HFSS School Transfer Admissions Policy
(For Transfer Candidates Applying for Places in 1st, 2nd, 3rd, 4th, 5th & 6th Year)

HFSS Admissions Policy: Holy Family Secondary School (HFSS) Mission Statement

Holy Family Secondary School is a Roman Catholic, girls-only, all-ability, diocesan day school, under the patronage of the Bishop of Kildare and Leighlin. Our school provides an education based on the vision of Pierre Bienvenu Noailles, founder of the Holy Family Order. In accordance with this vision, we promote the Christian virtues of faith, hope, love, gentleness, respect and tolerance, and we emphasise togetherness and family.

Guided by these Christian virtues, and dedicated to the pursuit of excellence, it is our mission to provide a safe, caring, inclusive learning environment in which to foster the spiritual, intellectual, academic, aesthetic, physical, emotional and social development of each pupil so that she may fulfil her own unique potential and may leave our school with the capacity and the willingness to contribute to the building of a society characterised by these Christian virtues.

It is also our mission to foster a strong, positive partnership with our parents, parish, past-pupils, and the wider community.

'L'esprit de famille se résume tout entier dans ce mot: charité." (P.B. Noailles)
(The Holy Family spirit may be summarised in one word: love.)

HFSS School Transfer Admissions Policy:
Criteria for Admission of Transfer Candidates into 1st, 2nd, 3rd, 4th, 5th & 6th Year

HFSS accepts applications from girls only, henceforth described as candidates. **Baptised Roman Catholic candidates will be prioritised over other candidates.** A candidate, transferring from another second level school, will be considered eligible to apply for admission into 1st, 2nd, 3rd, 4th, 5th or 6th year:

- *If she is willing to accept the Roman Catholic Faith ethos of HFSS
- if she is willing, with parents/guardians, to accept in writing HFSS Policies, Procedures and Rules
- ** If she is willing, with the agreement of her parents/guardians, to do Transition Year
- If she has fully and correctly completed the admission and enrolment procedures of HFSS

***Our Roman Catholic Faith Ethos is affirmed: in living out our mission as expressed in our Mission Statement; in our daily interactions with all members of our school community; in our policy development and implementation; in the manner in which our curriculum is taught; in the visual celebration of our Roman Catholic heritage as expressed through our school uniform, school iconography and displays.**

The school is unable to provide alternative tuition or supervision for non- Roman Catholic students during faith formation / SPHE lessons.

****N.B. Transition Year shall be compulsory.**

Admission will be dependent on the availability of places, the availability of subjects, the availability of resources*, on the decision of the school on the candidate's suitability following receipt of Transfer Application Form Part B and/or following interview of the candidate and her parent(s) with the principal. Admission will only be granted if it is the view of the school that such an admission would be in the best interests of current pupils.

Full disclosure of all relevant information from the candidate's former school, including academic and other reports, behaviour records and assessment test results, will be required. The principal will consult with the candidate's parent(s) and with her current school. **Except in exceptional circumstances, places will only be offered at the beginning of the academic year.** Places in 1st, 2nd, 3rd, 4th, 5th & 6th year will be capped at the maximum enrolment numbers indicated in this School Transfer Admissions Policy.

HFSS School Transfer Admissions Policy: Availability of Resources*

Admission to HFSS for all candidates is subject to the availability of resources in the school, including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any candidate, it will make every effort to secure those resources. Where the resources cannot be secured, the school reserves the right to refuse admission.

HFSS School Transfer Admissions Policy: Maximum Enrolment

The **maximum** enrolment will be: 120 pupils in 1st year; 120 pupils in 2nd year; 120 pupils in 3rd year; 128 pupils in 4th year; 128 pupils in 5th year; 128 pupils in 6th year.

HFSS School Transfer Admissions Policy: Procedures for Transfer Candidates Applying for Places in 1st, 2nd, 3rd, 4th, 5th & 6th Year

Transfer Declaration of Interest Forms will be available each year from the school and will refer only to candidates declaring an interest for an immediate transfer or a transfer commencing at the beginning of the following school year. At the end of each school year, all Transfer Declaration of Interest Forms pertaining to that school year will be removed from HFSS files and will be shredded.

Places will as a rule, will only be offered at the beginning of the academic year.

In exceptional circumstances, when a place may become available during the school year, and where a Declaration of Interest Form is already on file a **Transfer Application Form** will be sent from the Admissions office for completion. (*Completion of the Application form does not guarantee a place.)*

The fully completed **Transfer Application Form: Part A must be**

- Returned to the school by the date specified accompanied by
- The **Transfer Application Form: Part B signed by the parent(s) of the candidate**
- A Birth Certificate and a Baptismal Certificate for Roman Catholic candidates
- A Birth Certificate for all other candidates
- Two most recent academic reports and, if applicable, a copy of Junior Certificate results
- An Educational /Psychological Assessment Report, if applicable
- An Exemption from Irish Form, if applicable

Parents are invited to contact the school if any aspect of the admissions procedures presents a difficulty.

