** 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

**SECTION 2: ADMISSION TO FIRST YEAR** To be eligible for admission to First Year pupils must:

Have reached the age of 12 years on 1stJanuary 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 in the school’s Admissions Office with any documentation requested.

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.

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 on the first Saturday in February of the year of entry. A meeting of parents/guardians of pupils offered a place for the following September will be held in Feb/March

**ORDER OF ALLOCATION OF PLACES**

First Year are allocated in the following order:

* Sisters of present students whose names are on the waiting list
* Pupils from St Vincent de Paul National School, Marino, who applied while in 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

The 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)

**Requests for Withdrawal from Religious Education Class:**

Religious Education (RE) is a core subject on the curriculum at both Junior and Senior cycle .The Board of Management expect all students to participate fully in R.E class. However if a parent makes a request to withdraw a student from R.E, the first step is to discuss the request with a member of the senior management team in the school to establish the nature of their concerns.

Following the meeting if a parent still wishes to withdraw their daughter from R. E class, or from a particular RE module the student will be excused from participation in the class activities The student will be required to sit quietly in an assigned area of the RE classroom for all RE classes. The student will read or study texts based on their own spirituality/ philosophy/ethos during timetabled religion class. The student will not be permitted to complete homework during this time.

This policy was ratified by the Board of Management on December 5th 2019