



St. Mary's Secondary School, Mallow

Admissions Policy

School Year 2019/20

Board of Management	Date Ratified by BOM. September 20 th 2018
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Date of next review: August 2019

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1 Operating Context & Rationale

- 1.1. St. Marys Secondary School, Mallow (the "**School**") is an all-girls voluntary Catholic post-primary school, under the trusteeship of CEIST.
- 1.2. This Admissions Policy (this "**Policy**") aims to provide clear and transparent procedures in relation to the admission of students in the School.
- 1.3. The School operates within the context of the religious and educational philosophy of the Mercy tradition and the values outlined in the CEIST Charter.
- 1.4. This Policy is devised in accordance with the Education Act 1998, the Education (Welfare) Act 2000, the Equal Status Act 2000¹ and the CEIST Charter.

2 Our Vision

- 2.1. In accordance with the spirit of the CEIST Charter, the School embraces a philosophy, as *"a faith community that is characterised by the quality of its personal relationships. A caring, welcoming school promotes a culture of good relationships where people thrive and grow. Relationships within the school aim to promote quality teaching and learning in an ordered and safe environment, where discipline, responsibility and accountability are achieved."*
- 2.2. The School strives to build a community of co-operation between home, school, community, parish and diocese as partners in education. We encourage and foster positive relationships and professional standards between each member of the School, while nurturing the ability of each student to reach her full potential.

3 School Mission Statement

- 3.1. In co-operation with parental and community support, the requirements of the Department of Education & Skills (the "**DES**") and within the context & parameters of the relevant legislation outlined above & the funding and resources available, the School endeavours to support and foster the following principles:
 - 3.1.1. To develop a community of learning which is geared towards the holistic development of each student
 - 3.1.2. To foster the pursuit of academic excellence, respecting the specific potential and talents of each student
 - 3.1.3. To promote within the School community the values of a Christian, caring society
 - 3.1.4. To value, within the total school community, self-respect, respect for others and for the environment
 - 3.1.5. To embrace the philosophy of inclusiveness and equality of access and participation in the admission of pupils with disabilities and other special educational needs
 - 3.1.6. To recognise and affirm the unique value and contribution of each member of the School.
- 3.2. While recognising the right of parents² to seek to enrol their child to a school of their choice, in order to ensure the safety and educational needs of pupils, the Board of Management of the School (the "**Board**") reserves the right to determine maximum School and class size.

¹All references to legislation within this Policy refers to the Acts as amended.

² All references to parents should be taken as including reference to guardians

4 Organisation, Programmes, Curriculum & Activities

- 4.1. The School is grant-aided by the DES.
- 4.2. The School is managed by the Board, which is composed of four Trustee nominees, two Staff nominees, and two Parent nominees.
- 4.3. The School curriculum is as prescribed by the DES, which may be amended from time to time in accordance with the Education Act 1998.
- 4.4. The School provides a 6 year post primary education programme to mainstream students and students in Rang Reiltin.
- 4.5. The School's educational programme, the operation of its facilities and its implementation of the School plan and policies, are subject and limited to the availability of resources and staffing allocations being made available by the DES.
- 4.6. The School's Prospectus sets out in detail the programmes, subjects, pastoral and other services, including extra-curricular activities, available in the School.

5 Criteria for Enrolment

- 5.1. The School is an all-girls school which aims to provide an integrated and inclusive education.
- 5.2. All applications for enrolment shall require the approval of the Board through the Principal, to whom it has delegated this task, prior to the admission of students to the School.
- 5.3. The Board reserves the right to determine the maximum number of applicants that can be enrolled in each academic year, bearing in mind:
 - 5.3.1. Overall School capacity
 - 5.3.2. Availability of space in classrooms
 - 5.3.3. The maximum class sizes
 - 5.3.4. Health & Safety requirements
 - 5.3.5. Availability of grants, resources, facilities and staff
 - 5.3.6. Educational needs of existing students enrolled in the School
 - 5.3.7. The presence of students with special educational and/or behavioural needs
 - 5.3.8. DES/Trustee requirements from time to time.
- 5.4. The maximum number of applicants that can be enrolled shall be decided by the Board in September of the preceding year, however, the Board reserves the right to change this number should relevant circumstances change.

The maximum enrolment for 1st Year 2019 is 144 girls.

6 Participation in the School

- 6.1. The School endeavours to provide an ordered environment, which fosters discipline and respect. Acceptance of a place in the School is deemed to be an acceptance of the ethos, educational aims, code of behaviour and school policies.

