

ADMISSIONS POLICY

Senior School

Terenure College

MISSION STATEMENT

Terenure College Senior (Secondary) School is a Catholic, Fee-paying, Secondary School for the education of boys.

The Mission (core ethos) of the College is contained in the College's Mission Statement, the preamble to which reads;

Conscious of the mission of Jesus: "I have come that they may have life and have it to the full" (John 10:10), we aim to have a school community which is concerned with people as sons and daughters of God. In an atmosphere of welcome and warmth each individual is valued for himself or herself irrespective of ability and achievement. Each and every one learns to grow at different levels – intellectually, spiritually, psychologically, emotionally and physically – through involvement in a balance of academic, religious, cultural and sporting activities.

Mission Statement for Terenure College

Affirmation of Ethos:

By enrolling in the College, parents/guardians and their son commit themselves to actively supporting and respecting the ethos of the College in particular with regards to our identity as a Catholic and Carmelite School. This will include participating in the religious and liturgical life of the College.

Each pupil is expected to take a full and active part in the life of the College according to the individual talents with which he has been blessed. In keeping with the College tradition of academic excellence, each pupil is required to apply himself to work and study in a most serious and conscientious manner. Participation in the College's Co-Curricular Activities is an integral part of being a pupil in the College.

Parents/ guardians and their sons also commit themselves to accepting and supporting the College Code of Discipline and College Regulations as will be constituted from time to time.

COLLEGE DETAILS

Terenure College Senior School is a Voluntary Catholic Secondary School under the Trusteeship of the Irish Province of Carmelites. It is a fee-paying College for boys.

- CONTACT DETAILS

Address: Terenure College, Terenure, Dublin 6w.
Telephone: (01) 4904621
Fax: (01) 4929888
E-mail: admin@terenurecollege.ie or admissions@terenurecollege.ie

The Patron of the College: The Prior Provincial of the Irish Province of Carmelites
The Manager of the College is the Prior – Fr. Michael Troy O. Carm.
The Principal is Fr. Éanna Ó hÓbáin O. Carm.
The Deputy Principal is Mr. Frank Gallen.

The Parents' Association is conducted by a Committee consisting of ten voting members. All parents and guardians of pupils enrolled in the College are deemed to be members of the Association.

The central role of the Past Pupils Union is to strengthen the links, worldwide, between the Community, the College and its Past Pupils.

Terenure College provides a six year curriculum consisting of a three year Junior Certificate Programme, a one year Transition Year Programme and a two year Leaving Certificate Programme. (Transition Year is compulsory for all pupils.)

Details of subjects covered are available from the College and may change from time to time.

There are approximately 60 whole-time teachers and 5 part-time teachers employed by Terenure College Senior School. A number of members of the Carmelite Order are part of the staff.

The College employs a whole-time Special Needs Teacher and provides some Resource hours.

The College provides various Support Services such as Form Masters, Tutors, Guidance Counsellors, Chaplaincy Team, School Nurse.

Pupils are taught in mixed ability classes from First to Third Years with the exception of English, Irish and Maths in Second and Third Year. In these subjects in these years pupils are set according to ability.

Classes begin at 8.45 a.m. and end at 4.00 p.m. daily, except for Wednesday when classes end at 1.00 p.m. There is a short break in the morning from 10.45 a.m. to 11.00 a.m. and lunch is from 1.00 p.m. to 2.00 p.m. Pupils may avail of the College's Canteen facilities during lunchtime. Pupils are expected to be involved in co-curricular activities in the College. Typically this will mean a pupil being involved on a number of afternoons during the week and/or lunchtimes. Supervised Study is also available to pupils from selected years every weekday evening.

Further detailed information on the College's ethos and activities are available in the College Prospectus, available upon request..

The College Calendar is published annually and updated throughout the year.

