

St. Mary's College Dundalk



Admissions Policy

Ratified by the Board of Management on 1st March 2016.

COLLEGE PROFILE

St. Mary's College is a Voluntary Catholic Secondary School for boys and girls, operating under the Trusteeship and educational ethos of the Marist Fathers.

The College is managed by a Board of Management, is funded by the Department of Education and Skills (DES) and operates within the regulations and guidelines set down from time to time by that Department. The College has a very active Parents' Council and Student Council.

St Mary's College was the first foundation of the Society of Mary in Ireland and the first Secondary School for boys in Dundalk. Founded in 1861, 26 students enrolled on the first day. The site for the original College was 'Church Hill House'. The Priest responsible for the initial preparations of the College was Fr. Crouzet, a young French Marist Priest. At one time the College consisted of a Primary School and a Secondary School for boys, which catered for both boarding and day students. Many changes have taken place down through the years. In 1983 the boarding section of the College was closed, followed in 1987 by the closure of the Primary School. In 1989 the first lay Principal was appointed and in 1990 the College opened its doors to girls.

St. Mary's College aims, with the resources available, to provide the best possible environment in order to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all students. We make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the College. We realise that we must cater for the changing needs of today's world, and towards that end, we frequently review our various programmes. Being keenly aware of the ever increasing effect of outside influences on the lives of our students, we are concerned to maintain Catholic values and practices.

Working together as a College community, the Board of Management, Parents / Guardians, staff and students aim to provide an environment which will allow each student develop intellectually, physically, morally, socially and spiritually so that they will be able to grow to fulfil their role in society.

Within the context of the Department of Education and Skills regulations and programmes, the rights of the Trustees/Board of Management as set out in the Education Act 1998 (Section 15 (1), (2)), and the funding and resources available, the College supports the following principles:

- Inclusiveness, particularly with reference to the enrolment of students with a disability or other special educational needs.
- Equality with respect to maximum access and participation in the College
- Parental / Guardian choice in relation to choice of school, having regard for the characteristic spirit of the school.
- Respect for the diversity of beliefs, languages, traditions and ways of life in society.

Any queries arising from the Admissions Policy may be addressed to the College Principal, or Chairperson of the Board of Management at the College address.

Your attention is drawn to the facility to appeal as outlined on page 14.

Mission Statement

St Mary's College is a Catholic secondary school under the patronage of the Marist Fathers. The primary aim of the College is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The College, through its academic, pastoral and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

College Details

College Name	St. Mary's College
Address	St. Mary's Road, Dundalk, Co. Louth
Contact details	: Telephone: 042 933 9977 Fax 042 932 8020 E-mail info@maristdundalk.com
Principal	Mr. C. McGinley
Deputy Principal	Mr. G. Lambe
Guidance Counsellors	: Mr. A. Butler/Ms. A. Morgan
Chaplains	Ms. R. Reynolds/ Fr. J. Mc Elroy
Learning Support Co-ordinator	Ms. P. Brady
College Secretary	Ms. P. Begley
Opening Times	9.00 a.m. – 1.05 p.m. 1.55 p.m. – 3.40 p.m.

The building will be open to students 45 mins prior to official opening time and ten minutes after official closing time. Supervision is provided only between these times and at break time and lunchtime. The College authorities will make all reasonable efforts to inform Parents / Guardians of any minor adjustments in the opening / closing times which may occur on rare occasions.

Courses & Subjects offered

St. Mary's College follows the curricular programmes set down by the Department of Education and Skills (DES), which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).

Junior Cycle (3years).

Religion,
Gaeilge,
English,
Maths,
History,
Geography,
Science,
Business Studies,
French,
German,
Home Economics,
Art,
Music,
Technical Graphics,
Materials Technology (Wood)
Technology
S.P.H.E.,
C.S.P.E.,
P.E.

Senior Cycle (2years).

