

# **Scoil Mhuire Admissions Policy**

## **Introduction**

**Scoil Mhuire is an all girls' voluntary Catholic school under the trusteeship of CEIST (Catholic Education and Irish Schools Trust). The school was founded by the Sisters of Mercy in 1936. Scoil Mhuire seeks to provide a quality education for all its students in a challenging and positive environment. The school is committed to holistic development and the achievement of the full potential of each student, particularly those who are disadvantaged or marginalized. The philosophy of the school is synthesised in the Scoil Mhuire Code: Be Responsible; Be Safe; Do Your Best; Cooperate with Others; Treat Everyone with Respect (including yourself).**

As trustees of Scoil Mhuire, Trim, CEIST are committed to the successful implementation of the Education legislation, in particular the Education Act (1998), the Education (Welfare) Act 2000, the Equal Status Act 2000 and Education for Persons with Special Educational Needs Act 2004. The central purpose of the school community is the provision of a learning and teaching environment conducive to the holistic development of the student and the formation of right attitudes and values. CEIST fully subscribes to the principles of partnership, accountability, transparency, inclusion, and respect for diversity, parental/legal guardian choice and equality.

## **Programmes**

The school operates within the context of Department of Education and Skills regulations and programmes as set out in the Education Act (1998). The school operates within the religious and educational philosophy of the CEIST and in the context of the funding and resources made available to it. The school supports the principles of inclusiveness, equality of access and participation in the school. It embraces respect for diversity of traditions, values, beliefs and ways of life in society.

The financial and teaching resources of the school are provided by Department of Education and Skills grants, voluntary contributions and fund raising. The school operates within the regulations laid down from time to time by the Department of Education and Skills and follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998. Students at Junior and Senior Cycle follow a core programme, with a number of optional subjects. Religious education and physical education are part of the core programme for students.

## **Funding**

Scoil Mhuire is a voluntary Secondary School under the trusteeship of the CEIST. It is grant aided by the Department of Education and Skills. In addition, it receives extra funds from various fundraising activities and from a voluntary contribution.

## **Enrolment Procedures**

For those students wishing to enrol in Scoil Mhuire the enclosed **Application for Enrolment Form** along with the **Health Information Form** must be completed and returned to the School Principal on or before **4.30pm on Friday 9th November 2018**. An 'Open Night' for intending students and their parents will be held in October. Students in local primary schools will be notified in advance. Also, please read the school's **Code of Excellence** carefully and **sign the accompanying Declaration Form. This form must be returned when applying for admission (see Checklist)**

## **Assessment**

It should also be noted that all applicants will be required to complete an assessment test to help the school to assess the needs of the student. This assessment test is not used to exclude any student. The school operates a policy of non-streaming. All intending students will be notified concerning the date of this assessment.

## **Notification**

Decisions made in relation to admission are made by the Board of Management in accordance with school policy. Except in very exceptional circumstances decisions regarding enrolment will be notified to parents within 21 days of the closing date for applications.

To ensure a place, parents/guardians must notify the school of their acceptance of a place within 14 days of being accepted.

It should also be noted that under the Department of Education and Skills rules secondary school students must be aged 12 on 1<sup>st</sup> January in the calendar year following the applicant's entry into first year.

## **Criteria for Enrolment of New First Years**

In the event of excess applications resulting in the school not being able to provide places for all applicants, a points system will operate. One point will be awarded for satisfying each of the following criteria:

- Students from Trim Parish
- Daughters of Scoil Mhuire staff members
- Students attending primary schools within the catchment area
- Sisters of present student(s)
- Sisters of past student(s)
- Daughters of past student(s)

Places will be offered on a descending order from highest to lowest points. If the number of applicants on the same points exceeds the number of available places, a lottery will be conducted by the Board of Management in the presence of an independent peace commissioner or a Garda Sergeant from the Meath District to determine the successful applicants.

### Applications received after the closing date for application:

Late applications will only be considered after the waiting list of applicants who applied on time has been exhausted. Any application received after the closing date will be placed on a supplementary waiting list and numbered in order of the date and time of receipt of the completed application form. Late applicants will only be considered eligible for enrolment after the waiting list of all those who applied on time has been cleared. Places will be offered to late applicants in order of the date and time of receipt of application.

## **Special Needs**

The Board of Management of Scoil Mhuire welcomes students with special educational needs. To assess the needs of those students the school will access the student's records from primary school in advance of entry into the school. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The school may deem it necessary to request immediate assessment to assist it in establishing educational and training needs of the student relevant to her special needs and to profile the support services required. This will require parental/legal guardian permission.

Having gathered all the relevant information, the Board of Management will assess how these needs can be met. The school will also meet with the parents/guardians to discuss the applicant's needs and the school's capabilities to meet those needs.

If further resources are required the Department of Education and Skills will be requested to provide the necessary assistance e.g. special needs assistant, specialised equipment, transport etc. The Board of Management will do all it possibly can to

identify, plan and provide for the needs of a special needs or disabled student seeking admission to the school.

### **Transfers**

Students may transfer to Scoil Mhuire at any time from another school, subject to the school's Admissions Policy. However, the school must be satisfied with reasons for the transfer and to this end information will be requested from the student's former schools concerning attendance, educational progress, disabilities and special needs.

With the best interest of the student in mind and her educational welfare and considering the issues relating to mid year transfer which may include subject choices, class sizes and available resources, the school Board may decide to refuse admission at that time and advise her parents/legal guardians to reapply if they so wish to at the start of the following school year.

### **Exceptional Circumstances**

Finally, the Board of Management wishes to state that it reserves the right to grant/refuse an application for admission in exceptional circumstances. Also, parents have the right to appeal a refusal by a school to enrol a student under Section 29 of the Education Act.

## Checklist

**When applying for admission to Scoil Mhuire please ensure that you have read the school policies and signed the declaration on the application for enrolment form. The school policies are available on the Scoil Mhuire Website [www.scoilmhuiretrim.ie](http://www.scoilmhuiretrim.ie). These documents are also available in hard copy upon request. Please find attached some of our school policies.**

- Admissions Policy
- School Code of Excellence and Conduct
- Anti-bullying Policy
- Special Educational Needs Policy
- Policy on Mobile Phones
- Substance Abuse Policy
- Internet and Mobile Devices Acceptable Use Policy
- Religious Education Policy
- Child Safeguarding Statement
- Anti-smoking Policy
- School Tours-Field Trip Policy
- Infectious Disease Policy
- Data Protection Policy

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

- Application for enrolment Form-Health Information
- Birth Certificate
- Health Information Form – Educational needs
- NEPS Consent Form
- Internet Acceptable Use Agreement
- Digital Imaging-Video Request Form
- Signed Declaration Form

**Please return the completed application for enrolment form to:**

**The Principal,  
Scoil Mhuire,  
Trim,  
Co Meath**

***Ratified by the Board of Management: September 2018  
To be reviewed: September 2019***