

# LORETO COMMUNITY SCHOOL MILFORD

## ENROLMENT POLICY

**MAXIMUM NUMBER OF SPACES AVAILABLE IN FIRST YEAR 2018/2019 IS 144  
(6 CLASSES OF 24 STUDENTS)**

**Open/Enrolment Nights: Monday 29th January 2018 & Wednesday 31st January 2018**

**Closing Date for Applications: Friday 9th February 2018**

**Entrance Test Date: Thursday 8th February 2018**

### **1. INTRODUCTION**

This Enrolment Policy has been adopted by the Board of Management of Loreto Community School in accordance with the Education Act 1998, Education Welfare Act 2000 and the Equal Status Act 2000.

### **2. SCHOOL'S MISSION STATEMENT AND ETHOS**

Loreto Community School is a co-educational school under the auspices of the Department of Education and Skills. The school has a Christian ethos whilst maintaining a deep respect for the diversity of traditions, values and beliefs found in the whole community. It encourages open access to educational opportunities for children of all abilities and promotes inclusiveness. The school shall endeavour to develop a student's talents to their maximum potential in a caring and supportive environment. We also aspire to nurture self-esteem and respect for others.

### **3. ENROLMENT PROCEDURES AND CONDITIONS**

#### ***Procedure for First Year Enrolments***

- ~ The following are our traditional feeder schools: Ayr Hill NS, Ballyheerin NS, Brownknowe NS, Cashel NS, Cranford NS, Croaghross NS, Devlinreagh NS, Doaghbeg NS, Downings NS, Drumfad NS, Drumhalla NS, Drumman NS, Kerrykeel NS, Kilmacrennan NS, Milford NS, Portlean NS, Tamney NS, Ramelton NS, Rathmullan NS and Scoil Eoin Baiste and these schools are traditionally visited in January/February of the year of enrolment.
- ~ Application forms, transport forms, subject option forms, the school's Code of Behaviour, Prospectus and Admissions Policy are distributed during the visit.
- ~ An Open/Enrolment Night is held for parents and sixth class students. This includes an information meeting where application procedures, the curriculum, school rules and ethos are outlined. Time is allocated before and after this meeting for accepting applications for enrolment. This night is advertised in the local press and in the feeder schools.
- ~ Completed applications, with the required documentation must be lodged in the School Office by the **closing date stated above**.  
The completed form should be **accompanied by a birth certificate**.
- ~ Late applications may be considered depending on the availability of places at the time of application.
- ~ In addition to receiving reports from the Primary School, Loreto Community School shall evaluate the educational needs of the children through assessment/aptitude tests.
- ~ It is the responsibility of parents/guardians to provide the school with information and relevant reports regarding health, safety, educational needs of their child and any other information a school needs to know eg exempt Irish, right of access to a child etc.
- ~ Applicants will be notified in writing within 21 days of the completion of the Assessment/Aptitude Test that:
  - They have been offered a place in Loreto Community School.
  - Their name has been placed on a waiting list for a place at Loreto Community School.

The offer of a place must be accepted in writing (by return of acceptance slip) within two weeks of the date on the letter from the school offering the place.

It is the responsibility of the parent/guardian to contact the school office if they change address or if they have not received a letter from the school within 21 days of the Assessment/Aptitude Test.

Applicants who do not accept the offer of a place by the date specified will forfeit the place which will be offered to the next applicant on the waiting list.

Postal, telephone problems or other delays will not be accepted as an excuse for failure to meet the deadline of accepting the offer of a place within two weeks from the date on the letter from the school.

- ~ Students shall be assigned to classes on a mixed ability basis. Gender (equal numbers of boys and girls in each class) or choice of subject may also be taken into account. Please note that when a Subject Option Form is not returned or is returned late, the school may allocate subjects to the student on an availability basis. From Second Year onwards, classes are streamed and/or banded for Irish, English and Maths.
- ~ There are constraints based on the resources available eg **teacher resources, restrictions on class sizes and viable class numbers** ie a minimum number is required.

#### 4. **ENTRY REQUIREMENTS**

Enrolment is open to all students who satisfy the following criteria:

- (a) The applicant must be 12 years of age on the 1st January following enrolment.
- (b) Primary education must be completed.
- (c) Acceptance of the “Code of Behaviour”, ethos and other policies of the school by the Parent/Guardian. The Principal, subject to the approval of the Board of Management, will decide on the admission of the applicant. Should the number of applicants in any year exceed the number of places, the following criteria will apply:
  1. Students from the following primary schools: Ayr Hill NS, Ballyheerin NS, Brownknowe NS, Cashel NS, Cranford NS, Croaghross NS, Devlinreagh NS, Doaghbeg NS, Downings NS, Drumfad NS, Drumhalla NS, Drumman NS, Kerrykeel NS, Kilmacrennan NS, Milford NS, Portlean NS, Tamney NS, Ramelton NS, Rathmullan NS and Scoil Eoin Baiste.
  2. Students who live in the defined transport catchment area that Bus Eireann currently use to serve Loreto Community School, Milford.
  3. Brothers and sisters of present students who live outside the defined transport catchment area.
  4. Children of Staff or of BOM members.
  5. Children who live outside the area as defined in points 1 and 2.

