

OUR LADY OF LOURDES SECONDARY SCHOOL

ROSBERCON

Admissions Policy (with effect from 9th February 2010)

Section A : Management of the School

Our Lady of Lourdes Secondary School is a Catholic voluntary secondary school for girls only under the trusteeship of the Bishop of Ossory. A Board of Management, consisting of representatives of the parents, the teaching staff and the trustees, runs the school. The present Board will run the school until October 2019.

The Principal, Ms. Toni Ormond is Secretary to the Board and runs the school on a day to day basis. Mrs. Catherine O'Donoghue is Deputy Principal.

Section B : Mission Statement

Our Lady of Lourdes Secondary School is a learning community based on faith, hope and love, where respect, responsibility and Christian commitment grow, allowing all our students to prepare for a meaningful life.

Section C : Operating Context

- Within the
 1. Content and parameters of Department of Education and Science regulations and programmes
 2. The rights of the Patron as set out in the Education Act
 3. The Religious and Educational Philosophy of the Diocese of Ossory
 4. And the funding resources and services available to the school

- The Board of Management of Our Lady of Lourdes Secondary School supports the underlying principles of the Education Act. In particular the school supports the principles of
 1. Inclusiveness
 2. Equality of access and participation in the school
 3. Parental choice in relation to enrolments
 4. And respect for diversity of traditions, values, beliefs, languages and ways of life in society.
- The financial and teaching resources of the school are provided by a combination of voluntary contributions, fund raising and Department of Education and Science grants and teacher allocations. In the operation of all aspects of this school the Board of management must have due regard to resources and funding available.
- Our Lady of Lourdes Secondary School operates within the regulations laid down, from time to time, by the Department of Education and Science. This school follows the curricular programmes prescribed by the Department of Education and Science which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Section D : School Details

- Detailed information concerning Our Lady of Lourdes Secondary School is available in our prospectus.

Section E : Procedures

- Applications will be accepted from female students only. Applications for enrolment in First year for the forthcoming academic year must be made on our official Application Form for that year.
- All sections of this form must be fully completed by the student's parents or guardians. The form must be signed by the parents or guardians of the applicant and returned to the school. Potential female students are encouraged to attend our annual Open Night. Students in the area will be invited to attend this Open Night when they are visited in their primary school by the Principal of Our Lady of Lourdes Secondary School or when information is sent to their school. Information concerning this Open Night will also be given in the local media. The date of the Assessment Test will normally be communicated to parents at the Open Night.

Decision Making Process

In keeping with Department of Education and Science rules a girl must be aged 12 on January 1st in the calendar year following her entry into First year.

The Board of Management will have regard for any relevant Department of Education and Science provisions re class size, staffing provisions and /or any relevant requirements concerning accommodation such as physical space or the health and welfare of children.

Enrolment Criteria

- Our Lady of Lourdes Secondary School accepts applications from girls only. Applications for enrolment in First year for the forthcoming year are accepted in the application window from Tuesday, November 1st November 2016 at 9.00a.m. until Friday 2nd December, 2016 at 3.30p.m. Application forms are available at Open Night and from the school office and also can be downloaded from our website. Applications will be dated and will only be processed on Friday 2nd December, 2016 at 3.30p.m. which will be the official application date. In line with legislation parents will receive a decision on their application by 9th December, 2016. These parents have been informed that although their date of application still applies their application will be considered on December 2nd 2016 at 3.30p.m. The practice of accepting applications before the application window was discontinued in February 2010. Once an application for admission has been made it will be date stamped. Multiple applications on the same date will be assigned a number on opening. **The deadline for receipt of fully completed application forms is December 2nd 2016 at 3.30p.m.**

- Using the sequence outlined below successful applicants will have their daughter's place confirmed in writing by Friday 9th December, 2016.
 - In the event that the number of applications exceeds the number of places available the following sequence will be used to accept students
 1. Students living in the Parish of Rosbercon will be accepted first
 2. A sister of a present or past student
 3. A daughter of a past pupil
 4. A daughter of a present or past member of the teaching staff of this school
 5. A girl not from the Parish attending a Primary school in the Parish
 6. In the event that the school is over subscribed students (including pre February 2010 applicants) will be accepted according to their date of application.
 7. All other applicants will be placed on our waiting list in order of their date of application.

This sequence does not apply to late applicants. Any applications received after December 2nd 2016 at 3.30 p.m. will be treated strictly on a first come first served basis.

Special Educational Needs

- The Board of Management welcomes female students with special educational needs. The school will access the student's records from her primary school in advance of entry to the school. Following any necessary assessment that may have to take place the school will apply to the Department of Education and Science for the resources to support that student. The Board of Management will do all that is reasonably possible to secure these resources.

Transfers from other second Level Schools

Applications to transfer into other year groups are open to female students only.

Students may transfer into the school at any time subject to :

- The school's Admissions Policy
- The school regarding the move in the best interests of our present students and of the student wishing to transfer.
- Available space
- Consultation with the Educational Welfare officer if appropriate
- The Board of Management being satisfied with the reasons for the proposed transfer. In this regard the school will require in writing from the students former/present school a detailed Attendance Record for the past year. Academic Records for the past year will also be required as will a detailed Discipline Report covering the student's time in the school outlining any breaches of discipline.

An application to transfer into this school must be made on the official Application Form.

Right of Board of Management to refuse an Application for Admission

- The Board of Management reserves the right to refuse an application for admission subject to the schools Admission Policy.

Right to Appeal

- Parents have the right to appeal a refusal by the school to enrol their daughter under Section 29 of the Education Act 1998.