

Enrolment & Admission Policy

Enrolment and Admissions Policy for St. Mary's Secondary School

(Reviewed and Approved by BOM on 23rd October 2017)

INTRODUCTION:

The Board of Management of St. Mary's Secondary School, New Ross, Co. Wexford, is hereby setting out its *Enrolment and Admissions Policy* in accordance with the provisions of the *Education Act, 1998, Section 15, 2 (d)* with the intention that parents will be assisted in relation to enrolment matters. The Principal, acting on behalf of the Board of Management in the administration of this policy, will clarify any further matters arising.

This Policy is prepared as part of the *School Plan* under *Section 21, Education Act 1998* and is reviewed periodically by the Board of Management and is subject to change.

In this policy "parent" will be taken to mean "parent or guardian"

St. Mary's Secondary School is an All Girls' School grounded in the *Mercy Philosophy of Education* under the *Trusteeship of CEIST*. Applications to enrol will only be considered from or on behalf of females. It is a community, proud of its Catholic tradition and committed to developing each person's full potential in a Christian environment. Inspired by the vision of *Catherine Mc Auley*, Mercy Education is particularly supportive of those who are disadvantaged or marginalized.

Applicants to All Years are Advised that:

- I. The Board of Management shall determine annually the number of student places available for admission for the following school year. The determining factors in this decision include DES provisions concerning class size, staffing provisions and other relevant requirements concerning accommodation, such as physical space or the health and welfare of students and staff.
- II. Secondary School students must meet the current Department of Education and Skills requirements.
- III. Before any student is enrolled, the school must be satisfied that her behaviour, attitude and educational competence have reached the standards required by St. Mary's Secondary School.
- IV. The School reserves the right to refuse a place to applicants whose behaviour, attitude and educational competence, it considers, would be detrimental to the rights to other students in the school.
- V. The inclusion of false or misleading information in the application will lead to the withdrawal of an offer of a place at any time.

Procedure for Enrolment to First Year 2018/19:

- I. An Application Form is available from the school office **from November 6th 2017** and a full and complete application must be submitted to the school office before or on the date and time specified. The application must be accompanied by the applicant's **a) Birth Cert and b) Proof of PPS**. The opening date for receipt of applications is the **6th November 2017 for the 2018/19 school year. The closing time and date is 2.00pm on Friday 1st December 2017.** A receipt will be given or a text message will be sent to the preferred mobile number for contact by school, to acknowledge receipt of the application.
- II. Parents will be notified in writing of the decision to offer or not to offer a place within 21 days of the closing day for receipt of applications to enrol (in accordance with *Section 19 of the Education Welfare Act*. It is the responsibility of parent/s to contact the Principal if they have not received a letter from the school within 21 days of the closing date for the receipt of applications to enrol.
- III. Applicants who are being offered places are required to confirm in writing to the Principal acceptance or otherwise within seven days of the posting of the offer. Should no such confirmation be received by this time, the place will be forfeited and offered to the next girl on the waiting list.
- IV. The student and her parent will be offered an Enrolment Meeting with the Principal before the Assessment Tests to help clarify any issues or address concerns prior to commencement of the school year.
- V. The student must attend the Assessment Tests
- VI. The Parent must confirm in writing that they have read and fully support:
 - 1) The School's Mission Statement
 - 2) The School's Admission Policy
 - 3) The School's Code of Behaviour and that they will make all reasonable efforts to ensure that their daughter will comply with the Code.

Criteria for Selection in the Event of Excess Applicants.

If the school is oversubscribed, offers of places will be made to applicants using the following criteria and in the following order.

- I. Full and complete applications must be returned to St. Mary's Secondary School before or on the due time and date. The application must be accompanied by:
 - a) Birth Certificate and b) Proof of PPS
- II. Sisters of present pupils
- III. Pupils from Bunscoil Rís NS, New Ross
- IV. Sisters of past pupils
- V. Daughters of current staff
- VI. Pupils from the following local area schools whose mother was a past pupil of St. Mary's:
Adamstown, Ballyfacey, Clonroche, Cushinstown, Donard, Drummond, Glenmore, Gusserane, Horeswood, Inistioge, Listerlin, Newbawn, Raheen, Rathgarogue, Shanbogh, St. Canice's, St. Molings Glynn, The Rower NS.
- VII. Pupils from the following local area schools:
Adamstown, Ballyfacey, Clonroche, Cushinstown, Donard, Drummond, Glenmore, Gusserane, Horeswood, Inistioge, Listerlin, Newbawn, Raheen, Rathgarogue, Shanbogh, St. Canice's, St. Molings Glynn, The Rower NS

