



The Teresian School

12, Stillorgan Road, Dublin 4 Tel 2691376 Fax 2602878

Secondary School Enrolment / Admissions Policy

This policy is set out in accordance with the provision of the Education Act, 1998, in order to assist parents/guardians in relation to enrolment matters. Contact may be made with the school office by mail, telephone, fax or e-mail: school@teresian.ie

The school opens at 8 a.m. and class begins at 8.45 a.m. Classes end at 3.45 pm and there is a supervised study Monday – Thursday 4-6 pm. Office hours are Monday to Friday 8.30 am to 6 pm.

The Teresian School is a fee-paying Lay Catholic school for girls, run by The Teresian Association, a lay association. It prepares its pupils for the Junior and Leaving Certificates and operates within the regulations of 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

The school supports the principles of inclusiveness and it recognises the principle of equality of access and participation in the school and parental choice in relation to enrolment. It respects the diversity of values, beliefs, traditions, languages and ways of life in society.

Enrolment Procedure

Application

The School Prospectus and Application Forms are available from the school office. If interested, an application form duly filled in and a €50 non-refundable registration fee are sent to the Principal. A letter confirming receipt of application is then sent by the school. Applicant's name is entered in the school's application data base. **Applications for 1st Year will only be accepted three years prior to date of entry. (i.e when your child reaches the age of 9 and older).**

Allocation of Places

Priority of place is given as follows:

1. Pupils of The Teresian Junior School, provided all fees to Junior School have been paid.
2. Sisters of present pupils
3. Daughters of existing staff members
4. Past Pupils' children, i.e. children of girls who have completed their Leaving Certificate in The Teresian School or boys who have attended the Teresian Pre-School/Junior School.
5. Children from Donnybrook Parish.
6. All other available places will be allocated by date of receipt of completed application and registration fee.

Applications will be listed by date of receipt of application forms.

Once a pupil is accepted,

- ◆ A letter of confirmation is posted out to parents/guardians
- ◆ A non- refundable deposit €750 for the year of entry is then paid. On receipt of the deposit the place is guaranteed.

Applications will only be considered if there is a vacancy in the relevant class. Information concerning previous attendance and the prospective pupil's educational progress to date will be required in accordance with the Education Welfare Act.

Prospective pupils and their parents should familiarise themselves with the Code of Behaviour which they will be required to accept and sign.

The school reserves the right to refuse enrolment to any student where either:

- ◆ The student has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or
- ◆ In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Final decision with regard to enrolment of students is at the discretion of the School Management.

As our school is a fee-paying school, we rely on the fees paid by parents to run the school. Parents must understand therefore that admission to the school and ongoing enrolment is conditional on parents discharging fees as they fall due, and that, if parents are not in a position to discharge fees when due, their daughter will not be permitted to remain as a student of the school.

The Enrolment/Admissions policy is subject to review from time to time.

September 2010