

ADMISSIONS POLICY

Mission Statement:

Sancta Maria College is a voluntary Catholic secondary school under the trusteeship of CEIST whose core values are inclusive of the Mercy philosophy of education.

We welcome, care for and support all within the school community through the promotion of

- Respect
- Being just & responsible
- Quality teaching and learning
- An inclusive community
- Life-long learning

Mercy Philosophy of Education

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalized.

It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy.

CEIST is committed to on-going whole-school development in collaboration and partnership with the Board of Management, staff, parents and the wider community.

Operating Context

A Board of Management operates Sancta Maria College within the following guidelines:

1. In the context of, and within the parameters of Department of Education and Science [D.E.S.] regulations and programmes;
2. Within the rights of the Trustees as set out in the Education Act;
3. Following the Religious and Educational Philosophy of the Sisters of Mercy;
4. Within the funding and resources available.

Principles

Sancta Maria College, both in its philosophy and activities, supports the principles of inclusiveness, equality of access and participation in the school, parental choice in relation to enrolments and respect for diversity of traditions, values, belief, languages and ways of life in society.

General Conditions

Each spring notice of Open Enrolment Night is published in local press.

Application forms are accepted until 31st May. Late application may be considered.

Normally secondary students are aged 12 years or more on the 1st January in the calendar year following their entry into First Year and have completed a full course of Primary Education.

Decisions in relation to enrolment are made by the Board of Management and will be communicated to parents within 21 days of receiving completed application form.

Refusal by the Board of Management to enrol a student may be appealed to the Educational Welfare Board.

Enrolment Criteria

Sancta Maria College, being the only second level school in the community, is open for all 1st years that fulfil Department of Education and Science [DES] regulations to apply if the College has the necessary facilities to fulfil the pupils needs.

In event of excess applications priority is given to pupils from the community and siblings of existing or past pupils and children of current school staff. The remaining spaces will be allocated by lottery.

The Board of Management will have regard for DES provisions re class size, staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

Assessments Tests

Assessment tests are given when students commence school in order to get a better understanding of their academic ability.

Special Educational Needs

Sancta Maria College welcomes pupils with special educational needs. To help such pupils the Board of Management [BOM] will attempt to identify and become familiar with their needs well in advance of entry and attempt to resource the needs.

[See Appendix 1]

Students with Disabilities or Illness that Require Medical Interventions

Parents/guardians are required to complete a medical report form and sign an indemnity declaration. [See Appendix 2]

Admission to Sancta Maria College is dependant on:

Parents/Guardians supporting the school philosophy;

Parents/Guardians and pupils accept the Code of Conduct of the school;

The Principal is advised of medical conditions of the student in the interest of the welfare of the student;

The school office is provided with student details and phone numbers of parents/guardians and other contacts, if possible.

A completed enrolment form is accompanied by an original Birth Certificate

Participation in school activities:

Sancta Maria College aims at providing a wide curriculum and all students are given the option of taking subjects at their chosen level. Some class numbers are restricted and if over subscribed class members will be chosen by lottery.

Students are allowed to participate in all programmes in the school.

Students apply to enrol in Transition Year and are interviewed by staff to determine suitability.

All students are encouraged to take part in extra-curricular activities. There are conditions for participation in various activities such as age, gender, school year, general behaviour, talent and suitability.

Transfers from other second-level schools:

Pupils may transfer to Sancta Maria College mid-year/mid-term subject to:

-School Admission Policy

-The school being satisfied with the reasons for transfer. Information will be requested from the student's former/present school concerning attendance, educational progress, disabilities, behaviour, special needs and other such relevant issues. The B.O.M. may ask that the other school fill special form requesting information.

-The school regarding the move to be in the best interest of the student, taking the consequences of mid-year transfer and subject choices into consideration.

-Available space

-Consultation with the Educational Welfare Officer if appropriate.

-Parents/Guardians and students must accept the criteria for general acceptance in the school as outlined above. Students may not be able to participate in their preferred subject choice.

All applications are subject to the approval of the Board of Management.

The Board of Management will monitor the student's behaviour on an ongoing basis.

Students who wish to re-sit the Leaving Cert.

The school must be in a position to accommodate the student.

Consideration to the past disciplinary record will be given.

Students from another school are to present the results of their Leaving Certificate, attendance records and references from the Principal of their last school.

Parents/Guardians and students must accept the criteria for general acceptance into the school.

Applications are subject to the approval of the Board of Management

The Board of Management will monitor the student's behaviour on an ongoing basis.

THE BOARD OF MANAGEMENT RESERVES THE RIGHT TO REFUSE AN APPLICATION FOR ENROLMENT TO SANCTA MARIA COLLEGE. PARENTS HAVE A RIGHT TO APPEAL A REFUSAL TO ENROL A STUDENT UNDER SECTION 29 OF THE EDUCATION ACT.

School Resources

The financial and teaching resources of the school are provided by a combination of D.E.S. grants, teacher allocations, voluntary contributions and fund raising.

Implementation of the School Plan and School policy will take due regard of resources and funding available.

The school operates within the various relevant Acts and Regulations issued from time to time by the Department of Education.

The school follows the curricular programmes prescribed by the D.E.S., which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998.

It is the policy of the school to request a voluntary contribution on an annual basis.

The contribution is essential to cover costs in the running of the school and to carry out repairs to the school as necessary, also to purchase equipment as the need arises.

CHECKLIST

When applying for admission to Sancta Maria College please ensure that you have read the following documents carefully:

- School Code of Behaviour
- Admissions Policy
- Suspension and Exclusion Policy
- Anti-bullying Policy
- Substance abuse Policy
- Sancta Maria College Prospectus
- A list of school policies is part of the School Prospectus
- Other school policies which may be agreed from time to time by the Board of Management which will be sent to parents/guardians and will be part of the requirement for enrolment in Sancta Maria College.

