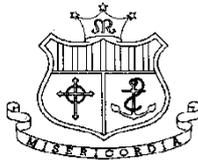


SCOIL MHUIRE



GREENHILL

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Admissions Policy 2019-2020

School Details

School Name: Scoil Mhuire
Address: Greenhill, Carrick on Suir, Co. Tipperary.
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Principal: Mr. Brendan O'Dwyer
Deputy Principal: Ms. Agnes Guerin

Office Times: 8.30 a.m. – 4.00 p.m.

Introduction

This Admissions Policy has been drawn up in the context of legislation governing education in Ireland today, namely

- The Education Act 1998
- The Education (Welfare) Act 2000
- The Equal Status Act 2000

Scoil Mhuire is a CEIST school whose ethos is rooted in the Mercy tradition. As a CEIST school it aims to be a welcoming place, Catholic in character but inclusive in its intake, following a comprehensive curriculum within available resources and taking positive steps to fulfil its mission in partnership with parents, staff, students and Trustees. The CEIST Trustees are committed to the successful implementation of recent education legislation, the Education Act (1998) and the Education (Welfare) Act (2000). They fully subscribe to the underlying principles of the legislation: partnership, accountability, transparency, inclusion, respect for diversity, parental choice, and equality. The Gospel and the legacy of Catherine McCauley challenge our schools to be inclusive, to be especially mindful of the disadvantaged and of those with special needs. They also challenge our schools to be truly a resource for the local community, to be mindful of local needs and to focus on the importance of a value-based, Christian education in the Catholic tradition.

The characteristic spirit of a CEIST school is built on these values and principles and provides the context for the mission of the school, the school plan, its operating policies and the day-to-day work of the school.

School Philosophy and Mission Statement:

Scoil Mhuire is a voluntary Catholic Secondary School for female students under the trusteeship of CEIST. Since 1990, the school has been managed by a Board of Management consisting of two teachers, two parents and four trustee representatives. The school is funded by the Department of Education & Skills and operates within the regulations and guidelines set down from time to time by that Department.

Scoil Mhuire is one of three second-level schools in the town of Carrick-on-Suir.

The following is the **Mission Statement** for Scoil Mhuire, adopted by the staff in October 1992:

“Scoil Mhuire is a Christian, caring community which encourages the integrated development of every individual concerned.”

Every member of this community - teachers, students, staff, and parents - feels a sense of commitment and belonging.

Our principal objective is to provide for our students a broad and balanced education in all its aspects - intellectual, emotional, physical, oral and cultural. This objective is achieved within a controlled but relaxed and happy environment.

Within this broad objective we aim to:

- create an atmosphere of Christian care and concern
- provide an environment which enables students to grow to maturity
- give due priority to religious education
- enable girls to develop a healthy self-esteem
- provide the educational environment and facilities to enable students to reach their full potential
- provide a disciplined atmosphere which encourages respect for others and enables the student to grow in freedom.

Within the context of the DES regulations and programmes, the rights of the Trustees/Board of Management as set out in the Education Act 1998 (Section 15 (1), (2)) and the funding and resources available, the school supports the following principles:

- Inclusiveness, particularly with reference to students with a disability or other special educational needs.
- Equality with respect to access to and participation in education and to promote the means whereby students benefit from education.
- Parental choice in relation to school selection, having regard for the characteristic spirit and ethos of the school.
- Respect for the diversity of beliefs, languages, traditions and cultures present in society.
- Implementation of the School Plan and policies must have due regard for the funding and resources available.

The school operates within the regulations laid down by DES and follows the curricular programmes prescribed by the DES. These may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

The Board of Management must comply with DES guidelines in relation to class size, staffing provision, accommodation and health & welfare of children. The Board of Management of Scoil Mhuire has legal obligations under the Health, Safety and Welfare at Work Act (2005) to ensure a safe working environment for staff and students. The National Child Protection Guidelines have been adopted as the school's Child Protection Policy. The National Child Protection Procedures for Primary and Post Primary schools have been adopted as the School's Child Protection Policy.

