

# **Admissions Policy**

Updated

29<sup>th</sup> January, 2018

This Admissions Policy statement has been devised and published by the Board of Management of St Angela's College (*'the College'*) following collaboration and consultation with the following partners and interested parties:

1. The Trustees of the College( *'Le Chéile Trust'*)
2. The Teaching staff of the College
3. The Parents' Association of the College.
4. The Students' Council of the College.

# **St Angela's College School Development Planning**

## **ADMISSIONS POLICY**

### **1 Mission Statement:**

*"To nurture the uniqueness and the full potential of both students and staff in a happy, caring and disciplined learning environment"*

*"To promote respect and responsibility for self, for others and for the greater community in the light of Ursuline, Christian values"*

### **2 Ethos:**

2.1 St Angela's College is a voluntary Catholic College which upholds the Ethos and traditions of the Ursuline Order within the Le Cheile Schools' Trust as set out in its Charter.

2.2 The College endeavours to meet the educational needs of its pupils and recognises that each pupil who enrolls is unique and has different aptitudes and different needs.

### **3 Policy Principles:**

3.1 St. Angela's College is a Catholic Voluntary Secondary School for girls only

3.2 In the operating context and in a manner consistent with the school's mission statement, the Board of Management of St. Angela's College supports the principles of:

3.2.1 Inclusiveness

3.2.2 Equality of access, participation and provision

3.2.3 Parental choice in relation to enrolments

3.2.4 Respect for diversity of traditions, values, beliefs, languages and way of life.

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## **4 Operating Context**

4.1 The operating framework of the school's Admissions Policy is governed by the context and parameters of:

4.1.1 Regulations laid down by the Department of Education and Skills

4.1.2 The rights of the Trustees as set out in the Education Act 1998

4.1.3 The religious and educational philosophy of the Ursuline Order

4.1.4 Available resources and funding

4.1.5 Inclusiveness

4.1.6 Partnership of all members of the school community

4.1.7 D.E.S provisions concerning class size, staffing provisions and other relevant requirements concerning accommodation, such as physical space or the health and welfare of children

4.1.8 The school's following of the curricular programmes prescribed by the D.E.S, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

## **5 Criteria for Enrolment**

5.1 The Board of Management may set a maximum limit on the number of places available in the College in any given year. The school has 93 places to allocate for incoming first years in the school year. This does not prevent the school from increasing/decreasing this figure in future should circumstances change. The Board will set such limits based on the availability of resources, facilities and staff, and bearing in mind that certain maximum class sizes will pertain in certain subjects. The maximum number of students is 93 for each of the years, 1, 2 and 3, while the maximum number of students in Transition Year is 108, and in both 5<sup>th</sup> and 6<sup>th</sup> Years are 97.

5.2 Applicants must be female and have completed Sixth Class in Primary School or equivalent

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5.3 In the event of an excess of applicants for a limited number of places, consideration will be given to applicants on the basis of the sequence of the priorities listed below (provided they have applied by September 1st in the year preceding the year of entry)

5.3.1 Sisters of current and former students who completed their Leaving Certificate in St Angela's College.

5.3.2 Daughters of past pupils who completed their Leaving Certificate in St Angela's College

5.3.3 Daughters of current staff members of St Angela's College.

5.3.4 Girls whose names have been placed on a "Prospective Enrolment List", in such order that the longest on the list has highest priority, up to the limit of available places in a given year, except in exceptional circumstances where the discretion of Board of Management may be exercised.

5.4 The College may establish a "Waiting List" on which would be placed the names of applicants who were not successful in getting a place in the College at enrolment time in any given year. Each "Waiting List" would serve for one enrolment occasion only, and a new list would be established each year.

## **6 Application Procedures**

6.1 It is a requirement of the Department of Education and Science that Post-Primary students must be twelve (12) years of age on the 1<sup>st</sup> of January in the calendar year following their entry to first year.

6.2 Application forms (Appendix 1) for enrolment in to First Year will be available at any time from the College office. Applications may be made at any time on or after 1<sup>st</sup> September of the year in which the child enters Primary School. The date of receipt by the school office of the application determines the order of the "Prospective Enrolment List".