Religion,
Gaeilge
English,
Maths,
History,
Geography,
Physics,
Chemistry,
Biology,
Business,
Economics,
Accounting,
French,
German,
Home Economics
Art
Design and Communication Graphics
Music
Technology
Construction Studies
Computer Studies,
Agricultural Science
P.E.

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including the minimum number of students to justify the offering of a particular subject class. Students who do not sit internal examinations may be required to sit such examinations at an alternative time, before proceeding with their course.

At Junior Cycle students follow the Junior Certificate Programme

At Senior Cycle level students follow Leaving Certificate Programme and the Leaving Certificate Applied Programme

Leaving Certificate Vocational Programme (LCVP)

The Leaving Certificate Vocational Programme (LCVP), often called the “Leaving Certificate Plus”, is a programme completed by over 35,000 students in approximately 530 schools each year. The LCVP combines the academic strengths of the Leaving Certificate (established) with a new and dynamic focus on self-directed learning, innovation and enterprise. Students complete a standard Leaving Certificate along with two Link Modules, which can enhance their overall points.

The primary goal of the LCVP is to prepare young people for adult life by ensuring that they are educated in the broadest sense, with an ability to cope and thrive in an environment of rapid change. Participants in the programme are encouraged to develop skills and competencies fundamental to both academic and professional/career success.

Transition Year

The Transition Year (TY) is an optional one-year programme which commences on completion of the Junior Cycle. The places are allocated on the basis of an interview and consultation. The following criteria apply in selecting students for the Transition Year

- Work Rate to date
- Behaviour record
- Suitability for the programme/aptitude for the programme
- Age

The aims of the programme are:

- To provide a good academic basis for beginning the Senior Cycle course.
- To develop aspects of the curriculum which may not be catered for elsewhere in the College curriculum.
- To develop teamwork through task-oriented projects.
- To develop links between the College and the wider community.
- To encourage students to become self-motivated and independent learners.
- To provide an opportunity for students to develop an understanding of how learning occurs inside and outside the College generally, and with particular reference to their own learning styles.
- To introduce students to a wide range of cultural and sporting activities.
- To prepare students to become responsible members of society.

Provision of subjects and activities is subject to resources and annual review. An amenity contribution is required to finance the wide range of activities in which students are involved during this year. This contribution is set and amended as necessary by the Board of Management.

The Board of Management reserve the right in relation to the above programmes to approve the numbers entering each programme on an annual basis.

Extra-Curricular Activities

St. Mary's College is committed to the development of extra-curricular activities in the College, believing they provide an identification with the College for the student body as well as lifting College morale. To this end we provide a wide range of cultural, social, sporting and artistic activities to develop the individual and co-operative talents of our students. The following activities are currently catered for:

- Local and foreign cultural tours
- School Exchanges
- Debating & Public Speaking
- Drama and Music
- Mini-company
- Quizzes
- Charity Support Groups
- First Year Mentoring (Buddy System)
- Leadership opportunities
- Team Games (Gaelic, Soccer, Rugby, Basketball)
- Athletics
- Art Competitions
- Student Chaplaincy Team
- Mission Team

Provision of these activities is subject to resources. Communication concerning involvement and achievement in extra-curricular activities is promoted through the College newsletter.

Homework & Study

The College provides facilities for a study period from Monday to Thursday between 3.50pm and 5.20pm. These periods are supervised, and there is a weekly charge.

The College believes that study is an exercise in self-discipline, which must be developed. It involves both written and oral work. It is essential that the students develop the habit of study in order to consolidate the work covered during class and to refresh material previously learned. The actual minimum time to be spent on homework and study should be:

- First Year – 1hour
- Second year – 2hours
- Third & Fifth year 2.5hours
- Sixth year –Minimum 3hours

Student Council

The role of the Student Council is to represent students' views to management. It will be consulted prior to the implementation of new policies and invited to contribute, where appropriate, to developing policy. It is a resource working in partnership with the College management to improve the atmosphere, conditions and facilities and to generate good relations between students, staff and management. The Student Council also plays an important supportive role at Parent-Teacher meetings, Open Night, First Year Mass, Céilí and other events that take place in the College.

