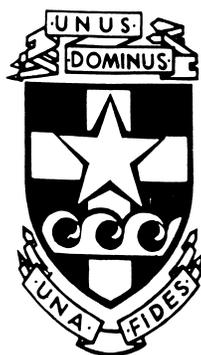


# Holy Faith Secondary School Clontarf



## Admissions and Enrolment Policy



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## **SECTION A INTRODUCTION**

This policy statement has been revised and published by the Board of Management of Holy Faith Secondary School, Clontarf, following collaboration and consultation with the following partners and interested parties:

- the teaching staff of the school
- the Parents' Association
- the Students' Council
- the Trustees

This policy was ratified by the Board of Management on 13th June 2013

### **Type of School**

Holy Faith Secondary School, Clontarf is a voluntary Roman Catholic Secondary School for Girls under the Trusteeship of Le Chéile, a Catholic Schools Trust.

The school is grant-aided by the **Department of Education and Skills** (hereinafter referred to as **DES**)

## **SECTION B MISSION STATEMENT**

### **Ethos**

Holy Faith Schools aim to create a community through which is formed integrated and self-reliant people who deeply experience God, who have a sense of responsibility to Church and to society, who are critically aware of injustice and of the needs around them, who are eager to build a better world. (Religious and Educational Philosophy of the Holy Faith Sisters.)

### **Mission Statement**

Holy Faith Secondary School, Clontarf aims, within the resources available, to provide an excellent, all round education in a Roman Catholic environment. Through a learning community of faith and justice, based on respect, we seek to form integrated and self-reliant persons, who will be moved to work for a better world.

Our objectives are:

- To pursue excellence in all areas of school life, academic, creative and practical.
- To nurture a friendly and caring environment which allows each student to develop her own natural talents and gifts.
- To recognise our responsibility towards the wider community and develop a spirit of service.
- To offer opportunities for the spiritual development of each member of the school community.



## **SECTION C            OPERATING CONTEXT**

The Board of Management of the Holy Faith Secondary School, Clontarf, supports the underlying principles of the Education Act (1998)

Within the context and parameters of DES regulations and programmes, the rights of the Patron as set out in the Education Act, the Religious and Educational Philosophy of the Holy Faith Sisters, the school's Mission Statement and the funding and resources/facilities available, Holy Faith Secondary School, Clontarf supports the principles of:

- Inclusiveness and partnership
- Equality of access and participation in the school
- Parental choice in relation to application
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society

The Board of Management of Holy Faith Secondary School, Clontarf, is committed to the successful implementation of all relevant legislation, particularly,

- the Education Act 1998,
- the Education (Welfare) Act 2000, and
- the Equal Status Act 2000.
- the Education for Persons with Special Education Needs Act 2004.

No student will be discriminated against on grounds of race, religion, culture, physical or intellectual disability or special educational needs provided that the school has the resources and personnel to cater appropriately for her needs without detriment to students already enrolled in the school and subject to Section 7 (3) c) of The Equal Status Act, which states that a school may refuse a student or students "if it is proved that the refusal is essential to maintain the ethos of the school".

The school follows the curricular programmes prescribed by 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.

## **SECTION D            SCHOOL DETAILS**

### **Organisation.**

- Holy Faith Secondary School, Clontarf, is a grant-aided school that caters for girls only.
- The school is managed by a Board of Management which is comprised of eight members that are appointed as follows: four (4) nominees of the Trustees; two (2) nominees of the teachers; two (2) nominees of the parents of students attending the school.
- The senior management of the school comprises: Ms. Deirdre Gogarty, Principal, and Ms. Cora Williams, Deputy Principal.
- A Parents' Association and Students' Council operate within the school with the approval of the Board of Management.
- The teaching staff is deployed to service the curriculum. All teachers to be registered with the Teaching Council as per Section 30 of the Teaching Council Act.



