



# Rosemont School

## Admissions Policy

### 1. Introduction

The Admissions Policy is presented by the Board of Management in accordance with the provisions of the Education Act 1998, the Equal Status Act 2000 and the Education (Welfare) Act 2000.

The Board of Management trusts that this publication will provide full information about the school's admission policy and about the enrolment procedures which apply in this school.

Further clarification may be obtained from the Principal, or from the School Office:  
Contact: telephone 01 2833855 and by e-mail at [info@rosemont.ie](mailto:info@rosemont.ie)

### 2. The School

Rosemont School is an all girls fee-paying school with a Catholic ethos under the trusteeship of the members of Rosemont Educational Foundation Limited

In keeping with its ideals, which are based on a Christian view of life, Rosemont School provides parents, teachers and students with access to pastoral care which is entrusted to the Prelature of Opus Dei, an institution of the Catholic Church. ([www.opusdei.org](http://www.opusdei.org))

### 3. Management

Rosemont Educational Foundation Limited is the Patron of the school under the terms of the Education Act, 1998. Rosemont Educational Foundation Limited devolves its powers to the Board of Management which undertakes responsibility for the management and financial administration of the school.

The Board of Management consists of:

REFL – four nominees

Parents/legal guardians – two elected nominees

Teachers – two elected nominees.

The Principal acts as Secretary to the Board. The Chairperson is appointed by Rosemont Educational Foundation Limited.

#### **4. Founding Intention and Mission Statement**

Rosemont School was founded by a group of parents and teachers in 1977 who understood that strong, effective partnerships between parents and teachers are essential for children to achieve their greatest potential. Rosemont School ensures that all partners in the educational process – parents, teachers and students play essential roles. By forming real partnerships with parents, Rosemont School gives students a powerful advantage.

#### **Mission Statement**

Rosemont School strives for excellence by creating an environment which fosters the development of each student in all aspects of the human person – spiritual, intellectual, moral, physical and social. Students are encouraged to set personal goals, take ownership of their learning and to initiate positive change. A sense of values and a commitment to the service of others together with a deep understanding of the Catholic faith is central to the mission of Rosemont.

#### **5. Admissions Policy**

Within the parameters of the regulations and programmes of the Department of Education and Science, the rights of the Patron as set out in the Education Act 1998, the religious and educational philosophy of Rosemont School, funding resources and places available, the Board of Management supports the principles of –

- Inclusiveness
- Equality of access to and participation in the school
- Parental choice in relation to enrolment in school
- Respect for a diversity of traditions, values, beliefs, languages and ways of life in Irish Society.

Parents wishing to enrol their daughters are expected to support the ethos of Rosemont School as expressed in our Mission Statement. Rosemont School is a school with a Catholic tradition which welcomes students of other faiths and cultures whose parents or guardians support the ethos of the school.

#### **5.1 Enrolment Procedure**

In order for Rosemont School to accept an Application Form, Steps 1 & 2 outlined below must have been followed –

1. Parents wishing to enrol their daughter in the school must attend an Open Day. Notification of Open Days are available on the school website. Parents will

- receive a copy of the admissions policy and the code of behaviour at the Open Day.
2. Parents meet with a member of the management team. At this meeting an Application Form will be made available.
  3. Application Forms together with a signed copy of the code of behaviour need to be returned to the school on or before 30<sup>th</sup> January of the year that the student is in fourth class. As soon as practicable, but not later than 21 days after receiving the Application Form, the school shall make a decision in respect of the application concerned and inform the parent in writing thereof.
  4. Acceptance of a place will be secured on receipt of a non refundable deposit, within ten days of the offer of a place being made. This deposit will be off-set against school fees.
  5. Should the number of applications exceed the number of places available, the following criteria will be applied in the following order:
    1. Sisters of present pupils
    2. Sisters of past pupils
    3. Daughters of current staff members
    4. Daughters of past pupils
    5. In addition to the above, the Board of Management reserves the right to allocate a small number of discretionary places in each class. An additional two places will be reserved for international students.

In the event of the total number of applications received exceeding the number of places available and allocated under the categories above, the remaining names will be placed on a waiting list in order of receipt of application. In the event that the number of applications on a particular date exceeds the number of places available, a lottery system will be applied.

Places not accepted within the prescribed time-frame and in accordance with the prescribed conditions will be deemed to have been rejected and will be re-allocated to the next pupil.

### **Deferral of places**

The Board of Management will consider applications to defer acceptance of a place for sound educational or personal reasons, provided such application is supported by relevant documentation and received before the Easter of the year in which the student is due to commence her education in Rosemont School.

### **Pupils entering the school other than first year**

In the case of students seeking to transfer from another post primary school, the following procedures will apply. Parents must submit an application form, a signed copy of the code of conduct along with two recent school reports before the application will be considered. Following receipt of these documents, parents/guardians and prospective student will be requested to attend an interview with the Principal/Deputy Principal to satisfy the school's requirement that the requested transfer is for sound educational or personal reasons.

Parents will be informed within 21 days of the interview date whether their application has been successful.

## **6. Financial Resources**

The financial and teaching resources of the school are provided by a combination of fees, voluntary contributions, fundraising and Department of Education and Science allocations.

Implementation of the School Plan must have due regard to the resources and funding available.

## **7. Applicants with Special Needs**

Rosemont School welcomes applications from students with special educational needs unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Science.

Parents are requested to outline the details of a child's special educational needs on the Application Form. The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met. The Principal may request a meeting with the parents of the student to discuss the application and the student's needs. The parents of the student may request a meeting with the Principal to discuss the student's educational or other needs.

It is important to note that it may take some time for the Department of Education and Science to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making an application.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided all the relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof.

For further information please refer to Rosemont School Special Needs Policy.

### **Appeals**

The final decision with regard to the enrolment of students in Rosemont School and with regard to all matters covered by this Admissions Policy lies with the Board of Management.

Parents or guardians have a right of appeal under Section 29 of the Education Act 1998. The appeal is to be made to the Board of Management in the first instance and subsequently if necessary to the Department of Education and Science. The appeal to the Department of Education and Science must be made within 14 calendar days from the date that the decision of the Board of Management was notified to the parents/guardians.

### **Review and Ratification**

This Policy was ratified by the Board of Management on 14<sup>th</sup> December 2011. The Policy will be reviewed on an annual basis, unless exceptional circumstances require an earlier review.