

Our Lady of Mercy College
Beaumont

ADMISSIONS POLICY

SECTION A – ETHOS

Mercy Philosophy of Education

Inspired by the vision of Catherine McAuley, Mercy education is committed to the holistic development and to the achievement of the full potential of each student/pupil, including those who are disadvantaged or marginalized (this qualification necessary?). 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. Mercy education is committed to ongoing whole-school development in collaboration and partnership with the Board of Management, Staff, Pupils, Parents/Guardians and the wider community.

SECTION B – UNDERLYING PRINCIPLES

Within the context and parameters of DES (Department of Education and Skills) regulations and programmes, the rights of the Trustees as set out in the Education Act, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available to the school. As an all girls school we support;

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

School Resources

The financial and teaching resources of the school are provided by a combination of: DES grants and teacher allocations, voluntary contributions and fund raising. Implementation of the school strategic plan and school policies must have due regard to resources and funding available. The school operates within the regulations laid down, from time to time by the DES. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

SECTION C – SCHOOL DETAILS

Our Lady of Mercy College is a single sex Voluntary Catholic Secondary School, for girls under the trusteeship of CEIST, which is grant-aided by DES.

Management

Board of Management (BOM) (Current term)

Mr. Tadg Farrell - Chairperson

Mrs. Clare Taylor

Sr. Anna Ryan

Mr. Noel Scott

Mrs. Sandra Mc Donnell

Mr. Kevin Reid

Ms. Jacqueline Haymes

Ms. Grace Gaskin

Principal Ms. Rose Mary Lynch
Deputy Principal Mr. Paul Clarke

Parent and Student/Pupil Organizations

Parents Association
Student/Student Prefects
Student/Student Council

Teaching Resources & Curriculum

Whole Time Equivalents – 224.63 Teachers for the academic year 2013/14

Educational Programmes and Subjects

Junior Cycle

Student/Pupils are encouraged to pursue the higher level course for the Junior Certificate Examination.

Senior Cycle

Any/All academic subjects taught in the school are offered at higher level. Every effort is made to secure a student/pupil's first preference.

Parents/Guardians and student/pupils are advised of subject choices at a specially convened meeting prior to entering senior cycle.

Class and individual advice is also provided by the Career Guidance Teacher and Subject Teacher.

Leaving Certificate Vocational Programme

The Leaving Certificate Vocational Programme, open to all our student/pupils with appropriate subject groupings, prepares student/pupils for life after school, for further education, and for the work. ing world. of work and the business of making a living.

Transition Year

Transition Year is available, though optional in Our Lady of Mercy College. As places are limited, preferences will be given to students who are well motivated and positive in their attitude to school. Applications are made following the 3rd year Pparents/guardians iInformation night. Places are allocated based on discipline record to date, suitability of the candidate, their discipline record and the availability of places. Student/Pupils are interviewed by the Co-ordinator and a member of the TY Team. The Principal will then allocate places to the student/pupils. As places are limited, preferences will be given to pupils who are well motivated and positive in their attitude to school.

Physical Education and Sport

Physical Education is a fundamental part of the school curriculum and of the overall

educational and social development of the studentpupil.

Sports: Athletic, Badminton, Basketball, Football, Rounders, Soccer, Gymnastics, Volleyball and Camogie.

Career Guidance & Special Needs Learning Support

The school has a fully qualified Learning Support Teacher, and a Career Guidance Counselor.

and a Pastoral Care team.

Other Relevant Information

In keeping with the ethos of Our Lady of Mercy College, Beaumont, Religious Education is a core subject for all studentpupils and pupils, *of all faith and none*, and all studtake the ents of religious faiths and none take the Religious Education Programme as set out in the Junior and Leaving Certificate (LCRE & SCRE) programmes for all years.

As an integral part of ourthe Catholic School, Liturgical celebrations are how we express who and what we are. All non Catholics are encouraged to observe the Liturgical celebrations in the school. Your daughters may bring their her sacred/prayer books to the events in the Church or School Hall.

StudentPupils are encouraged to participate in the extra – curricular activities of the school e.g. the school musical, competitions, debates, sports.

Each studentpupil receives a Term Calendar, detailing school closures, in the first week of each Term/half Term. The Term Calendar gives details of Parent/Teacher meetings, Staff Meetings, trips, talks and other school events.

A Parent/Teacher meeting is held for each year group during the year and parents/guardians are notified in writing of the day, date and time one week prior to the meeting.

The School Day:

Monday – Thursday	8.50 a.m.	-	3.45 p.m.
Friday	8.50 a.m.	-	1.00 p.m.
Morning Break	10.55 a.m.	-	11.05 a.m.
Lunch Break	1.05p.m.	-	1.50 p.m.

Roll call is taken morning and afternoon.