Parents' Council

The College has an active and vibrant Parents' Council. Their aims are to promote the educational development of our students and to assist with the various College activities. Their AGM is held early in the academic year. They meet regularly. Membership of the Council is voluntary.

College Functions & Meetings

Parent-Teacher meetings are held once a year for each year group. Meetings take place between 4.15pm and 6.45pm. These meetings are brought to the attention of the Parents / Guardians by letter. Parents / Guardians are strongly urged to attend. There are various functions and meetings during the year, and Parents / Guardians will be notified well in advance of such meetings. These meetings are usually held in the evening. The following is a sample of what can take place:

- Prize Nights at end of the academic year
- Graduation Night (6th Years)
- CAO Information Night / Careers Talks
- Transition Year Information Night and end of TY Year night
- Information nights for Parents / Guardians in all year groups
- Subject choices for Third Year students
- Meeting for Parents / Guardians of incoming first years
- Various talks on student related issues
- First Year Mass

ST. MARY'S COLLEGE DUNDALK
ADMISSIONS POLICY

St. Mary's College Admissions Policy welcomes all students for whom the College can provide an appropriate education. The College aims to provide an integrated and an inclusive education.

The College shall not discriminate in its admission of a student to the College on:

- a) The gender ground of the student or the applicant in respect of the student concerned.
- b) The civil status ground of the student or the applicant in respect of the student concerned.
- c) The family status ground of the student or the applicant in respect of the student concerned.
- d) The sexual orientation ground of the student or the applicant in respect of the student concerned.
- e) The religion ground of the student or the applicant in respect of the student concerned.
- f) The disability ground of the student or the applicant in respect of the student concerned.
- g) The ground of race of the student or the applicant in respect of the student concerned.
- h) The Traveller community ground of the student or the applicant in respect of the student concerned.
- i) The ground that the student or the applicant in respect of the student concerned has special educational needs

The College does not discriminate in relation to the admission of students where it admits persons of a particular religious denomination in preference to others or it refuses to admit as a student a person who is not of that denomination and, in the case of a refusal, it is proved that the refusal is essential to maintain the ethos of the College. In this section 'civil status ground', 'disability ground', 'discriminate', 'family status ground',

‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act of 2000.

Each year the Board of Management is obliged to decide in advance the number of First Year students for whom the College can provide an appropriate education, having regard to the facilities, personnel, plant and resources.

The St Mary’s College Admissions Policy is available on the College website. It is also available on request from the College Office.

Student eligibility for Admission.

In order to be eligible for admission, a student must:-

- Attain the required age of 12 by 1st January in the calendar year following his / her entry into first year.
- Have completed sixth class in primary school.
- Be willing, in conjunction with his / her Parents / Guardians, to uphold and support the College ethos.
- Be willing, with Parents / Guardians, to accept the College’s Code of Behaviour & Discipline which contains details of College rules and sanctions, including suspension and expulsion.
- Confirmation in writing is required that Parents / Guardians and the student have read and accept the College’s Code of Behaviour & Discipline.
- Be willing to take an assessment test.
- Accept all other College Policies

The closing date for applications is 30th September two years before the September for which a place is being sought.

Selection Criteria

In the event of the College receiving more applications than places available, the following criteria will be applied in the following order in offering places to prospective students:-

1. Siblings preference (for applicants who have brothers or sisters attending or who have attended the College)
2. Applicants whose Parent / Guardian is an employee of the Board of Management of the College for more than one year
3. Applicants whose Parents / Guardians are past students of St. Mary’s College, Dundalk

4. Applicants of the Roman Catholic faith.
5. All remaining applicants

N.B. If all applicants in any one category cannot be accommodated places and ranking on a waiting list will be allocated by a lottery of applicants in that category conducted in the presence of a member of the Board of Management and witnessed by a person such as a solicitor, a member of the Garda Síochána or a Peace Commissioner. Late applications will only be considered after all applications received in time have been processed.

