

# Jesus and Mary College

## Our Lady's Grove

### Admission Policy

This policy is drafted in accordance with the Education Act 1998 and the Education Welfare Act 2000

Any reference to "parents" is to be understood to include all parents and guardians.

Our Lady's Grove, is a school for girls which subscribes to the religious and educational philosophy of the Congregation of Jesus and Mary and operates under the patronage of the Le Cheile Schools Trust. Parents are required to indicate their willingness, in writing, to support the characteristic spirit of the school and to abide by all school rules, values and traditions. The school operates within the regulations laid down by the Department of Education and Skills. It follows the curricular programmes prescribed by the DES, amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

#### **Mission Statement**

*Jesus and Mary College, Our Lady's Grove, is a Catholic community in keeping with the educational philosophy of St. Claudine Thevenet and the stated ethos of the school.*

*We are committed to providing a quality education in pursuit of excellence. We endeavour to provide a teaching and learning environment which encourages the school community to develop to its full potential cognisant of all its talents and skills. We aim to work together in a safe, respectful, caring and just environment. We value the principles of mutual respect, equality and tolerance encouraging positive self - image, confidence and pride in all achievements.*

#### **School Ethos**

Parents of those applying to the school must be willing to support the Catholic ethos of the school. The school is informed by the religious and educational philosophy of the Congregation of Jesus and Mary and the vision and values of the Le Cheile Charter. Our ethos is derived from the educational vision of Saint Claudine Thevenet which:

- (a) Encourages an education which fosters holistic development, personal growth and self worth with an openness to the spiritual dimension of life for its members
- (b) Aspires to educate, to promote responsibility, and to work together in a respectful, caring and just environment.

All activities and policies of the school, including the Admission Policy are assessed against the stated ethos of the school, which aims to promote Gospel values in the life of the student.

#### **School Management.**

The Board of Management upholds the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform the conduct of the school. It is responsible for the overall governance of the school and subscribes to and promotes the ethos of the school.

The Board supports the underlying principles of:

- Full participation for all students in the activities of the school
- Respect for diversity while maintaining the stated Catholic ethos of the school
- Effective education involving a triumvirate relationship between the school, the student and the parents in which all parties support the ethos of the school and the recognition of our cultural values and traditions.

The day to day running of the school is vested in the Principal. In addition the leadership team includes Deputy Principal, Assistant Principals 1 and Assistant Principals 11. The number of teachers with posts of responsibility will be determined by the Department of Education and Skills and is dependent on Whole-time Equivalents allocation assigned to the school.

## School Resources

**Financial resources** -- The school obtains its financial resources from the following:

- Grants from the Department of Education and Skills
- Fund Raising
- Parental Payments for essential additional services. Each September all parents pay for additional essential services which are provided to students, such as lockers, journals, swipe cards, Impero, insurance, afterschool study, study skills programme etc. Parents are made aware of these essential costs each January. All first year students will be exempt from this payment in the September of their first year as this is paid at the time of acceptance of a place.
- Voluntary Contributions- these voluntary contributions supplement the Department Grants and allow the school upgrade facilities and broaden subject choice.

As Our Lady's Grove, is a non-fee charging voluntary secondary school it relies heavily on the financial support of parents through the voluntary contribution that families pay each year. The voluntary contribution is currently set at 250 Euro per family per annum. The Board of Management, while acknowledging the importance of parental contributions, emphasises that the offer and acceptance of a place in the school is not dependent in any way on the financial voluntary contribution and no request for any voluntary contribution will be made until after the completion of the enrolment process.

**Teaching resources** -- Our teacher allocation is based on the number of students we have and may vary from year to year. The teaching allocation is determined by the Department of Education and Skills. Part-time teachers may be employed by the school to provide additional tuition when and where required.

## The Curriculum

As we are a recognised school under the Education Act 1998, the academic curriculum is prescribed by the DES. Accordingly all enrolled students are obliged to undertake the curriculum and are prepared for the State Examinations. The curricular programmes provided, include the Junior Certificate, the Transition Year (compulsory) and the Leaving Certificate. All subjects for the State Examinations are provided to Higher Level.

**Junior Certificate** subjects: Core-Irish, English, Maths, French/Spanish, History, Geography, Music, Science, Classics

One optional subjects must be chosen from - Art, Home Economics, Business Studies.

Chinese is provided with external accreditation.

