



**OUR  
LADY'S  
SCHOOL**  
TERENURE



# Admission Policy

Ratified by the Board of Management on:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Chair of the Board of Management)

<b>Commenced:</b> 2002
<b>Date of last Review:</b> 24 <sup>th</sup> September 2019
<b>Review due:</b> 2020

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## **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. Parents/guardians will receive an email from the Secretary confirming receipt of the application within 5 working days of its receipt.  
If parents do not receive this confirmation, they must email the school office (enrolment@olschool.ie) to request it within 10 working days of having posted the Preliminary Application Form.
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. All correspondence will issue to the postal address/email address/phone number appearing on the application form or the details most recently notified in writing to the school. Failure to update changes in details may result, by consequence, in the candidate unintentionally withdrawing from the application process.
6. An open event will be held in advance of offers being made, at which school policy, ethos and structures, will be explained. Details of this event are available annually on the school website (www.olschool.ie).
7. The closing date for all 1<sup>st</sup> Year applications is the first Tuesday in September of the year preceding the proposed year of entry.

8. The Application List and offers of places are prioritised in the following manner:

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

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.

9. 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 Application List, on 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 before a specified Acceptance Date. If the school does not receive the completed Acceptance Form on or before the Acceptance Date the offer of a place is deemed to have been declined. Completed Acceptance Forms are not accepted after the Acceptance Date.
12. Confirmation of a place is conditional on the school's receipt (by the specified Acceptance Date) of:
  - i) The completed registration form and other relevant documents.
  - ii) Parents'/guardians' signed agreement to co-operate with the school authorities in all matters pertaining to the Code of Positive Behaviour.
13. Following non-acceptance or cancellations, places will then be offered to the next applicants on the waiting list in accordance with this policy.
14. When 120/150 (depending on the year) offers of places in First Year have been accepted, a new list (the Waiting List) of 150 names is created. The names of any applicants who were included in a priority category but did not receive an offer are placed on the Waiting List first, in the order of the Application List. The names of other applicants who did not receive an offer are then placed on the Waiting List, in the order in which they appeared on Application List, until the Waiting List has 150 names.
15. The parents/guardians of each applicant whose name has been placed on the Waiting List are informed by email of the applicant's place on that list.

16. If any place accepted for the start of First Year is not taken up, that place is offered to the first applicant on the Waiting List, and so on until the place is accepted. The Waiting List ceases to operate on 30 September after the start of First Year.
17. If parents/guardians wish to alter the proposed year of entry for their daughter a new Application Form must be submitted to the school and is treated as such.

### **18. Places in the school other than at the start of First Year**

As stated above, the Waiting List for places at the start of First Year ceases to operate on 30 September after the start of First Year. In order to deal with applications for places in the school other than at the start of First Year a new waiting list is created for each year group.

Parents/guardians should note carefully that:

- (i) names are not transferred from the original Waiting List (for places at the start of First Year) to the new waiting list (for places other than at the start of First Year), and therefore a new application is required in order to be considered for a place after the start of First Year; and
- (ii) an application for a place on the new waiting list will not be deemed to have been received until a fully completed application form, together with birth certificate, have been received by the school.

If a vacancy arises in a year group at any time after 30 September of First Year, the Board of Management, in consultation with the Principal, will consider all relevant factors, and may decide to offer that place to the first name on the new waiting list, and so on until the place is accepted. However, the Board of Management strictly reserves the right to decide that such a place should not be made available. The name of any applicant on the new waiting list who accepts or refuses an offer of a place will be removed from the new waiting list.

19. All registered applicants are asked to attend an assessment before the commencement of the school year.

### **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> Year an applicant will be contacted from the waiting list (in order of date of receipt of first application) to be offered 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 School Place**

Confirmation of a place is conditional on the receipt by the school of the completed registration forms and other relevant documents. 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 Positive Behaviour.

## **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.

## **Additional Educational Needs**

The school welcomes applications from parents/guardians of applicants with special educational needs. In the case of a student with additional educational needs who has been allocated a place, it is open to the Principal and/or Board of Management to request a copy of the student's medical and/or psychological report. The purpose of this is to assist the school in establishing the educational needs of the student 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 the commencement of the school year, 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.