

## **Our Lady's College, Greenhills, Drogheda.**

### **POLICY ON ADMISSIONS**

#### **Purpose:**

- To provide a means of determining who shall be admitted as a student to this school.
- To acquaint Parents/Guardians with the criteria that will be applied in the admission of students.
- To provide clear guidelines to the Principal, regarding the policy of the Board of Management and the procedures relating to admission of students.
- To ensure that the school, in its admission policy, remains faithful to the Presentation Ethos and the CEIST Charter.

#### **Mission Statement**

We are a Christian Community in the tradition of the Presentation Order, and under the Trusteeship of CEIST, which is committed to

- Fostering Gospel Values and ensuring a Catholic Ethos as the cornerstone of school life, in cooperation with parents and the local community.
- Being aware of the Pastoral needs of all the students and providing an environment which will enable them to develop their full potential as individuals who recognise their own worth.
- Reflecting Nano Nagle's mission to educate the marginalized.
- Offering a balanced curriculum of subject choices that will enable students to develop at their own rate and to their own potential.
- Delivering the highest standard of teaching, learning and performance.
- Cultivating an ongoing awareness of the beauty of the school surroundings and its maintenance.

#### **Presentation Philosophy of Education**

Presentation Education draws inspiration from and is guided by the Gospel of Jesus Christ, the spirit and life of Nano Nagle, the teachings of the Catholic Church and our Constitutions:

“Our apostolate through education is vital to our mission. It involves the total community in a collaborative process through which dependency is gradually replaced by responsibility for self, society and world. In this process, brokenness and poverty become sources of vision, healing and life within the community” (Constitution 13).

The centrality of Gospel values to a holistic educational process is re-affirmed many times by the Church. “What makes a Catholic School distinctive is its attempt to generate a community in the school that is permeated by the Gospel spirit of freedom and Love.” (Declaration on Christian Education: 1965 Vatican 11).

“The Gospel Spirit should be evident in a Christian way of thought and life which permeates all facets of the educational climate” (The religious Dimension of Education in a Catholic School, 1988).

The Education Act, 1998 stresses the role of the Board of Management in “upholding the characteristic spirit of the school”.

### **Policy**

- Our Lady’s College is a Girls’ Secondary school and will accept applications from girls only, living in or attending primary school within its catchment area, for whom it has places. Boys will not be enrolled.
- In light of the above every effort will be made to facilitate the admission of students with Special Educational Needs living in or attending primary school within its catchment area, for whom it has places. The school will ensure that suitable resources, physical and educational, are sought through the appropriate Department of Education and Skills channels to serve the needs of these students. See Appendix 1.
- School policy clearly defines the Catholic ethos of the school and expects all students to attend religious education classes, retreats and liturgies in Our Lady’s College.

While every effort is made to offer places to all applicants, in the event of the number of applicants for First Year exceeding the number of places

available in First Year, places will be offered to girls using the following criteria, in the following order:

1. Sisters of present or past students of Our Lady's College provided they meet the age requirement of the Department of Education & Skills.
2. Daughters of Staff of Our Lady's College provided they meet the age requirement of the Department of Education & Skills.
3. Girls from sixth class in Presentation Primary School, Ballymakenny Road, provided they meet the age requirement of the Department of Education & Skills.
4. Daughters of Past Pupils of Our Lady's College living in our catchment area. A Past Pupil is defined as, 'Any girl who has completed a minimum of three years in Our Lady's College, Greenhills.'

In the event of the number of applicants referred to in 4 exceeding the number of places available, places will be allocated on the basis of random selection.

5. In the event that all places in First Year are not filled by students from the schools or categories referred to above (1 - 4), places will be offered to girls in 6<sup>th</sup> class from other Primary schools in our catchment area.

In the event of the number of applicants from the schools referred to in 5 exceeding the number of places available, places will be allocated on the basis of random selection.

Late applications will only be considered if there are vacancies after all other applications have been processed provided the students meet the age requirement of the Department of Education & Skills. If such vacancies exist they will be offered to late applicants in the order in which the applications are received. If several applications are received at the same time, e.g. by post, then the criteria 1 – 5 above will be applied to the application to decide the order of places.

**Repeat Leaving Certificate Students:** Only girls who sat the Leaving Certificate in Our Lady's College will be considered as a repeat Leaving Certificate student. Places will be offered based on the following criteria.

1. The availability of places in the class/year.
2. Availability of places in requested subjects
3. A record of good behaviour

## **Transfers:**

While it is appreciated that in certain exceptional circumstances, transfers are unavoidable (e.g. a change of residence or a family moving into an area), as a matter of general policy, transfers into the school are only considered if places are available and the subjects required by the applicant are also available. It is usually in the best interests of the student that there is continuity in her education.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area, or from a student who makes application after the commencement of the autumn school term. It is not the policy of the Board of Management to accept transfer applications from students already enrolled in local post-primary schools, except in exceptional circumstances.

Where the Board is satisfied that such exceptional circumstances do exist, the following considerations and procedures will apply:

- Reason for transfer should be clearly stated
- The Transfer Application Form must be completed
- Our Lady's College reserves the right to request a confidential reference from the authorities in previous school(s)
- Class size
- Availability of staff
- Availability of appropriate accommodation
- Availability of subjects
- The rights of the applicants and the rights of existing students and staff within the College. Existing students in the school will have priority over students transferring when considering subject options.

The Board of Management reserves the right to refuse an application.

## **Procedure:**

All students accepted by the school for admission to First Year classes will be registered, having regard for the following:

1. That they have applied in writing to the Principal for a place in the school, on the application form supplied by the school, on or before the stated closing date for applications.
2. That they accept, in writing, the place offered, on or before the date specified by the school.
3. That Parents/Guardians and prospective students sign an agreement accepting the values and goals of the school and the School Rules, without exception. **See Appendix 2.**
4. That they sit Entrance Assessment tests on an arranged date.
5. That Parents/Guardians attend a special meeting for Parents/Guardians of incoming First Years, in Our Lady's College, on a notified date.
6. That a copy of the student's Birth Certificate and two signed passport-style photographs be provided to the school.
7. That the school stationery/materials bill be paid for the coming year.

The Board of Management reserves the right to refuse admission.

In the event that a student is not offered a place in Our Lady's College, Parents/Guardians may appeal that decision, and the school will provide an appeal form and the address to which the appeal form may be sent. Appeals may be made to the Department of Education and Skills under section 29 of the Education Act 1998.

The Board of Management is responsible for a review of this policy. This policy will be reviewed in 2 years time.

Approval: This Policy was approved by the Board of Management on Monday October 2<sup>nd</sup> 2017

This Policy should be read in conjunction with:  
The Academic System  
The Code of Behaviour