Special Education Needs

In welcoming applications from students with special educational needs, the College will use the resources, both financial and personnel, provided by the Department of Education and Skills (DES), to make reasonable provision and accommodation for all such students, and will ensure that these students are free to participate in the life of the College in so far as is reasonably practicable. While recognising and fully supporting Parents' / Guardians' rights to have a school of their choice for their children, the College's ability to accept students with particular needs is dependent on the provision of resources, suitable to the needs of the individual student, being provided by the Department of Education and Skills (DES).

College management and Parents / Guardians will co-operate, from the earliest possible time, to establish the special educational needs of the student, the resources required to meet those needs and the submission of a well-researched request to the Department of Education and Skills Special Educational Needs Organiser (SENO) seeking the allocation of appropriate resources. Parents / Guardians are encouraged to contact the College well in advance of the admissions process should they feel that their child has special educational needs, as considerable delays have been experienced by schools in receiving a response from the Department of Education and Skills to a request for special resources.

In making provision for special educational needs students, the following information is required.

Has the student had access to any of the following resources?

1. Special Needs Assistant or classroom assistant.
2. Special class.
3. Help, for specific needs, from any Resource Teacher.
4. Assistance with behavioural modification.

5. Psychological assessment. Report to be provided.
6. Any additional resources to help with his/her special needs.
7. Help in areas including visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility, etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be met.

It should be recognised that in very exceptional cases, even with additional resources provided by the Department of Education & Skills (DES), the College cannot provide an appropriate education due the nature of a particular student's special educational needs. Further details are outlined in the Special Needs Policy of the College.

Transfer of a student from another Post Primary School

The College will make every reasonable effort to facilitate a student seeking a transfer to our College. The Board of Management will decide on applications for admission to any year other than First Year.

All relevant information having been made available from the applicant's previous school(s), the Board of Management will decide whether or not a transfer should be accepted based on the following principles:

- That it is in agreement with the College's Admissions Policy.
- That the appropriate documentation is completed and signed by previous school authorities
- That the applicant's good behaviour has been verified
- That a signed written commitment to the Code of Behaviour and Discipline has been provided
- That the curriculum offered by St. Mary's College is compatible with the applicant's needs
- That the applicant follows a full curriculum in the relevant year group

It may be necessary for a consultation with the Educational Welfare Officer to take place.

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's Parents / Guardians, their former school, the Educational Welfare Officer,

whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

Enrolment Procedures

The Parents / Guardians must return the Application Form for Admission to First Year by 30th September two years before the September for which a place is sought. As soon as is practicable, but not later than 21 days after a Parent / Guardian has provided the relevant information, and the final date for receipt of completed application forms, the Board of Management shall make a decision in respect of the application concerned, and inform the Parents / Guardians in writing thereof. Education Welfare Act (Section 19, (3)).

Places will be allocated and offered by the end of the first full week in October in the year prior to entry. Parents/Guardians are requested to accept or refuse the offer by 31st October. Failure to return the form by the due date will indicate that you have decided not to send your child to St. Mary's College and the place will then be offered to another applicant.

In the case of students with special education needs, the Board of Management having received the relevant information, will make a decision and inform the Parents / Guardians in writing of this decision as per the terms outlined in an earlier part of this policy.

There will be an Assessment Test on a date agreed with other Secondary Schools in Dundalk (usually during March), which all incoming First Year students must sit. Save in exceptional circumstances, failure to sit for this test will result in the forfeiture of a place in the College. This test is used to assess attainment levels in order to best allocate students to classes in First Year. It takes place after the enrolment process has been completed, and, consequently, has no bearing on a decision to enrol a student or not.

