



St. Louis Secondary School
Carrickmacross

Admissions and Enrolment Policy 2018



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Section A

Origins and History of Saint Louis Secondary School

The Congregation of the Sisters of St. Louis was founded in France in 1844 by Fr. Louis Bautain. His great concern was to provide for the Christian Education of the young and his constant themes were unity and the search for truth. His guiding words were the prayer of Jesus to his father: *“that they may be one”* (Ut Sint Unum).

The Abbé Bautain saw the educational process as creative and on-going, providing for the growth and maturation of the individual towards responsible freedom:

“Give the young all your care and affection, and try to touch their hearts by the interest you show in them. Keep them, as it were, under the shadow of your wing, but never push or constrain them morally. Scrupulously respect their freedom, so that they will learn to decide for themselves.”

The first St. Louis Sisters came to Ireland in 1859, when Sr. Genevieve Beale with two sisters arrived in Monaghan at a time when there was a total lack of educational facilities for Catholic girls. In 1888 three St. Louis Sisters came to Carrickmacross at the request of Dean Birmingham, and opened a small primary school. Gradually they introduced a secondary curriculum to older pupils and in 1899 a boarding school was built. In the 1970's the boarding aspect was phased out.

Today, the school is a Catholic Voluntary Secondary School for girls, run by a Board of Management under the trusteeship of the Le Chéile Trust.

Mission Statement

The aim of St. Louis Secondary School, Carrickmacross, is to foster a school community where all the members live in a friendly environment, where young people are taught to think for themselves, to be responsible for their actions, to hold in respect the world in which they live, and to recognise the importance of spiritual values in their lives.

Ethos

Our school is a Christian community where all members grow to value their own worth as persons, their loving relationship with God, their links with their family and the interdependence of all people. As such the school strives to be a welcoming place to all irrespective of social, cultural or religious background. Following the legacy of Abbé Bautain we aim to be inclusive, to provide for the education of the whole person in the fullest sense, to be especially mindful of the disadvantaged and those with special needs. Members of our school community co-operate in an educational experience which promotes the formation of young people in a value-based, Christian education in the Catholic tradition. However, we welcome students from other religious traditions and we are aware of and sensitive to their needs.

These Christian values of community must find first expression in the daily life of our school, in management structures founded on consultative decision-making and behaviour management strategies that are just and fair and seek the goal of personal maturity through positive affirmation.

Section B

Operating Context

Saint Louis Secondary School operates within the context of

- the legislation and regulations of the Department of Education and Skills
- the rights of the trustees as set out in the Education Act, 1998
- the religious and educational philosophy of the Sisters of St. Louis and the Le Chéile Trust
- the funding and resources available to the school at any given time

Saint Louis Secondary School is a school that

- is inclusive in intake. This inclusivity is limited by the fact that it is a girls only school.
- educates students within a mixed-ability system while permitting them to study subjects at a level appropriate to their stage and development
- recognises and supports the rights of parents to choose with regard to enrolment in secondary school
- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs subject only to available resources and respect for the ethos of the school.

School Resources

- The financial and teaching resources of the school are provided by a combination of Department of Education and Skills grants, teacher allocations, voluntary contributions and occasional fund-raising.
- Implementation of the school plan and school policy must have due regard to resources and funding available.
- Saint Louis Secondary School operates within the regulations of the Department of Education and Skills and follows the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Section C

School Details

Type of School

Saint Louis Secondary School is a Voluntary Catholic Girls' Secondary School under the trusteeship of the Le Chéile Schools Trust.

Management

The school is managed by a Board of Management consisting of eight persons selected as follows:

- by nomination of the Trustees: four members
- by election of parents/legal guardians of pupils currently in the school: two members
- by election of all the current pro-rata contracted, job-sharing and current full-time teachers who have a contract for thirteen weeks or more on the staff of the school on the date of the election: two members.