6.2. Students who are enrolled in the School must:-

- 6.2.1. be willing, in conjunction with her parents, to accept and participate in the School ethos
- 6.2.2. be willing, in conjunction with her parents, to accept and participate fully in the curriculum provided
- 6.2.3. be willing, in conjunction with her parents, to accept the School's code of behaviour.

6.3. In order to be validly enrolled as a student in the School, the student, accompanied by her parents must:

- 6.3.1. In accordance with Section 23(4) of the Education Welfare Act, sign that they have read and understood the Code of Behaviour as issued to them and confirm that it is acceptable to them, that the student shall comply with it and the parents shall make all reasonable efforts to ensure compliance with the Code of Behaviour by the student.
- 6.3.2. Sign that they understand that the School is a Catholic Voluntary School which subscribes to the Mercy ethos of education and that they are willing to accept the right of the School to uphold its ethos through the display of emblems and by other means.
- 6.3.3. Wear the School uniform, without modification, as prescribed in the Code of Behaviour.

7 Applicants Who Are Eligible For Admission into 1st Year

7.1. Applicant who are eligible for admission shall:

- 7.1.1. have reached the age of 12 on the 1st of January in the calendar year following her entry to First Year
- 7.1.2. have completed 6th class in Primary School or its equivalent

8 Application Procedure for Admission of Prospective 1st Year students in the 2019-2010 academic year.

- 8.1. Application is by means of the School's Application Form only. Application forms for admission can be obtained from the School, downloaded from the School's website and will also be distributed through the feeder primary schools, referred to below, during the month of September of the year in which the prospective student is in 6th class.
- 8.2. An open information evening for parents and prospective students is held annually by the School, normally at the end of September/early October of the year before starting in the School, and is advertised on the School's website. Completed applications can be submitted to the School at the open evening. **Open Evening is on October 3rd 2018.**
- 8.3. Where parents are unable to attend the open information evening, the School will if possible, by prior appointment, meet parents who may wish to discuss the admission process.
- 8.4. The closing date for receipt of applications is by **16.00 on Wednesday October 24th 2018** Forms must be returned fully completed, duly signed and dated by the parents of the applicant and all specified documentation provided, on or before the closing date to the School office only. The School will stamp and date the application form upon receipt.
- 8.5. In order to be considered a "**complete**" application, a copy of the prospective student's birth certificate, any relevant reports and any other documentation specified in the application form, must accompany a fully completed, signed & dated application form,

which must be submitted on or before the closing date in order for the application to be considered a valid/complete application. In accordance with DES requirements, the School may seek other relevant information about a prospective student as is deemed necessary.

- 8.6. Where an applicant has special educational needs, a copy of the student's medical/psychological reports and/or a professional assessment of the student's needs, must be submitted, so that provision can be made for that student's welfare and educational progress
- 8.7. A separate form must be completed in respect of each applicant.
- 8.8. In accordance with the Education (Welfare) Act 2000, written notification of the decision regarding the application for admission will be issued to parents of applicants within 21 calendar days of the closing date.
- 8.9. Parents of applicants who have been offered a place, must inform the School in writing of the acceptance of the place, by completing and returning an admission acceptance form within seven calendar days from the date of offer. Failure to do so will result in the place being forfeited and reallocated.
- 8.10. Applications received after the closing date will not be considered unless places remain unfilled following the offer of places to valid applicants, in which case selection will be in order of date of receipt of the completed application. A waiting list will be compiled if necessary but a place on the waiting list does not in any way guarantee a place in the School. Complete applications that are received on time will receive priority over late applications. The waiting list will expire on September 1st 2019.
- 8.11. Incomplete applications will not be considered until all required information has been provided to the School. Where the completed application form is received after the closing date, the application will be treated as a late application.
- 8.12. Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn, the place being reallocated and the applicant being placed last on the waiting list.
- 8.13. Prospective students will sit an Entrance Assessment usually held in February. This Entrance Assessment will be used to assess student's aptitude.
- 8.14. The School may request a meeting with a prospective student and her parents as part of the admissions process.

