

We would like to thank you for your interest in St. Mary's Secondary School, New Ross. Our school is an all-girls school long recognised for delivering excellence in education. We strive to develop our students' talents and personalities and we aim to equip our students with the skills to communicate effectively, think creatively and examine critically.

Please take some time to read our Enrolment & Admissions Policy before completing the application form.

John Michael Porter, Principal
Principal

Eva Duhig, Deputy

Enrolment & Admission Policy

Enrolment and Admissions Policy for St. Mary's Secondary School

(Reviewed and Approved by BOM on 17th

October 2011)

INTRODUCTION:

The Board of Management of St. Mary's Secondary School, New Ross, Co. Wexford, is hereby setting out its *Enrolment and Admissions Policy* in accordance with the provisions of the *Education Act, 1998, Section 15, 2 (d)* with the intention that parents will be assisted in relation to enrolment matters. The Principal, acting on behalf of the Board of Management in the administration of this policy, will clarify any further matters arising. This Policy is prepared as part of the *School Plan* under *Section 21, Education Act 1998* and is reviewed periodically by the Board of Management and is subject to change.

In this policy "parent" will be taken to mean "parent or guardian" St. Mary's Secondary School in an All Girls' School grounded in the *Mercy Philosophy of Education* under the *Trusteeship of CEIST*. Applications to enrol will only be considered from or on behalf of females. It is a community, proud of its Catholic tradition and committed to developing each person's full potential in a Christian environment. Inspired by the vision of *Catherine Mc Auley*, Mercy Education is particularly supportive of those who are disadvantaged or marginalized.

Special Needs:

The Board of Management welcomes students with special education needs unless the nature and degree of these needs is such that to enrol the student would be inconsistent with both the best interests of the student herself and the effective provision of education for the other students with whom the student concerned is to be educated.

While recognising and fully supporting parents' rights to select a school of their choice for their children, the school's ability to accept students with special needs is dependent on the supply of resources suitable to the needs of the individual student being supplied by the *Department of Education and Skills (DES)*. Hence the Board of Management reserves the right to postpone admission until such resources have been provided by the Department of Education and Skills.

Parents of students with special needs should inform the school as early as possible so that an application may be made to the Department of Education and Skills to have the resources necessary to meet the special needs of the student at the commencement of the school year. Parents are strongly advised to inform the school of the full details of their daughter's special needs well in advance of making an application to enrol. The Board of Management will do all that is reasonably possible to secure the resources to meet the needs of these students.

Applicants to All Years are Advised that:

- I. The Board of Management shall determine annually the number of student places available for admission for the following school year. The determining factors in this decision include DES provisions concerning class size, staffing provisions and other relevant requirements concerning accommodation, such as physical space or the health and welfare of students and staff.
- II. Secondary School students must meet the current Department of Education and Skills requirements.
- III. Before any student is enrolled, the school must be satisfied that her behaviour, attitude and educational competence have reached the standards required by St. Mary's Secondary School.
- IV. The School reserves the right to refuse a place to applicants whose behaviour, attitude and educational competence, it considers, would be detrimental to the rights to other students in the school.
- V. The inclusion of false or misleading information in the application will lead to the withdrawal of an offer of a place at any time.

Procedure for Enrolment to First Year:

- I. An Application Form is available from the school office from the first school day in November and a full and complete application must be submitted to the school

office before or on the date and time specified. The opening date for receipt of applications is the first school day in November of the year prior to admission. The closing time and date is 3.00pm on the last school day in November of the same year. Applications must be accompanied by a €50 fee. A text message will be sent to the preferred mobile number for contact by school to acknowledge receipt of the application.

- II. Parents will be notified in writing of the decision to offer or not to offer a place within 21 days of the closing day for receipt of applications to enrol (in accordance with *Section 19 of the Education Welfare Act*. It is the responsibility of parent/s to contact the Principal if they have not received a letter from the school within 21 days of the closing date for the receipt of applications to enrol.
- III. Applicants who are being offered places are required to confirm in writing to the Principal acceptance or otherwise within seven days of the posting of the offer. Should no such confirmation be received by this time, the place will be forfeited and offered to the next girl on the waiting list.
- IV. All offers of places are conditional on:
 - a) Student and her Parent/s attending an Enrolment Meeting with the Principal before the Assessment Tests. The Parent/s must make an appointment to meet the Principal and the student applicant must be present at that meeting.
 - b) Attendance at the Assessment Tests
 - c) The Parent/s confirming in writing that they have read and fully support:
 - 1) The School's Mission Statement
 - 2) The School's Code of Behaviour and that they will make all reasonable efforts to ensure that their daughter will comply with the Code.