ADMISSIONS PROCEDURES

The Admissions Policy is issued by the Board of Management in accordance with the provisions of Section 15(d) of the Education Act 1998 and all related legislative and regulatory requirements.

This policy is intended to reflect and give full effect to:

- The school's Mission Statement
- The rights and obligations of the patron as set out in the Education Act(s) and related legislation.

The Board of Management wishes to clarify that the current policy is prepared within the context of:

- The parameters of all guidelines, regulations and programmes currently made available by DES and/or by the Trustees.
- The funding and resources currently made available to the school by DES and any other source

When dealing with Admissions/Enrolments, the school seeks to fulfil its goals in the following manner, namely to allocate the number of places available:

1. Firstly, based on its Mission as a Roman Catholic school;
2. Secondly based on supporting the family ethos within education by providing education services for the children of families who have or have recently had a sister of the applicant attend Scoil Mhuire for her post-primary education.
3. Thirdly to make reasonable accommodation and provision for students within its own local area including students with a disability or other Special Educational Need (SEN), in accordance with the resources provided to the school by the DES.

In and subject to the above context, Scoil Mhuire supports the principles of inclusion, equality of access and participation in the school and parental choice in relation to enrolment and application for admission to the school. Again, in and subject to that context, Scoil Mhuire expresses respect for diversity of traditions, beliefs, languages and cultures within the community it serves today.

ADMISSIONS POLICY STATEMENT

Scoil Mhuire is a Catholic Secondary school that welcomes students of all faiths. The school, subject to the conditions outlined in this policy, accepts all students who apply and endeavours to ensure that all students receive a quality education in terms of both holistic development and academic achievement.

Prior to enrolment in the school, parents are invited to meet with school management to discuss the policies and procedures of the school and their expectations regarding their daughter's education.

Parents seeking admission of their children to Scoil Mhuire are invited to carefully read this Policy and to recognise that this Policy sets out:

1. The type of School and Education to which they are seeking to admit their child.
2. The procedures for dealing with their application.

Accordingly, Parents, in completing their application to Scoil Mhuire:

1. Duly recognise and commit themselves accordingly on their own part (and on behalf of their daughter) to the School Ethos and Mission if their daughter is admitted as a pupil to the school
2. Duly recognise and accept this policy as the basis for treating their daughter's application for admission to the school.

The school must comply with Department of Education & Science guidelines in relation to class size, staffing provision, accommodation and health and welfare of children that may affect the number of new enrolments that the school may admit in any one year. The maximum number of applicants that can be enrolled shall be decided by the Board, the Board reserves the right to change this number should relevant circumstances change. ***The maximum number of First Year students which may enrol for the 2019-2020 school year is 90.***

Students who are eligible for admission:

1. Female students who will have reached the age of 12 on January 1st, 2020 following the student's entry into First Year.
(Scoil Mhuire requires that a Birth Certificate be produced with the Application to comply with the above Department of Education & Science requirement).
2. Will have completed Sixth Class in Primary School.

3. Participation in school:

Students who are enrolled in the School must: -

- i. Be willing, in conjunction with her parents, to accept and participate in the School's Catholic ethos
- ii. Be willing, in conjunction with her parents, to accept and participate fully in the curriculum provided
- iii. Be willing to accept, in conjunction with their parents, the Scoil Mhuire Code of Behaviour, practices, procedures and all other existing school policies.
4. Be willing to wear the full school uniform during the school day and to and from school. We are proud to have a uniform which distinguishes and identifies our students as members of

the Scoil Mhuire community. The uniform consists of a school trousers or skirt, white shirt, school jumper with the Scoil Mhuire crest. No alterations may be made to the uniform and all students are expected to wear uniform during the school day, on school trips and at other events/activities when representing the school. The wearing of a headscarf is permitted for Muslim students. The wearing of a veil that covers the face is not permitted nor is the wearing of any garment that covers the school uniform.

5. Be willing to take an Assessment Test. (This test is not utilised to decide on admission to the school). It is administered to identify students who may benefit from extra help, those who have exceptional ability and to help establish each student's strengths and weaknesses.