The school fees are of vital importance to the operation of the College. They are set each year by the College Management and are paid either by Direct Debit, in eight equal instalments, or in one payment at the start of the academic year. The issue of any outstanding debts must be resolved before a pupil progresses to the next year.

The financial and teaching resources of the school are provided by a combination of: school fees; fund raising; DES grants and teacher allocations. Implementation of the school plan and school policy must have due regard to resources and funding available.

The school operates within the regulations laid down, from time to time by the DES. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Application Procedures:

Applications are welcome from parent(s)/guardian(s) at any time. Parent(s)/guardian(s) make application to the College by completing and returning an application form. Application Forms/Prospectus are available from the College Reception or can be forwarded upon request. The College also writes to local national schools annually informing them of our procedures and requesting they remind all prospective applicants to apply as soon as possible.

The following documents will be required during the application process:

- Application Form
- Student Profile Form
- Any Educational/Psychological Assessments/Reports.
- The *Acceptance of The Code of Discipline* Form, signed by parent(s)/guardian(s) and pupil.

Parents of applicants for 1st Year (*and who are not in the Junior School*) will be invited to an Information Morning towards the end of the academic year when their son is in 5th Class. This invitation also requests parents/guardians to indicate their intention to pursue their application. Failure to respond to this invitation will be taken as an indication that the parents/guardians no longer wish to proceed with this application and consequently it will be removed from our files.

The offering of places for First Year will begin in May of the year preceding the desired year of entry (this will normally mean May of 5th Class).

Offers are made in the following order:

Pupils of our own Junior School

Brothers of present pupils and past pupils

Sons of Past Pupils/sons of Teachers of the College and sons of persons related to members of the Carmelite Order.

In order of date of application, pupils of our traditional Feeder Schools such as; St. Joseph's (Terenure), St. Pius X (Templeogue), St. Colmcille's (Knocklyon), St. Mary's (Rathfarnham), St. Killian's (Kingswood), Bishop Galvin's (Willington), Blessington National Schools, Divine Word (Marley Grange), Ballyroan N.S., Gaelscoil Knocklyon, Scoil Treasa/Scoil Carmel (Firhouse).

Date Order Applications (from other National Schools).

Secondary School students must be aged 12 on the 1st of January in the calendar year following the child's entry into First Year (Birth Certificates will be requested).

It is envisaged that there will be no more than 30 students in any First Year class. Normally there will be five base classes in First Year. However, the Manager may from time to time increase the number of base classes in order to maintain a balance of pupil numbers across the entire school.

The College will write to all applicants who do not receive an offer asking them if they wish to be placed on a Waiting List. Further offers of places will be made as they become available.

Pupils are assessed after they have accepted the offer of a place. This assessment usually takes place in January (of year of entry). The purpose of this Assessment is to help the College establish the educational needs of each child.

For further information, parents/ guardians should contact the Admissions Secretary and/or the Principal of the College.

Transfers from other Second-Level Schools:

The normal and usual point of entry to the school is First Year.

The College Authorities must have as their first concern the welfare of those who are currently pupils of Terenure College and for whom, therefore, Terenure College was their first choice.

College Management will only make an offer of a place in a year other than 1st Year after taking due cognisance of the best interests of those who constitute the pupil body of the College. College Management will have due regard as to the effect on class size, the dynamic of a particular group, discipline etc. College Management will only make an offer of such a place where it is considered advisable to do so.

This applies also to those who have left the College and who subsequently wish to return to the College.

Applicants for years other than First Year may apply at any time throughout the year as per the College's Admissions Policy. The issuing and/or completion of an Application Form does not in any way imply the making of an offer of a place. Application Forms must be accompanied by the most recent school report from their current/former school. The College may contact this school requesting further relevant information such as attendance, educational progress, disabilities, special needs etc., in relation to the applicant. The College will also consider the move in the best interests of the student under the following criteria;

- Consequences of transfer
- Subject choices
- Reason for move etc.