- VIII. Pupils from the following local area schools whose mother was a past pupil of St. Mary's:
Adamstown, Ballyhack, Ballycullane, Ballymitt, Ballymurphy, Carroreigh, Clongeen, Clonroche, Danescastle, Duncannon, Galbally, Graignamanagh, Inistioge, Mullinavat, Newtown, Poulfur, Ramsgrange, Rathnure, Ringville, Shielbaggan, Skeoghvesteen, St. Leonard's, Taghmon, Thomastown.
- IX. Pupils from the following local area schools: Adamstown, Ballyhack, Ballycullane, Ballymitt, Ballymurphy, Carroreigh, Clongeen, Clonroche, Danescastle, Duncannon, Galbally, Graignamanagh, Inistioge, Mullinavat, Newtown, Poulfur, Ramsgrange, Rathnure, Ringville, Shielbaggan, Skeoghvesteen, St. Leonard's, Taghmon, Thomastown.
- X. Pupils from other local area schools whose mother was a past pupil of St. Mary's.
- XI. Pupils from other local area schools.

Should there be insufficient places to accommodate all applicants from a particular group on the ranked list; an independently monitored random selection will determine which applicants will be offered places.

Late Applications:

Late applications will only be considered when all applications received on time have been offered a place in accordance with the criteria for admission.

Full and complete Applications received after the due time and dates are ranked according to their time of receipt by the school and any vacancies that subsequently arise will be filled from this ranked list.

Placement on such a list does not guarantee a place in the school.

Special Needs:

The Board of Management welcomes students with special education needs unless the nature and degree of these needs is such that to enrol the student would be inconsistent with both the best interests of the student herself and the effective provision of education for the other students with whom the student concerned is to be educated.

Parents of students with special needs should inform the school as early as possible of the full details of her needs so that an application may be made to the Department of Education and Skills to have the resources necessary to meet the special needs of the student at the commencement of the school year. The Board of Management will do all that is reasonably possible to secure the resources to meet the needs of these students.

Procedure for Enrolment to Other Years

The normal point of entry to the school is First Year and admission to other years can only occur when there is a vacancy in the appropriate year groups/classes.

The school will not normally accept students into the final year of the Junior Certificate or the final year of the Leaving Certificate.

The Board of Management have as their first concern the welfare of those who are currently students of St. Mary's Secondary School. The school will only make an offer of a place in a year other than First Year after taking due cognisance of the best interests of those who are currently enrolled in the school.

All Post-Primary Schools in the local area operate under the Department of Education and Skills and have access to apply for the same supports and facilities. They are governed by the same legislation. Hence, only students with sound educational reasons for changing from their first choice of school will be considered.

The Board of Management will require full disclosure of information with supporting documentation where a student seeking to transfer from another school has been suspended or expelled. The Board will have to be satisfied that to admit such a student is not likely to undermine the *Characteristic Spirit* of the School or expose the Staff or Students to the risk of harm to their health and safety.

Students will normally only be accepted at the beginning of the school year other than in exceptional circumstances such as that of a family moving into the local area.

- I. An Application Form is available from the school. A full and complete application form along with copies of reports from her current school must be submitted to the school office. The reason for seeking the transfer must be given in full and in writing.
- II. The Principal will contact the Principal of the applicant's current school. No student will be admitted to a year other than First Year without being able to demonstrate acceptable standards of behaviour, attitude and educational competence in her current school.
- III. The Parent must make an appointment to meet the Principal and the student applicant must be present at that meeting.
- IV. All applicants and their Parents must sign a declaration that they have read, understand and accept the School's Code of Conduct before enrolment is completed.
- V. The decision on the appropriate class placement will be made by the Principal.

Appeals

- I. Parents of applicants who are not offered a place in St. Mary's Secondary School may appeal the decision to the *Board of Management* in the first instance and subsequently, if necessary, to the *Department of Education and Skills*, in accordance with the *Education Act 1998* and the *Education Act (Welfare) 2000*.
- II. The Board of Management may be contacted by letter at the school address. Appeals to the Board of Management must be made within 21 calendar days from the date the decision of the Board of Management was notified to parents.
- III. The appeals to the Department of Education and Skills must be made within 42 calendar days from the date that the decision of the Board of Management was notified to the parents. The appeals application form can be downloaded from the website www.education.ie