

# Our Lady's College Galway

*Draft*

## **ADMISSIONS POLICY**

May 2018

### **Mission Statement:**

We in Our Lady's College Galway, in cooperation with parents/guardians, aim to foster and develop the unique potential of each student through the provision of a broad based educational experience in the Catholic tradition.

In welcoming all, our focus is on educational excellence delivered in a safe and caring environment. Mutual respect, responsibility and belonging permeate all that we do enabling the holistic development of our students.

### **Aims:**

- Promoting Spiritual and Human development
- Achieving Quality in teaching and learning
- Showing respect for every person
- Creating Community
- Being Just and responsible

### **Operating Context:**

The Board of Management of Our Lady's College sets out its Admission Policy in accordance with the provisions of:

- The Education Act 1998
- The Education Welfare Act 2000
- The Equal Status Act 2000
- Education for persons with Special Educational Needs Act 2004
- Education (Miscellaneous Provisions) Act 2007
- Data Protection Acts, 1988 and 2003
- Other legislation that impacts of the provision of second level education in Ireland

The Board of Management of Our Lady's College supports the principles of

- Inclusiveness
- Equality of access to and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society
- Enrolment of students with disability/special educational needs

### **Subject to:**

- Department of Education and Science regulations and programmes
- The rights of the Trustees as set out in the Education Act (1998)
- The Religious and Educational Philosophy of our Trustees "CEIST".

**The available funding and resources that are provided by:**

- a) D.E.S. grants and teacher allocations
- b) Voluntary contributions from parents/guardians
- c) Donations
- d) Fundraising

**School Details:**

Type of School:

Our Lady's College is an all-girls Voluntary Catholic Secondary School under the trusteeship of the CEIST and is grant aided according to Department of Education & Skills (DES) guidelines.

Management:

The Board of Management is constituted in accordance with the Articles of Management of Voluntary Secondary Schools in Ireland (2001).

Principal: Clóna Ní Néill  
Deputy Principal: Michelle Casserly

Organisation:

The School is supported by a Parents Council and a Students Council.

Curriculum:

The curriculum offered by Our Lady's College Galway is governed by the D.E.S. regulations and may be amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998.

The programmes offered include the traditional Leaving Certificate (LC), Junior Certificate (JC), Junior Certificate Schools Programme (JCSP), Transition Year (TY), Leaving Certificate Vocational Programme (LCVP) and QQI Level 4.

Students with SEN are catered for with the provision of learning support and resource teaching support as allocated by the National Council for Special Education (NCSE) in the Department of Education & Skills.

## ADMISSION INTO FIRST YEAR

### PROCEDURES

1. Application forms are available from the school office on request, or on the school website [www.ourladyscollege.ie](http://www.ourladyscollege.ie)
2. Secondary school students must be aged 12 or over on Jan 1st of the calendar year following the child's entry into 1st year and must supply a Birth Certificate as identification.
3. Completed applications forms must be returned to Our Lady's College before the due date. This date will be published in the local press. A School Prospectus will be distributed to the feeder primary schools and to parents on the Open Evening, each year.
4. The offer of a place is subject to satisfying the Admissions Policy outlined above.
5. Details and copies of any assessments in relation to the student's educational, psychological or health issues, carried out in the past, should be supplied to the school when an application for enrolment is made.
6. Applicants will be notified of the status of their application within 21 school days after the closing date for completed applications in any year. Late applications will be kept on file and considered only when all applicants who applied on time have been considered.
7. On receipt of an offer of a place, parents/guardians must secure that place by completing and returning the Acceptance Form which accompanies the offer. This Acceptance Form must be received in the school office on/before the date indicated on the letter offering a place. Failure to return the completed Acceptance Form by this date will result in the offer deemed withdrawn, and the place being offered to the next applicant on the waiting list.
8. All students who have accepted a place in Our Lady's College will be required to sit an Assessment Test. The results of the Assessment Test are not part of the admission criteria. Instead, they provide a snapshot of the student's academic ability.
9. Misleading or inaccurate information may result in disqualification of the applicant.
- 10 All incoming First Year students and their parents/guardians must attend for a meeting with the principal or deputy principal at an appointed time.
- 11 All incoming students and their parents/guardians are expected to sign a copy of the school's Code of Behaviour before admission.
- 12 Parents are required to cooperate with the school's attempts to identify the educational or other relevant needs of the child by permitting the school to discuss their child's educational records with the feeder primary school.

### **OVERSUBSCRIPTION to OLCG:**

If the school is oversubscribed the following criteria will be applied in selecting applicants, not necessarily in this order.

In making decisions on applications the Board of Management will have regard to the Department of Education and Skills (DES) regulations in relation to:

- Class sizes
- Staffing provisions
- Specific requirements concerning access to accommodation, such as physical space or
- The health and welfare of the students.

The Admissions policy of Our Lady's College is based on the ethos of providing an all inclusive education which strives to serve the needs of all students in the community.

