

# **Eureka Secondary School Kells**



## **Admissions Policy**

Eureka Secondary School is a voluntary Catholic school for girls, under the Trusteeship of CEIST, and under the direction of a Board of Management. The school was first established in the Mercy Convent in 1924, and moved to Eureka House in April 1956.

### **Mission Statement**

1. Eureka Secondary School aims to provide the highest quality education possible to meet the needs of all students, within the limits of available resources, and within an environment and ethos that promotes Christian values, mutual respect and responsible citizenship.
2. The school aims to offer opportunities equally to all its students, whatever their ability, circumstances or religious experiences, in order to develop each person's potential to the full. Programmes are provided to facilitate students whose goal is further education; those who wish to enter the world of work; and those who wish to return to full-time study.
3. The school is committed to maintaining a supportive partnership with parents who are the primary educators of their children; with employers, schools, the local community, and the parishes from which the pupils come.
4. The staff, the school's most valued resource, are supported and encouraged in their work, and we aim to promote their individual and corporate development through supportive structures and in-service training, both internal and external.
5. The school is committed to developing a community where mutual respect reigns, where personal standards of work and behaviour are high, and where students grow to recognise fully their responsibilities both to themselves and to others. Our hope is that when they leave school they may be better able to take their place in society as mature and responsible citizens imbued with the Christian values, which are the inspirations of this school.

### **Aims and Objectives of the School**

The central purpose of the school community is the religious, moral, intellectual, physical and social education of the student.

School Management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

Eureka aims to provide the highest standard of education possible in order to meet the needs of all students within the limits of available resources within the environment and ethos that promotes Christian values, mutual respect and responsible citizenship.

The school is also committed to developing a community where personal standards of work and behaviour are high and where students grow to recognise fully their responsibilities to themselves and others.

As a CEIST school, Eureka Secondary School is committed to the successful implementation of the education legislation. This includes the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000 and Children First.

## **Programmes**

The school operates within the context of Department of Education and Skills regulations and programmes as set out in the Education Act (1998). It also operates within the religious and educational philosophy of CEIST as laid down in the Charter.

The financial and teaching resources of the school are provided by funds from the Department of Education and Skills. The funds are enhanced by voluntary contributions and fund raising. The school operates within the regulations as laid down by the DES and follows the curricular programmes prescribed by this department. These may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

The Education Act, the Education Welfare Act, the Equal Status Act and Children First legislation are strictly adhered to where these pertain to second level schools.

Pupils at Junior and Senior cycle follow a core programme, with a number of optional subjects. Religious Education, Physical Education and Social, Personal and Health Education form part of the core programme for all pupils. In addition to the Junior Certificate and traditional Leaving Certificate programmes, the school offers an optional Transition year programme, the Leaving Certificate Applied programme, and the Leaving Certificate Vocational Programme.

The Management, organisation, teaching resources and curriculum are outlined in the School Prospectus. The school's Code of Behaviour and Sanctions are included in the school journal for the year. This is given to each student at the beginning of the school year.

Policies on anti-bullying, uniform, attendance, use of mobile phones, substance abuse, internet use will be included. It will be necessary for parents/guardians to inform the Principal of any specific medical conditions or needs.

## **Enrolment Procedures**

1. The Principal/Deputy Principal or other teacher appointed by the Principal visits the senior classes in feeder Primary schools during the first school term each year. An Open Evening is held shortly afterwards.
2. The Prospectus and registration forms are also available on the website or from the school office on request from parents/guardians.
3. Registration forms must be returned to the school office by the due date, usually 1<sup>st</sup>/2<sup>nd</sup> Friday in October.
4. Following on from this, successful applicants receive a letter of acceptance including a request for confirmation of enrolment, and dates for the Entrance Assessment and Open Day.
5. Parents/Guardians are requested to return the Acceptance Form and Registration Fee (which is non-refundable) by the date indicated.

## Notification

Decisions made in relation to admission are made by the Board of Management in accordance with school policy. Except in very exceptional circumstances decisions regarding enrolment will be notified to parents in the month of January preceding entrance to the school.

To ensure a place, parents/guardians must return the Acceptance Form and Registration Fee by the due date together with all items mentioned in Appendix A.

*It should be noted that under the Department of Education and Skills rules secondary school students must be aged 12 on January 1<sup>st</sup> in the calendar year following the applicant's entry into first year.*

## Assessment Tests

Successful applicants will be required to complete an assessment test in order to help the school to assess the needs of the student. ***This test is not used to exclude any student.*** The policy of the school is to place students in mixed ability classes (non-streaming).

## Selection Criteria

When the number of applicants is greater than the number of places available the Board of Management will operate the following selection criteria in order of priority with due cognizance of deadline dates.

- a) Students with sisters currently/previously in the school
- b) Daughters of current staff in the school
- c) Those from Our Lady of Mercy Primary School, Kells, and Drumbaragh Primary School
- d) Those from traditional feeder schools on the basis of age
- e) Any remaining places will be offered to applicants who do not qualify under the above criteria on the basis of age.

