

# **St. Angela's School - Admissions Policy**

## **Policy Principles**

In the operating context and in a manner consistent with the school's mission statement, the Board of Management of St. Angela's supports the principles of:

- Inclusiveness.
- Equality of access, participation and provision.
- Parental choice in relation to enrolments.
- Respect for diversity of traditions, values, beliefs, languages and way of life.

## **Operating Context**

The operating framework of the school's Admissions Policy is governed by the context and parameters of:

- Regulations laid down by the DES.
- The rights of the Trustees as set out in the Education Act.
- The religious and educational philosophy of the Ursuline Order (single sex Christian school).
- Available resources and funding.
- A child's being able to demonstrate that she has the ability to avail of the curriculum which is the primary service provided by the school. In circumstances where such participation is unduly difficult, consideration will be given to reducing the amount of the standard curriculum for that student up to a maximum of 30% of the time tabled hours.
- The financial and teaching resources of the school being provided by a combination of voluntary contributions, fund-raising, DES grants and teacher allocations.
- The school's following of 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.

## **Criteria for Enrolment**

- Secondary school students must be aged 12 by January 1<sup>st</sup> in the calendar year following the child's entry into first year (Birth Certificate required).
- The Board of Management shall have regard for DES provisions concerning class size, staffing provisions and other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.
- Enrolment will be by way of booking form.
- In the event of over-subscription, the following principles apply:
  - i. Automatically accepted are:
    1. All students from St. Ursula's Primary School; provided they have been attending St. Ursula's by 30<sup>th</sup> September of Third Class.
    2. Sisters of present/past pupils; provided they have been booked in by 30<sup>th</sup> September of Third Class.

3. Daughters of past pupils; provided they have been booked in by 30<sup>th</sup> September of Third Class.
  4. Daughters of current staff; provided they have been booked in by 30<sup>th</sup> September of Third Class.
- ii. Other applicants are accepted on a first come first served basis, up to the limit of available places in a given year.
  - iii. In the event of places becoming available in the second round, the waiting list shall apply save where the Board of Management, in their absolute discretion, determine otherwise. The decision of the Board of Management is final.
  - iv. All applications for consideration must be submitted by September 1<sup>st</sup> prior to entry.
  - v. Parents have the right of appeal to the Department of Education under Section 29 of the Education Act.
- Admissions other than First Years will be determined first and foremost according to availability of place and subject choices. In the event of over-subscription, the following principles apply.
    - 1 Priority to sisters of present pupils, daughters of past pupils and daughters of staff.
    - 2 Priority for applicants according to date of application.
    - 3 In every case prior consultation between Principal and applicant's previous school.
  - Re-admissions – ditto.

### **Admission Procedures**

- Initial application is made by contacting the school for a Booking Form. All relevant details must be submitted on this form and parents are responsible for the accuracy of the details.
- Submitting a Booking Form does not guarantee a place.
- Invitations to Information Night are sent to all applicants without prejudice.
- First offers are posted out to home addresses in early December of 6<sup>th</sup> standard.
- These first offers must be accepted by the date specified in the letter accompanying the offer. If further places become available, then second offers are made by the end of January.
- A place is confirmed when the acceptance form is completed and signed, and booking deposit and Birth Certificate are submitted and on completion of assessment tests.
- Assessment tests are conducted to ensure a mixed ability grouping in classes. These tests are held on a specified date, of which parents are notified by post. Attendance at the test is an integral part of the admissions procedure.

### **Special Needs**

- St. Angela's is committed to providing for students with special educational needs. In order to cater coherently for these students, their previous educational records are assessed in advance of entry to St. Angela's. Consequently this allows for application to be made to the DES for key resources and support for the students.
- The school has a right to request a copy of a student's medical, psychological report or Individual Education Report, if available.
- All information concerning students with special needs will be given to class teachers at the beginning of the academic year, enabling staff to provide appropriate and immediate support.

- In circumstances where it is unduly difficult for a student with special needs to avail of the primary service provided by the school – availing of the curriculum – consideration will be given to reducing the amount of the standard curriculum which such students are obliged to undertake by up to a maximum of 30% of the time tabled hours.