C.S.P.E., P.E., Spiritual and Mental Wellbeing and S.P.H.E. contribute to our Wellbeing programme.

**Leaving Certificate** subjects: Core-Irish English Maths French

Three optional subjects from: Art, Accounting, Biology, Chemistry, Classical Studies, Economics, Geography, History, Home Economics, Music, Physics, Religion.

*The choice offered in any year will depend on the demand for a subject and may vary from year to year.*

Non examination subjects P.E., SPHE, Choir, RE (including RSE).

All students are expected to partake in the curricular programmes provided.

Parents who wish their daughter to opt out of R.E. must make application in writing to the Principal. All students who have received permission not to take part in Religious Education classes will sit at the back of that class and study.

## Code of Behaviour

The school publishes, in accordance with the Education (Welfare) Act 2000, a Code of Behaviour. This emphasises a positive approach to behaviour and supports the ethos of the school. A copy of the Code of Behaviour is provided to all parents.

The school will require the parents of the student to confirm in writing that the Code is acceptable to them and that they will ensure that their daughter complies with its rules and regulations. Acceptance of our Code of Behaviour is one of our conditions of enrolment. Please see our Code of Behaviour on our website [www.olgrove.ie](http://www.olgrove.ie)

## **Admission Process**

The Admission Policy of the school is, subject to the requirements imposed by law, the responsibility of the BOM under the general supervision of the Trustees.

### *Admission Statement*

*The school will not discriminate in the admission of students on the grounds of gender, civil status, family status, sexual orientation, religion, disability, race or membership of the Traveller community. The school does not discriminate in relation to the admission of students, where it refuses to admit as a student, a person of male gender nor does it discriminate in relation to the admission of students of the Catholic denomination in preference to others, if it refuses to admit as a student, a person who is not of that denomination and in the case of a refusal, it is proved that the refusal is essential to maintain the school's ethos.*

*In circumstances where a student wishes to transition from female to male, the school will discuss with the student and her parents the most appropriate way to respond to the needs of the student, within the resources available to the school.*

The annual intake of students is determined by the BOM at the first meeting of the Board each academic year. In the event of oversubscription the following criteria will apply.

### *Criteria for Admission*

While we respect and relate to the religious diversity within modern Ireland, Our Lady's Grove, is a Catholic school within the Christian tradition. In offering places priority is given to those students from within that tradition. The school considers the applications of those from other faiths and none when they are willing to support the ethos and cultural values and traditions of the school and do not negatively impact on the school ethos. Consideration will also be given to the facilities and resources available in the school.

In deciding on the acceptance of students, applications will be accepted from girls only.

Priority will be given to students in the following order:

- (1) Sisters of present students
- (2) Students progressing from Our Lady's Grove Primary School \*
- (3) Catholic students who live in the catchment area defined as postal codes 14, 6, 4, 16, 18, Co Dublin (Stillorgan, Blackrock, Mount Merrion)
- (4) Students of other Faiths or None who live in the catchment area

\*This will not automatically apply to applicants who join the Primary School in 5<sup>th</sup> or 6<sup>th</sup> class

## **Application Process**

The application process is by means of a form completed by Parents. The closing date for acceptance of completed forms is the 31<sup>st</sup> January two years preceding, the year of entry. Late applications may, however be considered in appropriate circumstances if places are available.

Allocation of all places is at the absolute discretion of the Board of Management and will be made based on the above criteria.

An offer of a place in the school is accompanied by an Acceptance Form which specifies the following:

- the date by which the offer must be accepted,
- the amount of a non- refundable service charge for first year expenses and assessment test which are not funded by the Department of Education and Skills
- support for our ethos,
- adherence to our Code of Behaviour and
- recognition of our cultural values and traditions (Acceptance Charter see appendix 1)

In order to secure the place offered parents must ensure the fully completed Acceptance Form and non- refundable essential services charge are received by the school on or before the acceptance date. Failure to do so will deem the offer of the place to have been declined.

### **Applicants with Special Educational Needs**

Our Lady's Grove welcomes applications from parents of students with special educational needs. The school will use the resources (finance and personnel) provided by the DES to make reasonable provision and accommodation for students with disabilities or special educational needs and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable.