There is an Information Evening for all incoming students and their Parents / Guardians prior to the Assessment Test. This is a vital part of our enrolment process. Parents / Guardians are strongly encouraged to attend this meeting.

Parents / Guardians are requested to pay an amenity contribution, to cover the cost of stationery, printing and postage, homework journal and 24-hour personal pupil insurance. This contribution will be set annually by the Board of Management. Contact, in confidence, should be made with the Principal if special consideration is required in relation to this request.

On completion of the enrolment process, a request will be made for all relevant information to be made available from the student's previous school known as the education passport. This includes such matters as attendance record, behaviour issues, special educational needs etc. This will assist us in making appropriate education provision for each student.

Parents / Guardians will be presented with the following when they are applying for an Application Form:-

- Admissions Policy
- Code of Behaviour & Discipline
- Ethos document/statement

Other relevant information can be viewed on the College's website: www.maristdundalk.com.

Appeals

The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15 (2) (d) of the Education Act 1998. Education (Welfare) Act 2000. (Section 19 (1).)

Should a student's application for admission to the College be refused, the Parents / Guardians have the right to appeal to the Secretary General of the Department of Education and Skills (DES), (Education Act 1998, Section 29 (d).). The Parents / Guardians must be informed in writing of the Board of Management's decision, and the reasons why the student was not accepted should be clearly stated.

The Parents' / Guardians' right to appeal should be stated on the application form provided. (Circular M48/01). The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians concerned. (Circular, M48/01).

An appeal may be made to: The Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1. Appeal forms can be

made available through the College office. Parents / Guardians must inform the Principal in writing of the decision to appeal.

Principal
Mr. C. Mc Ginley

Deputy Principal
Mr. G. Lambe



St. Mary's College,
Dundalk,
Co. Louth.

Phone : 042-9339977

Fax: 042-9328020

e-mail info@maristdundalk.com

web : www.maristdundalk.com

Founded 1861

EXPRESSION OF INTEREST FORM

(This form indicates that you are interested in securing a place for your child in St. Mary's College)

Student's Surname : _____

Student's First Name : _____ Male:_____ Female:_____

Date of Birth : _____ Nationality : _____

Home Address: _____

Contact Name & Phone No. : _____

Home Phone No.: _____

Religious affiliation : _____

Mother's Name : _____ Occupation : _____

Father's Name : _____ Occupation : _____

Names of brothers or sisters in this school : _____

Primary school : _____

Does the student have Special Educational Needs? _____

Medical Conditions of which the school should be aware:

(1) _____ (2) _____

Signature of Parent(s)/ Guardian(s) (1) _____

(2) _____

Date for which admission is requested : _____

Please return completed form to the College office.

Principal
Mr. C. Mc Ginley

Deputy Principal
Mr. G. Lambe



Founded 1861

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APPLICATION FORM

(It is essential that all the information requested on this form be supplied, otherwise the application will not be processed)

Student's Surname : _____

Student's First Name : _____ **Male:** ____ **Female:** ____

Student's P.P.S. Number: _____ **Date of Birth :** _____

Home Address: _____

Contact Name & Phone No. during College Hours: _____

Email Address: _____ **Home Phone No.:** _____

Nationality: _____

Religious affiliation: _____

Mother's Name: _____ **Occupation:** _____

Father's Name: _____ **Occupation:** _____

Guardians' Names: _____

No. of children in family: _____ **Student's place in family:** _____

Number of sisters: _____ **Number of brothers:** _____

Names of brothers or sisters in this school: _____

Previous school attended: _____

Does the student have Special Educational Needs? _____

Medical Conditions of which the College should be aware:

(1) _____ (2) _____

Signature of Parent(s)/ Guardian(s) (1) _____

(2) _____

Date for which admission is requested: _____

Please return completed Application Form to the College office.

