



St. Michael's College Enrolment Policy

This policy is set out in accordance with the provisions of the Education Act 1998 to assist parents /guardians in enrolment procedures. The Principal will be happy to clarify any further matters arising from the policy.

Section A

Ethos and Mission Statement

St. Michael's College is an Irish Catholic School, under the guidance of the Spiritan Congregation. Inspired by Christian ideals, we aim to provide an environment in which the full potential of each student can be developed against a background of the Spiritan ethos of education. Students will be encouraged to strive towards excellence in academic, artistic, sporting, cultural, personal, spiritual and social achievement. The CSSp philosophy of education highlights the Religious Education of our pupils as a prime concern. We strive to make our school a place where faith is nurtured within the Catholic tradition and where the needs of those of other faiths are recognised and respected. We see a partnership between parents, current and former students, teachers and patrons as the most effective way of ensuring these goals are attained.

Section B

Operating Context

St. Michael's College operates within the context and parameters of the Dept. of Education and Science's regulations and programmes. The College takes into account the rights of the Patron, as set out in the Education Act as well as the funding and resources available to the college. The school supports the principles of inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs including gifted children.

The school likewise recognises the principle of access and participation in the school and parental choice in the area of enrolment. It respects the diversity of values, beliefs, traditions, languages and ways of life in society.

School Resources

- The school property is provided by the Spiritan Congregation in Ireland. The financial and teaching resources of the school are provided by a combination of fees, voluntary contributions, fund-raising, Department of Education and Science grants and teacher allocation.
- The school operates within the regulations laid down from time to time by the Department of Education and Science.
- The school follows the curricular programme prescribed by 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.
- Implementation of the School Plan and school policy must have due regard to resources and funding available.

Section C

School Details

St. Michael's College is a Roman Catholic school owned by the Spiritan Congregation in Ireland and conducted under the patronage of the Des Places Educational Association. (DEA)

The name of the College is St. Michael's College. Contact may be made with the school office by telephone (01)2189400 or email: admin@stmcc.ie. The college prepares pupils for the Junior and Leaving Certificate examinations. A Board of Management made up of nominees of the patrons, parents and teachers manages the school. The name of the Principal is Mr. T. Kelleher who also acts as Secretary to the Board of Management. The Deputy-Principal is Mr. A. O'Donnell. The school hours are 8.45am to 3.25pm.

Resources and Curriculum

The school offers a programme of 16 subjects in junior cycle and 19 subjects in senior cycle. Since it would be impossible for all students to study all subjects the school may offer selected sets of subject options from within the resources available. Transition Year is part of the senior cycle and is compulsory for all students. The current staff allocation of teachers to the school is 46.

Extra-Curricular Activities

The college offers an extensive extra-curricular programme including cultural, sporting and academic pursuits. All extra curricular provision is dependant on resources and is subject to demand.

Partnerships

There is an active Parents' Council, Students' Council and a Past Pupils Union. Each operates under its own constitution to support the work of the school.

Section D

Application Procedures

Application forms may be obtained from the College's Administration Office. Application forms must be completed and returned to the Admissions Office at the school address. All applicants will receive an acknowledgement. Parents/Guardians are requested to confirm their continued interest in a place in the College in fifth class. An interview and information dissemination process may take place for students deemed to meet the criteria for the available places in the college. Assessment Tests may be held prior to the student entering the College.

Provision of Information by Parents

Enrolment Form

1. Pupil's Name, Address, Date of Birth, PPS number.
2. Names and Addresses of Parents/Guardians.
3. Contact telephone numbers and email address.
4. Occupation.
5. Religion.
6. Details of Medical/Psychological condition.
7. Previous schools attended and reason for transfer.
8. Special Needs.
9. Two recent school reports.
10. Permission to seek information verbal/written from the previous school.
11. Permission to give the Parents Council their name, address and telephone numbers.
12. Permission to allow Parents Council to distribute contact details.
13. Permission to allow son's photo to be used for school publications and website.
14. Permission to receive development news and invitations from the school.
15. Name of brother or relative who attended the College.
16. Signed acceptance of the College's ethos/mission statement, the code of behaviour and other college policy documents.
17. Other relevant information.

Decision-Making Process

Decisions regarding applications/admissions are made by School Management in accordance with school policy and the decisions are communicated to applicants within 21 days of the decision being made (usually in fifth class of the Junior School) to enable parents of unsuccessful applicants to investigate alternatives.

Enrolment Criteria

The Department of Education and Science Rules state that secondary school students must be aged 12 on 1st January in the Calendar year following the child's entry into First Year. (Birth Certificate evidence is required).

It is expected that all prospective students will subscribe to the spirit and ethos of St. Michael's College and the CSSp Educational Philosophy.

When the number of applicants exceeds the number of places available the following criteria will apply in order of preference and in accordance with the following criteria:

1. Boys in fifth form in St Michael's Junior School (whose educational, behavioural and social needs can be met in the Senior School. Decisions will be taken between the management of the Senior School and the Junior School.)
2. Brothers of existing students or brothers of past students of the College if places remain.
3. Sons of Past Pupils enrolled before places have been allocated if places remain.
4. Nephews, grand nephews and sons of cousins to the first degree of CSSp congregation members if places remain.
5. Boys enrolled on a first come first served basis if places remain.

Special Needs

Where applicants with Special Needs are eligible to attend St. Michael's College, the College Management will request an up to date copy of the applicant's medical/psychological report/Individual Educational Report or an immediate assessment. This is *in order to assist the school in establishing the educational and training needs of the child relevant to his disability or Special Needs and to profile the support services required.* On the basis of the relevant information the College will assess how his needs can be met, and, if further resources are required the Department of Education and Science will be requested to provide them. The Principal may meet the applicant's parents to discuss the child's needs and the school's capacity to meet them.

Transfers from other second-level schools

Students attending other second-level schools may apply for places before April 15th of the year commencing in the College. The College must be satisfied with the reasons for transfer and that the application is subject to the schools admissions policy and subject to a place being available

The school may also request:-

- Information relating to the reasons for transfer.
- Information from the former school relating to attendance, educational progress, disabilities and special needs.
- Consultation with the Educational Welfare Officer.

Right to Refuse

St. Michael's College is a fee-paying voluntary Catholic school for boys. Fees are invoiced in July each year. Payment should be made in accordance with the fee policy document. The School Management reserves the right to refuse in certain circumstances. {*Section 29 Education Act 1998 and circular M48/01*}. Parents have the right to appeal enrolment decisions as per Section 29 Education Act 1998 and circular M48/01.