



# Our Lady's School

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## **ADMISSION POLICY OF OUR LADY'S SCHOOL**

### **ADMISSION**

#### **Introduction**

This policy is set out in accordance with the provisions of the Education Act, 1998, Section 15, 2(d) and the Education (Welfare) Act, 2000, Section 19, 1. In so doing, the Board of Management trusts that parent(s)/guardian(s) will be assisted in relation to admission matters. Furthermore, the school Principal will be happy to clarify any matters arising from this policy.

It is to be clearly understood that the school depends on the grants and teacher resources provided by the Department of Education & Skills and that it operates within the regulations laid down from time to time by the DES. All school policy must have regard to the resources and funding thereby made available. It is a voluntary secondary Catholic school under the management of the Le Chéile Trust, of which the Religious of Christian Education are members. Within this context and set of parameters, the school supports the principles of:

- Inclusiveness, particularly with reference to the admission of children with a disability or other special educational need.
- Equality of access to and participation in the school.
- Parental choice in relation to admission.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

#### **Admission into 1<sup>st</sup> Year**

1. The school has either 120/150 available 1st Year places, spread over 4/5 classes each year.
2. The school accepts Preliminary Application Forms in respect of girls.
3. Preliminary Application Forms can be downloaded from the school website and are also available from the school office.
4. Upon receipt of a completed Preliminary Application Form, the Secretary will stamp it with the date of receipt and place it on file for the proposed year of entry. In addition to this, parents/guardians are asked to email the school office at [admin@olschool.ie](mailto:admin@olschool.ie) within a week of submitting the form, requesting confirmation of receipt.
5. It is the responsibility of parent(s)/guardian(s) to notify the school in writing of any changes in the details contained on the Preliminary Application Form.
6. An open evening will be held in advance of offers being made, at which school policy, ethos and structures, will be explained. The school will write to parents and guardians of the relevant cohort in respect of whom it holds a Preliminary Application Form, inviting them to attend.
7. Offers of places are prioritised in the following manner:

<b>i) Sisters of students, past or present.</b>
<b>ii) Daughters of members of current staff.</b>
<b>iii) Pupils from St Pius X Girls' Primary School</b>
<b>iv) Daughters of past pupils.</b>
<b>v) All other applicants chosen strictly by date of receipt of application.</b>

Should oversubscription arise when applying categories i-iv, applicants in the category where oversubscription arises, and subsequent categories, will be chosen strictly by date of application.

Should places subsequently become available, offers will continue from the point in the original list where oversubscription arose.

8. In accordance with this admission policy, an offer of a place will be posted to parents/guardians of the first 120/150 students on the list, on the last Wednesday in September, of the year preceding the proposed year of entry.
9. The closing date for all 1<sup>st</sup> Year applications is the last Wednesday in September, of the year preceding the proposed year of entry.
10. The offer will be posted to the address on the preliminary application form, on this day.
11. It is the responsibility of the parent(s)/guardian(s) to accept the offer within 14 days of this date.
12. Following non-acceptance or cancellations, places will then be offered to the next applicants on the waiting list in accordance with this policy
13. Confirmation of a place is conditional on the receipt by the school of:
  - i) The completed registration form and pre-payment of student costs for the year.
  - ii) Parents/guardians agreement to co-operate with the school authorities in all matters pertaining to the Code of Conduct.

All registered applicants are asked to attend an assessment in January/February.

### **Students who wish to transfer from other Secondary Schools**

Any request to transfer a student from another second-level school to Our Lady's School must be made by writing a letter and submitting a completed Preliminary Application Form, which must be accompanied by copies of recent school reports. If parents/guardians are not successful in getting a place for the desired school year they must re-apply for each subsequent year they are interested in, by filling out another Preliminary Application Form. The date of receipt of the first application submitted will determine the status on the respective waiting lists.

Where a vacancy occurs in 2<sup>nd</sup> – 6<sup>th</sup> Years an applicant will be contacted from the waiting list (in order of date of receipt of first application) to offer the available place. The Principal will meet the parent(s)/guardian(s) and student to discuss curriculum, option choices etc.

Consideration of the application is subject to (a) the ability of the school to offer the student her choice of subject options and (b) willingness of a student who has completed 3 years of the Junior Cycle to enrol for Transition Year, which is compulsory for all as part of the 6 year cycle offered by the school.

Confirmation of a place is conditional on the receipt by the school of the completed registration forms and pre-payment of student costs for the year. Included in the registration form is a section which the parent(s)/guardian(s) must sign agreeing to co-operate with the school authorities in all matters pertaining to the education of their daughter and a copy of the school's Code of Conduct

### **Student Medical Conditions**

In relation to any medical condition that an incoming student might have, the school requires the following from parents:

- The name of the condition
- The symptoms
- The areas of risk, clearly defined
- The known triggers for the condition
- The prognosis
- Details of support provided in national school
- Emergency telephone numbers
- Name and telephone number of general practitioner and hospital usually attended
- A signed declaration that the school is not taking on the liability of dealing with a medical condition for which it is not properly equipped

The school must inform its insurer when admitting students with serious medical conditions. The teaching and non-teaching staff will also be informed of a student's medical condition on a need-to-know basis.

The school has no obligation to administer medication and accepts no responsibility for ensuring that medication is taken. The school is entitled to rely on the student to carry the required medication and to carry out the required medical procedure.

### **Special Educational Needs**

In the case of an incoming student with special educational needs, it is open to the Principal and/or Board of Management to request a copy of the student's medical and/or psychological report or, where such is not available, to request that the student be assessed immediately. The purpose of this assessment report is to assist the school in establishing the educational and training needs of the student relevant to her specific disability or special needs and to profile the support services required.

Following receipt of this report, the Principal and/or Board of Management will assess how the school can meet the needs specified therein. The Principal will meet the student and her parents to discuss her needs more fully and the school's suitability and capability in meeting those needs. If further resources are required, the school will request, prior to admission, that the DES provide the resources required to meet the needs of the student as outlined in the report. These resources might include the following, for example: visiting teacher services, resource teacher for special needs, special needs assistant, specialised equipment or furniture and special transport services.

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

1. The student has special needs that, even with additional resources available from the Department of Education & 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 school staff or to school property.

Effective from May 2018