- Students are expected to share fully in the promotion of the school's basic philosophy. To this end, students are invited to become involved in some of the many and varied extra-curricular activities on offer at the school.

### **Activities**

- The Department of Education and Skills publishes a school calendar annually. The school then formulates a calendar in compliance with the Department guidelines. The calendar is approved by the Board of Management.
  - The times of opening and the calendar may be subject to minor adjustment.
  - In June each year preceding the reopening of the school, parents/guardians are furnished with the following information:
    - Calendar for the school year
    - Return to school arrangements
    - Dates for Parent Teacher Meetings, examinations etc
    - School Booklist
- This information will also be available on the school website at [www.holyfaithclontarf.com](http://www.holyfaithclontarf.com)
- The current daily teaching programme is as follows:
    - classes start every morning at 9.00am.
    - lunch break is from 1.00 to 1.30pm each day except on Wednesday , 1.10 to 1.40pm
    - school finishes on Monday, Tuesday and Thursday at 3.30pm
    - school finishes on Wednesday at 3.00pm and Friday at 2.50pm.
  - The school premises are open for students daily at 7.45am.
  - On one morning a week for each year group, assembly will take place at 8.50am
  - Parents are hereby informed that supervision of students does not extend beyond those times listed above, except in the case of school-sponsored activities or courses.
  - The school authorities are committed to the safety and well-being of all those who study and work in the school's environs.
  - The number of staff employed, the programmes and services on offer and the extra-curricular activities available to students at the school will change or vary from time to time. When appropriate, and whenever possible, parents and students are notified of changes in reasonable time.
  - It is understood that, while it is our aim to encourage and challenge all students, it is not possible to guarantee a place to any student in any course, class or activity.
  - Supervised study may be offered to certain classes; currently third, fifth and sixth years.  
Supervised study is two hours from 4.00pm to 6.00pm Monday, Tuesday and Thursday: 3.30pm-5.30pm on Wednesday and 3.15pm -5.00pm on Friday. It is understood that a fee may be charged for supervised study and for some activities.



### **School resources**

The financial and teaching resources of the school are provided by a combination of:

- Subscriptions and Voluntary contributions
- DES grants
- Teacher allocations
- Fund-raising

The implementation of the school plan and school policy must have due regard to resources and funding available. The school operates within the regulations laid down, from time to time by the DES. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998

The school asks for a contribution from parents by means of an Amenities Subscription of €120.00 towards the following services to students: the use of the library, educational equipment, copying of supplementary course materials, tests and house examination papers, postage, reports, lectures, audio-visual and other teaching aids, e.g. films, DVDs, speakers.

A games subscription of €90.00 is also payable at registration. This sum contributes to the cost of after-school coaching, use of equipment, affiliation fees, buses, pitch and venue hire

Parents may contribute €275.00 to the Voluntary School Development Fund that assists with the payment of part-time teaching hours which ensures that we can continue to offer the range of subjects, levels and services currently provided. The fund also supplements the amenities and games offered as well as contributing to the long term development plans of the school.

The sums mentioned above apply currently (2016/17) but may be subject to change. The school may from time to time supplement its operating income by means of fund-raising activities that are approved by the Board of Management.

### **Teaching Resources**

The school has a DES allocation of permanent whole-time teachers and part-time teachers, including a full-time Guidance Counsellor and a full-time Learning Support teacher plus a Special Needs Assistant. Additional part-time teaching posts are funded by the school.

The school also has the services of a part-time chaplain, Fr Martin Hogan.



## Curriculum

The educational aim of the Holy Faith Secondary School, Clontarf is to provide a broad general education, to help encourage each student to reach her full potential and to strive for academic excellence.

The school has a history of academic achievement and offers a broad-ranging curriculum to its students. Students are offered a wide choice of subjects at both Junior and Senior Cycle. It is a school policy to offer all subjects at first year level so that students may make an informed and guided choice of subjects for the Junior Certificate.