9 Priority order regarding admission into first year in the 2019/20 academic year. up to September 1st 2021.

- 9.1 In the event of the School having more applications than places available, places will be offered in the priority order of 1 through to 6, of the categories outlined below in order to determine admission into 1st Year for up to and including September 1st 2019.
- 9.2 The priority order, in the following order, is as follows:
 - 9.2.1 Category 1: Sisters of present students
 - 9.2.2 Sisters of past students
 - 9.2.3 Category 2: Daughters of School employees
 - 9.2.4 Category 3: Daughters whose mothers are past pupils
 - 9.2.5 Category 4: Female students from feeder primary schools. The recognised feeder schools for the School are (in alphabetical order):
 - Annaleentha National School
 - Ballyclough National School
 - Baltydaniel National School
 - Ballygowan National School
 - Burnfort National School
 - Bweeng National School

- Convent Primary School, Mallow
- Dromahane National School
- Gaelscoil Thomais Daibhis, Mallow
- Glantane National School
- Killavullen National School
- Scoil Aonghusa Community Primary School
- Rahan National School
- Scoil Gobnatan, Mallow.

9.2.6 Category 5: Female students from non-feeder schools will only be offered places once places have been offered and accepted/declined/not responded to within the required timeframe by applicants outlined in categories 1 to 4 above, in that order. In the event that places are still available, random selection for remaining places will apply.

Note: If the maximum number of admissions is reached in any one of the categories outlined above, a random selection process will apply to the category to establish to whom places in that category will be offered. An Admissions Committee appointed by the Board will conduct the random selection.

10 Applications for Admission into a mainstream class, including an application for admission into 1st year after September 1st 2019.

- 10.1. The following criteria apply to an application for admission during the academic year:
- 10.1.1. Overall capacity of the School.
 - 10.1.2. That current optimum arrangements of students for teaching and learning purposes are maintained.
 - 10.1.3. That a place exists in the relevant class/es/an age appropriate class, taking all the relevant circumstances into account, eg the maximum number of students in a mainstream class, the needs of the existing students, the overall number of students that the School can accommodate at the time the application is made, the presence of students with special education needs and/or behavioural needs, physical space etc.
- 10.2. An applicant will be enrolled in an age appropriate class once the foregoing and following criteria have been met and provided there is not a refusal to enrol:
- 10.2.1. The School is provided with a fully completed Transfer Request Form and available from the School Reception, regarding the applicant's attendance, disabilities, special needs, conduct, behaviour record and any other matters relating to the students educational progress and conduct as School management may consider appropriate.
 - 10.2.2. Where an applicant has special educational needs, a copy of the student's medical/psychological reports and/or a professional assessment of the student's needs, must be submitted with the application form, so that provision can be made for that student's welfare and educational progress
 - 10.2.3. All requested documentation must be furnished including a copy of the applicant's birth certificate, relevant reports, references, reports detailing the applicant's behaviour record from the school from which the applicant proposes to transfer or the school last attended by the applicant, any documents specified in the application form etc. Failure to submit these documents will mean that the application is incomplete.
 - 10.2.4. Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be accepted. A place will not be offered and/or the applicant will not be placed on a waiting list.
 - 10.2.5. A separate form must be completed for each applicant, if applicable.
 - 10.2.6. The availability of a place, in a specific/age appropriate class. The Board determines the maximum number of students in a mainstream class each year. Therefore, an application to be enrolled in a class that already has the set maximum amount of students in it, will be refused.
 - 10.2.7. Submitting inaccurate information on a transfer form or in accompanying documentation will render the application void ab-initio and where a place has been offered will result in the offer of the place being withdrawn, the place being reallocated and the applicant being placed last on the waiting list. In the case of placement already on a waiting list, the applicant will be placed last on the list.

- 10.2.8. Written notification of the decision regarding the application will be issued to the parents of the applicant within 21 days of receipt of the fully completed, signed and dated application form provided all requested documentation has also been provided.
- 10.2.9. Parents of applicants who have been offered a place must inform the School in writing of the acceptance of the place, by completing and returning to the School an admission acceptance form within seven working days. Failure to do so will result in the place being forfeited and reallocated.
- 8.3 The application for admission shall be considered on the basis of this Admissions Policy and having regard to the information and documentation received, including but not limited to, the references received, relevant reports, including reports detailing the applicant's behaviour record etc. A decision may be made to refuse to enrol having considered the application and the information and documentation received.
- 8.4 Applicants in respect of whom a fully completed application form and in respect of whom all relevant documentation has been submitted, who are not successful in securing a place will be placed on a waiting list unless a decision has been made to refuse to enrol. A place on the waiting list expires at the end of the academic year for which the application was made.
- 8.5 The Board is not obliged to consider applications which are incomplete and/or not signed and /or not dated and/or do not include the required documentation.
- 8.6 Where the number of applications received outnumbers the available places, any available places arising will be allocated on a "first come first served basis" based on the date the fully completed application was received, subject to the conditions outlined above.
- 8.7 Where the applicant is transferring from another school, the parents of the applicant must inform the School of the reason for the transfer and the School reserves the right to contact the applicant's school/former school in this regard.
- 8.8 The School does not guarantee a place in any subject or course to an applicant who wishes to be enrolled.
- 8.9 Any contact or lobbying of School personnel or Board members regarding admission will disqualify an applicant's application.

