

# Holy Rosary College Mountbellew

## Admissions Policy 2015

### **Introduction:**

Holy Rosary College is a Voluntary, Catholic, Co-Educational Secondary School where students, staff, management, parents and the local community together aim to provide a holistic education in a safe and caring environment and where the dignity and uniqueness of each person is valued and respected.

Holy Rosary College is under the trusteeship of CEIST (Catholic Education Irish Schools Trust), following in the tradition of the Sisters of the Christian Retreat.

The characteristic spirit of the school is set out in the Mission Statement.

- Parents who decide to apply for a place for their son / daughter in Holy Rosary College should be aware of the character, aims, mission statement and ethos of the school.
- By enrolling in Holy Rosary College parents/guardians and their son / daughter commit themselves to respecting and supporting, in a positive manner, the ethos of the school.

Holy Rosary College welcomes all students, subject to the criteria detailed below.

### **Rationale:**

To clarify the priority listing of students to enter this school and to promote the right of parents to send their children to a school of the parents' choice, having regard to the rights of patrons and the effective and efficient use of resources.

Application procedures are in accordance with the requirements of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000, the Education for Persons with Special Educational Needs Act 2004 and the Education (Miscellaneous Provisions) Act 2007. The procedures are guided by principles of equality of access and participation, parental choice of school, respect for diversity, inclusiveness and openness, accountability and transparency.

### **Goals for the policy:**

To inform parents of the procedure used in enrolling students to this school.

### **Board of Management:**

- Ensure the Policy is developed
- Approve the Policy
- Ensure the policy is effective and implemented
- Decisions made in relation to enrolment are made by the Board of Management (BOM) in accordance with School Policy.

### **Principal and Deputy Principal:**

- Implement the policy.
- Evaluate it regularly with the help of the staff.

- Report to the Board of Management (BOM) regularly.

### **Admission to First Year:**

Students enrolling in first year in Holy Rosary College must normally:

- Be aged 12 or over on 1<sup>st</sup> January in the calendar year following the student's entry into the school.
- Have completed 6<sup>th</sup> class standard or its equivalent except in the case of a student who is 13 or more on 1<sup>st</sup> August of the post primary school year and has completed 5<sup>th</sup> class standard or its equivalent. (Department of Education and Science - DES Rules)

Priority is given in the following order:

1. Children from Primary Schools within the Catchment Area.
2. Siblings of students
3. Children and siblings of past pupils.
4. Nearest in proximity to the School.

No waiting lists are in operation at the moment.

Students from outside the catchment area are eligible to enrol provided they can be accommodated.

Assessment tests may be given after the school enrolment to get a better understanding of the student's learning needs and to allow for the provision of learning support / resource teaching where deemed necessary.

There may be individual cases where the Board, having examined all the options open to it, may be forced to decline an application on behalf of a student with a disability. This would arise where the Board would be unable, due to unavailability of resources, to discharge its statutory obligation to provide an education appropriate to the student's needs. (Education Act 1998)

The Board will 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 the health and welfare of students.

### **Acceptance into the school is based on the following:**

- (a) Parents/Guardians support the school philosophy.
- (b) Parents/Guardians support the Code of Behaviour of the school.
- (c) That the school is advised of any medical conditions of the student in the interest of the welfare of the student.
- (d) That the completed enrolment forms are accompanied by a birth certificate.
- (e) All applications are subject to approval by the BOM.

**Admission of Students with Special Educational Needs:**

Holy Rosary College welcomes students with special educational needs / learning difficulties.

The school reserves the right to refuse enrolment to any student in exceptional cases.

Such an exceptional case could include the following:

1. The student has special educational needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to themselves, to school staff or to school property.

Parents / guardians should also refer to the school's Special Educational Needs Policy for further information.

**Students transferring from other Post Primary Schools to HRC:**

While it is appreciated that in certain exceptional circumstances, transfers are unavoidable (e.g. a change of residence or a family moving into the area), as a matter of general policy, transfers into the school are discouraged in the overall interests of the continuity of the student's 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 an application after the commencement of the autumn school term.

The following considerations and procedures will apply:

1. Acceptance by the student and parents / guardians of the school's general admission policy.
2. Reasons for the transfer should be clearly stated in writing. The school must be satisfied that the transfer is in the best interests of the student.
3. The school reserves the right to request a confidential report from the authorities in the student's previous school(s), or any other authority deemed relevant by the school, which will include – record of behaviour, attendance record and a report on academic performance.

