

Admissions Policy

**Coláiste Bríde
Enniscorthy,
Co. Wexford.**

Ratified by the Board of Management on 2nd March 2004

Signed: _____
Secretary,
Board of Management

Chairperson
Board of Management

Coláiste Bríde Admissions' Policy

Introduction

The Admission Policy Committee was formed in the 2002/2003 school year. The following parents and teachers volunteered to become members of the committee.

Ms. Pauline Masterson and Mrs. Geraldine Mullett were the parent's representatives. Mrs. Eileen Acheson and Ms. Bairbre Tobin represented the teaching staff and Mrs. Mary O'Halloran-Leacy and Mr. James Guinan represented the Board of Management (B.O.M) on the committee.

Meetings were held throughout the school year to discuss the Admissions Policy and the draft policy was produced in spring 2003.

This draft policy was made available to the Board of Management, Parents Council and Teaching Staff of Coláiste Bríde for discussion. The final agreed policy was ratified by the Board of Management on 2nd March 2004.

A review of this policy took place in 2008 and was ratified at the Board of Management meeting held on Tuesday 4th November 2008. The new revised policy is as set out below.

Table of Contents

- Section A Mission Statement and Operating Context
- Section B School Details
- Section C Procedures
- Section D Evaluation and Review

Appendices

Section A **Mission statement and Operating Context**

Coláiste Bríde, Enniscorthy is a single sex catholic voluntary secondary school for girls only.

The school enrolment policy is based on the ethos enshrined in the Mission Statement of the School.

"We are working to promote a secure and caring community environment where respect, responsibility and Christian commitment grow; drawing forth the positive potential of each individual."

The Board of Management wishes to state that it supports the underlying principals of the Education Act (1998), the Education Welfare Act (2000) and the sections of Equal Status Act (2000) which refer to education. The Board of Management also supports the Mercy philosophy of education (Appendix 1) and the requirement of the Articles of Management 19(a).

The Board's work is informed by the principles of;

- Inclusiveness
- Equality of access to and participation in the school
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and way of life in society.
- Partnership, accountability and transparency.

The school operates within the regulations laid down by the Department of Education & Science (D.E.S) and follows the curricular programmes prescribed by the DES. School resources are provided by a combination of DES grants along with fund raising and voluntary contributions from parents (Appendix 2). Implementation of the school plan and school policies must have due regard to resources and funding available.

Section B

School Details and Curriculum

A copy of the School Prospectus (Appendix 3) is given to prospective students prior to enrolment, when teachers visit primary schools, on open night or on request from the school office.

Before entering Coláiste Bríde, parents and their daughter(s) are asked to sign an undertaking to abide by the rules and regulations governing the running of the school as laid down by the D.E.S., B.O.M and The Trustees and in accordance with our Mission Statement and Catholic Ethos, to promote the moral, spiritual, social and personal development of students having regard to the characteristic spirit of the school. (Mission Statement Policy and Faith Formation Policy)

Section C

Procedures

Application for admission as a First Year Student

1 Application

Parents or guardians who wish to have their child(ren) considered for admission to the school as a first year student in the following academic year must apply to the principal on or before the closing date for applications. Applications will be accepted up to the last school day of February.

The Department of Education and Science requires that secondary school students be aged at least twelve years on 1st January in the calendar year following the child's entry into First Year. Birth Certificates are required for enrolment.

Applications received after the closing date will not be considered unless places remain unfilled following the offer of places to valid applicants.

Teachers will visit primary schools in our catchment area (see appendix 6) during January and February of year of entry and inform prospective pupils of the date of enrolment (usually in March) and the date of the assessment tests. They will distribute Registration Forms to the pupils.

2 Procedures

1. On application night parents/guardians will furnish a completed application form (Appendix 4) and the student's original birth certificate for inspection.
2. Parents/Guardians must confirm in writing that they agree to respect the provisions of the school conduct and discipline code. (Appendix 5)
3. Parents will be notified of the Board's decision within 21 days of the closing date for enrolment or on receiving relevant information as prescribed by the Board of Management and the Minister for Education and Science, under the Education Welfare Act 2000.

