progression at Brue College.

Right of Appeal

Parents of prospective students/applicants, or applicants themselves, who have been refused admission to Bruce College, have the right to appeal such a refusal to the Academic School Governor. Appeals must be made within 10 days of having been informed by Bruce College of such a refusal. An appeals application form can be requested from the college.

Review of the Admission and Enrolment Policy

Bruce College reserves the right to update or amend this policy at any

time. Date of Policy: May 2024