Students are entered for the Junior Certificate, Transition Year, Leaving Certificate Established and the Leaving Certificate Vocational Programme (LCVP)

The school follows the curricular programmes prescribed by 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.

All students follow a six-year programme that includes Transition Year.

Students from Transition Year, Fifth Year and Sixth Year are offered the opportunity to attain the ECDL (European Computer Drivers License) qualification

## Junior Cycle Curriculum

At Junior Cycle students at present take 6 core subjects and four optional subjects for examination purposes. One of these optional subjects is a foreign language. The core subjects are: Irish, English, Mathematics, Geography, History and C.S.P.E. Exemption from Irish is given to students who satisfy the criteria laid down in circular M10/94. Students also study Religious Education, P.E. and S.P.H.E as non examination subjects.

First year students study all eight option subjects and during the last term make their option choices. An information evening on option choice is held for all first year parents.

### Core

Irish  
English  
Mathematics  
History  
Geography  
C.S.P.E.

### Additional Core

Religious Education  
P.E.  
S.P.H.E

### Option Subjects

Art/Craft/Design  
Business Studies  
Classical Studies  
French  
German  
Home Economics  
Music  
Science

The Department of Education and Skills is currently engaged in the introduction of a revised Junior Cycle Curriculum and Award for phased which started in 2014. For further information see [www.ncca.ie](http://www.ncca.ie) and [www.curriculumonlie.ie](http://www.curriculumonlie.ie)



### Transition Year

The Transition Year Programme is a compulsory year between Junior Certificate and Leaving Certificate. All students entering Transition Year and their parents/guardians must complete The Contract of Learning. (See appendix).

### Senior Cycle Curriculum

At Senior Cycle students take 3 core and 4 optional subjects for examination purposes. The core subjects are English, Irish and Mathematics. Exemption from Irish is given to students who satisfy the criteria laid down in circular M10/94. During Transition Year students are again exposed to a wide variety of subjects. Aptitude tests are taken and one of the functions of these tests is to aid the student in making her choices. The Guidance Counsellor will meet with all Transition Year students to review test results and discuss option choice. An information talk is held for parents with regard to courses offered and third level course requirements. Students also receive information regarding the optional subjects available and the selection process. The school offers two Leaving certificate programmes: Established Leaving certificate and Leaving Certificate Vocational Programme (**LCVP**)

#### Core

Irish  
English  
Mathematics

#### Additional Core

Religious Education  
R.S.E  
P.E.  
Personal  
Development  
Computer Studies  
Career Guidance

#### Option Subjects

Accounting  
Agricultural Science  
Applied Mathematics  
Art  
Biology  
Business  
Chemistry  
Classical Studies  
Economics  
French  
Geography  
German  
History  
Home Economics-  
Social & Scientific  
Music  
Physics

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.

### Extra-Curricular Activities

Holy Faith Secondary School, Clontarf aims to educate the whole person by offering a broad general education. A wide range of co-curricular and extra-curricular activities is available to students to complement classroom learning

Sporting opportunities include athletics, badminton, basketball, camogie, gaelic football, hockey and tennis. Students also have the opportunity to join the school choir and take part in speech and drama classes.

Service to the community is emphasised through the social justice programme, the Amnesty group, the Fast Friends programme and special fund raising projects.



## **SECTION E PROCEDURES**

### **Application Procedures**

- Application Forms for enrolment are available at any time from the school office or may be downloaded from the school website at [www.holyfaithclontarf.com](http://www.holyfaithclontarf.com)
- An Information Evening for prospective students and their parents will be held each year during the month of September.
- Students attending Belgrove Senior Girls National School will be given an application form by the Primary School Principal. This form must be completed by the parents of the sixth class student and returned to the Primary School Principal by the specified closing date.
- The closing date for applications is the first Friday of October of the year prior to admission.
- The Principal, and/or other teacher(s), as appropriate, will be available to meet parents who may wish to discuss the enrolment process, or to answer questions regarding the enrolment of a student.
- It is a requirement of the Department of Education and Skills that secondary students must be twelve (12) years of age on the 1st of January in the calendar year following their entry to first year.
- When enrolling, all applicants are required to present a duly completed enrolment form and a birth certificate, and are required to satisfy all the criteria as set out by the Board of Management.
- All student enrolments are subject to the approval of the Board of Management.