REGISTRATION FORM

Please complete all of the sections on both sides of this sheet

A. STUDENT'S DETAILS

Surname: _____ Forename: _____ Male ___ Female ___
Middle Name: _____ P.P.S. No: _____
Date of Birth: _____ Home Telephone No: _____
Address: _____

Country of Birth: _____ Home language: _____
Religious Denomination: _____
Previous School Name: _____
Address: _____
Dates attended: From: _____ To: _____
Name of any other schools attended: _____
Dates attended from: _____ To _____

B. NAME(S) AND ADDRESS(ES) OF PARENTS / GUARDIANS. N.B. These are the people to whom College correspondence will be sent. They will also be contacted in case of an emergency.

1. MOTHER/FEMALE GUARDIAN

Surname: _____
(Mrs/Miss/Ms/Dr) Please circle as appropriate)
Forename: _____
Mother's maiden name: _____
Address: _____

Relationship to child: _____
Occupation: _____
Home Telephone No: _____
Mobile No: _____
e-mail address: _____

2. FATHER/MALE GUARDIAN

Surname: _____
(Mr/Dr) Please circle as appropriate)
Forename: _____
Address: _____

Relationship to child: _____
Occupation: _____
Home Telephone No: _____
Mobile No: _____
e-mail address: _____

C. TRAVEL ARRANGEMENTS

Bus Car Walks Taxi
Bus Route From: _____ To: _____

(Please tick as appropriate)

D. MEDICAL

If your child suffers from any medical conditions - e.g. asthma, allergies, dietary problems, etc., please attach a letter outlining the particular condition.

Do you have a medical card? Yes _____ No _____

E. OTHER DETAILS

Does the student have any Special Educational Needs? Yes _____ No _____

If YES, please give details:

If there is any other information about your child which you would like to give us please do so here. If the information is of a sensitive nature you may write it on a separate page and enclose it in a sealed envelope for the attention of the Principal.

PLEASE NOTE THAT IF THERE IS A COURT ORDER RESTRICTING ANY INDIVIDUAL'S RIGHT TO ACCESS TO YOUR CHILD PLEASE CONTACT THE SCHOOL. ANY CHANGES TO SUCH AN ORDER MUST ALSO BE COMMUNICATED IMMEDIATELY TO THE COLLEGE.

F. PERMISSIONS

1. During the academic year we may film or take photographs of your child for publicity and/or educational purposes. Please indicate, by signing below, that you give your consent for this to happen:
I consent for my child to have his/her image used by the College.

Parent/Guardian

Signature 1: _____

Signature 2: _____

2. During the academic year we invite speakers from a range of organisations, to address pupils on issues relating to their academic and social development. Please indicate, by signing below, that you give your consent for your child to participate in these activities:
I consent for my child to attend any talks or workshops organised by the College.

Parent/Guardian

Signature 1: _____

Signature 2: _____

APPLICATION FORM FOR INTERNATIONAL STUDENTS

Family Name :

First Name :

Date of Birth : **Age** :

Nationality :

Address :

.....

.....

Telephone No. : **Mobile Phone** :

Daytime contact No. : **Name of Contact** :

Who are you staying with ? :

Department of Justice Card No. : **Date of Issue** :

Reference No. : **Application Date** : **Exp. Date** :

Social Worker : **Phone No.** :

Project Worker : **Phone No.** :

Social Welfare Officer : **Phone No.** :

Mother's Name :

What kind of work did your mother work at :

Father's Name :

What kind of work did your father work at :

Have you relatives in Ireland? :

Have you relatives abroad? :

Other relevant information :

Name and address of your last school :

.....
Number of years in Primary School :
Number of years in Secondary School :
How much English do you have? : **None** : **Some** : **Plenty** :
Fluent :
Subjects studied by you :
Hobbies :
Pastimes you have :
Favourite Sport :
Religious affiliation :
What are you hopes for the future :
.....
.....

Date :
Student's Signature :
Parent/Guardian's Signature:
.....