

Mount Sion CBS Secondary School Admissions Policy

This policy will be reviewed annually.

The latest review was adopted by the Board of Management at a meeting on 14/10/2013.

Signed:_____ **Mr. J. McArdle.**

Principal and Secretary to Board of Management

School Admissions Policy

Mount Sion Secondary School is a Voluntary Catholic Secondary School for boys only operating under the Trusteeship of the Edmund Rice Schools Trust. The school recognises the special relationship that exists between Mount Sion Primary and Secondary Schools.

The school is

- Managed by a Board of Management
- Funded by the Department of Education and Skills and through voluntary fund raising
- Operating within the regulations and guidelines set down from time to time by the Department of Education and Skills.

The School supports the guiding principles of the Edmund Rice Schools Trust Charter. The educational approach in Mount Sion subscribes to the holistic vision expressed in the following five key elements of the Charter

- Creating a caring school community
- Nurturing faith, Christian spirituality and Gospel based values
- Excelling in teaching and learning
- Promoting partnership
- Inspiring transformational leadership

Boys who are eligible for Admission will:

- Be not less than 12 and not older than 15 years of age on the first day of January of the school year
- Have as a rule completed a full course of primary education
- Accept the school ethos
- With parents/guardians accept the school Code of Behaviour and confirm in writing such acceptance
- Attend religion classes. If the boy is not of the Roman Catholic faith, he must be willing to attend religion classes without participation, unless other arrangements are made with the DES or others to provide additional resources to allow for his supervision during Religion classes.
- Attend for the prescribed Assessment Test on the day agreed by schools locally

The school will admit each year the number of boys determined by the Board of Management.

For the school year ____2014 - 2015____, this number will be _54_ students.

In deciding on the number of boys to be admitted, the Board will have due regard for the relevant Department of Education and Skills provisions in relation to class size, staffing allocation and/or any other relevant requirements concerning accommodation, such as physical space or the health and welfare of children.

Where the number of applicants is greater than the number of available places, the Board of Management will apply the following selection criteria in the following order of importance in relation to applications received no later than 15.30 November 15th, 2013.

1.1 Boys who have present brothers in the school

1.2 Sons of current full time and part time teaching and non teaching staff

1.3 Applicants from Mount Sion Primary School

1.4 All other applicants

If at any stage of this process, the number of applicants in the category to whom priority is been given exceeds the number of places remaining places will be offered on the basis of when applications were received by the School Office. Proximity of home to school as determined by straight line measurement made by the school on the school's street map will be used as a deciding factor where applications were received on the same date and at the same time. Students not offered places in this process will have their names placed on a `Waiting List`, on the basis of when their applications were received by the School Office.

While recognising applicants' rights to admission we consider that we have an overriding responsibility to our present school community, and in particular students already enrolled, to an education without disruption. The school therefore reserves the right to refuse enrolment to any applicant in exceptional cases. Such an exceptional case could arise where either:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, 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 school staff or to school property.

New entrants to the school will only be accepted into First Year subject to the regulations outlined above. The policy in respect of students wishing to transfer from other schools is outlined in the relevant section of this policy.

Enrolment Procedure.

The parents/guardians must return the Application Form for admission to First Year by the date specified on the Application Form. The school will confirm in writing within 21 days of that specified closing date whether the student is admitted or not.

There will be an Assessment Test held on a morning agreed by Primary and Secondary Schools in Waterford City, which all incoming First Year students must sit. Generally this test is used to assess achievement levels in order to best facilitate students according to their needs. Students are assigned to classes on the basis of mixed ability groups. A student's performance in the assessment test has no bearing on his admission to the school. However, the offer of a school place will be forfeited if applicant does not attend the test.

Parents/guardians are requested to pay a voluntary fee of €50 to cover the cost of stationary, printing and postage etc.

Parents will be presented with the following when they are applying for an Application Form:

Admissions Policy

Data Protection

Mount Sion School is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data provided on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Services Executive, the National Educational Welfare Board.

Contact details will also be used to notify you of school events or activities. We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your son's personal data, you should write to the school Principal.

Applications received after Assessment Test Day

The Board of Management and Principal may consider such applications for admission. In such cases, admission of the student will be subject to the following conditions

- Compliance with the Admission Policy of our school
- In the best interest of the school community
- Availability of subject choice
- Availability of space in class or year group
- Is of educational benefit to the student
- That all-relevant information from the former school is made available e.g disciplinary and attendance record, special needs, as per section 20 of the Education (Welfare Act) 2000
- The school being satisfied with the reason for the late application

If places become available for late applicants they will be filled on a first come, first saved basis.