Applicants will be notified by early November as to whether they have secured a place or not. Unsuccessful applicants will be advised that they will be on a waiting list and notified of their place on the waiting list. Parents will be notified if and when a place becomes available but that they should have their daughter's name with another school. Applicants must indicate in writing that they wish to accept or not accept the place offered.

### **Girls who are eligible for admission are those who:**

- Have reached the required age (12 on the 1<sup>st</sup> January in the calendar year following the student's entry into First Year)
- Have normally completed Sixth class in Primary School
- Accept, in conjunction with their parents/guardians, the school ethos
- Accept, with their parents/guardians, the School Code of Behaviour. Confirmation, in writing, is required, that parents/guardians and their daughter accept the Code of Behaviour.

### **Decision-Making Process**

Decisions made in relation to admission are made by the Board of Management in accordance with school policy.

- The Board of Management has due regard for any relevant DES provisions re class size, staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space/resources or the health and welfare of children
- The Board of Management may set a maximum limit on the number of places available in the school in any given year. It will set such limits based on the



availability of facilities and staff, and bearing in mind that certain agreed maximum class sizes will pertain in certain subjects.

- All applicants for enrolment will be notified of the result of their applications as soon as possible after the closing date for applications but not later than twenty-one (21) days after the closing date.
- To ensure a place in the school, parents/guardians must notify the school of their acceptance of the place within the time specified in the letter offering a place.
- The school may also keep a “waiting list” which will contain the names of sixth class girls who did not get a place in the school when the first offers of places were made.
- It is understood that the placement of a student’s name on a “waiting list” does not guarantee a place in the school.
- In the event of an excess of applicants for a limited number of places, consideration will be given to applicants on the basis of the criteria prioritised below. If, when any particular one of the categories below is reached, the full quota of places would be exceeded if all qualified applicants within that category were accepted; the final places will be filled by means of a lottery involving all the qualified applications within that category. Such lottery will be carried out under the direction of the Board of Management. The remaining applications in that category will be placed on a “Waiting List”. Applications in the next category will not be considered until all qualified applicants on the “Waiting List” of the preceding category have been accommodated. Unsuccessful applicants’ names will then be placed on a “waiting list” for that enrolment occasion only.

### **Enrolment Criteria**

Students are admitted to the school in the following order:

1. Students of Belgrove Girls’ National School, Clontarf.
2. Sisters of present pupils
3. Sisters of past pupils
4. Girls residing within the Parishes of St. John, St Anthony and St Gabriel.
5. Daughters of present staff
6. Daughters of past members of staff
7. Daughters of past pupils.
8. Remaining places are offered in order of receipt of application to girls other than those mentioned above. Places are offered within the resources/facilities available..

### **Assessment**

Parents are notified in January of the school year prior to admission of Objective Tests in February/March. The purpose of these assessments is to measure the attainment levels of students and has no bearing on a decision to enroll a student or not. Class placement in first year is alphabetical and mixed ability

### **Information**

A meeting of the parents of incoming students is held in February at which the Principal, Deputy Principal, Guidance Counsellor and a representative of the Parents’ Association address issues such as curriculum, class arrangements, uniform, discipline, communication, opening hours, school calendar, parent-teacher meetings, etc. A registration pack is presented to parents with additional information regarding the above and a registration form to be completed and returned by a date in March. Parents may arrange an appointment with the principal to clarify or discuss matters of concern.

An orientation process for incoming first year students is engaged in each year.



