

ST. CLARE'S COMPREHENSIVE SCHOOL



Admissions policy

Legislative Context:

The 1998 Education Act makes provision "for the education of every person in the state including any person with a disability or who has other educational needs....."

The Deeds of Trust of Community and Comprehensive Schools:

The School.....open to all children of the community.

Education (Welfare) Act, 2000:

A recognized School shall not refuse to admit as a student, a child who has made an application for admission to that school, **except where such refusal accords with the Schools Admission policy.**

Equal Status Act (2000)

Disability Act Equal Status Act: Equality for all

EPSEN Act 2004 (Education for Persons' with Special Educational Needs Act) 2004

A short history of St. Clare's Comprehensive School

In 1971 Manorhamilton Vocational and St. Joseph's Secondary School were amalgamated. St. Clare's Comprehensive was the thirteenth comprehensive in the country. For the school year 1971/72 students returned to their old schools and the new 1st Years were based in three prefabricated classrooms at the Community Centre. A new school was built at Ross Lane and in September 1972 all students attended class there. Its first Principal was Mr. Sean Sweeney. In June 37 students sat the Leaving Certificate. The school enrolment was 300 in that year.

In June 1973 the Vocational School in Kiltyclogher was destroyed. All students and staff were accommodated in St. Clare's. This brought the enrolment to 350 students with thirty one teachers.

Today the student population is 490 with a school staff of 46 including teachers, SNAs, Administration and Auxiliary staff. **For more information about our school please read the copy of our school brochure that is enclosed.** Please feel free to contact the school if you have any questions about any aspect of school life in St Clare's Comprehensive.

See also www.stclarescomprehensiveschool.ie

Mission Statement:

To create a caring, disciplined and Christian environment where all students and staff can reach their potential.

Aims:

- To educate for life.
- To promote tolerance, justice and respect.
- To encourage teamwork and respect individuality.
- To nurture ambition and leadership.
- To promote pride and confidence in one's own ability.(self esteem)
- To motivate our students in the pursuit of a high standard of academic achievement and critical thinking by providing a varied range of learning experiences and a varied range of teaching excellence
- To help all students do their best
- To work in partnership with parents in the promotion of the overall good of the student, acknowledging the role of parents as the primary educators of the child.

Our discipline and anti bullying policies protect the right of students to learn and teachers to teach.

Curriculum Statement:

The Curriculum offered in St. Clare's is wide and varied and is designed to give each student the opportunity to realise their full potential and to develop their interests and talents.

We encourage our students to take responsibility for their own decisions, to develop independent learning strategies and to show a commitment to their studies.

We recognise the wide range of intelligences amongst our students and we strive to meet their individual needs.

Pastoral Curriculum Statement:

The pastoral care and curriculum in St. Clare's is designed to help the students feel safe and secure in the school environment, to assist them take full advantage of the range of opportunities available and to prepare them for adult life.

On entering St. Clare's each group is assigned mentors and class teachers who develop a close relationship with each student. (**See role of Class Teacher**). Their progress during their school life is continually monitored so that they can reach their potential. The Board of Management and the Principal develop strategies that seek to protect, inform and develop our students in a holistic way. They are assisted on a daily basis by the whole staff.

General Information about St Clare's Comprehensive

Name: St Clare's Comprehensive School
Address: Manorhamilton, Co. Leitrim
Trustees: Bishop Leo O Reilly
Board of Management: Fr. Keoghan, (Chairman), Mr. Martin Fallon (Secretary), Mrs. Linda Gilligan, Mr Pdraig Rooney, Mr Gerry Gilmartin, Mr. Graham Hewston, Mrs Margaret Connolly, Ms. Siobhan McGloin, John Irwin (Principal)

Principal: Mr. John Irwin
Deputy Principal: Ms. Ceola McGowan

Teaching Staff:

| | |
|---------------------|-------------------------|
| Benson Annette | Martin James |
| Bonar Sarah | McDonald Mary |
| Boylan Dympna | McDonald Sarah Marie |
| Carden Sandra | McManus Dympna |
| Cummins Gerry | McManus Sarah |
| Cunningham Patricia | McPhelim Edel |
| Donohoe John | Hassett Sarah |
| Carty Rhona | Mercier Teresa |
| Fahey Regina | Moran Sarah |
| Finnan Yvonne | Noone Martina |
| Gilmartin Gerard | Ní Dhonnacha Bernadette |
| Gallagher Fiona | O'Driscoll Karen |
| Greene Brendan | Sexton John |
| Hewston Graham | Sweeney Caitriona |
| Higgins Aileen | Walsh Lorraine |
| Hughes Enda | Ward Shane |
| Gallagher Claire | White Edel |
| Lynch Mary | |
| Maguire Evelyn | |

Year Heads

| | |
|-----------------------|-------------------------|
| 1 st Year | Mr. Brendan Greene |
| 2 nd Year: | Mdm. Teresa Mercier |
| 3 rd Year: | Mr. Gerry Gilamrtin |
| 4 th Year: | Ms. Evelyn Maguire |
| L.C.: | Ms. Regina Fahey |
| TY: | Ms. Patricia Cunningham |

St Clare's Comprehensive School follows the curriculum as prescribed by the Education Act 1998 which may be amended from time to time

Programmes Offered:

- Junior Cert.
- Leaving Cert
- L.C.V.P
- Transition Year

Junior Cert

Irish, English, Maths, History, Geography, Science, H.E., Business, S.P.H.E., Woodwork, Metalwork, Tech. Graphics, C.S.P.E, Religion, French, P.E., Music and Information Technology.