11 Students with special educational needs

- 11.1. The School embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of students with disabilities or other special educational needs. The School also embraces the principle of equality of access and participation in the School.
- 11.2. The Board is committed to developing an educational setting which is focused on the needs of the students and enables learning to take place in a safe environment.
- 11.3. Students with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE. In the event that an applicant has special educational needs, a copy of the applicant's medical/psychological reports and/or a professional assessment of the applicant's needs must be submitted with the application for admission, so that an application for resources can be made.
- 11.4. To ascertain the ability of the School to cater for the needs of students with special educational needs, the School requires that the student's records, reports and individual educational programme from the Primary School/other school are submitted to it with the application for admission.
- 11.5. Upon confirmation of admission into the School, parents of students with special educational needs are requested to arrange a meeting with the SEN Coordinator where the student has previously been assessed or has received Resource or Learning Support classes or in the case of care needs or SEN supports arising from medical conditions. This facilitates advance planning for providing support for a student with special educational

needs and easing the transition from primary to secondary school or transition between schools.

- 11.6. In the absence of such reports, the School will seek parental consent in order to request a National Educational Psychological Services ("NEPS") assessment or similar psychological assessment. The purpose of this assessment will be to assist the School in establishing the educational needs of the applicant.
- 11.7. The School, in co-operation with NEPS or any other relevant authority, will inform the NCSE of the resources, equipment or personnel required to cater for any special needs of the applicant. Subject to the provision and availability of the necessary resources, the Principal and/or relevant teacher will, as soon as possible, arrange to meet with the parents of the applicant to discuss her needs and the School's capacity to meet those needs.
- 11.8. The School recognises the need for liaison and co-operation between the School and the teachers in the primary schools as well as with parents of students with special needs, and will, subject to the availability of adequate resources, endeavour to facilitate the process of transition of such students from primary to post primary education.
- 11.9. The School may seek any other relevant information in relation to the prospective student, which it considers necessary.

12 Admissions Criteria for the School's Special Class/Rang Réiltín

- 12.1. "A special class is defined as a class which has been officially sanctioned by the DES or NCSE, which has a defined pupil teacher ratio and is designated for a particular category of disability" (NCSE, 2011, p.40).
- 12.2. The designated category of disability for the special class/Rang Réiltín is Mild General Learning Disability ("**MGLD**").
- 12.3. The total number of places in the Special Class/Rang Réiltín is 12. If it is oversubscribed, places will be allocated in accordance with the following priority order:
 - 12.3.1. Any student currently enrolled in the School in the mainstream setting who meets the entry criteria as outlined in this Policy and who with parental consent wishes to transfer to the special class
 - 12.3.2. All other applicant on a "first come first served basis" who meets the entry criteria as outlined in this Policy.
- 12.4. Applicants must, in the first instance, meet all of the following entry criteria and will not be enrolled in the Special class unless all of these entry criteria are met:
 - 12.4.1. The applicant must have a diagnosis of MGLD. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure and the report confirming this must be submitted with the application for admission to the Special Class/ Rang Réiltín. This diagnosis cannot be dated more than two years prior to the proposed admission date. To ensure applicants are in the most appropriate placement so that their educational progress can be optimised, applicants who do not have a diagnosis of MGLD or who have a diagnosis of a more severe learning disability will not be considered for admission.
 - 12.4.2. A letter of acceptance from the clinical support service(s) associated with the applicant's learning challenges must be submitted with the application form, as the School has no responsibility for the provision of such professional services to students attending the Special Class/Rang Réiltín.
 - 12.4.3. An Educational Psychologist Report, which cannot be dated more than 2 years prior to the application date outlining the student's ability and a recommendation for educational placement in a special class environment under the designated category of MGLD must be submitted with the application form.

