



The Teresian Junior School

# **ADMISSIONS POLICY 2020**



# The Teresian School

12 Stillorgan Road, Dublin 4 Tel: (01) 2691376 Fax: (01) 2602878 email: [secretary@teresian.ie](mailto:secretary@teresian.ie)

## **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: [secretary@teresian.ie](mailto:secretary@teresian.ie)

The Junior School opens at 8 a.m. and class begins at 9.00 a.m. Classes end at 2.45 pm and there is a supervised study Monday – Thursday until 4 pm. Office hours are Monday to Friday 8.00am 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**

### **Applications**

Application forms are available online at [www.teresian.ie](http://www.teresian.ie). If interested, an application form duly filled in and a €100 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. Early application is essential as the number of places in the school is limited.



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## **Allocation of Places**

Priority of place is given as follows:

1. Siblings of present pupils
2. Children of existing staff members
3. Children from The Teresian Pre-School.
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.

A request for deferral of a place for a 2-year-old who is not ready to start school is left to the discretion of the school Management. If a child does not get a place in their proposed year of entry, a request to have the application rolled over to the following year must be made in writing. This roll over policy applies for one year only.

Once a pupil is accepted,

- A letter of confirmation is posted out to parents/guardians
- A non-refundable deposit of €1000 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.



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

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

**Ratified by:**

Principal: Lynda McHale

**Manager:**

Rosalie Doherty

Date: \_\_\_\_\_