Voluntary School Contributions

The school requests requires a voluntary contribution a school services amount and and aa contribution for some subjects, school journal & locker rental from parents.

A voluntary contribution is also requested to cover capital expenditure for purchase of additional resources e.g. computers, audio/visual equipment, library etc.

and photocopying from parents. The Voluntary Contribution covers capital expenditure for purchase of additional resources e.g. computers, audio/visual equipment, library etc.

SECTION D – PROCEDURES

Application Procedures

Parents/Guardians of girlpupils in 5th class in the feeder schools are notified of the School's Open Day. Parent interviews and the information meeting. All Oothers parents/guardians are notified through our school website, an advertisements or through in the local church Newsletters.

Application forms are available from the school office and fully completed application forms should be returned by the closing date. A copy of Birth Certificate, most recent school report and any Psychological Reports if relevant will also have to be given to the school. Application forms should be returned by April 30th of the year prior to entry i.e. by April of the year the girlpupil is in 5th class. Letters offering places are sent out in third week of May and acceptance should be returned to the school by JuneMay 31st 30th of that year.

In September following acceptance Parents/Guardians are notified of individual parent meetings and of the information meeting.

A copy of Birth Certificate, Baptismal Certificate, most recent school report, relevant Medical Reports and/or Psychological Reports should be submitted to the school at this time.

Decision making Process

Decisions made in relation to enrolment are made by the BOM oard of Management in accordance with school policy. Decisions will be notified to parents within 21 days of closing date for receipt of completed application forms or within 21 days of receipt of requested additional relevant information and any other relevant information requested e.ge.g.. psychological assessment reports, school reports.

Having given due consideration to all supporting information, the Board may refuse an application should it consider the applicant to be a threat to the safety, health, welfare, education or general well- bbeing of other studentpupils/staff attending/working in Our Lady of Mercy College, Beaumont. Parents have a right to appeal the decision of the Board of Management to The Secretary, Department of Education and Skills under Section 28 & 29 of the Education Act.

The Board shall have regard for any relevant DES provisions re class size, staffing

provisions and/or any other relevant requirements concerning accommodation, such as physical space or health and welfare of children/pupils.

DES Rules require that :- Ssecondary school girlspupils must be aged 12 on 1st January in the calendar year following the child's entry into First year.

The maximum intake for First Year 2013/14 will be 60 (should we say 80 even if the actual numbers are lower?) and for First Year 20145/156 is 12090 pupils and for First Year 20156/167 is 90 the maximum intake will be 90 studentpupils. For years thereafter the maximum intake for first year is expected to be 90.

Our Lady of Mercy College operates an open entry policy, with due regard to the following considerations:

The ethos of the school is Catholic and in accordance with CEIST. While the school welcomes those of other faiths, it is entitled to give priority to Catholic children in accordance with section 7(3) of The Equal Status Act 2000.

In the event of over subscription places will be offered to girlspupils who are: of Catholic faith over other applicants in each of the following categories. as follows:-

Students of Catholic Faith

1. of the Catholic faith
1. Siblings/Siblingssters of currently enrolled studentpupils and siblingssters and daughters ofof past pupils
1. Pupils of Catholic faith who are r
2. Residents of the Parish of The Nativity, Beaumont.
3. Pupils of Catholic faith who are

Studentpupils of Ttraditional feeder schools in the order below

- i. St. Fiachras, Beaumont, Dublin 9
- ii. Holy Child, Larkhill, Dublin 9
- iii. St. John of God, Kilmore Road, Dublin 5
- iv. Scoil Ide, Cromcastle, Dublin 5
- v. Our Lady of Consolation, Donnycarney, Dublin 5
4. Others. ?? ??????i. St. Fiachras, Beaumont, Dublin 9
- ii. Holy Child, Larkhill, Dublin 9
- iii. St. John of God, Kilmore Road, Dublin 5
- iv. Scoil Ide, Cromcastle, Dublin 4
- v. Gaelscoil Cholmcille, Dublin 9
- vi. Our Lady of Consolation, Donnycarney, Dublin 5
- vii. St Bridgets, Killester, Dublin 5
- viii. St Vincent de Paul, Griffith Ave., Dublin 9
- ix. Holy Spirit, Ballymun, Dublin 11
- x. Our Lady of Victories, Ballymun, Dublin 11
- xi. Virgin Mary School, Shangan Rd, Ballymun, Dublin 11
- xii. Scoil An tSeachta Laocha, Ballymun, Dublin 11
- xiii. St. Mary's, Fairview, Dublin 3
- ixv. Scoil Caitriona, Coolock, Dublin 5
- xv. Corpus Christi, Home Farm Road, Drumcondra, Dublin 9

- xvi. St. Vincents Girls School, North William St., Dublin 1
- xvii. St Mary's, Dorset St., Dublin 1.
- xviii. Belmayne Educate Together N.S., Belmayne, Dublin 13

5. Students of other Nationalities and Creeds who do not qualify under 1- 4 above.

In the event of First Year over subscription on closing date for applications (April 30th) the criteria set out above, will be used. Should there be over subscription in any one category above random selection will apply to allocate places. Random selection will also apply to the creation of a waiting list from the remaining applicants category by category.

