



St. Louis High School

Admissions Policy

MISSION STATEMENT

St Louis is a dynamic centre of learning where we foster a happy and secure environment. We nurture creativity and embrace diversity, while building on our rich traditions, in an atmosphere of generosity. We share in the journey towards deeper understanding in this complex world.

INTRODUCTION

St Louis High School is a Catholic non-fee-paying Secondary School for girls only, under the trusteeship of the Le Chéile Trust and committed to the principles of the St Louis ethos.

The school operates under the Articles of Management for Voluntary Catholic Secondary Schools and within the rules laid down by the Department of Education and Skills (DES).

All aspects of this Admissions Policy are within the context and parameters of funding and resources available from and provided by the DES.

Each year, the Board of Management (BoM) will decide in advance the number of incoming students for whom the school can provide an appropriate education, having regard to facilities, personnel and resources.

In this context the school subscribes to the principles of:

- Respect for the characteristic St Louis spirit and the Catholic ethos of the school
- The legislation (see below)
- Partnership
- Accountability and transparency
- Inclusion
- Respect for diversity
- Parental choice in relation to enrolment in the school
- Equality of access and participation in the school

DAY-TO-DAY OPERATION OF THE POLICY

The Board of Management delegates the day-to-day implementation of this policy to the Principal.

RELEVANT LEGISLATION

- Education Act 1998
- Equal Status Act 2000
- Education Welfare Act 2000
- EPSEN Act 2004 (Education for Persons with Special Educational Needs)

St Louis High School's CODE OF BEHAVIOUR FOR STUDENTS

St Louis High School has a detailed Code of Behaviour for students. It outlines the system of rewards and sanctions the school operates to promote a climate which facilitates the teaching and learning that is at the heart of the school's educational mission. It also outlines the procedures the school follows to suspend or expel a student and the relevant appeals procedure available to those who may wish to use it. The Code of Behaviour is available on the school's website: www.stlouishighschool.ie/. Prospective students and their parents/guardians should familiarise themselves with the school's Code of Behaviour for Students, which they will be required to accept. They are further expected to support the school in its enforcement.

APPLICATION PROCESS

The following criteria will be applied to applications to the school for enrolment in First Year, **provided application and entrance procedures are fulfilled.**

- Applications can be made from the start of 2nd class in Primary school. **The final date for receipt of applications for enrolment is 4pm on the last Wednesday in September each year prior to the proposed entry to St Louis High School** (i.e. while the applicant is still in 6th class).
- An applicant must have reached 12 years of age on 1st January in the calendar year following her entry into the school. The applicant's birth certificate must be provided as evidence of age.
- Applicants must provide the school with relevant information pertaining to the student's educational needs. All information must be true and accurate. **Failure to supply the relevant information will result in the withdrawal of the offer of a place.** The school reserves the right to require additional relevant information from the applicant's parents/ guardians and/or from her previous school/s as deemed necessary.

Offers of places are prioritised in the following manner:

:

- 1 Sisters of present and past pupils of St. Louis High School, Rathmines (First-come first-served basis), then
- 2 Pupils from St. Louis Primary School, Rathmines enrolled in 6th class on 1st September in the year the place is being offered (First-come first-served basis), then
- 3 Pupils from other primary schools (First-come first-served basis)

In the event of the school being oversubscribed a waiting list will be compiled. Places will be allocated on a first-come first-served basis provided that all the necessary **application and entrance procedures are fulfilled.**

If offered a place:

- Students and their Parents or Guardians must accept and support the school's Catholic ethos.
- Students and their Parents or Guardians are required to indicate in writing that they accept the school's Code of Behaviour.
- Parents or Guardians are required to provide two recent school reports of the incoming student.
- Students are required to sit the school's Assessment Tests.

.

HOW TO APPLY

- Application forms are available from the school office or can be downloaded from the school website: www.stlouishighschool.ie
- Received application forms are dated, acknowledged and entered on a database.
- **Closing date for receipt of application forms is 4pm on the last Wednesday in September each year, prior to the applicant's proposed entry to St. Louis High School.**
- **It is the responsibility of the Parents/Guardians to notify the school of any change of details provided on the submitted application form.**
- **It is the responsibility of the Parents/Guardians to notify the school if they have not received an acknowledgement within 21 working days of sending in the application.**
- **Students and Parents/Guardians who have applied by the above closing date will be invited by letter and text or email to attend an Information Meeting in early October in the year prior to entry. (Please note that this letter will be posted to the address provided on the initial application form unless an updated address has been provided). Date and time of this Information Meeting will also be posted on the school's website. School policy, the school's Catholic ethos and structures will be explained at this meeting. Applicants' Primary Schools will also receive notification of the date of the information meeting. **It is essential that Parents/Guardians attend this meeting as part of the enrolment process.****
- Following this meeting, offers and registration forms with a specific closing date will be forwarded to the Parents/Guardians of the successful applicants.
- Completed registration form, non-refundable registration charge and other requested documentation must be returned to the Secretary's office in St Louis High School by the specified date. **Failure to return these items by the due date will result in the withdrawal of the offer of a place, and the place will be offered to the next qualifying applicant.**
- A waiting list will be compiled in the event of oversubscription for First Year places in any given academic year and it will be used to offer any places that become available. Parents/Guardians will be informed of their daughter's position on the waiting list.
- Assessment tests will be held following the processing of place offers.
- During May and June prior to entry, we will invite each registered student and their Parents/Guardians to the school for an individual meeting with one of the following staff members of St Louis High School: the Principal, Deputy Principal, Guidance Counsellor or other Staff Member.