When applying for admission please make sure you complete and return the following;

Registration form

Health Information form

Original birth cert

Permission to leave school if student is to leave school at breaks.

Please return completed forms to

The Principal, Sancta Maria College, Louisburgh, Co. Mayo.

Appendix 1: Application Form and Permission for school break-time.

Appendix 2: Assessing Special Educational Needs.

Appendix 3: Students with a disability or a condition that may require medical intervention.

Appendix 4: Administration of medicines in school indemnity.

Appendix 5: Application form for transport within school catchment area only.

APPENDIX 1

APPLICATION FOR ENROLMENT

(Please complete in block capitals)

Family Name

First Names

Home Address

Home Phone Number

Sex (M/F)

Religion

PPS Number

Date of Birth

Nationality

Number of children in Family

Position in Family

Number of other children in family attending this School

Name and Address of Previous School

Father's Name

Work Phone Number

Mother's Name

Work Phone Number

Emergency Contact Phone Numbers
e.g. childminder, friend, relative

Known medical conditions identified in your child (e.g. asthma, diabetes, epilepsy, allergy, coeliac, difficulties with eyesight, hearing, co-ordination, speech, other). Please supply details in the case of any of the above.

Family Doctor

Phone Number

Address

P.T.O.

Note: If there is any other information i.e. disabilities or special education needs, about your child/family, which may be relevant to teacher/school, please include it in the space below. The information on this page is only for professional reasons and will be treated with respect and confidentiality.

If any of the above information changes, we would appreciate if you would let us know at once.

PERMISSION TO LEAVE SCHOOL DURING BREAKS

I WANT _____ TO BE ALLOWED TO LEAVE THE SCHOOL AT
BREAK TIMES.

- OR -

I DO NOT WANT _____ TO LEAVE SCHOOL AT BREAK TIMES AND I
AGREED TO INSIST ON THIS.

Please attach a copy of your child's Birth Certificate to this Application Form and return as soon as possible.

I/We accept a place for my/our child in Sancta Maria College and agreed to abide by the school policies and rules.

Signatures of parents/guardians

Date

APPENDIX 2

Assessing Special Educational Needs

This will be achieved first by contact with parents and relevant Primary School. The College will seek to access the student's records from Primary School/Individual Educational Programme well in advance of entry and apply to the Department of Education and Science for resources to support the student.

The Board of Management. may request immediate assessment in order to assist the school in establishing the educational and training needs of the child relevant to his/her ability or special needs and to profile the support services required.

Having gathered all the relevant information, the Board assesses how the needs can be met. If further resources are required the Department will be requested to provide the necessary resources e.g. special needs assistant, specialised equipment or furniture, transport, extra teaching resources, this list is not exhaustive.

Requests to the Department will be made, in writing, as early as possible. The Principal will meet the parents to discuss the child's needs and the school's capability to meet the child's needs.

The Board will do all it can to identify, plan and provide for the needs for the child seeking admission to Sancta Maria College. It may be necessary to have a full case conference involving all the professionals working with the child/family.

APPENDIX 3

STUDENTS WITH DISABILITIES OR ILLNESSES THAT REQUIRE MEDICAL INTERVENTION

Confidential: To be filled by students doctor.

Medical Report.

Name of pupil: _____ Date of Birth: _____

Phone numbers:

Parent (1) Home _____ Work _____

Parent (2) Home _____ Work _____

Background-Information

Description of medical condition.

Diagnosis _____

When was the condition diagnosed? _____

What are the symptoms?

(1) _____

(2) _____

(3) _____

What are the areas of risk?

(1) _____

(2) _____

(3) _____

What are the known triggers?

(1) _____

(2) _____

(3) _____

What is the prognosis _____

Does the student require a nurse on campus? _____

How was the student supported in Primary/previous School? _____

Doctor's Signature

Date

Enrolment in Sancta Maria College:

Parents of a pupil wishing the school to administer medicine shall write to the Board of Management requesting the Board to authorise a teacher to administer the medication.

The request must also contain written instructions of the procedure to be followed in administering the medication.

The Board of Management having considered the matter, may authorise named teachers to administer medication to a pupil. If a teacher is authorised he/she should be properly instructed by the Board of Management.

A teacher will not administer medication without specific authorisation of the Board.

1. The Board of Management takes no responsibility arising from the medical condition.
2. The Board of Management takes no responsibility for dealing with or administering medication for this medical condition.
3. The Board of Management informs its insurers when admitting students with serious medical conditions.
4. The student is required to carry the necessary medication or have safe storage in the school.
5. The student is expected to carry out the required medical procedure or have agreed arrangements with the Board.
6. Students are advised to wear a medic-alert bracelet to ensure medical help when travelling to and from school.

We acknowledge that Sancta Maria College is not taking any liability for the student's condition or issues arising from the stated condition.

Parent/guardian (1) _____

Parent/guardian (2) _____

APPENDIX 4

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the day of 20 between

(Lawful father and mother of)
of
(hereinafter called 'the parents') of the One Part AND
for on behalf of the Board of Management of
School situated at
In the County of (hereinafter called 'the Board) of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz.
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN

SIGNED by the parents

in the presence of:

Father _____ Date _____

Mother _____ Date _____

SIGNED by the Principal/Chairperson in the presence of:

_____ Date _____

This code was ratified by the Board of Management on 6th October 2014. It was proposed by Mr Tom O'Flynn and seconded by Ms. Anne Billington. This code will be reviewed and revised in the light of changing circumstances, if such changes occur. Otherwise it will be reviewed in 2016.