**The Board of Management reserves the right to refuse an application if:**

1. In the opinion of the Board of Management, the student poses an unacceptable risk to him/herself, to other students, to school staff or to school property.
2. The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education.
3. The student is on suspension from another school.
4. The school is not in a position to accommodate the student with regards to subjects etc.

The policy also states that the following factors will be considered in respect of applications: class size (where enrolling another student would place undue pressure on students and teachers in the class in question), availability of staff, availability of appropriate accommodation, the rights of applicants and the rights of existing students and staff within Holy Rosary College.

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 criteria outlined in the previous paragraphs also apply.

### **Admission to Transition Year Programme (TYP)**

Transition Year is an optional programme in Holy Rosary College and is offered post junior cert. The aim of the programme is to promote the personal, social, vocational and educational development of students and to prepare them for their role as autonomous and participative members of society.

All 3<sup>rd</sup> year students are given information on the programme prior to deciding on senior cycle options.

Parents of all 3<sup>rd</sup> year students are invited to an information evening where all senior cycle options i.e. Transition Year, Leaving Cert Vocational Programme, Leaving Cert Applied and Leaving Cert are presented. An information booklet on TYP in HRC is provided to all students and parents.

Students wishing to do the TYP complete a detailed application form and are interviewed by the TY Co-ordinator, Programme Co-ordinator, Deputy Principal and/ or Principal.

The following will be taken into account in deciding who will be allowed onto the TY programme:

- Interview and application form
- History of attendance and punctuality
- Behaviour record
- Age
- Recommendation of 3<sup>rd</sup> year Year Head and or TY Committee.

Parents and students who have been accepted onto the TY programme are invited to the school in September where they are given information on the programme for the year ahead.

### **Admission to Repeat Leaving Certificate:**

The criteria outlined re “Students transferring from other Post Primary Schools” shall also apply to students who wish to repeat the Leaving Cert in HRC. Applicants must apply in writing to the school prior to the commencement of the autumn school term.

**This policy will be subject to periodic review.**

**The Board of Management approved the Admissions Policy  
on 20 January 2005.**

**The Board of Management approved modifications to the policy  
on 25 April 2007 and on 6 February 2008.**

**The policy was further amended by the Board of Management at its meeting on**

**22 February 2010**

**The policy was further amended by the Board of Management at its meeting on**

**17 June 2014**

**HOLY ROSARY COLLEGE  
MOUNTBELLEW**



**ENROLMENT FORM**

Name of Student: \_\_\_\_\_

Known as: \_\_\_\_\_

PPS No: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Birth Cert included Yes ☐ No ☐

Name(s) and address to which correspondence / reports should also be sent if different from above: \_\_\_\_\_

Phone No (Landline): \_\_\_\_\_ Mother's Maiden name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Country of birth: \_\_\_\_\_ Religion: \_\_\_\_\_

Primary school attended: \_\_\_\_\_

Last school attended: \_\_\_\_\_

Year / Class in previous school: \_\_\_\_\_

Brothers / Sisters currently or previously in HRC: \_\_\_\_\_

Is your son / daughter officially exempt from Irish? Yes ☐ No ☐

Documentation enclosed Yes ☐ No ☐

Has your son/daughter a diagnosed learning difficulty? Yes ☐ No ☐

Documentation enclosed Yes ☐ No ☐

Did your son/daughter have resource hours in last school? Yes ☐ No ☐

Did your son / daughter have the assistance of an SNA in last school: Yes ☐ No ☐

Any medical information that the school should be aware of: \_\_\_\_\_

**P.T.O**

Name and number of a person to be contacted in an emergency if parent(s) / guardian(s) are unavailable.

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name of family doctor: \_\_\_\_\_

### **PERSONAL DATA**

The school maintains a database of photographs of school events. From time to time your son / daughter may be photographed / videoed for such a database. These photos / videos may be used in promotional material, in newspapers and / or on our website.

Do you give permission for your child to be photographed and or videoed and for use of this material as outlined above? Yes ☐ No ☐

### **PARENT CONTRACT**

In registering my son/daughter in Holy Rosary College, I understand that this implies that I accept the school's ethos and the code of behaviour. I will support my son/daughter in adhering to all school rules.

Parent's / Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **STUDENT CONTRACT**

I have read and accept the Code of Behaviour of Holy Rosary College and promise to abide by all school rules.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please inform us if any of the above information changes.

An administration fee of €25 per student is payable when enrolling. A receipt will be issued.