In arriving at a decision on first year enrolment, the school admits students using the following criteria:

- Sisters/daughters of current pupils or past pupils respectively
- Students from primary schools in the local catchment area
- First come first served

### **SPECIAL EDUCATIONAL NEEDS (SEN):**

The Board of Management and the staff of the school are committed to identifying children who have special educational needs (SEN) and to become familiar with their needs by:

- Requesting copies of the child's medical, psychological report/individual education programs.
- Seeking immediate assessment where necessary.

Parents/Guardians of students with Special Educational Needs, whether educational, medical, psychological or social, should submit all relevant information, as soon as possible, so that the school may plan and acquire the necessary resources, both teaching and ancillary, to provide an appropriate program of education for the child.

**In making provision for Special Educational Needs (SEN) students the following information is required:**

Establishing if the student had access to any of the following resources:

- Special Needs Assistant – SNA - or classroom assistant
- Special Class

- Help, for specific needs, from any Resource or Learning Support teacher
- Assistance with behaviour modification
- Educational Psychological Assessment (Reports to be provided)
- Any additional resources to help with her 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.
- Any medical issues (Reports to be provided)

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Management, having gathered all relevant information and professional documentation, assesses how the needs of the SEN students can be met.

Our Lady's College Learning Support and Resource policies are available from the school office.

#### **ADMISSION TO OLCG – Other than for FIRST YEAR**

#### **Transfer of a student from another Second Level School**

Our Lady's College will make every reasonable effort to facilitate a student seeking a transfer to our school if she has legitimate reasons for transferring including relocating to Galway City. The Board reserves the right to consult with the authorities of the student's previous school and obtain information regarding behaviour, educational progress, attendance, subject choices, term reports, disabilities and special educational needs. Two student Transfer Forms must be completed; one by the student wishing to transfer and one by the Principal of her current school. The student will be interviewed in the company of a parent /guardian. The student is required to be truthful and honest about her school record in her previous school.

Unaccompanied students will not be considered for enrolment.

Parents/Guardians of students may request to transfer into the school at any time subject to:

1. The application being compliant with the procedures outlined in the school's Admissions Policy.
2. The school being satisfied with the reason for the transfer. Information will be requested from the student's current school concerning her behaviour, attendance, educational progress, subject choices, term reports, disabilities and special educational needs and the reasons for the request to transfer as per Section 20 of the Educational Welfare Act 1998.

3. Transfers will not be considered in the case of a student who has been excluded or expelled from her current school.
4. Key information being supplied by parent/guardian on the School's Application form
5. A copy of the student's Birth Certificate
6. Available space being available in the school
7. The school's curriculum provision being suitable for the student. The subject choices must match those of the student seeking a transfer.
8. The best interest of the school
9. Consultation with the Educational Welfare Officer, if appropriate.
10. Whether or not the school authorities regard that the move is in the best interest of the student involved.

The school will require an application, in writing, from the student and her parents/guardians detailing any positive contributions the student can make to the school.

The principal of Our Lady's College shall, before registering a student from another school, provide the parents/guardians with a copy of the Admissions Policy and Code of Behaviour/Suspensions-Expulsions Policy in respect of the school and will, as a condition of so registering such a student, require the pupil's parents/guardians to confirm in writing that the Admissions Policy, Code of Behaviour and all the school's policies are acceptable to them and they shall make all reasonable effort to ensure compliance with such by their child.

Where a student is considered for a place, the decision will be taken by the school, in consultation with the student's parents/guardians, her former school, the Education Welfare Officer, whether such a place may be offered, immediately, or whether it would be better to wait until the beginning of the next academic year.

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances, where, in the view of the Board, such a student may pose an unacceptable risk to other students, to staff or to school property, or where the student has special educational needs such that, even with additional resources from the DES, the school cannot provide the student with an appropriate education.

## **REFUSAL TO ENROL – Appeals**

In cases where the Board of Management refuses enrolment, the parents/guardians have to right to appeal the decision under Section 29 of the Education Act (1998).

Section 29 of the Education Act 1998 provides for an appeal process to the Secretary General of The Department of Education and Science. In general, such an appeal must be made within 42 days of the notification by the school of its refusal to enrol.

Appeals will be determined by the Local Appeals Committee appointed by the Department of Education & Skills, in the light of all the facts presented to it and having due regard to:

- The Enrolment Policy
- The established practices within the school for dealing with issues/grievances which are the subject matter of the appeal, including where relevant and available, any statutory or non-statutory procedures, guidelines, regulations or other provisions in operation at anytime
- The educational interests of the student who is the subject of the appeal
- The educational interests of all other students in the school
- The effective operation and management of the school
- Any resource implications arising from the issues under appeal
- Such other matters, as the Appeals Committee considers relevant.

Full details of what is entailed in these procedures are available from the school upon request.

### **Review and Evaluation**

The implementation, monitoring, review and evaluation of this policy will be a matter for school management in conjunction with the staff, students and their families. The policy will be reviewed annually by the Board of Management.