

# St. Mary's High School

## Admissions Policy



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## Rationale

The admissions policy of St Mary's High School has been formulated in accordance with the religious and educational philosophy of the Presentation Sisters/CEIST and the provisions of the Education Act 1998, the Education (Welfare) Act 2000, the Equal Status Act 2000 and the Department of Education & Skills Circular M51/93.

“CEIST/Presentation schools promote the development of a community of faith inspired by Gospel values. The community of the school works in a holistic manner to ensure that dependence is gradually replaced by responsibility for self, society and the world. The dignity of each student, staff member and parent is honoured and reflected in school policies and structures, including this policy. While educational excellence is promoted, it is the needs of the learner that direct the development of the school. Where possible schools are encouraged to engage with alternative approaches to education for those who are most disadvantaged. The schools promote a spirit of service and care.”

## Mission Statement

St. Mary's High School, Midleton is a Catholic Voluntary Secondary School for girls only which was founded to care for the poor and disadvantaged in every sense, and to give priority to religious and moral education.

In accordance with this tradition, it seeks to:

Provide a broad curriculum catering for the needs of all students and to prepare them for their role as citizens of Europe and the World

Help each student achieve her full potential in academic, personal, social and moral development and to provide for Pastoral Care and Remedial Education as required

Foster the personal and professional growth of staff reflecting change in society

Establish and welcome the investment of the total school community

Agus chun ár n-oidhreacht, gur dlúth chuid di ár greideamh agus béasa agus bealaí ár dtíre, a chur ar aghaidh.

St. Mary's High School is committed to:

- Witness of Gospel values
- Curriculum innovations
- Leisure education
- Media education
- Civil, social and political education
- Social, personal and health education
- Equality
- Respect for the environment
- Justice

## Applicants to First Year

Parents and guardians of pupils seeking enrolment to First Year are required to complete and return an Application Form to St Mary's High School by a date specified and communicated to parents each year on the Application Form. Parents will be informed of the status of their application within twenty-one days of the closing date for applications.

It is a condition of enrolment that parents/guardians give their consent in writing to the School Rules and Code of Behaviour.

The Board of Management reserves the right to determine the maximum number of pupils to be enrolled (see Appendix 2), bearing in mind:

- The Mission Statement of St Mary's High School
- Health and Safety requirements
- Availability of teacher resources from the Department of Education and Science
- Department of Education & Skills directives
- The ability of St Mary's High School to cater for the educational needs of pupils
- The Board of Management of St Mary's High School supports the principles of:
  - Inclusiveness
  - Equality of access and participation in the school
  - Parental choice in relation to enrolment
  - Respect for diversity of traditions, religions, values, beliefs, languages and ways of life in society

Religious Education is a core subject on the school curriculum and an integral part of the ethos of the school. All pupils are encouraged to participate in RE. However, this does not affect the legal rights of parents as set out in the Constitution to withdraw their daughter from Religious Instruction. In cases such as this, responsibility for supervision of the student at such times lies with the parents. This is because it may not be possible for the school to provide for such supervision of their daughter within the Department of Education's staff allocation to the school (see "Guidelines on the Inclusion of Students of Other Faiths in Catholic Schools" at [www.jmb.ie](http://www.jmb.ie) )

The financial and teaching resources of the school are provided by a combination of Department of Education & Science teacher allocations and grants, voluntary contributions and fundraising. St Mary's High School follows the curriculum programme's prescribed by the Department of Education & Skills, which may be amended from time to time in accordance with section 9 and 30 of the Education Act 1998. At all times the implementation of the school plan and school policy must have due regard to the resources and funding available.

The decision-making criteria for acceptance of applicants will be applied as follows:

- The school accepts applications from girls only
- Priority given to daughters of staff members
- Priority given to sisters of present or past pupils
- Priority given to daughters of past pupils
- Priority given to pupils from national schools, which have traditionally provided pupils for St Mary's High School (see Appendix 1)
- All other applicants

If the number of applicants at any category exceeds the number of places available, the final places will be filled by means of a lottery involving all the applicants within that category. Such lottery will be carried out under the direction of the Board of Management.

The remaining applications in that category will be placed on a “Waiting List”. Applications in the next category will not be considered until all on the “Waiting List” of the preceding category have been accommodated.

The Board of Management will review the Admissions criteria from time to time as appropriate, but in any case at the commencement of the term of office of each new Board of Management in consultation with the relevant partners.

The Board may subject to relevant legislation and subject to Department of Education & Science regulations, alter and amend any section of the Policy as appropriate.

Following receipt of applications the allocation of places will be made. Pupils accepting the offer of places will be requested to attend for assessment with a parent/guardian on a day and time notified to them. Failure to attend without furnishing adequate reason/notice will lead to the offer of a place being withdrawn.