6. Be willing to accept the school's placement of the student in the most appropriate class group for her age and previous attainment.
Note: Applications made under 'Exceptional Circumstance' supported by appropriate documentation will be considered by the BOM on a case by case basis but only if the number of pupil places available exceeds the number of applications submitted. In all other circumstances, the terms and conditions of the school's Admission Policy will apply.

Female students aged 19 years and over are not automatically entitled to admission to Scoil Mhuire.

SCHOOL PROGRAMMES

The following subjects and programmes are on offer in Scoil Mhuire

- **Junior Certificate** (A three-year programme)

Core Subjects: Gaeilge, English, Mathematics, History, Geography, Religion, Physical Education, Civic Social & Political Education (CSPE), Social Personal & Health Education (SPHE), Wellbeing, Computers.

Optional Subjects: Art, Business Studies, French, German, Home Economics, Music, Science.

- **Leaving Certificate** (A two-year programme)

Core Subjects: Gaeilge, English, Mathematics, Religion, Physical Education, Career Guidance.

Optional Subjects: Accounting, Art, Biology, Business, Chemistry, Economics, French, Geography, German, History, Home Economics (Scientific & Social), Music, Physics.

Subject to enough demand and resources, the Board of Management reserves the right to determine, on an annual basis, the range and level of subjects as well as the minimum number of students necessary to justify the offering of a subject. The Principal is responsible for allocating students to subject classes.

Where there is more student applications for a subject than available places, preference will be given to:

- a) those who return their subject choice forms on time
- b) those who have studied the subject to Junior Certificate (in the case of Senior Cycle subject choice)
- c) those who indicate a higher preference for the subject in their subject choice list.

In addition to the traditional Junior Certificate and Leaving Certificate Programmes, the school offers an optional Transition Year Programme and Leaving Certificate Vocational Programme. The Board of Management reserves the right to decide on the maximum numbers enrolling in all programmes on an annual basis. Applicants' record of behaviour, attendance and application to

work will be considered and an interview may form a part of the selection procedure. If there are more applicants than available places, the unsuccessful applicants will be placed on a waiting list.

Transition Year

The Transition Year is a one-year optional programme, which begins immediately after the Junior Certificate examination year. The recommended class size is a max of 24 in Transition Year. The number of classes on offer each year will be decided by the Board of Management on an annual basis and depends on the teaching and financial resources available to the Board of Management. The following criteria will apply in selecting students for Transition Year if oversubscribed.

1. Application Form returned by the closing date.
2. Student's participation record.
3. Student's record of Behaviour & Attendance
4. Student's performance at interview.

Leaving Certificate Vocational Programme

To be eligible to apply for LCVP students

1. must be enrolled for the traditional Leaving Certificate Programme.
2. must study vocational subject groupings as laid down by the Department of Education and Skills. These are available for inspection in the school during school hours.

FIRST YEAR STUDENTS WISHING TO APPLY:

- 1) In September/October, the feeder primary schools in the area (see list attached) are visited by a Scoil Mhuire representative and all female students in Sixth Class are invited to an Information and Open Night in the school. An advertisement is placed in the local newspapers and notices are placed in all local Church newsletters in advance of the Open Night.
- 2) The closing date for all applications is published on the Application Form and on the Open Night.
- 3) Following receipt of application forms, all schools from which students have applied are visited by Scoil Mhuire's Guidance Counsellor.
- 4) Where students are reported as having special educational needs, contact is made with the primary school by the Scoil Mhuire Learning Support teacher.
- 5) All students who are accepted are allocated to classes on a mixed-ability basis. In allocating students to classes, account is taken of reports received from the primary school.

SELECTION PROCEDURES

Selection criteria

For an application to be deemed valid, all fields on the Application Form must be filled. An application deemed incomplete cannot be processed.

Items which must accompany the application form include:

- **Two passport-sized photographs with the student's name on the rear**

- **The long-form original Birth Certificate providing proof of parentage/guardianship. Originals will be copied by the administration staff and returned by post.**

Applications must be received on or before the closing date.

