# Admission Policy

Dublin and Dún Laoghaire ETB Youthreach operates an equal opportunities admission policy. Youthreach centres are committed to a policy of equality of opportunity and aims to provide a working, learning and social environment that is free from unfair discrimination. The admissions process must therefore ensure that it is transparent, fair and consistent regardless of gender, religion, socio-economic background, disability, ethnicity or sexual orientation. This policy is consistent with the provisions of the Education Act 1998, the Equal Status Act 2000 and all related legislative and regulatory requirements.

All applicants aged 16-20 years who have left school or are unemployed are considered on a case-by-case basis. Priority is given to those who have obtained 5 D’s or less in the Junior Certificate (or its equivalent) or have no educational qualifications at all. This group is known as Priority Group 1 (PG1) as laid out in the Department of Education and Science letter of 03 September 2001.

The age and qualification criteria may be extended in the case of groups within Priority Group 2 (PG2). Appropriate age limits will be defined by the make-up of the group.

An individual can apply for a place in Youthreach through their local centre or online at [**https://www.fetchcourses.ie**](https://www.fetchcourses.ie)

All applicants must complete all enrolment forms and supply all required documentation. Enrolment forms can be located in centres or online at:

[**http://www.ddletb.ie/youth/youthreach/youthreach-enrollment-pack/**](http://www.ddletb.ie/youth/youthreach/youthreach-enrollment-pack/)

Referrals made to Youthreach by schools, Education Welfare Officer (EWO), social or probation officers or by any other relevant agency or organisation will be required to fully complete relevant referral forms and supply all required documentation.

All applicants will be interviewed and if under 18 years of age must be accompanied by either their parent/guardian, EWO, social worker, probation officer, Juvenile Liaison Officer (JLO) or other relevant personnel. Interview, teaching and assessment will take place in English and a record will be kept of the interview.

A letter of acceptance or refusal will be issued within ten working days on completion of interview.

* Acceptance letters will contain a proposed or deferred start date.
* Refusal letters will contain the reason for the place being refused and outline the right to appeal and the appeals procedure.
	+ Reason(s) for refusal of individuals will be recorded and kept for one academic year.

Where an applicant has applied through the official channels a formal offer will be made directly to the applicant or their guardian.

Youthreach centres at times receive more applications than there are places, so not every applicant will receive an offer of a place. Where candidates are unsuccessful they may remain on a waiting list until a place becomes available or may be offered a placement in another centre.

Enrolment is conditional upon acceptance by parents/guardians and students of the centre rules, the Student Code of Behaviour Policy and receipt of all requested information/documentation.

## Transfer and Progression for Students

Transfer/progression supports exist in Youthreach to enable students to make informed choices.

## Applicants with a Disability

Applicants who declare a disability are considered according to the same principles as for other candidates and may be asked to discuss their likely requirements with the centre Coordinator at an early stage. In certain situations, where a student has special educational needs such that, even with additional resources approved by the Department of Education & Skills, the centre is not in a position to provide the student with an appropriate education, enrolment in the programme may not be possible.

## Applicants of 15 Years

It is the policy of Dublin and Dún Laoghaire ETB in line with current legislation only to admit young people 16 years or older onto its Youthreach programme. However, when it is clear upon application that all necessary preventative measures have been exhausted and it is unlikely the young person will complete mainstream school, or where a section 29 expulsion has taken place, a young person of 15 years may be considered by the ETB for inclusion on the Youthreach programme. In such circumstances the following additional criteria must be in place.

All applications to Youthreach for young people 15 years of age must be accompanied by

* A letter of referral from the NEWB stating what measures have been put in place to retain this young person in mainstream school.
* A written letter of parental consent.
* A completed school cooperation form containing contact details of a liaison person within the school.
* A review of the placement will take place every two months by the centre, the EWO the school and the parents.

In any instance where a young person is currently not attending any school the EWO must be willing to continue to engage with the young person with a view to re-engaging them in mainstream school.

No training allowance is payable to any young person under 16 years of age. In the event of changes in current legislation, Dublin and Dún Laoghaire ETB will only guarantee the place of any young person of 15 years of age for the remainder of the academic year.

## Documentation Required

* Completed application
* Parental consent form (if under 18 yrs)
* F103 form (if over 18 yrs)
* Two passport photographs
* Original birth certificate
* PPS number
* Copy of examination results
* Letter of referral (if referred from school or other agency)
* School progress report
* Attendance records
* Valid bank account (for training allowance payments)