Parents of any pupil whose application for enrolment is refused may appeal to the Secretary General of the Department of Education and Skills under Section 29 of the 1998 Education Act. Pupils over the age of 18 years, who have been refused admission to the school also have the right to appeal such a refusal by the Board of Management. This form is available from St Mary’s High School.

## **Transfer from other Second-Level Schools**

Pupils may apply for admission and a place may be offered subject to the following:

- The school accepts applications from girls only
- The terms of the schools Admissions Policy will apply
- The availability of a place
- That the offer of a place is not deleterious to the education of pupils already enrolled

The school will seek information and reports from the student’s former/current school regarding the applicant’s record in such areas as attendance, medical history, disabilities, special needs, and any other matters relating to the student’s educational progress and deportment as the school management may consider appropriate

Under the terms of the 1998 Education Act and the Department of Education & Skills Circular M48/01, St Mary’s High School reserves the right to refuse admission in exceptional circumstances.

## **Mid-Year or Mid-Term Entry or Transfer**

St. Mary’s High School may enrol a student in the school during the school year subject to the following conditions:

The terms of the school’s Admissions Policy will apply, the school will seek information and reports from the student’s former/current school regarding the applicant’s record in such areas as attendance, medical history, disabilities, special needs, and any other matters relating to the student’s educational progress and deportment as the school management may consider appropriate

The school will reserve the right to question the suitability of a transfer during the school year in the best interest of the student

Consideration will be given to such matters as the consequences of a mid-year transfer on the student's academic and all round progress

The school will take due account of:

- The availability of space in the school
- The suitability of the subjects taught and the levels at which they are taught
- The subject options available to the student

It is understood that it may not be possible to provide all the subject options or levels that the transfer applicant has had in her current/previous school, and that St. Mary's High School does not guarantee a place in any subject or course to a student who transfers during the school year or during the progress of a programme.

The school may consult the Educational Welfare Officer concerning an applicant.

## **Special Education Needs**

St Mary's High School welcomes pupils with special educational needs who fulfil the regular enrolment requirements.

The Board of Management will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodation for pupils with disabilities or special educational needs up to a nominal cost so that these pupils are free to participate in the life of the school in so far as is reasonably practicable.

While recognizing and fully supporting parents' rights to have a school of their choice for their children, the School's ability to accept pupils with particular needs is dependent on the supply of resources, suitable to the needs of the individual pupil, being supplied by the Department of Education and Skills.

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

The Board of Management must be aware of any special needs as early as possible, so that these needs can be assessed and addressed where possible.

Parents/Guardians are requested to furnish a copy of the applicant's medical, psychological and individual educational reports if available with the Application Form.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these pupils can be met.

Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the pupil may be entitled.

The Principal may request a meeting with the parents of the pupil to discuss the application and the pupil's needs.

The parents of the pupil may request a meeting with the Principal to discuss the pupil's educational or other needs.

**N.B. It may take some time for the Department of Education and Skills to process such applications. Parents are strongly advised to inform the School as early as possible and discuss their particular situation well in advance of making application.**

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided all the relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof (Education Welfare Act (Section 19(3))).

### **Pupils wishing to repeat a year**

Consideration will be given to pupils wishing to repeat a year, only in exceptional circumstances, and for reasons acceptable to the Board of Management and to the Department of Education and Skills as set out in Circular M57/87, M33/89, M47/92 and M2/95.

### **Pupils wishing to repeat the Leaving Certificate Year 2**

Consideration will be given to pupils wishing to repeat the Leaving Certificate Year 2 in exceptional circumstances for reasons acceptable to the Board of Management and the Department of Education and Skills.

John O'Flynn

Chairperson, Board of Management. Dated: 16<sup>th</sup> May 2017

## **APPENDIX 1:**

### **'National Schools who have Traditionally Provided Pupils for St. Mary's High School**

- St. Brigid's Presentation National School
- Scoil Naomh Eoin N.S. Ballincurrig
- Bishop Ahern N.S. Leamlara
- Ballintotis N.S.
- Scoil Iosagain N.S. Aghada
- Scoil Realt na Mara Ballycotton
- Ballycroneen N.S.
- St. Joseph's N.S. Castlemartyr
- St. Colman's N.S. Cloyne
- St. Peter's N.S. Dungourney
- Gaelscoil Midleton
- Kilcredan N.S.
- Holy Family N.S. Shanagarry
- St. John the Baptist N.S. Midleton
- Scartleigh N.S. Saleen
- Whitegate N.S.
- Inch N.S.
- St Fergal's N.S. Killeagh
- Glounthaune N.S.
- Knockraha N.S.
- Midleton Educate Together N.S.
- Scoil na N-Óg Glanmire

## **APPENDIX 2:**

Cap the total new enrolment into the School at 120 for the School Year 2018/19