The following criteria will be applied in order from (1) to (4) in selecting students where there are more applications than available places:

- 1) Students from the primary schools listed in Appendix 1.**
- 2) Sisters of present students.**
- 3) Students whose sister(s) previously attended the school**
- 4) Daughters of school employees.**
- 5) Daughters of past-pupils of the school.**

All applications will be considered by the Board of Management after the closing date has passed. In the event of the school's being over-subscribed, the above selection criteria will be implemented. Unsuccessful applicants will be placed on a waiting list in order of the date on which their applications were received. Available places will be allocated according to this list.

Late applications will be considered only after all applications received on time have been processed. Available places for late applicants will be filled according to the date on which the application was received. If several late applications are made on the same date and the maximum number of students is exceeded, the criteria outlined in (1) to (5) above will be applied.

Places are allocated as soon as possible but no later than 21 days after the closing date in accordance with the Education Welfare Act (Section 9, (3)). Parents/Guardians are informed in writing of the result of the application.

In the event of oversubscription, Parents of applicants who have been offered a place, must inform the school in writing of the acceptance of the place by completing and returning an admission acceptance form by due date.

The Principal and Deputy Principal of the school allocate students to classes and teachers based on information received from feeder schools and parents. Students are not permitted to choose their classes or teachers under any circumstances.

Note: If the maximum number of admissions is reached in any one of the categories outlines above, a random selection process will apply to the category to establish to whom places in that category will be offered. An admissions Committee appointed by the Board will conduct the random selection.

Special Educational Needs (SEN)

Scoil Mhuire welcomes students with SEN in line with the Education for Persons with Special Educational Needs Act (EPSEN Act 2004) and will use the resources provided by the Department of Education & Science to make reasonable provision and accommodation for any student with SEN wishing to enrol in the school. While fully recognising and supporting the right of parents to have a school of their choice for their children, the school's ability to provide for students with SEN is dependent on resources, suitable to the individual needs of the students, being provided by the Department of Education & Science through the office of the Special Educational Needs Organiser (SENO). School management and parents must co-operate from the earliest time to establish the special educational needs of the student, the resources required to meet these needs and the submission of a well-researched request to the Department of Education & Science and the SENO seeking the allocation of appropriate resources. Parents are encouraged to contact the school well in advance of the admissions process should they feel their daughter has special educational needs.

In making provision for a student with Special Educational Needs the following information is required:

Has the student had access to any of the following resources?

1. Special Needs Assistant or Classroom Assistant.
2. Special Class.
3. Resource Teaching or Learning Support.
4. Assistance with behaviour modification.
5. Speech & Language Therapy.
6. Psychological Assessment (Report to be provided by parents to the school).
7. Any additional resources to assist with SEN.
8. The service of the Visiting Teacher for the Deaf/Blind.
9. Any resource in relation to travel/mobility etc.

Students Transferring from other Second Level Schools:

Scoil Mhuire will make every reasonable effort to facilitate a student seeking to transfer to our school if she and her parents have legitimate reasons for the transfer. The student will be interviewed with Parent(s)/Guardian(s) and is required to be truthful and honest about her record in her previous school. Unaccompanied students will not be considered for enrolment. **The appropriate school transfer form must be completed by the Principal of the previous school.**

Transfers will be considered subject to the following:

- a. The school's Admissions Policy
- b. The school is satisfied with the reasons for the transfer. Information will be requested from the student's former school concerning attendance, educational progress, any disabilities or special needs.
- c. The school, having interviewed the student and her parents is satisfied that the move is in the best interests of the student.
- d. The availability of a place in the Year Group for the student, particularly the availability of a place in all the optional subject groups that have been taken to date by the student.
- e. The best interests of the school and the current school population.
- f. Consultation with the local Education Welfare Officer or Special Educational Needs Organiser as appropriate.

Repeat 6th Year (Leaving Certificate) Applications

The school may admit students to repeat 6th year to enable them to re-sit the Leaving Certificate. The following guidelines apply:

1. Applications must be submitted in writing by a date determined by the Principal.
2. The student's record in the school (attendance, punctuality, behaviour etc.) will be considered in considering the application.
3. Availability of subjects will be considered in all applications.
4. Procedures (set out below) will be followed in all cases.
5. Applicants must give an undertaking to work to their best ability throughout the repeat year.
6. The school reserves the right to refuse admission to repeat applicants.

