

# ADMISSIONS TO ST. MARY'S COLLEGE

## Introduction

Our school caters for, and welcomes the full range of student background and abilities. We make every effort, within the resources at our disposal, to accommodate students with special needs. While recognizing and fully supporting parents' rights to have a school of their choice for their children, the schools' ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Science.

The school welcomes applications from students with special educational needs unless the nature and degree of those needs is such that to enrol the students concerned would be inconsistent with both the best interests of the student concerned and effective provision of education for the other students with whom the student concerned is to be educated.

St. Mary's College is a Catholic school under the trusteeship of CEIST continuing the Mercy tradition. Religious education is a core subject on the school curriculum and an integral part of the ethos of the school. All students are expected to participate in religious education classes. As a Catholic school, we value tolerance and inclusiveness and students of other faiths are welcome.

## Goals for the Policy

To inform parents of the procedure re enrolling a student at this school.

## Content of the Policy

First year students enrolling in this school will:

- (i) normally be at least 12 years of age
- (ii) have completed a full course of education in the case of a pupil who is 13 or more on the 1<sup>st</sup> August of the Post Primary school year and has completed 5<sup>th</sup> class standard

Priority is given in the following order:

1. Children living in the area
2. Children from Primary schools within the catchment area
3. Siblings of students
4. Children of staff
5. Children and Siblings of Past pupils
6. Nearest proximity to the school

No waiting lists are in operation

Assessment tests are given after the school enrolment to get a better understanding of the student's ability.

Acceptance into the school is based on the following:

- a. Parent(s) / Guardians support the school philosophy
- b. Parent(s) / Guardians and pupils support the Code of Behaviour of the school
- c. The school is advised of any medical conditions of the student in the welfare of the student
- d. The school office is provided with a name, address and phone number of a contact

person

- e. The completed enrolment forms are accompanied by a Birth Certificate and any assessment reports from Educational Psychologists and any exemption reports.

Students transferring from other secondary schools to St. Mary's College must meet the following:

- The school must be in a position to accommodate the student as regards subjects, etc.
- Present report cards, references and attendance from last school.
- Parent(s) / Guardians and students must accept the criteria for general acceptance into the school as outlined above
- All applications are subject to the approval by the Board of Management
- Priority will be given to families moving into the area.
- All applications are to be made in writing to the Principal.
- If accepted, the student's behaviour will be strictly monitored by the Board of Management on an on-going basis

#### **Admission to Repeat Leaving Certificate.**

Students who wish to re-sit the Leaving Cert. must apply in writing.

The following criteria must be met:

- (i) The school must be in a position to accommodate the student.
- (ii) Consideration to the past disciplinary record will be given.
- (iii) Students from another school are to present the results of their Leaving Cert. attendance records, and references from the Principal of their last school.
- (iv) Parents/Guardians and students must accept the criteria for general acceptance into the school as outlined in A above.
- (v) Applications are subject to the approval of the Principal.
- (vi) If accepted, the student's behaviour will be strictly monitored by the Year Head, Deputy Principal and Principal on an on-going basis.

#### **Roles and Responsibilities**

##### Board of Management

- Ensure the Policy is developed.
- Approve the Policy.
- Ensure that the Policy is effective and implemented.

##### Principal and Deputy Principal

- Implement the Policy.
- Evaluate it regularly with the help of the staff.
- Report to the Board of Management regularly.

#### **Success Priority**

Students from the catchment area will be allocated a place in first year if they wish to avail of it.

There is a transparent system of prioritizing entrants to the school.

Students and parents are clear about classes / subjects available to them before transferring into the school.

There is a general satisfaction and support of the policy.

**Monitoring Procedures**

The Principal and Board of Management monitor the implementation

**Review Procedure**

The Policy will be reviewed annually by the staff and Board of Management

**Appeals Procedure**

The policy complies with Section 29 of the Education Act (1998) and Section 15(2)(d) of the Equal Status Acts 2000-2011 in relation to appeals against decisions of the Board of Management regarding the enrolment of a student and the provision of educational opportunities for all students.