Leaving Cert

Irish, English, Maths, History, Geography, H.E., Business, Construction, Tech. Drawing, Engineering, Accounting, Physics, Chemistry, Biology, P.E., Career Guidance, Information Technology, Agricultural Science, French, Religion, Music and Art.

Religious Education:

All classes have two religion classes per week

A reverend Minister visits the school weekly. Students of a non-Christian faith have the option of prayer or study during religion classes.

St Clare's Comprehensive School has regard for the principles of a democratic society and promotes respect for a diversity of beliefs and values

ADMISSIONS PROCEDURES:

- Principal/ Deputy Principal / Resource coordinator will visit local schools
- Enrolment evening will be advertised.*
- Induction day for new 1st Years during the end of the school year**
- Only written applications will suffice

*The Principal will give a presentation at 7.00 p.m. and answer any questions. The students will then tour the school and see our facilities. Parents can at this time meet with the Principal/ Deputy Principal and with the Resource Coordinator if applicable.

** The students will spend a day in St. Clare's sampling a day's timetable and becoming acquainted with the teaching and learning environment that is St. Clare's

Information required from Parents:

- Student's name, date of birth (cert)
- Name and address of Parents/Guardians,
- Phone No. (home and work)
- Religion
- Medical Conditions / Card details
- School Reports
- Psychological Reports
- Any special information
- PPS number
- Name of family doctor
- Name of family members currently in the school
- Previous School(s) details

Criteria for admission

- All students are free to apply to enroll in St. Clare's
- We will endeavor to accept all new 1st Year students who are recognized by the Dept of Ed and Skills.
- Students who transfer from other Post Primary schools will be accepted under certain conditions*.
- If numbers become too large we will accept students using the following criteria and in this order and priority.
- Students from the school's catchments area
- Students who have brothers / sisters enrolled in the school
- "First come first served basis"

*Students who may be a danger to themselves or others will be refused admission.

* Students who refuse to sign the school rules will be refused admission.

Admission to a year other than 1st Year:

A student who requests to enter St. Clare's in a year other than 1st Year will be accepted provided that

- He/ She is a recognised student
- That the student and his/her parents/guardians accept the code of positive behaviour.
- Reports are available from former schools.
- The Year **group/ subject group is not over subscribed.**

Subject choices in 4th Year:

Subject options and bands in 4th Year are formed from student choice. However because of cutbacks some subjects may become oversubscribed. Therefore the following will apply.

The following students will have first preference in subject choice in 4th Year in the following order

- Students who have completed TY in St. Clare's and have done the subject before.
- Students who have taken the subject before in St. Clare's
- Then TYs who have not taken the subject at Junior Cert Level
- Current 3rd year students who have not taken the subject at Junior Cert level.
- Students from St. Clare's who are repeating 4th year
- Students who have enrolled in St. Clare's in 4th year from another school.

Admission Refused:

A student will be refused admission to a year if

- It is proven that they are a danger to themselves or to others.
- They refuse to sign the school's rules.
- The Year group is oversubscribed and they are from outside the catchment area.

Participation in St. Clare's Comprehensive:

Participation in the life of St. Clare's Comprehensive is open to all students including students with disability and special needs in so far as it is practicable.

Access may be denied to areas or to situations where there is likelihood that the student may harm himself/herself or others. For example metalwork, woodwork, PE, Home Economics Science, etc.

St Clare's Comprehensive will use the resources and personnel provided to make reasonable accommodation for students with special needs up to a nominal cost.

Resource Class

A class for students with Moderate Learning Difficulties was set up in 2002. The aim of the class is to keep students with such difficulties in their own area and with their peers.

The students follow a school based curriculum which includes literacy and numeracy skills. Some students may be entered for public exams if they deemed to be capable of such levels. Decisions re the above will be made following consultations with their teachers, parents, Resource Coordinator and with the SENO.

Students eligible for the class must have moderate or mild learning difficulties. St Clare's is not designated, staffed or resourced to meet other specific educational / disability needs and therefore applications in a variety of cases are not appropriate.

Code of Positive Discipline Code

It is imperative that the Code of Positive Discipline of St. Clare's Comprehensive School is read and understood before the enrolment of your son/daughter.

Suspension:

- Procedures for suspension in place (see Disc. Code)
- Parents will be informed at all times of students' misbehavior.
- Education welfare officer will be informed if a student is suspended **for 5 days or more.**
- Parents have right to appeal to B.O.M

Expulsion: If the Board of Management recommends exclusion

- Procedures in place(see discipline Code)
- The Education Welfare Officer will be informed
- A student shall not be expelled before a passage of 20 days following this notification. However reasonable measure will be taken to ensure good order and discipline in the school and to ensure the safety of students and staff.
- Parents will be informed of their right to appeal under Section 29 of the Education Act 1998.

Expulsion is the most severe sanction available to St. Clare's against a student. It will only be imposed for a very serious breach of school rules or when the rights of students/ staff are being denied.

APPEALS TO:

The Secretary,
Board of Management,
St. Clare's Comprehensive School,
Manorhamilton
Co. Leitrim

Secretary General,
Department of Education and Science
Cornamaddy,
Athlone,
Co. Westmeath

RIGHT OF APPEAL

In the event of a pupil being refused admission to St. Clare's Comprehensive School, parent(s)/guardian(s) have the right to appeal under section 29 of the Education Act.

This policy will be reviewed and may be subject to change.

Amended: 12/12/13

Signed:

Date:

