

# SCOIL MUIRE GREENHILL

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## **Admission Policy of Scoil Mhuire**

**School Address: Greenhill, Carrick on Suir, Co. Tipperary**

**Roll number: 65280A**

**School Patron: CEIST Ltd.**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000-2018. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 01 September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Mhuire's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

### **2. Characteristic spirit and general objectives of the school**

Scoil Mhuire is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Scoil Mhuire shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith

in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

Reviewed and ratified by Scoil Mhuire Board of Management 12 September 2023.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

Scoil Mhuire draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder Catherine McAuley of the Mercy Religious Order who founded this school is of very significant importance in the life of the school.

As a CEIST school, Scoil Mhuire values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- Promoting Spiritual and Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

Scoil Mhuire is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, Scoil Mhuire provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. Scoil Mhuire offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Scoil Mhuire the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music. The school promotes respect for diversity and inclusiveness and encourages sensitivity and respect for the environment.

The following is our Mission Statement:

"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 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.

Reviewed and ratified by Scoil Mhuire Board of Management 12 September 2023.

### 3. **Admission Statement**

Scoil Mhuire will not discriminate in its admission of a student to the school on any of the following:

- a. the gender ground of the student or the applicant in respect of the student concerned,
- b. the civil status ground of the student or the applicant in respect of the student concerned,
- c. the family status ground of the student or the applicant in respect of the student concerned,
- d. the sexual orientation ground of the student or the applicant in respect of the student concerned,
- e. the religion ground of the student or the applicant in respect of the student concerned,
- f. the disability ground of the student or the applicant in respect of the student concerned,
- g. the ground of race of the student or the applicant in respect of the student concerned,
- h. the Traveller community ground of the student or the applicant in respect of the student concerned,
- or
- i. the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Mhuire is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Scoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic denomination in preference to others. Scoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

"Scoil Mhuire will comply with any direction served on the board or the patron under section 37A and 67(4)(b)."

### 4. **Categories of Special Educational Needs catered for in the school.**

Scoil Mhuire currently caters for students with Mild General Learning Disabilities as well as with Specific Learning Disabilities and students with physical and sensory needs. Scoil Mhuire recognises its responsibility to be inclusive and welcomes students with special educational needs.

### 5. **Admission of Students**

This school shall admit each student seeking admission except where –

- a. the school is oversubscribed (please see section 6 below for further details)

Reviewed and ratified by Scoil Mhuire Board of Management 12 September 2023.

- b. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Scoil Mhuire provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

Scoil Mhuire is a Catholic School and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- 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/Granddaughters of past-pupils of the school up to a maximum of 25% of the available spaces.
- 5) Daughters of staff.
- 6) All other students

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

If the maximum number of admissions is reached in any one of the categories outlined 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 Principal will conduct the random selection. This Committee will comprise of a member of the Board of Management, Deputy Principal and Member of the In School Management Team. Names will be drawn from a hat and recorded in the order drawn and placed on a waiting list in that order, if applicable.

The process will be overseen by an independent adjudicator.

## **7. What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education (Admission to Schools) Act 2018 the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- a. a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- b. the payment of fees or contributions (howsoever described) to the school;
- c. a student's academic ability, skills or aptitude;
- d. the occupation, financial status, academic ability, skills or aptitude of a student's parents;

- e. a requirement that a student, or her parents, attend an interview, open day or other meeting as a condition of admission;
- f. a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than in the case of:
1. Siblings of a student attending or having attended the school
  - and/or**
  2. Parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, Scoil Mhuire will only apply this criterion to a maximum of 25% of the available spaces as set out in Scoil Mhuire's annual admission notice.

- g. the date and time on which an application for admission was received by the school,

This is subject to the application's being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## **8. Decisions on applications**

All decisions on applications for admission to Scoil Mhuire will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

## **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Scoil Mhuire, you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

#### **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Scoil Mhuire where—

- i. It is established that information contained in the application is false or misleading.
- ii. An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- iii. The parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- iv. An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

#### **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom:

- (i) An application for admission to the school has been received,
- (ii) An offer of admission to the school has been made, or
- (iii) An offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) The date on which an application for admission was received by the school;
- (ii) The date on which an offer of admission was made by the school;
- (iii) The date on which an offer of admission was accepted by an applicant;
- (iv) A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

#### **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Mhuire were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Mhuire is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

#### **15. Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Scoil Mhuire will facilitate a student seeking admission to other years and during the school year.

Admissions will be considered subject to the following:

- a. The school is not oversubscribed.
- b. The parent/guardian accepts the school's Code of Behaviour

Applications to other years should be made in writing to the school Principal.

Applicants will be notified in writing of the decision on their application within 21 days of receipt of application.

The procedures of the school in relation to the admission of students, who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Scoil Mhuire will facilitate a student seeking to transfer to our school.

Transfers will be considered subject to the following:

- a. The school is not oversubscribed.
- b. The parent/guardian accepts the school's Code of Behaviour.

Applications should be made in writing to the school Principal.