TRANSFER OF STUDENTS

In the case of students seeking to transfer from another post-primary school or seeking re-admission, the following procedures apply:

- Application form accompanied by the **three most recent** school reports and including the applicant's attendance record, in accordance with Section 20 of The Education

Welfare Act 2000, must be submitted to the school. The school reserves the right to require additional relevant information from the applicant's Parents/ Guardians and/or her previous school/s as deemed necessary.

- Received application forms will be dated and acknowledged.
- Applications to transfer to the school may be accepted where in the opinion of the Principal and the Board of Management of St. Louis High School such a transfer would be in the best interests of both the applicant and the students at the school. Among the factors to be taken into account by the Principal may be (a) acceptance of the Catholic ethos of the school by the student and their parents (b) recent reports and attendance records (c) the curricular provision, subject choice and facilities available at the time in the school (d) any likely impact on students already in the school and (e) any other relevant factors affecting the educational benefits to the student seeking a place in the school.
- Parents/Guardians who request a place for their daughter(s) in a class in which a place may be available will meet with the Principal/Deputy Principal who may be accompanied by a member of the staff.
- A decision about the transfer of the student will be conveyed to the parents/guardians within 21 working days of the process referred to above being completed appropriately and on condition that all the required information has been received by the school..

STUDENTS WITH SPECIAL NEEDS

Within the overall criteria for enrolment in the school and having regard to the facilities and services available in the school, the school welcomes students with disabilities and/or special educational needs.

In order to assess the requirements of a student with special needs, to organise the resources necessary for her education and to fulfil its duty of care, the Board of Management requires the following information from the parents/guardians:

- Information regarding the student's educational needs on application
- A copy of the student's medical/psychological report(s)
- An individual education plan, if available

If a report is not available, parents will be advised to have the student assessed. The purpose of this assessment is to assist the school in establishing the educational needs of the student and to access the support services required.

Following receipt of the report(s), the Board of Management will assess how the school can accommodate the needs of the student and reserves the right to consult with the applicant's current school. If the Board of Management deems that further resources are required, it may, prior to registration and in co-operation with the parents/guardians, request the Special Educational Needs Officer and the Dept. of Education and Skills to provide the resources required to meet the needs of the student. It may be necessary to defer registration until receipt of the report or the provision of the appropriate resources by the Special Educational Needs Officer and the Dept. of Education and Skills. *St Louis High School will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable.*

SCHOOL PROGRAMMES – TRANSITION YEAR

Parents/Guardians should note that admission to the Transition Year Programme is limited. Full information on how students are chosen for this programme is available in the TY Policy on the school

website www.stlouishighschool.ie (under policies section). Acceptance into the school in any other year does not automatically entitle a student to access this programme.

REFUSAL TO ENROL

The Board of Management reserves the right to refuse enrolment to any student in exceptional cases. (As specified in Section 29 Education Act 1998 and Circular M48/01)

Such an exceptional case could include the following:

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

RIGHT TO APPEAL A REFUSAL TO ENROL

A refusal to enrol will be communicated in writing to the applicant's parents/guardians. The letter will be accompanied by a note regarding the right to appeal the decision to the Board of Management and the procedures to be followed.

The final decision with regard to the enrolment of students in St Louis High School and with regard to all matters covered by this Admission Policy lies with the Board of Management. Parents/Guardians whose daughter has not been allocated a place in the school may appeal this decision in the first instance to the Board of Management and subsequently, if necessary, to the Department of Education and Skills, under Section 29 of the Education Act (1998). The appeal can be made to the Department without appealing to the Board of Management. The appeal 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/guardians. The Appeals Application Form can be downloaded from the website: www.education.ie or obtained from the school office.

Date of Board of Management meeting at which this policy was adopted 25th January 2017.

Signature of Chairperson, Board of Management: Mrs Maura Mooney