The Principal of the school acts as Secretary to the Board of Management. The Board of Management is appointed for a period of three years. The current Board members are as follows:

Mr Des Murnaghan	Sr, Siobhan Dillon
Ms Caroline O Regan	Ms. Sharon Lynch
Ms Joan Mee	Mr Dermot Clarke
Mr. Derek Murnaghan	Mr Jim Hand (Chairperson)
Principal :	Ms. Karen Patton
Deputy-Principal:	Ms. Lynette Woods

Parents' Council

There is an active Parents' Association in the school. Membership is open to all parents of students currently attending the school. In the First Term parents meet to elect the Parents' Council which promotes the interests of the students in the school in co-operation with the Board of Management, Principal, teachers and students.

Students' Council

There is a Students' Council that promotes the interests of the school and the involvement of students in the affairs of the school, in co-operation with the Board of Management, parents and teachers. Elected members of the Council are drawn from all year groups.

Teaching Resources and Curriculum

The school has 39 Whole-time Equivalent Posts, including a Guidance Counsellor, a Learning Support Teacher and a Resource Teacher. In addition there are posts partly funded by the Department of Education and Skills and partly funded by the school.

Programmes and Subjects

Saint Louis Secondary School offers a six-year secondary school programme consisting of:

Junior Certificate: three years

Transition Year: one year

Leaving Certificate: two years

Leaving Certificate Applied: two years

Junior Cycle

The Junior Cycle curriculum comprises core subjects (in bold) and optional subjects as follows:

Religious Education (R.E.), Gaelge, English, Mathematics, French, History, Geography, Art, Home Economics, Music, **Choir,** Science, Business Studies, **Physical Education (P.E.), Civic, Social and Political Education (C.S.P.E.)** and **Social, Personal and Health Education (S.P.H.E.)** Students experience all subject areas in First Year and then take the core subjects and three optional subjects to Junior Certificate. Students with additional learning needs receive Learning Support.

Transition Year

The Transition Year Programme is a compulsory year between Junior Certificate and Leaving Certificate. It has as its central aim the broadening of students' experiences so as to promote maturity. As well as making students more self-directed learners, it develops communication skills, self-confidence and a sense of responsibility. It develops key skills for the 21st century including the three T's – thinking, teamwork and technology. Half of the time available is devoted to academic subjects and the other half comprises a modular programme including the following: Drama, Cake Artistry, Mini-Company, I.T., Dance, Theatre Studies, Self-Defence, Health Awareness, Communication Studies, Creative Writing, Digital Media, The World of Work, Hostess Cookery, Art and Design and Outdoor Pursuits. A major musical production is a key feature of the year.

Senior Cycle

At Senior Cycle, for examination purposes, students take Irish, English and Mathematics. In addition they usually study four optional subjects from the following list: Accounting, Art, Biology, Business, Chemistry, French, Geography, History, Home Economics, Music and Physics.

Students may opt to take the Leaving Certificate Vocational Programme to complement the Leaving Certificate. This provides a vocational component that is delivered through two Link Modules, Preparation for the World of Work and Enterprise Education. All Senior Cycle students receive timetabled Career Guidance and Religious Education. Fifth Year students may apply to participate in a peer ministry programme with First Year R.E. classes.

Leaving Certificate Applied

The Leaving Certificate Applied is a two-year programme designed for those students who do not wish to proceed directly to higher education or for those whose needs, aptitudes and learning styles are not fully catered for by the other two Leaving Certificate programmes. Participants in the Leaving Certificate Applied are mainly engaged in work and study of an active, practical and learner-centred nature.

Extra-curricular Activities

The school promotes and encourages a wide range of games and extra-curricular activities. These include basketball, football (both soccer and gaelic), athletics, outdoor pursuits, debating/public speaking, President's Award, music, and computer club. Each year there are a number of educational trips both at home and abroad. Students are encouraged to involve themselves in charitable activities and the school supports a Junior Conference of Saint Vincent de Paul. This list of activities may change from time to time depending on teaching and other resources.