- 12.4.4. The applicant's parents must fully complete, sign and date the admissions application form/Transfer form and supply all specified documentation which must be submitted to the School office on or before the closing date which is Wednesday 24th of October 2018 at 16.00
- 12.4.5. Where an application/transfer form is not fully completed, and/or all the required reports have not been furnished, the application will be deemed incomplete. The parents will be notified that the application will not be considered until a complete application is submitted.
- 12.5. In accordance with the Education (Welfare) Act 2000, written notification of the decision regarding the application for admission will be issued to parents of applicants within 21 calendar days of the closing date.
- 12.6. If offered a place, parents of applicants must inform the School in writing of the acceptance of the place, by completing and returning an admission acceptance form within seven calendar days from the date of offer. Failure to do so will result in the place being forfeited and reallocated
- 12.7. In the event that the number of applicants seeking admission into the Special Class/Rang Réiltin exceeds the number of places available, names will be placed on a waiting list using the priority order outlined above at 12.3.
- 12.8. The waiting list will be maintained for the duration of the academic year only, for which the application was initially made.
- 12.9. Upon acceptance for admission to the Special Class/Rang Réiltin, the Educational Psychologist Report along with the notification of admission to special class Form 7 is then sent to SENO
- 12.10. When a decision has been made to enrol a student in the special class/Rang Réiltin, a transition programme will be put in place to support the student's transition from primary to post-primary school.
- 12.11. Where the applicant is transferring from another school, a transfer form must be completed and the parents must inform the School of the reason for the transfer and the School reserves the right to contact the applicant's school/former school in this regard.

13 Duration of admission in the Special Class/Rang Réiltin

- 13.1. As learning needs may change over time, a student's admission in the Special Class/Rang Réiltin will be kept under continued review by the School. The School will endeavour to ensure a review takes place once a year and includes a careful examination of the student's progress in achieving her learning targets in consultation with parents and other professionals where necessary.
- 13.2. In its review, the School will consider:
- 13.2.1. The student's views and those of parents, teachers and other relevant professionals
 - 13.2.2. The suitability of the special class placement
 - 13.2.3. Whether the student's needs might be best addressed in a mainstream setting or whether a more supported setting is required (e.g. special school setting).

14 Transition from the Special Class/Rang Réiltin into mainstream or other education

- 14.1. Arrangements for students' integration into the mainstream will be made according to their level of attainments and need. School personnel will decide when inclusion/integration into a mainstream setting is appropriate. This may be at an age range above or below the student's age, but will be the class that is best suited to meet each student's needs and the one that is most appropriate.

14.2. Where a student is transitioning from the special class/Rang Réiltin, the School will endeavour to ensure the transition is as smooth as possible for all students. Where necessary, the School will adopt one or more of the following strategies:

- 14.2.1. Facilitate an incoming student with a visit to the School in which she may stay for a short period with the class and teacher [
- 14.2.2. Liaise with education / vocational providers that the student may be moving to e.g. COPE, National Learning Network (NLN), Doras, Enable Ireland, St. Josephs Foundation etc.
- 14.2.3. Liaise with past teachers or future teachers with regards to the student's academic, physical, social or emotional needs
- 14.2.4. Support communication between the School, parents, SENO and NEPs psychologist where necessary in order to ease the process for all involved in the transition process.

15 Refusal of Admission

- 15.1. The School reserves the right to refuse admission to any applicant who does not comply with the terms of this Policy.
- 15.2. The School will refuse to enrol an applicant who is seeking to be enrolled in the School where that applicant was previously a student in the School and was either expelled from the School and/or transferred from the School to another school while on suspension and/or undergoing a process under the Code of Behaviour.
- 15.3. The School will refuse to enrol an applicant who is seeking to be enrolled in the School where that applicant is transferring from/is enrolled in/was enrolled in another school if that applicant has either been expelled from or is currently suspended from that school and/or is/was undergoing a process under that school's code of behaviour. It is a requirement that reports detailing the applicant's behaviour record from the school from which the applicant is proposing to transfer/the last school which the applicant was enrolled in, be provided as part of the application.
- 15.4. The School will refuse to enroll an applicant who is seeking to be enrolled in the School where that applicant is transferring from/is enrolled in/was enrolled in another school if the Board is of the opinion that the references provided from the applicant's previous/current school are not satisfactory.
- 15.5. In exceptional circumstances, the School reserves the right to refuse admission to any applicant where:-
 - 15.5.1. The applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the applicant with an appropriate education
 - 15.5.2. The applicant poses unacceptable risk(s) to other students, staff and/or school property.
- 15.6. Parents of applicants refused admission will be advised of their right to appeal the Board's decision as outlined below.

