

URSULINE SECONDARY SCHOOL THURLES



ADMISSIONS/ ENROLMENT POLICY

Ursuline Secondary School, Thurles is a Catholic Voluntary Sec School for girls only. The Board of Management of the School, while formulating this policy has shown due regard to the provisions of the *Education Act 1998* and the *Welfare Act 2000* and the important role played by the patrons of the school in its daily life and the religious and educational philosophy of the Ursuline Sisters.

RATIONALE

Having due regard to the above, the Board, through its Admissions/Enrolment Policy and in a manner consistent with the Mission Statement, supports the principles of:

- Inclusiveness, particularly in relation to the enrolment of pupils with special needs and those who may be disadvantaged, subject to adequate resources being available in the school.
- Equality of access and participation in the school
- Parental choice, in relation to enrolments while at the same time having due regard to the characteristic spirit of the school
- Respect for the diversity of traditions, values and languages and ways of life in society

Note:

- Implementation of the Enrolment Policy must have regard to the capacity of the school building and the resources available to the school from the DES.

PROCEDURES FOR APPLICATION

- Girls must be aged 12 years not later than 31st December of the year of entry
- The Principal visits all Primary Schools of traditional feeder schools in the first term to distribute Application Forms and Enrolment Policy
- Parents of prospective pupils from outside the traditional feeder schools must make written contact with the school to have their daughter's name entered on the database. An Acknowledgement Slip and a copy of the current Enrolment Policy will be sent out in response. These names will be kept on a database in order of receipt and will be administered according to the Criteria for Selection for the year of entry.
- Parents must complete the school Application Form for their daughter for year of entry by the given date.

CRITERIA FOR SELECTION, IF REQUIRED

In the event of the number of girls wishing to enrol in the school outweighing the number of available places, the BOM will apply the following criteria:

As the Ursuline Secondary School is a residential **and** day school, a quota of places is allocated to the Boarding School each year.

- ❖ Boarders – Separate Application Form required
- ❖ Pupils of Scoil Angela, Ursuline Primary School
- ❖ Sisters of present and past students
- ❖ Daughters of Members of Staff and Past Pupils – provided they have made application according to procedures.
- ❖ Girls from Traditional Feeder Schools in order of application.
- ❖ Remaining places will be allocated as per date on database

PROCEDURE FOR ENROLMENT

1. When all applications have been processed according to the Criteria for Selection above, all successful applicants will be notified and asked to complete and return **Application Form**, Birth Certificate, PPS number and two passport photos and signed Code of Behaviour Form. They will also be asked to attend an Enrolment/Entrance session.
2. Those who have not secured a place will be contacted by letter and invited to reply in writing to place their daughters' name on a waiting list
3. In the event of places becoming available, the waiting list will operate as per database **and** receipt of reply according to 2 above.

DECISION MAKING PROCESS

All decisions in relation to the enrolment of students to the Ursuline Secondary School are made by the Board of Management in accordance with the school policy, the *Education Act 1998*, the *Education Welfare Act 2000* and the *Equal Status Act*

- Parents will be notified of the Board's decision on receiving relevant information as prescribed by the BOM and the Minister of Education and Science, under the *Education Welfare Act 2000*.
- The ability of the school to meet the educational needs of the pupils

Admission is conditional on:

- The ability of the School to accommodate the numbers applying
- The ability of the school to meet the educational needs of the pupils
- Parents accept their role in supporting the school in the areas of discipline and homework
- Parents and students read, accept and sign the School Code of Behaviour

Note: All the above are subject to the correct paper work being completed and submitted to the School by the appropriate date.

The Board reserves the right to exercise its discretion in application of the criteria and will at all times adhere to the guiding ethos of St Angela Merici in caring for all students in our schools with particular care for the disadvantaged.

ADMISSION TO OTHER YEARS

Parents who apply to have their daughters enrolled to years other than First Year will only have their applications considered if

- The application satisfies the School's Enrolment Policy
- The School is satisfied with the reasons for the transfer. To this end, information will be requested from the student's former/present school concerning attendance, educational progress, subject choices, term reports, disabilities and special needs, reasons for the transfer as per Section 20 of the *Education Welfare Act*
- The BOM believes that the move will be in the best interests of the student
- Parents and students agree to sign the School Code of Behaviour
- The school from which the student is transferring has been notified by the parents
- The above also applies to students seeking re-admission

RIGHT OF APPEAL

The Board wishes to advise parents/guardians that in the event of a pupil not being granted a place in the Ursuline Secondary School, Thurles, an appeal may be made under Section 29 of the *Education Act 1998*. Further information will be made available if requested.

The object of this policy is to ensure that each child who applies for entry to the school receives fair and equitable treatment as outlined in the *Equality Act* and the *Welfare Act* and according to the education and religious philosophy of the Irish Ursuline Union