Other Relevant Information

The school opening hours are 9.00am to 3.55 p.m. The school day finishes at 1:20 p.m on Wednesdays

After school study facilities are offered (subject to uptake numbers) from 4.00 p.m. to 6.00 p.m.

At the commencement of each school year, the school will forward to parents/guardians a detailed school calendar outlining holiday periods, parent/teacher meetings and other major events that form part of the school year.

The school requests an annual family contribution from parents/guardians. The Board of Management wishes to emphasise the voluntary nature of this contribution. The contributions received are used to cover some of the costs of photocopying, postage and the provision of additional teaching resources.

Section D

Enrolment Procedures and Admissions Criteria

Enrolment Procedures

1. Each October, Sixth Class girls from the feeder primary schools and their parents/guardians are invited to an Open Night in the school. Invitations to attend are issued through the primary schools and the event is advertised in the local press.
2. Parents/guardians may complete application forms before the Open Night, at the Open Night or in the period up to the 10th November.
3. If following the above process, places still remain, another enrolment occasion will occur. This will be held in conjunction with the other second-level schools in the town and normally takes place in February. This event is advertised locally.
4. Parents/Guardians should bring the child's birth certificate and P.P.S.N. (Personal Public Service Number).
5. Girls who apply to enrol in the school and are subsequently accepted must sit assessment tests. These are normally held at the end of February.

Provision of Key Information by Parents/Guardians

The following information will be required from parents/guardians enrolling a child in the school:

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- Name and address of girl
- Date of birth (according to Department of Education and Skills regulations, prospective students must have reached 12 years of age in the calendar year following entry into First Year.)
- Names and addresses of parents/guardians
- Girl's P.P.S.N.
- Emergency contact numbers
- Details of any relevant medical conditions
- Religion
- Mother's maiden name (if applicable)
- Any disabilities or special educational needs
- Previous school(s) attended
- Reason for transfer if applicable
- Any other relevant information as may be prescribed by the Minister for Education and Skills.

In accordance with the *Data Protection Acts, 1988 and 2003*, the above information will be held by the school and processed for the purposes of considering and processing applications and subsequently for the administration of school records.

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Where, following the enrolment process in either November or February, a duly completed application form has been received, the Principal, on behalf of the Board of Management will make a decision in respect of the application of the girl concerned and inform parents/guardians. It is a condition of enrolment that parents/guardians signify in writing acceptance of the school's Code of Behaviour.

In the event of excess applications being received, the Principal, on behalf of the Board of Management will allocate places based on the following criteria in the order of priority given below:

1. Any requirements regarding availability of accommodation and the health and safety of students.
2. Any relevant provisions relating to class size and staffing as specified by the Department of Education and Skills.
3. Sisters of students who are attending the school.
4. Sisters of students who have attended the school.
5. Girls whose parent/guardian is employed in a permanent capacity in the school.
6. Girls from Bunscoil Lughaidh Naofa, Carrickmacross.
7. Daughters of past students who currently attend primary school in one of the traditional feeder primary schools. (See Appendix 1 for a list of these primary schools)
8. Girls from the traditional feeder primary schools on a first come first served basis based on date of application. Where applicants cannot be separated on the date of application, available places will be given on a lottery basis.
9. Girls whose parents wish them to be educated in St Louis Secondary School, Carrickmacross.

Where the Board of Management decides to refuse admission to the school, the parents of the student concerned may appeal the decision under Section 29 of the *Education Act 1998*.

Where excess applications are received, students will be placed on a numbered waiting list. When and if additional places become available these will be allocated using the criteria numbered above.