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1. **All** registration forms returned to the school office must be clearly marked for the attention of “ **St Angela's College Admissions**”
2. The school will issue a copy of the application form which will be stamped, to the parents/guardians as proof that the applicant has been registered by the school.
3. Please do not include any supplementary/supporting documents

6.3 The Principal, and /or other teacher(s), as appropriate, will be available by prior appointment to meet parents/guardians who may wish to discuss the enrolment process, and/or to answer questions regarding the enrolment of a student.

6.4 The Principal or other teacher(s) may request a meeting with a student and her parents/guardians as part of the enrolment process.

6.5 The College authorities endeavour to provide an ordered learning environment which fosters discipline and respect. Acceptance of a place in the College is deemed to be an acceptance of the ethos, educational aims, code of conduct, policies and disciplinary code of the College.

6.6 Parents/guardians and student applicants will be required to sign a declaration stating that they have read and that they endorse the ethos, educational aims and policies of the College and that they accept the terms of the College's Code of Conduct and Rules.

6.7 In late September/ early October of 6<sup>th</sup> Class, first offers are posted out to home addresses as supplied on the application form.

6.8 These first offers must be accepted by the date specified in the letter accompanying the offer. A place is accepted by a parent/guardian when the acceptance form is completed and signed, the booking deposit together with a photocopy of Birth Certificate is received in the school office by the prescribed date.

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6.9 Once the final place has been filled, Parents/guardians of all unsuccessful applicants will be informed in writing within 21 school days. They will be invited to place the applicants name on a waiting list as referred to in section 5.4.

6.10 If further places become available by the end of October, offers will be made to students on the "*Waiting list*" as referred to in 5.4 above.

6.11 The Waiting List will cease to operate on 30<sup>th</sup> September after the commencement of First Year.

6.12 Assessment tests are conducted to ensure a mixed ability grouping in classes. These tests are held on a specified date of which parents/guardians are notified by post. Attendance at the test is an integral part of the admissions procedure.

## **7 Special Educational Needs**

7.1 The Board of Management welcomes students with special educational needs who fulfil the regular enrolment requirements.

7.2 To ascertain the ability of the College to cater for the needs of such a student and to become familiar with her needs, it will be necessary for the College to access the student's records and individual educational programme from her primary or other school well in advance of her entry to St Angela's College.

7.3 The College will also require parents/guardians permission for access to any relevant medical or psychological reports.

7.4 In the absence of such reports, the College will require parental/legal guardian permission to request a National Educational Psychological Services (NEPS)

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assessment or similar psychological assessment. The purpose of this assessment will be to assist the College in establishing the educational needs of the applicant.

7.5 The Principal and/or relevant teacher will, as soon as possible, arrange to meet with the parents/guardians of the student to discuss the student's needs and the College's capacity to meet those needs.

7.6 The school reserves the right to refuse enrolment to any student in exceptional cases. Such exceptional cases include the following:

1. The student has special educational needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.

OR

2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to the school staff, or to school property.

## **8 Transfers and Re-admissions (Appendix 2)**

8.1 St Angela's College may enrol a student to years other than First Year in the College during the school year subject to the following conditions:

8.1.1 The terms of the Admissions Policy will apply.

8.1.2 An interview with the Principal and Deputy Principal

8.1.3 Prior to any application the College will seek information and/or reports from the student's former/current school regarding the applicant's record in such areas as educational progress, attendance, disabilities, special needs, reasons for the transfer as per Section 20 of the Education Welfare Act and any other matters relating to the student's educational progress and deportment as the college management may consider appropriate.

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8.2 The College will take due account of:

8.2.1 The availability of space in the College

8.2.2 The suitability of the subjects taught and the levels at which they are taught and the subject options available to the student.

8.2.3 Transfer to the school shall be on the basis that it would be in the best interests of the student concerned, given curricular provision, subject choices, and facilities available at the time and any other relevant factors affecting the educational benefits to the applicant and the likely impact on students already in the school.

## **9 Appeals**

9.1 Under the terms of the Education Act 1998 and the Department of Education and Skills Circular M48/01, St Angela's College reserves the right to refuse an application for admission.

9.2 Under Section 29 of the Education Act 1998, parents / guardians of students, or students over the age of 18 years, who have been refused admission to the College, have the right to appeal such a refusal by the Board of Management to the Secretary General of the Department of Education and Skills.

9.3 Appeals must be lodged to the Department of Education and Skills within 42 days of having been informed of such refusal.

