



## Rosemont School - Admissions Policy 2018

Reviewed: March 5<sup>th</sup> 2018

Due for review: 2019

### 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. References to 'Parent' and 'Daughter' in this policy document are equally applicable to guardians and their charges respectively.

Further clarification may be obtained from the Principal, or from the School Admissions Office: Contact telephone: (01) 2078007 or by e-mailing [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. A six year cycle is provided in Rosemont which includes a compulsory Transition Year. 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 CLG (REFL) is the Patron of the school under the terms of the Education Act, 1998. Rosemont Educational Foundation CLG 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 CLG.

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 Skills, 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.

### **Enrolment Procedure**

In order for Rosemont School to enrol a student, it is recommended that the procedure outlined below be followed:

- Parents wishing to enrol their daughter are welcome to visit Rosemont to find out more about the school. Notification of the annual Open Day is available on the school website. Parents receive a tour of the school and a presentation will be given on the education provided at Rosemont School.
- Alternatively, parents may make an appointment to view the school at a suitable time. This can be arranged by phoning the Admissions Office on 01-2078007 or by e-mailing [admissions@rosemont.ie](mailto:admissions@rosemont.ie)
- An Application form & prospectus may be obtained from the school's Admissions office and/or the school website. Application forms may also be submitted online. Completed application forms are accepted and filed from any date after the birth of the prospective student. On receipt of the application form online, by post, or email to

admissions@rosemont.ie, a meeting for parents with the Principal or another designated staff member may be scheduled to allow you find out more about a Rosemont education

- On receipt of the application form, and by no later than 21 days, the school shall make a decision in respect of the application concerned and inform the parents in writing thereof.
- Acceptance of a place will be secured on receipt of the non-refundable deposit, after the offer of a place has been made. This deposit will be off-set against school fees for first year of entry. Students must have signed the Code of Behaviour and the IT Acceptable Usage Policy before commencing school. Two recent school reports are sought when enrolled students commence 6<sup>th</sup> class in primary school, to facilitate the establishment of class groups for 1<sup>st</sup> year.
- Places not accepted within the time specified on the letter of offer will be deemed to have expired:

4 weeks for current 5<sup>th</sup> & 6<sup>th</sup> class offers

8 weeks for current 3<sup>rd</sup> & 4<sup>th</sup> class offers

16 weeks for current 2<sup>nd</sup> class offers

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 to 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 time specified on the letter of offer will be deemed to have expired:

4 weeks for current 5<sup>th</sup> & 6<sup>th</sup> class offers

8 weeks for current 3<sup>rd</sup> & 4<sup>th</sup> class offers

16 weeks for current 2<sup>nd</sup> class offers

This Admissions Policy, the school's Code of Behaviour and Application Form are available from the school website and copies are available at Open Days.

Prospective students currently in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> class are invited to attend our Sample Afternoons, where the girls attend some classes and have an opportunity to meet with Rosemont students and teachers. These Sample Afternoons are also open to girls who have not yet applied to Rosemont.

#### 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 along with two recent school reports before the application can be considered. Following receipt of these documents, parents/guardians and the prospective student will be requested to attend a meeting with the Principal and/or 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 meeting date whether their application has been successful. Students must have signed the Code of Behaviour and the IT Acceptable Usage Policy before commencing school.

### **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 Skills' allocations.

The Rosemont Academic Scholarship examination takes place in Term 1 of the year preceding entry into 1st year. The highest achieving candidates are awarded a full-fees academic scholarship for the duration of their secondary schooling in Rosemont. Please see website for details. [www.rosemont.ie](http://www.rosemont.ie)

The Trustees of Rosemont (REFL) have developed a Student Bursary Programme which offers Bursaries to support those families who are not in a position to pay full fees. Candidates must show an accepted level of academic ability to ensure that they would benefit from a Rosemont education. Please see website for details. [www.rosemont.ie](http://www.rosemont.ie)

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 Skills.

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 Skills 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 available on the school website. [www.rosemont.ie](http://www.rosemont.ie)

### 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 Skills. The appeal to the Department of Education and Skills 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 5<sup>th</sup> March 2018. The Policy will be reviewed on an annual basis, unless exceptional circumstances require an earlier review