Applicants will be notified in writing of the decision on their application within 21 days of receipt of application.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

Reviewed and ratified by Scoil Mhuire Board of Management 12 September 2023.

## 16. Declaration in relation to the non-charging of fees

The board of Scoil Mhuire or any persons acting on its behalf shall not, except in accordance with section 64 of the Education Act 1998, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- a. an application for admission of a student to the school, or
- b. the admission or continued enrolment of a student in the school.

## 17. Arrangements regarding students not attending religious instruction

A parent of a student, or a student who has reached the age of 18, who wishes to attend Scoil Mhuire without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how that request may be accommodated by the school.

## 18. Reviews/appeals

### **Review of decisions by the Board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Reviewed and ratified by Scoil Mhuire Board of Management 12 September 2023.



## **Admission to Senior Cycle Programmes – Transition Year & Leaving Certificate Applied Programmes**

The Principal will convene the TY and LCA Admissions Committee.

An information seminar for Parents/Guardians of Third Year and Transition Year students regarding all Senior Cycle options will be held in the springtime of the year of entry. Information sessions will be held during the same period for the relevant student groups.

Following the information presentation, Senior Cycle Application Forms are made available to students/parents/guardians by the school.

Completed Application Forms must be returned to the school office by the Closing Date specified. (Late applications may not be considered.) Please note: Acceptance of the completed application form does not confirm or imply offer of a place on the TY or LCA Programme.

### **Transition Year**

The Transition Year is a one-year optional programme, which begins immediately after the Junior Cycle examination year. The maximum class size is 24 in students. 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.

### **Places Available**

The Board of Management will determine on an annual basis the number of places available in Senior Cycle Programmes in the school.

The following criteria will apply in selecting students for Transition Year if oversubscribed:

- 1. Completed Application Form returned by the closing date.**
- 2. Examination of Student Behaviour record on VsWare – places will be allocated to students in ascending order of negative behaviour points accrued to date in the school. In the event of two or more students being tied for remaining places, a draw will occur to allocate places. A Waiting List will also be compiled using this criterion.**

Current students of Scoil Mhuire will be given preference for places on the TY Programme over students applying to transfer from another school.

### **Leaving Certificate Applied (LCA)**

#### **Places Available**

The provision of the LCA Programme is dependent on there being sufficient numbers to make the Programme viable from a curricular and resource perspective. There is a minimum of 14 and a maximum of 24 places available in an LCA class for the 2023-2024 school year.

## **ADMISSION PROCEDURES**

Students of Scoil Mhuire who have studied a Level 2 Learning Programme (L2LP) at Junior Cycle or who have qualified for additional learning support will be the first students considered for a place in the LCA programme.

If the LCA Programme is oversubscribed, selection criteria that will be applied are:

- 1. Completed Application Form returned by the closing date.**
- 2. Examination of Student Behaviour record on VsWare – places will be allocated to students in ascending order of negative behaviour points accrued to date in the school. In the event of two or more students being tied for remaining places, a draw will occur to allocate places. A Waiting List will also be compiled using this criterion.**

Successful candidates will be offered a provisional place on the Programme and their Parents/Guardians will be informed by letter. This provisional place on the Programme will be subject to their signing the LCA Contract. Students who return a signed LCA Contract by the specified date are considered accepted to the LCA Programme of Scoil Mhuire.

Unsuccessful candidates will also be informed by letter and will be placed on a waiting list in order as allocated by the above criteria.

Current students of Scoil Mhuire will be given preference for places on the LCA Programme over students applying to transfer from another school.

## **Appendix 1**

### **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.
- Templeorum 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

## Appendix 2

### Scoil Mhuire

#### ANNUAL ADMISSION NOTICE FOR 2024/2025

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2024-2025 school year are available as follows:

- To download at: [www.scoilmhuirecos.ie](http://www.scoilmhuirecos.ie)
- On request: By emailing [greenhill@scoilmhuirecos.ie](mailto:greenhill@scoilmhuirecos.ie) or writing to: School Office, Scoil Mhuire, Greenhill, Carrick on Suir, Co. Tipperary, E32 WN66.

#### 1. Application and Decision Dates for Admission to 1<sup>st</sup> Year for 2024/25

1.	The school will commence accepting applications for admission on	<b>01 October 2023</b>
2.	The school will cease accepting applications for admission on	<b>20 October 2023 at 12.00 Noon.</b>
3.	Applicants will be notified in writing of the decision on their application by	<b>10 November 2023</b>
4.	Applicants must confirm acceptance of an offer of admission by	<b>12 Noon on 24 November 2023</b>

**Failure by an applicant to accept an offer by 24 November 2023 will result in withdrawal of offer.**

#### 2. Number of places being made available in the 2024/25 school year

The number of places being made available in 1 <sup>st</sup> Year is	<b>90</b>
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#### 3. Number of places in 1<sup>st</sup> year for the 2023/24 school year which were offered and accepted before 1 February 2020

The number of places for 1 <sup>st</sup> year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	<b>0</b>
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