

St. Mary's Secondary School

School Admissions (additional information)

School Roll number: 65582Q

School Patron: Bishop of Kildare and Leighlin

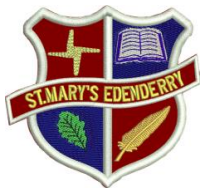
Additional Information for students and parents who are enrolling or plan to enrol in to St Mary's Seoncdary school

1. School Curriculum

1.1 St Mary's currently offers each of the following programmes / courses;

- Junior Certificate
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied
- Leaving Certificate Vocational Programme

1.2 Please note there are a separate application process and a separate charge for both **Transition Year** and **Leaving Cert Applied**. No student is guaranteed a place in either of these courses. The precise criteria for selection and the details of the selection process are made known to students and parents well in advance during their 3rd year in school and are available on our school website. Applicants to Leaving Cert Vocational Programme must meet the precise requirements set by the Department of Education and Skills.



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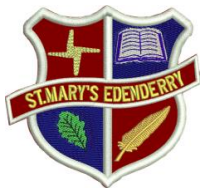
2 School Charges

2.1 The parents / guardians of students who are enrolled in St Mary's shall be asked to pay the charges below. Failure to pay or inability to pay will not impact on any application process ;

- **Aptitude and competency tests:** These take place after enrolment has been confirmed. For the academic year 2020/2021, a fee of €48 applies for the purchase, administration and grading of these tests. These tests are not entrance exams. They are used to inform the school of student's current strengths and areas that may require support.
- **A school charge of €250** will apply to all students (Except TY and LCA). This charge contributes towards the costs of the following
 - **Book rental** -This facility aims to minimise the cost of secondary education as the school rents out books to students for an annual fee.
 - **School materials** - This covers other school materials, including stationery, texting, photocopying, school lockers and student journal.
 - **School App and Website** – All parents must sign up for school app to ensure regular and up to date notifications. Archived school material is shown on the school website. A school Twitter, Instagram and Facebook platforms are also used to celebrate student achievements and involvement
 - **Insurance** -. All Students who have paid the school charges in full are insured for 24-hour cover for accidents or injury during school and non-school activities
 - **Study Buddy** – This is an online study support for all years
 - **Study Skills Support** – A suitable study skills seminar is arranged for each year group **NOTE A sibling discount of €50 applies for more than one child enrolled in the school. It is taken off the final payment for the oldest student.**

2.2 In addition, the school may request the following

- **Voluntary Contribution** – The school requests a voluntary contribution from each family. Voluntary Secondary Schools such as St Mary's receive significantly less funding than state – owned schools. Without the funds raised from voluntary contributions, the school would not be able to meet present needs nor look towards future development. Without this voluntary contribution, the school is hampered in fulfilling our ambitions for the school and its pupils. Please note that this voluntary contribution is completely discretionary.



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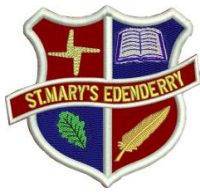
- **Choice subjects** – Students studying subjects such as Art, Home Economics and Materials Technology Wood will be required to pay towards the cost of additional learning materials. This varies per subject.
- **Mock Exam Papers (3rd years and 6th years only)** - All of the mock exam papers are bought in from one or more of the established publishers. A fee is set each year and is payable by 3rd and 6th years only. The cost for external corrections may also apply.
- **Tours, Trips and Extra-curriculum activities** – Separate charges apply to cover the cost of activities undertaken by individual students. The majority of these trips are voluntary.
- **Transition Year** – A separate fee is charged for students who opt for the Transition Year immediately after completion of the Junior Cert. This covers the cost of provision of the school designed courses and programmes, guest speakers etc. It also covers cost of Careers Search guidance book. The fee for the 2020/2021 is €280. Additional charges apply for trips and tours.
- **Leaving Cert Applied** - A reduced yearly fee applies to those accepted into the Leaving Cert Applied programme. The fee is smaller than 5th and 6th year charges as no book rental applies. The fee for 2020/2021 is €160. Other occasional charges apply.

3 Admissions Policies for students not applying to First Year Enrolment Appendices

- Transfer Policy (from another school)
- Repeat Students (Post-Leaving Cert)
- Repeat Students (Pre-Leaving Cert)

3.1 St Mary's Secondary School Transfer Enrolment Policy

Students wishing to transfer from another school into St Mary's Secondary School must make an application to the Board of Management using the appropriate application form (*Transfer Enrolment form*). The application must include all of the necessary documentation as outlined below. If requested by the school, the student and a legal guardian must attend an interview with the Principal or Deputy Principal. Failure to provide all necessary details or failure to attend the interview will deem the application invalid.