### **Provision of key information by parents**

The following is the minimum information required from parents registering their daughter in this school. This information is provided by way of the registration form.

- Pupil's Name, Age / DOB, Address.
- PPSN and mother's maiden name
- Parents' / Guardians' names / address / tel. No (home/work and mobile)
- Emergency Contact Numbers/Family doctor
- Details of medical conditions and allergic reactions
- Any disabilities or special educational needs
- Copy of Birth Certificate
- Primary school attended/Principal and 6<sup>th</sup> class teacher
- Previous schools attended
- Reasons for transfer if applicable
- Special family circumstances
- Sister/s in school
- Code of Behaviour signed by both student and parent/guardian
- Any other relevant information
- Any other information as may be prescribed by the Minister for Education and Skills from time to time
- Certificate of Exemption from Irish (where applicable)
- Educational Psychological Assessment (where applicable)
- Speech and Language Assessment (where applicable)

In accordance with the Data Protection Acts, 1988 and 2003 as amended from time to time, the foregoing information will be held by the school and processed for the purposes of considering and processing applications and for the administration of school records.

Parents and student applicants will be required to sign a declaration stating that they have read and that they accept the terms of the school's Code of Behaviour. A copy of the Enrolment Application form along with a copy of the school's Code of Behaviour is attached to this Admissions Policy statement.

### **Special Educational Needs**

Parents/Guardians of girls intending to apply must take steps at an early stage to make the school aware of the needs of their daughter.

- The Board of Management welcomes students with disabilities and/or special educational needs who fulfil the regular enrolment requirements.
- Parents are advised to inform the school as early as possible of any special needs that a prospective student may have.
- The resources provided by the Department of Education and Skills will be used to make reasonable provision and accommodation for such students.
- To allow the school to cater for the needs of such a student and to become familiar with her needs, it will be necessary for the school to access the student's records and Individual Educational Programme or individual plan from the primary or other school well in advance of her entry to Holy Faith Secondary School, Clontarf.
- The school will also seek parental permission for access to any relevant medical or psychological reports. In the absence of such reports, the school will seek parental permission to request a National Educational Psychological



- Services (NEPS) assessment. The purpose of this assessment will be to assist the school in establishing the educational needs of the applicant.
- Holy Faith Secondary School, Clontarf, in consultation with NEPS or other relevant authority, will inform the Department of Education and Skills of whatever resources, e.g. special needs assistant, resource hours, visiting teacher, specialised equipment or furniture, transport etc. will be required to cater for the special educational needs of the applicant.
  - Subject to the provision and availability of the necessary resources, the Principal and/or relevant teacher will, as soon as possible, arrange to meet with the parents of the student to discuss the student's needs and the school's capacity to meet those needs.
  - The school recognises the need for liaison and co-operation between Holy Faith Secondary School, Clontarf, the primary school and the parents of students with special needs, and will endeavour to facilitate the process of transition of such students from primary to post-primary education.
  - While every endeavour is made to accommodate students with special needs, it should be noted it is not always possible to provide the facilities required. The school seeks to ensure that any applicant with a disability or special needs has a clear understanding of the facilities which the school can provide.
  - Final confirmation of a place may, in certain circumstances, be delayed until the school has received confirmation from the Department of Education and Skills to the effect that the necessary resources to service the student's needs are available to the school.

### **Student transferring from other second level schools**

The school will accept applications for transfers from girls from other second level schools. The closing date for transfer applications is the first Friday in May of the year prior to the requested start date. Applications for transfer after the start of the school year may be difficult to accommodate. Transfer applications are subject to the criteria listed below.

