

## **ADMISSIONS POLICY DOCUMENT**

### **Mission Statement**

As a Catholic school, St. Louis Secondary School, Dundalk, aims to educate the whole person and to encourage the qualities of respect, truth, responsibility, happiness and excellence in a caring inclusive atmosphere

#### **Aims of the school**

- To provide a social and academic environment which fosters learning
- To strive to ensure that Christian attitudes and values are knit into the fabric of school life
- To provide through the curriculum, teaching methods and allocation of resources, teaching and learning situations which enable all pupils to:
  - Develop their intellectual capacity to the full.
  - Stimulate their curiosity and imagination.
  - Develop their aesthetic awareness; assist in their physical and moral development, and acquire an appetite for further knowledge and skills in later life.
- To prepare each pupil to be a responsible member of our democratic society, equipped to play an active part in its development.
- To be a caring community in which the individual is given a sense of significance and importance and a consciousness of the needs of others.
- To be a participating partner in the wider community, welcoming parents and other friends of the school to share in our work.

#### ***The Ideal of St. Louis Schools***

Our schools provide an educational experience where all the partners, parents, students, staff, management and trustees share the vision of Jesus Christ, by the fulfilment of their moral obligations towards others and by their special concern for the poor and those who are disadvantaged spiritually, intellectually or socially.

Personal maturity must be the goal of education, a never-ending process involving the development of mind, body and spirit, and encompassing all aspects of life.

While the faith formation provided is Christian and in the Catholic tradition, our schools are inclusive in their intake, comprehensive in their curriculum, just and fair in their structures and policies, and consultative in their decision making.

Our schools are caring communities in which individuals become aware of injustices in society, and are encouraged to challenge the structures from which social injustices spring.

The characteristic spirit of a St. Louis school is built on these values and principles and provides the context for the mission of the school, the school plan, its operating policies and the day-to-day work of the school.

### ***Commitment of St. Louis Trustees***

The St. Louis Trustees are committed to the successful implementation of recent education legislation, in particular the Education Act 1998, the Education (Welfare) Act 2000 and the Equal Status Act 2000. They fully subscribe to the underlying principles of the legislation: partnership, accountability, transparency, inclusion, respect for diversity, parental choice and equality.

### **1. School Details**

#### **Type of School:**

- Voluntary Catholic Secondary School
- Under the Trusteeship of the Sisters of St. Louis in association with the Le Chéile Trust
- Grant-aided
- Single sex

### **2. Enrolment Criteria**

Students will be accepted under the following criteria:

1. Sisters of students currently attending the school or who have attended the school in the past will be given priority. Applications for enrolment from siblings\* must be received by the school, at the very latest, by 31<sup>st</sup> May of the year preceding the year of entry – i.e. if year of entry is September 2011, then applications must be received by 31<sup>st</sup> May 2010. Applications for enrolment received from sisters after this date will be considered under criterion 2 below.  
\*Siblings are defined as being under the guardianship of the same parents.
2. First come-first served basis in order of date of application for enrolment including pupils with special educational needs. Access to the records of those students will be required in advance, enabling the school to apply to the Department of Education & Science for the resources to support the students.
3. Students applying must be 12 years old on January 1<sup>st</sup> of the calendar year following the student's entry into 1<sup>st</sup> year.
4. Parents will confirm in writing that they accept the Code of Behaviour of St. Louis Secondary School and that they shall make every reasonable effort to ensure compliance with such policy by the student.
5. In the case of where there is an excess of students to places, a waiting list in order of date of application for enrolment shall operate.
6. Late applications may be considered subject to availability

### **3. Procedures for Admission**

Application Form for Enrolment can be obtained through the office. The Code of Behaviour and the Information Guide will be issued with the application form. The application form will require the parents/guardians to give the following information:

- Pupil's name, age, date of birth, address
- Parents'/Guardians' names, address, telephone numbers
- Emergency contact numbers
- Details of medical conditions
- Religion
- Previous schools attended
- Reasons for transfer if applicable
- Any other relevant information

An assessment test prior to entry is administered on a date agreed by the local secondary voluntary schools. The date for the assessment test will be communicated to all parents/guardians by post.

### ***Special Needs Programme***

Subject to the provision of Special Needs resources provided by the Department of Education & Science, Special Needs students may receive learning support. A copy of the student's psychological report must be made available to the school.

### **4. Transfer from other Second Level Schools**

1. Pupils may transfer into St. Louis Secondary School subject to its admission policy.
2. St. Louis Secondary School, being satisfied with the reasons for transfer, will request information from the student's former/present school concerning attendance, educational progress and special needs. St. Louis Secondary School will request copies of exam results, a reference and recent reports from her school.
3. St. Louis Secondary School will consider if the move is in the best interests of the student. The consequences of mid-year transferral or mid-cycle, and subject choices will be taken into consideration.
4. The transfer is subject to a space being available in a home class and in specialist subject classes.
5. Where necessary, the Educational Welfare Officer will be consulted.
6. The parent/guardian applying to transfer their child will be supplied with an Enrolment Form, Admissions Policy and Code of Behaviour.
7. *The Board of Management reserves the right to refuse an application for admission in exceptional circumstances [Cf Section 29 Education Act 1998 and DES Circular M48/01].*

Parents have a right to appeal a refusal by the school to enrol a student under Section 29 of the Education Act.

## **5.Management & Organisation**

### Board of Management

St. Louis Secondary School is managed by the Board of Management. This Board is composed of eight members – four Trustee nominated members; two Parents’ representatives; two Teachers’ representatives. The Principal acts as the Secretary to the Board. The Board of management has a term of three years.

### Teaching Staff

The teaching staff is composed of the Principal, Deputy Principal, Assistant Principals, Special Duties’ teachers and subject teachers.

### Ancillary Staff

The ancillary staff is composed of the School Secretary, assistant secretaries, special needs’ assistants, caretaker, maintenance and canteen staff.

### Parents and Friends of St. Louis Secondary School

The Parents and Friends of St. Louis are actively involved in the collaborative process pertaining to the formation and development of policy documents for the school. They shall promote the interests of the students in school in co-operation with the Board, Principal, teachers and students of the school.

### Students’ Council

The Students’ Council functions in partnership with, and is established to improve the communication between students and management and to acknowledge the role of the students in the organisation of the school.

---