Enrolment of Students with Special Needs

The Board of Management welcomes applications from parents/guardians of girls with special educational needs. In order to determine the specific resources, facilities and learning support required, the Board of Management will request a copy of the girl's medical and/or psychological report. Where such a report is not available an immediate assessment report will be required. The school will request information from the student's primary school with regard to such matters as learning support and/or resource hours so as to smooth transition to second level. If deemed necessary, a full case conference involving all parties may be held which may include, the Principal, parents/guardians, the primary school teacher, learning support teacher, resource teacher, psychologist and/or relevant medical experts. Upon receipt of the required report/information, the Board of Management will determine how the school can best meet the specific needs of the particular student. The Principal will meet with the parents/guardians of the student to discuss these needs and the school's capacity to meet them. It may be necessary for the Board of Management to delay the admission of a student pending receipt of the necessary medical/psychological reports. When all the information has been obtained and examined, the Principal will make application to the Department of Education and Skills for additional resources as necessary. These resources might include some or all of the following:

- Resource Teacher for special needs
- Special Needs Assistant
- Visiting Teacher service
- Specialised equipment or furniture
- Special transport

Students Transferring from other Schools

Girls may transfer from other schools subject to the Admissions and Enrolment Policy. In general, it is the policy of the Board of Management, not to accept the transfer of students during the school year except in situations where the family of the student is relocating to the area and the student is not already enrolled in another local school.

All applications to transfer will be considered by the Principal on behalf of the Board of Management with regard to the following criteria:

- The reasons for the transfer
- The proposed move being in the best interests of the student concerned
- The school being able to match the optional subject requirements of the student
- Restrictions on class sizes

- Overall effect of the transfer on the relevant year group

The Principal will request permission from the parents to seek information from the student's former/present school concerning attendance, educational progress, disabilities, special educational needs or any other relevant factors, in accordance with Section 20 (5) of *the Education Welfare Act, 2000*. The Board of Management reserves the right to refuse an application to transfer subject to the parents/guardians right to appeal under Section 29 of the *Education Act 1998*. During periods of holidays and outside of the normal school terms, the Board will delegate to the Principal, all matters relating to the transfer of students from other schools.

Appendix 1

List of Primary Schools

Ballapousta National School, Ballapousta, Ardee, Co. Louth.

Ballynagearn National School, Magheracloone, Carrickmacross, Co. Monaghan.

Broomfield National School, Broomfield, Carrickmacross, Co. Monaghan.

Bunscoil Lughaidh Naofa, Carrickmacross, Co. Monaghan.

Cabra Central National School, Cabra, Kingscourt, Co. Cavan.

Carrickleck National School, Kingscourt, Co. Meath.

Corcreagh National School, Shercock, Co. Cavan.

Drumgossatt National School, Magheracloone, Carrickmacross, Co. Monaghan.

Lisdoonan National School, Lisdoonan, Carrickmacross, Co. Monaghan.

Meath Hill National School, Meath Hill, Drumcondrath, Navan, Co. Meath.

Muff National School, Kingscourt, Co. Cavan.

Newtown National School, Ardee, Co. Louth.

Scoil Bhríde, Mullarafferty, Carrickmacross, Co. Monaghan.

Scoil Colmcille, Blackstaff, Carrickmacross, Co. Monaghan.

Scoil Mhuire Na Trócaire, Ardee, Co. Louth.

Scoil Mhuire, Latton, Co. Monaghan.

Scoil Naomh Eanna , Killanny, Co. Monaghan.

Scoil Pádraig, Corduff, Carrickmacross, Co. Monaghan.

Scoil Rois, Carrickmacross, Co. Monaghan.

St. Daigh's National School, Inniskeen, Carrickmacross, Co. Monaghan.

St. Joseph's National School, Kingscourt, Co. Cavan.

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St. Michael's National School, Donaghmoyne, Carrickmacross, Co. Monaghan.

St. Patrick's National School, Shercock, Co. Cavan.

St. Patrick's National School, Dernakesh, Shercock, Co. Cavan.

St. Peter & Paul's National School, Drumcondrath, Navan, Co. Meath.

Stonetown National School, Stonetown, Co. Louth.

Tallanstown National School, Tallanstown, Louth, Co. Louth.