

School Enrolment Policy

The Management of St. Mary's College is setting out its enrolment policy in accordance with the Education Act 1998, Section 15.2 (d).

The patron of the College is the Spiritan Education Trust.

St. Mary's College is a Catholic fee-paying day school for boys aged from 8 to 18 years. It was established in 1890 by the Holy Ghost Order at the request of the Archbishop of Dublin and the people of Rathmines. The College comprises of two schools, with separate principals and separate boards of management (from 2004-05). The senior and junior schools are so geared that the transition from primary to secondary departments is made without a break in outlook, aims or spirit.

1. Mission Statement

St. Mary's College is a Catholic school founded and owned by the Holy Ghost Fathers, the Spiritans. It incorporates Primary and Secondary departments under the authority of the Spiritan Provincial leaders and the patronage of the des Places Educational Association. It is sustained through a partnership of Religious and Lay Staff, the Department of Education, Parents and Pupils, both present and past. It seeks to serve God through the proclamation of and living out of truths and values of the Gospel, as taught by the Catholic Church.

Today, faithful to its traditions, it continues to be a community of faith and learning that fosters idealism, inspires hearts and informs minds in the wisdom which enables people to know and do what is right. All involved in the educational process accept and undertake to carry out the mission of St. Mary's.

Following from this mission statement, the ethos of the College is made explicit in the College ETHOS document (appendix 1).

2. Operating Context

A Board of Management, composed of nominees of the patron, parents and teachers, will manage the Junior School from October 2004, following more than a century of management by Spiritan personnel. The current Principal is Mrs. Mary O'Donnell who also will act as Secretary of the Board of Management.

St. Mary's offers a complete education from second to sixth class, including Holy Communion and Confirmation. As a Catholic school, religion plays a central part in the life of the College. The quality of the education on offer in St. Mary's is characterised by the professionalism and involvement of a dedicated team of teachers. We have a fully qualified special education teacher who facilitates students with particular educational needs. Our students are with us for five years. We follow the national curriculum providing specialist teachers in Art, Music, Drama, Computers and Science and our students are prepared for the transition to secondary school

The college offers an extensive extra-curricular programme including Irish conversation, piano and violin lessons, basketball, tennis, table tennis and swimming.

Facilitating partnership in education, there is an active Parent's Association, and a Past Pupil's Union. Each operates under its own constitution to support the work of the school.

School Resources

St. Mary's College School receives no grant from the Department of Education and Science. The College operates within the regulations laid down from time to time by the Education Welfare Board. Implementation of the School Plan and school policy must have due regard to the resources and funding available.

Application Procedures

It is expected that all prospective students and their parents will subscribe to actively supporting the spirit and ethos of St. Mary's College.

St. Mary's is a catholic school that supports inclusiveness with respect to the enrolment of children. Prospective parents may first signal their intention to apply for a place in the College by writing to the Principal for an Application Form. Early application is advised and applications are not unusual from birth, on completion and return the application is placed on file.

Admission to St. Mary's College Junior s School is at 2nd class level, i.e 7/8 years of age. Those on a waiting list are contacted in the October prior to their year of admission, if still interested, parents and boys, are invited for interview and assessment in February. It is emphasised that as we are a mixed ability school and pupils are not streamed, the assessment is for our files only and has nothing to do with a child being offered a place, however we reserve the right to decline an application if we feel we do not have the resources for a particular child's needs. By a specified date, parents are offered a place and asked for a deposit and only on receipt of this non-refundable deposit of €800 is that placed secured. If we are over subscribed, management makes the decisions relating to applications in accordance with the following criteria:

- 1) A brother already attending, the school must be informed 3 years in advance.
- 2) A brother of a past pupil
- 3) A son of a staff member
- 4) A son of a past student
- 5) A nephew or grand-nephew of a member of the Holy Ghost congregation
- 6) Date of application
- 7) In the event of criteria being exhausted a lottery will take place

3. Special Needs

Where applicants with special needs are eligible to attend the College, the Management will request an up to date copy of the applicant's medical/psychological and individual educational reports or an immediate assessment. This is in order to assist the school in establishing educational and training needs of the child relevant to his disability or special needs and to profile the support services required. All information is passed to the relevant teachers and again, as an Independent School, if we feel we have the resources, a place will be offered.

S.E.N. provision is allocated according to need and subject to school resources.

4. Right to refuse

The College Management reserves the right to refuse admission in exceptional circumstances including as outlined above.

The College Principal will be happy to clarify further matters arising from this policy.

This document may be updated from time to time. Any subsequent amendments will supercede any previous versions of this policy document.

Amendments: September 2017

Margaret Campbell Chairperson B.O.M.

Mary O'Donnell Principal/Secretary B.O.M.