Successful 6th Year repeat applicants;

1. Must start their repeat year on a date specified by the Principal

2. Will have a full timetable and must attend all classes including RE, PE etc.
3. Must adhere to the school's Code of Behaviour and Uniform Policy.

The following procedures will be used in deciding on applications to repeat 6th Year;
The Principal and Deputy Principal will make recommendations to the Board of Management following consideration of:

- Application Form
- Student's Record in Scoil Mhuire or previous school
- Interview with student and parent

These guidelines will be distributed;

- (a) To all 6th year students/parents at an appropriate time before the State Examinations,
- (b) To parents/students wishing to discuss/apply for admission to repeat the Leaving Certificate.

The Department of Education & Skills charges a fee for the repeat of the Leaving Certificate year. This fee is waived in circumstances where the student or parent is in possession of a current, valid medical card. Repeat Leaving Certificate year fees are collected by the school and forwarded to the Department of Education & Skills in October of each academic year.

The school will confirm in writing whether a student is admitted repeating 6th year. In the event of oversubscription, a waiting list will be established based on date of application. Should further places become available, places will be allocated according to position on the waiting list. In the case of an application from a student with special needs, the Board of Management, having received and reviewed all relevant information, will decide and inform the parents in writing of this decision.

REFUSAL

The Board of Management reserves the right to refuse an application for enrolment in exceptional circumstances. These circumstances may include the following:

- The student has such special needs that, even with additional resources available from the Department of Education & Science, the school cannot meet such needs and/or provide the girl with an appropriate education.
- There is evidence that the student poses an unacceptable risk to other girls, to school staff or to school property.
- The student has a history of assault or of damaging property in her previous school(s)
- The student has previously engaged in intimidating or violent behaviour towards any member of the Scoil Mhuire community
- The student has committed serious assault of a staff member in another school

This refusal will be given in writing and will outline the reasons for the decision to refuse enrolment.

Application forms are available from the School Office 051-640383

APPEALS

Section 29 of the Education Act 1998 provides for an appeal process to the Secretary General of the Department of Education & Skills. In general, such an appeal must be made within 42 days of the notification by the school of its refusal to enrol. Full details of what is entailed in these procedures are available from the school upon written request.

Data Protection Notice

Scoil Mhuire is a Data Controller under the provisions of the Data Protection Acts 1988-2003. Personal data collected about prospective students and their parents will be retained and used strictly in accordance with the provisions of those Acts. Personal data is required by the school to facilitate the enrolment process and subsequently for administrative purposes in relation to students in the school. The school is required to transmit certain personal data to the Department of Education & Skills.

This Policy was reviewed and ratified by Scoil Mhuire Board of Management on 12 February 2019

Scoil Mhuire Feeder Primary Schools

Primary schools in a town outside Carrick on Suir where a second-level school exists are not included on this list. Nor are schools whose students would have to pass their local second-level school to attend Scoil Mhuire. Applications are accepted from all primary schools and the selection criteria applied as per the school's Admission Policy.

**Ballyneale N.S.
Clonea N.S.
Crehana N.S.
Gaelscoil Charraig na Siúire
Grangemockler N.S.
Kilcash N.S.
Newtown Upper N.S.
Piltown N.S.
Portlaw N.S.
Presentation Primary School, Carrick on Suir
Rathgormack N.S.
Scoil San Nioclás, Windgap
St. John of God N.S., Owing
Templeorum N.S.**

APPENDIX 2

Scoil Mhuire - Application Form to repeat 6th Year

Name (Block Letters): _____

Address: _____

Telephone No.: _____ Mobile No: _____

Subjects taken at Leaving Certificate 2019	Level	Subjects required for Repeat Year 2019-2020	Level
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	

I have read the Admissions Policy regarding repeat students and I understand the conditions I must meet to be considered as a repeat student. This form must be signed also by Parents/Guardians if the applicant is under 18 years of age.

Signed: (Student):

Parent/Guardian:

Date.....

Applications forms must be received in the school by the Wednesday following CAO offers in August 2019 and any student accepted must start school on the date subsequently notified by the Principal.