## Special Needs

The Board of Management of Eureka Secondary School welcomes applications from students with special educational needs. In order to assess the needs of those students the school will access the student's records from the primary school in advance of entry into the school. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The school may deem it necessary to request immediate assessment in order to assist it in establishing educational and training needs of the student relevant to her special needs and to profile the support services required. This will require permission of parents/guardians.

Having gathered all the relevant information, the Board of Management will assess how the special needs of that student can be met. The school will also meet with the parents/guardians to discuss the applicant's needs and the school's capabilities to meet those needs. If further resources are required the Department of Education and Skills will be requested to provide the necessary assistance, e.g. special needs assistant, specialised equipment, resource hours, transport etc. Where adequate resources are not forthcoming from the Department of Education and Skills the school may have to postpone admission until the Department of Education and Skills provides such resources.

The Board of Management will do all it possibly can to identify, plan and provide for the needs of a special needs or disabled student seeking admission to the school.

### **Transfers**

Applications from students who wish to transfer to Eureka Secondary School during the school year will be considered only if place are available. This transfer is subject to the School' Admission Policy. The reasons for the transfer must be made known to the Board of Management. Parental consent will be sought in order to allow the school authorities to contact the students' former school(s) and the request relevant information, i.e. attendance, behaviour, punctuality, disabilities and special needs, and educational progress.

Transfers from a local school will be considered with the best interest of the student in mind and her education welfare. Some issues relate to mid-year transfers, such as, subject choices, class sizes and available resources. In these circumstances the Board of Management may decide to refuse admission at that time and to advise the student's parents/guardians to re-apply if they so wish at the start of the following school year.

### **Applications to Repeat the Leaving Certificate Year**

Applications are considered from students who wish to repeat the Leaving Certificate year with a view to improving their results/increasing their points. Acceptance of Repeat Leaving Certificate students is dependent on subject options available, class sizes, and the assessment of the school on the likely benefit to that student of repeating the examination.

Applicants who wish to repeat the Leaving Certificate year must complete an application form. Subsequently the Career Guidance counsellor and/or the Principal/Deputy Principal will interview them in order to ascertain (i) if repeating the Leaving Certificate year is their best course of action (ii) to ascertain if the school can accommodate them in terms of subjects, options and levels.

Although the school is single sex (girls) school, applications from boys at post Leaving Cert level to repeat their Leaving Certificate year in the school may be considered. Please note the school does not accept applications from boys prior to having completed the Leaving Certificate or equivalent.

### **Applications to repeat a year other than the Leaving Cert year**

Applications from students to repeat a year other than the Leaving Certificate year will be considered. However the school is constrained in this respect by the regulations of the Department of Education and Skills in this context. (Circular letters M57/87; M33/89; M47/93; M2/95; M54/01).

### **Exceptional Circumstances**

The Board of Management wishes to state that it reserves the right to refuse an application for admission in exceptional circumstances (Section 9, Education Act 1998, and Circular M48/01). Parents have the right to appeal a refusal by the Board of Management to enrol a student under Section 29 of the Education Act. This Appeal is made in writing to the Secretary General of the Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath.

## Checklist

When applying for admission to Eureka Secondary School please ensure that you have read the following documents carefully:

- Admissions Policy
- The Mission Statement, Aims and Objectives of the School
- The school Code of Behaviour and Discipline
- The Anti Bullying Policy
- The Internet Use Policy
- The Eureka Secondary School prospectus
- Other school policies which may be agreed from time to time by the Board of management

## Appendix A:

When applying for enrolment please supply the following;

- Fully completed registration form
- Signed declaration form
- Copy of Birth Certificate
- Passport sized photograph of student
- Registration Fee

**Please return completed forms to:**

**The Principal  
Eureka Secondary School  
Kells,  
Co. Meath**

**Tel: 046-9240132 Fax: 046-9241221. Email: [office@eurekaschool.ie](mailto:office@eurekaschool.ie)**

## Legal Framework

### Education Act 1998

- 15 (2)(d) (The Board of Management shall)..publish...the policy of the school concerning admission... expulsion...participation of students with disabilities
- a Board shall...make arrangements for the preparation of a plan (school plan) and shall ensure that the plan is regularly reviewed and updated

### Education Welfare Act 2000

- The Board of Management of a recognized 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 a refusal is in accordance with the policy of the recognised school concerned published under section 15 (2)(d) if the Act of 1998
- The Board of Management shall...prepare and submit... a statement of strategies and measures...for the purpose of fostering an appreciation of learning...and encouraging regular attendances at school

### Equal Status Act 2000

- Schools may not discriminate in relation to admission, access, participation or expulsion on the grounds of gender, race, religion, age, disability, marital status, family status, sexual orientation, membership of the traveling community
- **Exceptions:** (i) single sex schools; (ii) where refusal 'is essential to maintain the religious ethos of the school

This policy was ratified by the Board of Management at its meeting of \_\_\_\_\_ (date).

Signed: \_\_\_\_\_ Chairperson)

Next review date \_\_\_\_\_