A waiting list will be created firstly from on time applicants who have not been offered a place in the categories 1-4 above.

Late applications (applications received after April 30th) will only be considered after on-time applications have been offered places in accordance with the criteria set out above. Late applications will be offered places on a first come first served basis.

Parents/Guardians are offered a place for their daughter on the understanding that they (Parents/Guardians and studentpupils) sign acceptance of the ethos of the school & Code of Behaviour annually. By accepting a place pParents/gGuardians are undertaking that their daughter will comply with all school policies and wear the prescribed uniform bearing the crest of this school.

If during the course of a school year a vacancy becomes available the Board of Management (BOM) shall be entitled to fill that vacancy at its discretion.

At the first Board meeting of the academic year the BOM will decide on the maximum intake in First Year for the coming September. Applications to other years will be considered having regard to Transfers from other schools/Rre-admittance procedures set out in this document.

Special Educational Needs

The college School welcomes girlspupils with special needs and will use the resources, both financial and personnel, provided by the DESeartment of Education and Skills to make reasonable accommodation for girlspupils with special needsdisabilities or special educational needs as guided by the DES so that these studentpupils are free to participate in the life in the sSchool in so far as is reasonably practicable.

While recognising and fully supporting parents' rights to have a school of their choice for their children, the sSchool's ability to accept girlspupils, students with particular needs is dependent on the availability supply of resources, suitable to the needs of the individual

girlpupil, student,
being supplied by the DESeartment of Education and Skills.

The CollegeSchool welcomes applications from girlspupilsstudents with special educational needs unless the nature and degree of those needs is such that to enroll the studentpupil concerned would be inconsistent with both the best interests of the studentpupil concerned and the effective provision of education for the other studentpupils. with whom the student concerned is to be educated.

The BOMoard of Management must be made aware, in full, of any special needs as part of the application process early as possible, so that these needs can be assessed and addressed where possible.

Parents are requested to outline the details of a child's special educational needs on the Application Form.

The BOMoard of Management, having gathered all relevant information and professional documentation, will assesses how the needs of these studentpupils with Special Needs can or cannot be met by the School.be met.

Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the studentpupil may be entitled.

The Principal may request a further meeting(s) with the parents of the girlpupilstudent to discuss the application and the girlpupil's student's needs.

The parents of the studentpupil may request a meeting with the Principal to discuss the GirlPupil's student's educational or other needs.

N.B. It may take some time for the DES eartment of Education and Skills to process applications for special educational needs support. Parents are strongly advised to inform the school as early as possible of their daughters particular needs and to discuss their particular situation well in advance of making an application.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided all the relevant information, the BOMoard of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. (Education Welfare Act (Section 19 (3)).

In the absence of recent relevant reports the Board shall request NEPS (National Educational Psychological Services) to organize an immediate assessment and to recommend necessary resources.

N.B. It may take some time for the DES to process applications for special educational needs support hence this may result in a later commencement date for the pupil. Parents are strongly advised to inform the school as early as possible of their daughters particular needs and to discuss their particular situation well in advance of making an application.

Transfers from other second-level schools /Re-admittance

Pupils may transfer into the school any time subject to:

- The School Admissions Policy
- The school being satisfied with the reasons for the transfer
- The school being satisfied with information requested/submitted from the student-pupil's former/present school concerning attendance, behaviour, educational progress, disabilities and special needs, etc.
- The school regarding the move to be in the best interest of the studentpupil and existing studentpupils
- Available placement
- Consultation with the National Educational Welfare Board if appropriate.

Right of Board to Refuse

The BOMoard of Management reserves the right to refuse an application for enrolment in exceptional circumstances including:

- lack of full or accurate disclosure on an application form
- information that comes to light following application
- changes in the circumstance of the school that inhibits enrolment in a given year
- changes in directives and guidelines from the DES or Trustees outside of the control of the School
- unforeseen change in other circumstances outside of the control of the School. circumstances.

Appeals in accordance with sections 28 & 29 of the Education Act 1998: Parents/Guardians of applicants who are not enrolled in the school may appeal the decision to the BOM in the first instance and if necessary to the DES.

Code of Discipline Behaviour

The Board requires parents/guardians to sign and return the Entry/Renewal form as a condition of enrolment (copy attached).

Review

This policy is subject to annual review by the BOMoard of Management and parents/guardians who receive a copy of the policy from the school must check the school website for any changes to the policy.

Review, June 2013. atifiedeviewed by the Board, May 1526th 20145.