



The Teresian School

12, Stillorgan Road, Dublin 4 Tel: (01) 2691376 Email: secretary@teresian.ie Website: www.teresian.ie

ENROLMENT AND ADMISSIONS

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

The Teresian School is a fee-charging Lay Catholic school for girls, run by The Teresian Association, a lay association. It prepares its students for the Junior and Leaving Certificates and operates within the regulations of the Department of Education and Skills 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. In line with these principles, the School shall not discriminate in its admission of a student on the grounds of civil status, family status, sexual orientation, religion, disability, race, ethnicity or special educational needs. As a single sex girls school, the School does not discriminate in relation to the admission of students, except where a student is not of the gender outlined above.

Applications Procedure

- The School prospectus and application forms are available on request from the School Office and on The Teresian School website.
- Completed application forms and a €50 non-refundable application registration fee are returned to the Principal.
- A letter confirming receipt of application is then sent by the School.
- The applicant's name is entered in the School's application data base.
- Applications for 1st Year will only be accepted from three years prior to date of entry (i.e. when student reaches the age of 9 or older)

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

Once a student 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 student's educational progress to date will be required in accordance with the Education Welfare Act.

Girls who are eligible for Admission

- Girls who have completed sixth class in primary school or its equivalent.
- Girls who will have completed their Leaving Certificate by age 21 years.

- Girls, with parents/guardians who accept the Ethos of The Teresian School
- Girls, with parents/guardians, who accept The Teresian School Code of Behaviour. The Code of Behaviour is available on request from the school office or on the school website at www.teresian.ie.

Criteria for Admission to 1st Year

In the event that applications exceed the maximum number to be enrolled set by the Board, places will be allocated strictly in sequence as per the following criteria:

1. Students currently enrolled in The Teresian Junior School.
2. Sisters of students currently enrolled in The Teresian Secondary School.
3. Daughters of Past-Pupils.
4. Daughters of Staff members.
5. Daughters of Board of Management members.
6. Other girls residing in the parish of Donnybrook.
7. Girls from other primary schools.

NOTE: In January of the year preceding entry to 1st Year, a commitment of intent to attend the Teresian Secondary School is requested by letter to the Parents/Guardians of students currently enrolled in the Teresian Junior School (1 above). A non-refundable deposit must then be paid before 28 February to secure each student's place. This deposit covers registration fees and is deducted from the 1st Year fees.

When an application has been received it will be considered by the Board of Management who will make a decision as to whether or not to admit the student to the School. This is in accordance with Section 19 of the Education (Welfare) Act, 2000.

Other relevant documentation as required by the School must be supplied in advance of a final decision of acceptance by the Board of Management. A form to this effect will be sent out with the provisional offer of a place in The Teresian School.

A decision to accept a student for enrolment at the School will be notified to the parents/guardians in writing. No student will be enrolled in the School until the Code of Behaviour has been accepted and signed by parents/guardians and student.

Students with Special Educational Needs

The Teresian School welcomes all students, including those with special educational needs. The School will use the resources provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs so that these students are free to participate in the life of the School in so far as is reasonably practicable. **While recognising and fully supporting parents' rights to choose a school for their children, the School's ability to accept students with particular needs is**

dependent on the availability and supply of additional resources from the Department of Education and Skills.

- In the interest of their daughter's education, parents of special needs students are required to inform the School, **as early as possible**, of their daughter's needs and requirements.
- This information must be accompanied by appropriate professional documentation including all available assessments.
- On receipt of the required documents and information, The Teresian School will make an application for the necessary resources to the Department of Education and Skills.

Final confirmation of a place will be given when the Department of Education and Skills confirms that the necessary resources are in place.

TRANSFER OF A STUDENT FROM ANOTHER SCHOOL

The Teresian School will make every reasonable effort to facilitate a student seeking a transfer to our School.

The Board of Management will decide on applications for admission to any year other than First Year by applying the following criteria:

- A transfer is in agreement with School Admissions Policy
- All relevant information from the former school has been made available
- A transfer is of educational benefit to the student
- A transfer is in the best interest of the student
- A transfer is in the best interest of the School
- Availability of optional subjects chosen by applicants

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 and her former school. In some instances it may be possible to offer a place immediately. In other cases entry may be offered from the beginning of the next academic year.

Applicants must complete the Application Form, giving all the details required. Failure to complete any of the necessary documentation required on the Application Form within a reasonable timeframe, or to supply any other relevant documentation required by the School will result in an applicant being refused admission to the School.

The School will respond to each application but may not be in a position to make a decision on some applications until later in the school year when its current students have given an indication to the School authorities of their intention to return to the School in the forthcoming academic year.

Application Forms are available from the School Office on request.

Reasons for Refusing Admission to The Teresian School

The Board of Management of The Teresian School reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where:

- (a) In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to School staff or to School property.
- (b) If in the opinion of the Board of Management the enrolment of the student concerned is likely to be seriously detrimental to the order and discipline of the School.
- (c) If in the opinion of the Board of Management the enrolment would likely be seriously detrimental to the educational well-being of students attending the School
- (d) The student has special needs such that, even with additional resources available from the Department of Education and Skills, the School cannot meet such needs and/or provide the student with an appropriate education or
- (e) If such enrolment would give rise to significant expenditure on extending or altering the accommodation or facilities of the School.

Appeal

The Board of Management reserves the right to refuse an application for admission.

Should a student's application for admission not be accepted the parent(s)/guardian(s) has the right of Appeal to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29 (d)).

Appeals must be made within 42 calendar days of the date of the notification by the School of refusal to enrol. (Circular M48/01).

Section 29 Appeals

Section 29 of the Education Act, 1998, gives parents (and students who have reached the age of 18) the right to appeal decisions made by a school's Board of Management relating to expulsions, suspensions or refusals to enrol a student. Subsequent to a decision of any appeal of the refusal to enrol to the Board of Management, if applicants are in any way dissatisfied with the School's handling of their application, they are entitled to address an appeal to the Secretary General of the Department of Education & Skills via the Section 29 Appeals Administration Unit, Department of Education & Skills, Friar's Mill Road, Mullingar, Co Westmeath. This appeal should be lodged with the Department within 42 days of the Boards refusal to enrol. The contact phone number for this Unit is 076 110

8588 and the email address is section29@education.gov.ie. Further information is available on the website www.education.ie.

NOTE:

As our School is a fee-charging 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.

Acceptance of offer of a place is on the understanding that basis The Teresian School is a fee-charging school.

March 2018