16 Right of Appeal

- 16.1. In accordance with Section 29 of the Education Act 1998, parents of students or students over the age of 18 years, who have been refused admission to the School, have the right to appeal such a refusal by the Board to the Secretary General of the Department of Education. Appeals must be lodged within 42 days of receipt of the Board's decision to refuse admission.

17 Application to Repeat a Year

- 17.1. In order to submit repeat applications to DES in a timely fashion, parents who wish for their daughter to repeat a year must apply in writing to the Principal of the School before the 1st of May in the current academic year. The School has the right to refuse or grant such a request, in line with DES guidelines.

18 Application to Repeat the Leaving Certificate

- 18.1. The School will consider requests from past pupils only to repeat the Leaving Certificate. Applications will be assessed on the basis of the following criteria:
- 18.1.1. Overall capacity of the School
 - 18.1.2. Classroom capacity of the prospective academic year
 - 18.1.3. Capacity of the School to provide students with requested subject options
 - 18.1.4. Previous compliance of the applicant with the Code of Behaviour, attendance record, and general work rate and effort in class
 - 18.1.5. The applicant's commitment, made via a contract with the School, to attend all timetabled classes throughout the School day and to fully comply with the Code of Behaviour at all times. Breach of this contract will result in termination of the repeat arrangements.

19 Application for Transition Year

- 19.1. Transition Year is not a compulsory part of the curriculum in the School. Students may wish to avail of the course as one of the Senior Cycle Options, alternatively students can choose to progress directly into 5th Year or Leaving Certificate Applied.
- 19.2. Students can apply for admission into Transition Year following the Transition Year Information Evening scheduled in March of each academic year for parents of current 3rd Year students. Applications are accepted up to the specified deadline stated for that year. Mat 1st 2019. Applications received after that date may not be considered.
- 19.3. The Board may set a maximum limit on the number of places available on the Transition Year Programme in any given year. The Board will set such limits based on the availability of resources, facilities and staff.
- 19.4. Acceptance into Transition Year will be based on the student's capacity to engage with the course as demonstrated in particular during the previous school year. The following criteria will be considered; good behaviour, positive attitude, attendance, work ethic and commitment to participating in the Transition Year programme. The School reserves the right to interview prospective transition year students to assess their suitability for the programme.
- 19.5. Continuation of students in Transition Year is conditional on their continued good behaviour, positive attitude, attendance, work ethic and participation in the course during the year. Students may be moved from Transition Year into 5th Year if it is deemed necessary by the Principal.

20 Enrolment of Foreign Exchange Students

- 20.1. Enrolment applications from foreign exchange students, or the companies representing them, will be considered on the basis of the School's capacity to provide adequately for such students.
- 20.2. The School shall take into account such matters as class size, staffing, school resources, and the age and needs of the student when considering any application.
- 20.3. Foreign exchange students who wish to apply for enrolment in the School must first complete the School's enrolment application form in full. The completed application form must be submitted to the School office by the 21st of June preceding the September in which the student intends to start attending the School. Applications submitted after this date will not be considered.
- 20.4. Incomplete applications will not be considered.

- 20.5. Following the School's verification of the enrolment details provided, and a satisfactory information meeting with the exchange agency involved, a letter of offer shall be issued to the foreign exchange student via their agency.
- 20.6. An appointment with the Principal shall be then scheduled for a date in August, not earlier than the 15th of the month. Students may attend this meeting accompanied by a representative of their agency or a member of their host family.
- 20.7. Students will be assigned subject options by the School Principal/Deputy Principal based upon availability of space within subject classes already established. The School reserves the right to refuse requests for subject change on the basis of class size, staffing, school resources, and the age and needs of the student when considering any application.
- 20.8. Students will follow their assigned timetable without deviation and attend all scheduled classes. Timetables will not be changed.
- 20.9. Students should note that access to school resources is based upon availability.
- 20.10. Failure to attend the scheduled meeting with the Principal will result in the School's offer of a place being withdrawn.
- 20.11. All school voluntary contributions should be paid to the School office in advance of the student taking up a place at the School.
- 20.12. Should an exchange student fail to comply with the Code of Behaviour, the School reserves the right to revoke that student's place at the School and will refer the matter to the relevant exchange agency.

21 Review & Ratification

- 21.1. This Policy was ratified by the Board on September 20th 2018.

Signature of Chairperson: ***John Hourihan***

Date: **20/09/18**

Signature of Principal: ***Yvonne Bane***

Date: **20/09/18**