

# Maryfield College

## ADMISSIONS POLICY AND PROCEDURE

### SECTION 1

Maryfield College is a Catholic, non-fee-paying, Voluntary Secondary School for girls, under the patronage of Le Chéile Trust. It was founded by the congregation of the Sisters of the Cross and Passion and continues to operate within the Cross and Passion ethos and the under the Le Chéile Schools Trust charter. Maryfield functions within the regulations of the Department of Education and Skills and follows the curricular programmes so prescribed.

In accepting a place in Maryfield College for their daughters parents accept the following:

The school's Catholic/Cross and Passion/Le Chéile Trust ethos\* (*Footnote*)

The school's academic curriculum, extra-curricular and co-curricular activities

All the school's policies

Directives and regulations laid down by the Department of Education and Skills

### GENDER

Maryfield College is a girls-only school. Information about the school can be obtained at [www.maryfieldcollege.ie](http://www.maryfieldcollege.ie) and [www.lecheiletrust.ie](http://www.lecheiletrust.ie)

### SECTION 2:

#### ADMISSION TO FIRST YEAR

To be eligible for admission to First Year pupils must:

Have reached the age of 12 years on 1<sup>st</sup> January of the calendar year following entry to First Year (Required by Department of Education and Skills)

Have completed Sixth Class in Primary School or its equivalent

Be willing, with parents/guardians, to accept the ethos of the school

Be willing, with parents/guardians, to accept all the school's policies

Be willing to sit the school's Entrance Assessment Test

#### PROCEDURES FOR ENTRY TO FIRST YEAR

All enquiries regarding admissions to First Year must be made either by telephone or in writing to the Admissions Office

Those who have expressed an interest in attending Maryfield College must complete an Application form available in the school's Admissions Office. The date on which the Application Form is received by the school will be recorded and the applicant's name will be placed on a waiting list for entry on the year indicated on the form.

All completed application forms will be receipted. All documentation required during the processing of the application must be provided upon request.

Places on the waiting list are allocated in accordance with the date on which the school receives the completed form.

Places are offered to those on the waiting list in April of the year prior to the requested year of entry (i.e. places will be offered in the April of the year when the pupil is in Fifth Class).

A non-selective Entrance Assessment Test will be held in the year of entry for students who have been offered a place. An information meeting for parents/guardians of pupils offered a place for the following September will be held on a date following the Entrance Assessment test

### **ORDER OF ALLOCATION OF PLACES**

First Year are allocated in the following order:

- Sisters of present students
- Pupils from St Vincent de Paul National School, Marino who applied before or during fourth class
- Pupils from St Vincent de Paul National School, Marino, whose families have recently moved to the area and are in Fifth or Sixth Class
- Sisters of past students who are on the waiting list
- Daughters of any staff member in the school who have placed their daughter on the waiting list in accordance with the procedures for entry outlined in this policy
- Remainder on the waiting list in chronological order according to the date on which the completed Application Form was received by the school

### **PUPILS WITH SPECIAL NEEDS**

The school welcomes pupils with special needs and does all within its resources to accommodate the pupil's needs.

Parents/guardians of pupils with special needs are obliged to inform the school of the needs of their daughter at the time of the acceptance of a place

Parents/guardians are obliged to provide the school with physical, psychological, emotional reports as well as the results of any assessments that may have been carried out

Every effort is made by the school to accommodate pupils with special needs. Ultimately the Board of Management will assess whether the school is in a position to meet the needs of the individual pupil.

The school will apply to the Department of Education and Skills for additional resources to meet the needs of pupils with special needs.

### **SECTION 3:**

#### **TRANSFER TO MARYFIELD FROM ANOTHER SECOND LEVEL SCHOOL**

For pupils whose parents/guardians request a transfer from another second level school the following will apply:

That there is an available place in the specific year requested

That there is available space in the specialist subject areas requested

That the school considers the transfer is in the best interest of the individual pupil

That all requested documentation is supplied (eg Psychological reports; records from previous school etc.)

That pupil and parents/guardians accept the ethos, policies etc. of the school as outlined above to ensure that the student participates fully in school activities

### **SECTION 4**

#### **APPEAL:**

A parent or guardian may appeal a decision regarding a refusal to enrol a student to the Department of Education & Skills under Section 29 of the Education Act (1998). There is also a link to the Department of Education & Skills website on the school website.

#### **Requests for Withdrawal from RE class:**

The Board of Management expect all students in all year groups to participate in R.E class.

If a parent makes a request to withdraw a student from R.E, the first step is to have a meeting with the school to establish the nature of their concerns. If a parent has specific concerns about particular elements of the course the student maybe excused from participation in those particular modules.

Following the meeting if a parent still wishes to withdraw their daughter from R. E class, the parent will make the request in writing and the student will not be expected to participate in the class activities or engage in religious services.

The student will be required to sit quietly in an assigned area of the RE classroom for all RE classes. The student may read /study texts relevant to their studies, though students will not be permitted to complete homework during this time.

The Board of Management is not in a position to provide alternative supervised accommodation. However a parent may choose to withdraw their child from the school for the duration of a timetabled RE class and undertake the duty of care and supervision of their child during this time. This supervision will be off-site and the school authorities must be informed of this arrangement.

For Health & Safety reasons the parent must sign the student out through the school office and sign the student in on their return.

This policy was ratified by the Board of Management on May 9<sup>th</sup> 2016