- Admission to Holy Faith Secondary School, Clontarf, will depend on class vacancy, option availability and commitment to school discipline and ethos. Before any offer of enrolment is made all relevant reports together with any vital or important information relating to the student's academic history, health, behaviour and any other matter will have been submitted to the school authorities for consideration.
- The school admissions policy
- The school having given due consideration to and being satisfied with the reasons for the transfer
- Information from the girl's former/present school regarding attendance, educational progress, disabilities & special needs etc.
- Students currently enrolled elsewhere must have completed any disciplinary procedures in their current establishment before their application can be considered.
- The school will have regard to whether the transfer is in the best interests of the student (consequences of mid-year transfer, subject choice and level etc)
- Consultation with the Educational Welfare Officer if appropriate.
- Transfer of students from other countries will be considered based on the Admissions Policy.



- It is understood that it may not be possible to provide all the subject options or levels that the transfer applicant has had in her current/previous school, and that Holy Faith Secondary School, Clontarf, does not guarantee a place in any subject or course to a student who transfers during the school year or during the progress of any programme.
- Where a student leaves the school for part of an academic year, a full academic year or longer, a new application in writing is required for re-admission to the school. This requirement may be waived in the case of absence due to long-term illness.
- Students who leave Holy Faith Secondary School, Clontarf, to continue their education elsewhere will not be permitted to sit their Junior or Leaving Certificate Examinations at the school.
- The Board of Management reserves the right to refuse an application for admission subject to the parents/guardians right to appeal under Section 29 of the Education Act 1998 and Circular M48/01.



**Right of the Board of Management to refuse**

The Board of Management reserves the right to refuse to enroll any student where in the view of the Board of Management such a student may pose an unacceptable risk to other students, to staff or to school property or where the student has special needs such that even with additional from the DES the school cannot provide the student with an appropriate education. (cf Section 29 Education Act 1998 and CircularM48/01)

**Right of Appeal**

- Under Section 29 of the Education Act 1998, parents of students, or students over the age of 18 years, who have been refused admission to the school, have the right to appeal such a refusal by the Board of Management to the Secretary General of the Department of Education and Science.
- Appeals must be made within 42 days of having been informed of such refusal.

**Review**

- This Admissions Policy is being implemented in June 2013 following a review undertaken by the Board. The policy will be reviewed in the future upon receipt of DES guidelines on Enrolment Policies but no later than October 2016. The review will be undertaken by the Board of Management in consultation with the relevant partners
- The Board of Management may, subject to relevant legislation, and subject to Department of Education and Skills regulations, alter or amend any section of the Policy as appropriate.



**SCHOOL DETAILS**

<b>Name</b>	Holy Faith Secondary School, Clontarf
<b>Address</b>	1 Belgrove Road Clontarf Dublin 3
<b>Telephone</b>	01 833 2754, 01 8332754
<b>Fax</b>	01 833 0466
<b>Email</b>	info@holyfaithclontarf.ie
<b>Principal</b>	Deirdre Gogarty
<b>Deputy Principal</b>	Cora Williams
<b>Chaplain</b>	Fr Martin Hogan
<b>Guidance Counsellor</b>	Ms Mairead Peppard
<b>Secretary</b>	Mrs Lesley Evenden Mrs Lynne Galavan Ms Noreen Pearse
<b>Parents' Association</b>	parentsassociation@holyfaithclontarf.ie
<b>School Day</b>	Monday, Tuesday, Thursday 9.00 am – 3.30 pm Wednesday 9.00 am – 3.00 pm Friday 9.00 am – 2.50 pm
<b>Application Forms</b>	Available from the Secretary Available at <a href="http://www.holyfaithclontarf.ie">www.holyfaithclontarf.ie</a> Forms are provided to students of Belgrove Senior Girls' National School in October of 6 <sup>th</sup> class.
<b>Board of Management 2013-16</b>	
Chairperson	Mrs Margaret Mullooly
Trustee Nominees	Mr John Dowling Dr Úna Collins Fr Bernard Meade
Parent Nominees	Mr David Smyth Ms Carol Carberry
Staff Nominees	Dr Marian Forde Ms Muireann O'Connell

v(a)