Criteria for Selection in the Event of Excess Applicants.

If the school is oversubscribed, offers of places will be made to applicants using the following criteria and in the following order.

- I. Full and complete applications must be returned to St. Mary's Secondary School before or on the due time and date. The application must be accompanied by:
 - a) Long Birth Certificate
 - b) Application Fee (Refundable to unsuccessful applicants only)
- II. Sisters of present pupils in all but exceptional circumstances

- III. Pupils from St Joseph's NS, New Ross, in all but exceptional circumstances
- IV. Sisters of past pupils, in all but exceptional circumstances
- V. Daughters of current staff, in all but exceptional circumstances
- VI. Pupils from the following local area schools whose mother was a past pupil of St. Mary's, in all but exceptional circumstances :
Ballyfacey, Cushinstown, Donard, Drummond, Glenmore, Gusserane, Horeswood, Listerlin, Newbawn, Raheen, Rathgarogue, Shanbogh, St. Canice's, St. Molings, The Rower
- VII. Pupils from the following local area schools, in all but exceptional circumstances:
Ballyfacey, Cushinstown, Donard, Drummond, Glenmore, Gusserane, Horeswood, Listerlin, Newbawn, Raheen, Rathgarogue, Shanbogh, St. Canice's, St. Molings, The Rower
- VIII. Pupils from the following local area schools whose mother was a past pupil of St. Mary's, in all but exceptional circumstances :
Adamstown, Ballyhack, Ballycullane, Ballymitty, Ballymurphy, Carroreigh, Clongeen, Clonroche, Danescastle, Duncannon, Galbally, Gaignamanagh, Inistioge, Killegny, Mullinavat, Newtown, Poulfur, Ramsgrange, Rathnure, Ringville, Shielbaggan, Skeoghvesteen, St. Leonard's, Thomastown.
- IX. Pupils from the following local area schools, in all but exceptional circumstances: Adamstown, Ballyhack, Ballycullane, Ballymitty, Ballymurphy, Carroreigh, Clongeen, Clonroche, Danescastle, Duncannon, Galbally, Gaignamanagh, Inistioge, Killegny, Mullinavat, Newtown, Poulfur, Ramsgrange, Rathnure, Ringville, Shielbaggan, Skeoghvesteen, St. Leonard's, Thomastown.
- X. Pupils from other local area schools whose mother was a past pupil of St. Mary's, in all but exceptional circumstances.
- XI. Pupils from other local area schools, in all but exceptional circumstances.

Should there be insufficient places to accommodate all applicants from a particular group on the ranked list; an independently monitored random selection will determine which applicants will be offered places.

- VI. The school will write to all applicants who do not receive an offer asking them if they wish to be placed on a *Waiting List*. Replies must be received within seven days of the date of the letter from the school. Further offers of places will be made as they become available in the order of the original selection process detailed above.

Late Applications:

Late applications will only be considered when all applications received on time have been offered a place in accordance with the criteria for admission.

Full and complete Applications received after the due time and dates are ranked according to their time of receipt by the school and any vacancies that subsequently arise will be filled from this ranked list.

Placement on such a list does not guarantee a place in the school.

Appeals

- I. Parents of applicants who are not offered a place in St. Mary's Secondary School may appeal the decision to the *Board of Management* in the first instance and subsequently, if necessary, to the *Department of Education and Skills*, in accordance with the *Education Act 1998* and the *Education Act (Welfare) 2000*.
- II. The Board of Management may be contacted by letter at the school address. Appeals to the Board of Management must be made within 21 calendar days from the date the decision of the Board of Management was notified to parents.
- III. The appeals to the Department of Education and Skills must be made within 42 calendar days from the date that the decision of the Board of Management was notified to the parents. The appeals application form can be downloaded from the website www.education.ie