3 Offer of Places

We have a maximum of 150 places available every year for incoming first years. The following criteria will apply to determine those applicants who will be accepted:

1. **Sisters of present or past pupils and daughters of past pupils who are attending a primary school in the Coláiste Bríde catchment area as expressed in appendix 6**-should there be insufficient places to accommodate all applicants an independently monitored random selection process will be used to determine those applicants who will be accepted.
2. **Daughters of staff members**- should there be insufficient places to accommodate all applicants an independently monitored random selection process will be used to determine those applicants who will be accepted.
3. **Daughters of members of the Board of Management or past members of the Board of Management**- should there be insufficient places to accommodate all applicants an independently monitored random selection process will be used to decide those applicants who are successful.
4. **Students from the Coláiste Bríde catchment area as expressed in appendix 6** – should there be insufficient places to accommodate all applicants and independently monitored random selection process will be used to determine those applicants who are successful.

In offering a place to a student, the school must be satisfied that it is in a position to fulfil the educational needs of that student, subject to the support required from the Department of Education and Science in providing adequate human resources, skills and facilities (Education Act. Section 15-(2) (d)). However, the Board of Management welcomes students with special educational needs. The school will access the student's records from primary school well in advance of entry to the school and apply to the Department of Education and Science for the resources to support the student.

4 Application for admission other than at the beginning of First Year

Parents/Guardians who wish to have their child (ren) considered for admission to the school other than at the beginning of First Year must complete and submit an application form to the Principal of the school.

The application form must be accompanied by

- (a) An academic progress report
- (b) A behaviour report

And

- (c) A reference from the Principal/Head of the previous school(s)

The school reserves the right to consult with such school(s) in order to assess the application. An interview with parents and student will also take place before any decision is made. Parents/Guardians will be notified of the Board's decisions within 21 days of the application.

5 Application to repeat a year

Parents/Guardians of students who wish to repeat a year must apply in writing to the Principal of the school before the 1st May in the current academic year.

The school has the right to grant or refuse such a request, taking into account such Department of Education and Science guidelines as may apply from time to time.

6 Right of the Board of Management to refuse

The Board of Management reserve the right to refuse an application for enrolment in exceptional circumstances (Education Act, Section 29 and Circular M48/01).

7 Right to appeal

The Board of Management wishes to inform parents/guardians that in the event of a student being refused entry to Coláiste Bríde an appeal may be made under Section 29 of the Education Act (Appendix 7). In such an instance an application form to appeal will be made available by the school.

8 Overall responsibility for the policy

The Board of Management of the school in accordance with school policy, the Education Act (1998), the Education Welfare Act (2000) and the Equal Status Act (2000) makes all decisions in relation to the enrolment of pupils in Coláiste Bríde.

It is the responsibility of the Principal to oversee the implementation of the policy

Section D **Evaluation and Review**

The policy should be evaluated and reviewed as deemed necessary by the Board, at least every three years.

Appendices

Appendix 1 Mercy Philosophy of Education

Appendix 2 Voluntary Contribution

In order to provide a good quality education the Board of Management deems it necessary to request a voluntary contribution from all parents/guardians. This contribution helps to cover the cost of photocopying, mock exam papers for third and sixth years, retreats, posting of reports, upgrading of facilities, etc. The Board however acknowledges the individual circumstances of each family

and is therefore willing to discuss alternative arrangements.
The Board reserves the right to vary the contribution on a
year to year basis.

Appendix 3 School Prospectus

Appendix 4 Application Form for Enrolment

Appendix 5 Policy on Discipline – Suspensions, Expulsions.

Appendix 6 Catchment Area

Appendix 7 Appeals Procedures

APPENDIX 7

Appeals Procedures

Section 29 of the Education Act 1998 gives parents (and students who have reached the age of 18) the right to appeal certain decisions made by the school Board of Management, or a person acting on behalf of the Board, to the Secretary General of the Department of Education & Science.

The following decisions may be appealed:

- i. Permanent exclusion from a school
- ii. Suspension for a period of time which would bring the cumulative period of suspension to 20 school days in any one school year, or
- iii. Refusal to Enrol.

Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student.

Accordingly, Parents are advised of this right of appeal and associated timeframe when informing them of any of the above categories or decisions.

In brief there are three layers to these procedures:

- (a) Both parties will be asked in the first instance if an accommodation can be reached at local level.
- (b) Should that fail, and where the Appeals Committee considers that it may be possible to facilitate an agreement between the appellant and school, a facilitator will be appointed to contact the parties at the earliest opportunity.
- (c) Finally, an appeal may be referred for hearing by an Appeals Committee established by the Minister for Education & Science.