The school's ability to provide for students with particular educational needs is dependent on resources suitable to those needs being supplied by the Department of Education and Skills. Parents are encouraged to make the Board of Management aware of any special needs as early as possible, as it may take some time for the Department to process applications for the resources needed. In order to determine the specific resources, facilities and learning support required, the Board will request a copy of the student's medical and or psychological report. Where such a report is not available, the Board will request an immediate assessment. The purpose of the assessment report is to assist the school in establishing the educational needs of the student relative to their special needs and to profile the support services required.

Following receipt of the report, the Board will assess if the school can meet the needs of the student as specified in the report. The school will also request information from the student's primary school with regard to such matters as learning support and or/resource hours. Where the Board deems that further resources are required, it will, prior to the student commencing to attend the school, request the Department of Education and Skills to provide the resources necessary to meet the needs of the students as outlined in the psychological or medical report.

A representative of the Board will meet with the parents of the student to discuss the student's needs and the school's capacity to meet them. It may be necessary for the Board to postpone the attendance of a student at the school, pending the receipt of an assessment report and or the provision of appropriate resources by the Department of Education and skills to meet the needs specified in the psychological or medical report.

The school commits itself to working closely with the Special Education Needs Organiser (SENO), to ensure that students with special needs are given every assistance, subject to available resources, to achieve their educational potential.

As soon as is practicable, but not later than 21 days after a parent has provided all the relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents in writing of such decision.

### **Admission Procedures**

First Year Applicants

**It is the responsibility of parents to ensure that all contact details are current**

- The closing date for receipt of Application Forms is the 31<sup>st</sup> January two years prior to the date of entry. The school will compile a list of all applicants received by that date.
- Sisters of current students must be enrolled as per the above procedure.
- Offers will be made by the 21<sup>st</sup> February to eligible applicants
- Acceptance Forms and all documentation should be returned to the school by 31<sup>st</sup> March.
- A meeting will be arranged with the Principal/ Deputy Principal twelve months prior to entry to outline school policies and procedures and to sign our Acceptance Charter to indicate parental support of these procedures. Failure to attend this meeting will result in the offer of the place being withdrawn
- Enrolment is deemed complete when all required documentation has been received by the school and the Acceptance Charter has been signed and accepted by the parents.
- Applications received after 31<sup>st</sup> January two years prior to the year of entry will be deemed Late Applications and held on file for future consideration if places become available.
- In cases where the school is oversubscribed unsuccessful applications will be informed by post.
- The Application process will close by 31<sup>st</sup> March two years prior to the year of entry.

### **Mid Year Applications**

Normally applicants to join the school during the academic year cannot be accommodated.

#### **Applications for entry into a year other than First Year.**

Normally applicants for years other than first year cannot be accommodated. In exceptional circumstances applications may be considered from female students who move to the catchment area and if the Principal, acting on behalf of the Board of Management, considers it advisable to do so. The applicant's school record to date will be considered when deciding on suitability for a place in the school. The school being satisfied with the reasons for transfer will request information from the applicant's former /present school concerning attendance, educational progress etc. A decision about the transfer of a student to this school will be conveyed to parents within 21 days of interview on condition that all required data has been received by the Principal.

#### **Right to postpone a decision on Enrolment.**

The Board of Management reserves the right to postpone a decision to enrol where the school has been furnished with insufficient information e.g. where the school has not been furnished with relevant documentation e.g. the assessment report or disciplinary records to establish if the school can meet the required and effective educational demands of the applicant.

#### **Withdrawal of an offer of Admission**

This will take place where the parent of the applicant does not agree in writing to the conditions of enrolment and does not support the stated ethos of the school and its cultural traditions.

#### **Right of Board of Management to refuse an application for Admission.**

The school reserves the right to refuse enrolment to any students in exceptional cases. For example but not confined to the following:

- There are no places available in the year group for which application has been made.
- In the professional opinion of the Board of Management, the student poses an unacceptable risk to themselves, to other students, to school staff or to school property.
- In the professional opinion of the BOM the particular student is unlikely to benefit educationally from the programmes on offer.
- Where the parents/guardians or applicant do not support the ethos and cultural traditions of the school

#### **Appeals**

The final decision with regard to the enrolment of students in Jesus and Mary College, Our Lady's Grove and with regard to all matters covered by this Admission Policy lies with the Board of Management.

Parents 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. The Appeals Application Form can be downloaded from the website: [www.education.ie](http://www.education.ie) or obtained from the school office.

#### **Policy Review**

This Policy has been ratified by the Board of Management and will be reviewed on a regular basis or as necessary.