Any pupil who upon the completion of Third Year wishes to transfer to the College may only be offered a place in Transition Year.

Applications for years other than First Year which are received prior to the date on which the State Examinations start will be deemed to become active on that date. An Admission's Committee will consider any such applications and will make a recommendation to the Manager. An interview of both the prospective pupil and his parent(s)/guardian(s) will be part of the application process. Applicants will receive notice of the decision of the College Management within 21 days of date when the application became active.

Admission to the College will strictly depend on adherence to the College's Code of Discipline and College Regulations.

Where it is possible to offer places to some, but not all, applicant selection will be through a combination of the concerns raised above and the selection criteria for First Year where applicable.

Within the context and parameters of DES regulations and programmes, the rights of the Patron as set out in the Education Act, the Religious and Educational Philosophy of the Carmelite Order and the funding and resources available the school supports the following principles:

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

Special Education Needs:

The College welcomes students with Special Educational Needs. However, the curriculum offered in the college is strongly academic and it may not suit all boys in allowing them to build upon their individual strengths.

Following the First Year Assessment in January, certain parents may be contacted by the Special Needs Teacher in order to arrange a meeting and to request copies of Psychological/Educational/Medical Reports. Copies of these reports will be retained on the student's personal file in the College. The College must be apprised of learning, emotional or disciplinary difficulties and may request further information if necessary in order to assist the College in planning to meet the individual's needs. In some cases further meetings with the Special Needs Teacher, the Principal, the First Year Form Master and the parents/guardians may be necessary in order to discuss the child's needs and the school's capacity to meet these needs. If further resources are required, requests should be made to the Department as soon as possible by both the College and the parents/guardians. The College may also liaise with the feeder primary school for access to this or further information.

It may be necessary to defer enrolment until the receipt of the assessment report, or other appropriate information, or until the provision of the appropriate resources by the Department of Education and Science. Admission to the school of a child with a disability may be refused if, by virtue of the disability, it would make it impossible, or have a seriously detrimental effect on, the provision of the services of the school to other pupils or would result in more than nominal costs for the College.

Code of Discipline and School Regulations:

The Code of Discipline includes Reward and Discipline Procedures as well as the school policy on suspension and expulsion. All parents/guardians receive a copy of this Code and are required to sign a statement saying they have read and accept the Code. This statement is retained on the student's personal file in the College. The acceptance of the College's Code of Discipline also includes the acceptance of any amendments to this Code and other College regulations as may be made from time to time.

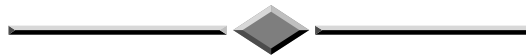
Policy on Suspension and Expulsion:

Suspension may be imposed for a once off situation which warrants the serious sanction of Suspension or which requires the removal from the school of a pupil. Suspension may also be imposed for

accumulated and persistent misconduct on the part of a pupil. Only the Principal or the Manager may suspend a pupil from the College. The Form Masters will advise the Principal and/or the Manager.

The expulsion of a pupil is the most serious disciplinary sanction that can be applied. Expulsion may be imposed for a once off situation which warrants the serious sanction of Expulsion or which requires the permanent removal from the school of a pupil. Expulsion may also be imposed for the accumulated and persistent grave misconduct on the part of a pupil. Only the School Manager may expel a pupil. After the Manager has expelled any pupil, his parents shall have the right to appeal the decision to the Trustees (i.e. The Provincial and Council of the Irish Province of Carmelites).

In accordance with Section 29 of the Education Act (1998), a decision to (1) permanently exclude a pupil from the school, or (2) suspend a pupil for a period of over 20 days in an Academic Year, or (3) refuse to enroll a pupil in the school, may be appealed to the Secretary General of the Department of Education and Science by the parents/ guardians of the pupil, or in the case of a pupil who has reached the age of 18years, by the pupil himself.



* **This Admissions Policy may be updated from time to time. Any subsequent amendments will supercede any previous versions of the Policy.**

1st May 2008.