For any criterion, where the number of applicants exceeds the number of places available, the following criteria will apply:

- (i) Brothers and sisters of current students.
- (ii) Brothers and sisters of past students who completed at least one academic year at the school.
- (iii) Children of past students who completed at least one academic year at the school.
- (iv) Open Lottery with external supervision (details of which to be forwarded to any applicants involved).

## 5. SPECIAL EDUCATIONAL NEEDS

The Board of Management is supportive of the principle of inclusiveness, in particular in regard to students with a disability or other special educational needs in so far as is reasonably practicable.

Parents/guardians of prospective students with special needs are advised to contact the school separately in writing in relation to the general/specific educational needs of the student involved. This involves informing the school of the need, the resources previously received from the DES and, if available, submitting copies of the various relevant items of correspondence with the DES, psychologists etc to the school.

## 6. REFUSAL TO ENROL

Parents/guardians are asked to note that the Board of Management reserve the right to enrol or re-enrol a student where:

- ~ the Board believes that the admission of a student is not in the best interest of the student concerned.
- ~ where the student has displayed a significant disregard for this school's and/or the student's previous school's Code of Behaviour.
- ~ where the student has engaged in illegal activity.
- ~ where the Board believes that the health and safety of student(s) and/or staff is at risk from the student's presence in the school.

## 7. RIGHT OF APPEAL

Parents/guardians have the right to appeal a decision to refuse to enrol to the Board of Management itself under Section 29 of the Education Act 1998 and, where applicable, to the Department of Education and Skills.

## 8. SENIOR CYCLE ENROLMENTS

### ~ *Third Year and Transition Year*

Students receive a Subject Option Form during March/April. Before filling in the form, all students receive information about the various programmes and subjects from the Careers Teacher and/or the Programme Co-ordinator or individual Course Co-ordinators (LCVP, LCA, Transition).

- ~ An information evening is also held for the parents on the various options available.
- ~ Subject Option Forms for Leaving Certificate Year 1 should be returned by the due closing date. The late return of forms may diminish the possibility of getting all the preferred subjects.
- ~ **Class size restrictions and the viability of subjects due to student numbers will be taken into consideration in deciding the curriculum for the year.**

### *Leaving Certificate Applied/ Transition Year*

Students who wish to be considered for enrolment in the Leaving Certificate Applied (LCA) or Transition Year should fill in the appropriate form and they may be required to attend for interview.

The following criteria will apply:

- ~ Class size will not exceed 24 students.
- ~ A student's record of behaviour will be taken into account.
- ~ A student's age may be taken into account.
- ~ Preference will be given to students who have completed their Junior Cycle in Loreto Community School.
- ~ Because of the wide range of extra curricular activities offered to Transition Year students, the school is obliged to charge a fee, currently €100.

## 9. REPEAT LEAVING CERTIFICATE

- ~ Applications should be made on the appropriate form before the due closing date.
- ~ The school will consider each application individually, taking into account the student's Record of Behaviour to date, their application to study and their performance in the Leaving Certificate. All applicants will also have to attend a meeting with the Guidance Counsellor to assess whether the option to repeat would be beneficial to the student. Specific conditions may be placed on repeating.
- ~ Every effort will be made to accommodate students in the subjects and levels required, taking into account the Subject Option Blocks and Class Size Restrictions.
- ~ Priority will be given to students who completed their Leaving Certificate in Loreto Community School.

## 10. APPLICATION TO TRANSFER FROM OTHER SCHOOLS

- ~ Student transfers are generally only accepted for the beginning of an academic year and not during the academic year.
- ~ Students who wish to transfer must complete Transfer Forms and Enrolment Forms, **having first cleared matters to the satisfaction of their previous school.**
- ~ Information will be required from the students present school re educational progress, attendance, reports, special needs, reasons for transfer, psychological reports etc.
- ~ The student and a parent/guardian must attend a meeting with either the Principal or Deputy Principal.
- ~ If the application is successful, the student will be enrolled for a probationary period for the first term.
- ~ The availability of resources and of spaces in specific subject areas or in the year group may determine admission.