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## **10 Review of the Admissions Policy**

10.1 The Board of Management of St Angela's College will review this policy in consultation with the relevant partners from time to time as appropriate, but in any case at the commencement of each new Board of Management.

10.2 The Board may, subject to relevant legislation, and subject to Department of Education and Science regulations, alter or amend any section of the Policy as appropriate.

10.3 This Admissions policy was approved by the Board of Management of St Angela's College on 29<sup>th</sup> January, 2018.

**Current Board Members are** Ms Geraldine McDonald, Ms Ann Galvin, Mr Barry Crowley, Mr Michael O Connell, Ms Melissa Gowan, Ms Patricia Carey, Sister June Fennelly and Sister Elizabeth Bradley.

# St Angela's College School Development Planning

## Appendix 1 REGISTRATION FORM-ENTRY TO FIRST YEAR (reference only)

 <b>ST. ANGELA'S COLLEGE</b>		<b>ST. PATRICK'S HILL</b> CORK T23 FXY8 IRELAND T: +353 21 450 0059 F: +353 21 450 4515 E: sac.cork@gmail.com
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### REGISTRATION FORM-ENTRY TO FIRST YEAR

Name of Student (As on birth cert) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name(s) of both Parent(s)/Guardian(s) \_\_\_\_\_

\_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Mobile No \_\_\_\_\_

\_\_\_\_\_

E-mail address(s): \_\_\_\_\_

Primary School \_\_\_\_\_ Class in Now \_\_\_\_\_

Year of Entry to First Year \_\_\_\_\_ (e.g. 2017, 2018 etc.)

**Note:** Former students and past pupils **must** have completed their Leaving Certificate in the College.

Name/s of sister/s currently in St Angela's College \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

Name/s of sister/s previously in St Angela's College \_\_\_\_\_ Year Left \_\_\_\_\_

Name of mother who attended St Angela's College \_\_\_\_\_ Year Left \_\_\_\_\_

(Maiden name only)

**Note:** Please refer to section 5.3 of our Admissions Policy. In the event of an excess of applicants for a limited number of places, consideration will be given to applicants on the basis of the sequence of the priorities listed in our policy (provided they have applied by September 1st in the year preceding the year of entry).

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Places will be offered in September of the year before the student is due to start in Secondary School. Offers will be made in accordance with the school's Admissions Policy, which is available at the general office and on the school's website.

For Office Use Only	Application Received	Receipt Given/Posted
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1. **ALL** REGISTRATION FORMS RETURNED TO THE SCHOOL OFFICE MUST BE CLEARLY MARKED FOR THE ATTENTION OF "ST ANGELA'S COLLEGE ADMISSIONS"
2. A COPY OF THIS APPLICATION WILL BE RETURNED TO YOU FOR YOUR RECORDS
3. PLEASE DO NOT INCLUDE ANY SUPPLEMENTARY/SUPPORTING DOCUMENTS

# St Angela's College School Development Planning

## Appendix 2 TRANSFER APPLICATION FORM (reference only)

  
ST. ANGELA'S COLLEGE



ST. PATRICK'S HILL  
CORK  
T23 FXY8  
IRELAND  
T: +353 21 450 0059  
F: +353 21 450 4515  
E: sac.cork@gmail.com

### **2017 TRANSFER APPLICATION FORM**

Year Group (e.g. 5th Year): \_\_\_\_\_

Name of Student (As on birth cert). \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

PPS No.: \_\_\_\_\_

Current Year: \_\_\_\_\_ Current secondary school: \_\_\_\_\_

Reason(s) for changing school: \_\_\_\_\_

\_\_\_\_\_

Name(s) of both Parent(s)/Guardian(s) \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile No: \_\_\_\_\_

\_\_\_\_\_

E-mail address(s): \_\_\_\_\_

Name/s of sister/s currently in St Angela's College \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

Name/s of sister/s previously in St Angela's College \_\_\_\_\_ Year Left \_\_\_\_\_

Name of mother who attended St Angela's College \_\_\_\_\_ Year Left \_\_\_\_\_

(Maiden name only)

Signature(s) of parent(s)/guardian(s): \_\_\_\_\_

\_\_\_\_\_

Date of application: \_\_\_\_\_

For Office Use Only	Application Received	Receipt Given/Post
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