The Board of Management reserves the right to refuse an application in accordance with the school's admission policy.

Special Educational Needs

The school will use any resources provided by the Department of Education and Skills to make reasonable provision and accommodation for ***students with disabilities or special educational needs*** to enable these students participate in the life of the school in so far as is reasonable/practicable.

It may take some time for the Department of Education and Skills to process such applications. Consequently the Board of Management needs to be aware of any special needs as early as possible and parents are strongly advised to discuss their particular situation well in advance of making application.

In making provision for special need students the following information will be required with regard to a student's prior access to and current requirement for

- Special Needs Assistant or classroom assistant
- Special class
- Help from any resource teacher for specific needs
- Assistance with behavioural modification
- Psychological assessment. A report must be provided which should include a workable strategy for addressing the identified needs of the student
- Any additional resources to help with their special needs
- Help in areas including visual impairment, hearing impairment, general learning disability or emotional disturbance
- Any resource in relation to travel or mobility, etc.

The Board of Management, having gathered all the relevant information and professional documentation, will assess how the needs of the special needs student can be met and will make a decision within 21 days following receipt of the application concerned.

Transfer of a Student from another School

An application to transfer is defined as one from a student who has previously enrolled in another post primary school.

It is not the policy of the Board of Management to accept transfer applications from students already enrolled in a post primary school except in exceptional circumstances.

In such cases where a transfer application to our school may be considered, admission of the student will be subject to the following conditions

- Compliance with the Admission Policy of our school
- In the best interest of the school community
- Suitability of our curriculum provision
- Availability of subject choice
- Availability of space in class or year group
- In the best interest of the student e.g. consequences of mid term transfer
- Is of educational benefit to the student
- That all-relevant information from the former school is made available e.g disciplinary and attendance record, special needs, as per section 20 of the Education (Welfare Act) 2000
- Consultation with the Educational Welfare Officer if necessary
- The school being satisfied with the reason for the transfer.

The Board of Management reserves the right to refuse an application for admission in accordance with the school's admission policy.

Policy Guidelines for Repeat Leaving Certificate

1. Applications should be submitted by a particular date as determined by the school
2. Students must start their repeat year on a specific date as determined by the school
3. Repeat students must attend all classes including RE, PE etc. and must have a full timetable, unless otherwise agreed with the Principal
4. Repeat students must follow the school's Code of Behaviour and Uniform Policy
5. The school reserves the right to refuse admission
6. The student must give an undertaking to work to his best ability during the repeat year.

The Principal and Deputy Principal will make a decision on acceptance of the student following consideration of:

- Application Form
- Student's record
- Interview

The Board of Management reserves the right to refuse an application for admission in accordance with the school's admission policy.

Appeals

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Education Welfare Act 2000, Section 24;(5), Page 22
Education Act 1998, Section 29, Page 27; Circular Letter M48/01

The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under Section 15(2)(d) of the Education Act 1998. Education (Welfare) Act 2000. Section 19(1).

The Board of Management advises parents/guardians that, in the event of a boy being refused entry to Mount Sion, an appeal may be made in writing to the Board of Management within 14 days of the decision being conveyed to the parents/guardians. If that appeal fails, a further appeal may be made under Section 29 (d) of the Education Act, 1998. The parents/guardians will be informed in writing of the Board's decision and the reasons why the student was not accepted. The right to appeal will be restated and the Application Form provided (Circular M48/01).

An appeal may be made to **The Secretary General of the Department of Education and Science, The Appeals Unit, Department of Education & Skills, Marlborough Street, Dublin 1.**

An appeal should be made in writing on Application Form supplied. The Appeals Application Form should be completed in full and should state;

- The decision being appealed.
- The grounds on which the decision is being appealed.
- The date that the parents/guardians were informed of the decision.
- All other relevant information etc., (Circular M48/01)

The school must be informed in writing of the decision to appeal.

Having regard to the desirability of resolving grievances within the school where possible, the parties to an appeal under Section 29, i.e. the appellant and the school's Board of Management, will be asked to consider the matter in the first instance at local level to see if an accommodation can be reached. As a general rule, appeals will only be considered by an appeals committee under Section 29 where the parties are unable to resolve the issue at local level. (Circular M48/01)