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A place will be offered provided that the following criteria have been met;

- I. Application form has been completed in full and all supporting documentation has been furnished to the school including academic reports, PPS number, previous school's roll number and references. All requested documentation regarding SEN provision must also be included where applicable, subject to GDPR.
- II. That there is a place in the appropriate year group within the limits set by the school management, the DES or relevant regulations.
- III. That the school has places in each relevant subject group for the cohort that the applicant wishes to join.
- IV. That the applicant has a good record of behaviour and attendance in the school or schools that he or she attended.
- V. That Section 24 and Section 29 reports relevant to the student has been submitted as part of the application process to St Mary's Secondary School
- VI. That the applicant has no history of criminal charges and has not been expelled from a previous school.

In relation to any application, further to a formal offer and registration with the school, should reports from a previous School and/or the agents of the State i.e. An Garda Síochána, indicate that a student may be a danger to other pupils and teachers, the Board of Management reserves the right to withdraw the offer of a place and registration.

In light of the Covid 19 national health emergency, the school

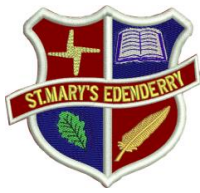
In light of the Covid 19 national health emergency, the school may set additional conditions and enrolment criteria in order to safeguard health, safety and well-being of current and prospective students and staff

Enrolment by students seeking to transfer into St Mary's for programmes such as Leaving Certificate Applied and Transition Year is at the discretion of the school management. Enrolment into these programmes is subject to the above conditions and subject to the normal internal screening process.

3.2 Repeat Students (Post Leaving Cert)

St Mary's considers applications to repeat Sixth Year from our own immediate past pupils only. Applicants from other schools are not eligible. Each eligible application is considered on a case-by-case basis.

The school reserves the right to refuse admission to any student in exceptional cases. Such an exceptional case could include the following;



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- I. That the safety and welfare of the students and staff in St Mary's is likely to be adversely affected by enrolment of the applicant. The Board of Management reserves the right to refuse an application where the student poses an unacceptable risk to other students, to school staff or to school property.
- II. That the applicant has failed to show a willingness to uphold the integrity of the ethos of St Mary's
- III. That the applicant and his /her guardians cannot give appropriate assurances of behaviour and compliance with school rules. (A signed contract of behaviour may be an additional requirement).
- IV. That all book rental charges and other administration charges are not paid prior to the enrolment of the applicant.

In light of the Covid 19 national health emergency, the school may set additional conditions and enrolment criteria in order to safeguard health, safety and well-being of current and prospective students and staff

3.3 Repeat Students (all years except 6th yr)

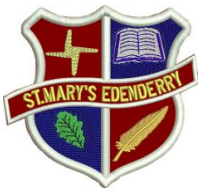
St Mary's may consider applications to repeat a year (other than 6th year) from our students who have completed or are about to complete the year they wish to repeat. Consideration will be undertaken by an appropriate leadership team comprising of: School Principal, Deputy Principals, Behavioural Support Teacher, relevant Year Head, School Counsellor, SEN Co-ordinator (where appropriate).

The policy for accepting students for a repeat year is set out below;

Each applicant will be considered on a case-by-case basis. Preference will be given to current pupils of the St Mary's provided they meet the following criteria:

Each student:

1. Must meet the Criteria of the Department of Education (circular M02/95) [Circular- M02_95-Repeat-of-a-year-of-Post-Primary-Level.pdf](#)
 2. Must have an acceptable attendance and discipline record in the previous two years
 3. Must commit to a complete focus on schoolwork, homework and exam preparation
 4. Must sign a specific contract
 5. Must be fully up to date with payment of school charges for the previous three years.
- Applicants must apply using the school's Repeat Application Form before a date set by school management (normally late May). Late applicants will be considered only in exceptional circumstances.



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- A €50 repeat administration charge must be paid in advance of enrolment for the repeat year. This is in addition to the normal charges applying to the year group which the student is joining.

In light of the Covid 19 national health emergency, the school may set additional conditions and enrolment criteria in order to safeguard health, safety and well-being of current and prospective students and staff

The school reserves the right to cancel the enrolment in the repeat year and transfer the student back to the year group for where he/she came. This will occur if the behaviour of the student or his/her application to learning is in breach of the repeat year contract or of the school's Code of Behaviour.