Upon receipt of the fully completed Transfer Application Form: Part A, the school will send the Transfer Application Form: Part B to the candidate's current school. The school may invite the candidate and her parent(s) to attend an interview with the school principal.

HFSS School Transfer Admissions Policy: Oversubscription

In the event of the school having more suitable applications than places available, candidates who have fully completed the admissions procedures as outlined under **Admissions Procedures for Transfer Candidates Applying for Places in 1st, 2nd, 3rd, 4th, 5th & 6th Year** will be ranked in the following order of priority:

1. Sisters of pupils already enrolled in the school and who will still be pupils in the school for the next academic year
2. Daughters of staff of HFSS holding a non-casual contract of employment
3. *All other candidates **(*Places for candidates who are not Roman Catholics shall be capped at 10% of places)**

HFSS School Transfer Admissions Policy: Enrolment Procedures for Transfer Candidates Offered Places in 1st, 2nd, 3rd, 4th, 5th & 6th Year

Candidates, who have completed the admissions procedures as outlined above and to whom a place in 1st, 2nd, 3rd, 4th, 5th or 6th year has been offered, must do the following:

- Return the fully completed enrolment form to the school by the date specified on it
- Accept the offer of a place by the specified date
- Pay the non-refundable pupil services charge by the specified date
- Sit an assessment test, if requested by HFSS, to inform decisions regarding the educational needs of the candidate
- Accept in writing HFSS Policies, Procedures, Protocols and Rules

N.B. Transfer candidates will only be enrolled in the school when the above enrolment procedures have been fully completed. Parents are invited to contact the school if any aspect of the enrolment procedures presents a difficulty.

HFSS Admissions Policy: Repeat of a Year (including 1st Year)

Except in the most exceptional circumstances, pupils will not be permitted to repeat a year (Ref. Circular M2/95). Circumstances which may allow a pupil to repeat a year are: prolonged absence from school for a valid reason; serious illness which has had a seriously damaging effect on a pupil's academic performance; serious family trauma; very poor academic record; change of school. Priority will be given, in the first instance, to candidates who have been pupils in HFSS and, thereafter, in accordance with the criteria as set out under our **Criteria for Admission of Transfer Candidates into 1st, 2nd, 3rd, 4th, 5th or 6th Year.**

HFSS School Transfer Admissions Policy: Repeat Leaving Certificate Candidates

Except in the most exceptional circumstances, we do not offer places to repeat Leaving Certificate candidates. In the event of places being available, admission will be on the basis of suitability as determined by the candidate's previous school record and reports and the availability of suitable option subjects. Priority will be given, in the first instance, to candidates who have been pupils in HFSS and, thereafter, in accordance with the criteria, as set out under our **Criteria for Admission of Transfer Candidates into 1st, 2nd, 3rd, 4th, 5th or 6th Year**

HFSS School Transfer Admissions Policy: Appeals

In accordance with this School Transfer Admissions Policy, HFSS reserves the right to refuse an application for admission. Should a candidate's application for admission to the school be unsuccessful, the parents / guardians have the right to appeal to the Board of Management under Section 29 of the Education Act 1998. Following receipt of a written letter of Appeal from a candidate's parents, the Board of Management shall consider the appeal and, as soon as is practicable but not later than 21 days, shall inform in writing the parents of the candidate of its decision. The parents of an unsuccessful candidate may then appeal the decision of the Board of Management to the Department of Education and Skills. The school must be informed in writing of the decision to appeal to the Department of Education and Skills.

HFSS School Transfer Admissions Policy: Special Needs

HFSS welcomes applications for admission from candidates with special needs. Priority will be given, in the first instance, to candidates who have been pupils in HFSS and, thereafter, to candidates who are eligible in accordance with the **Criteria for Admission of Transfer Candidates into 1st, 2nd, 3rd, 4th, 5th & 6th.** In order to provide for candidates with special needs, the principal will

a. Request to meet the parents/guardians to discuss the candidate's needs and the school's capability to meet those needs
b. Request a copy of the candidate's medical/psychological / educational reports
c. Request assessment as soon as possible after enrolment
d. Request from the Department of Education and Skills the necessary resources to meet the needs of the candidate, e.g. Special Needs Assistant, specialised equipment or furniture, learning support, or transport

Should it prove impossible and/or impracticable to access the necessary resources to enable a candidate with special needs to fulfil her own unique potential, the Board of Management of HFSS reserves the right to refuse her admission.

Places in 1st, 2nd, 3rd, 4th, 5th & 6th year will be capped at the maximum enrolment numbers outlined in this School Transfer Admissions Policy.

This Admissions Policy was revised and ratified by the Board of Management of Holy Family Secondary School at its meeting on 12th September 2017.
This Admissions Policy may be amended from time to time. The publication of this Policy has the agreement of the Diocese of Kildare & Leighlin (as per Section 15, Education Act 1998).

Signature of Chairman Board of Management: _____ Date: 21/09/2017

Signature of Principal: _____ Date: 21/09/2017

Signature of Diocesan Representative: Paul Dempsey P.P. Date: 21/09/2017

E&OE

Transfer Declaration of Interest Form

for candidates already in secondary school who are interested in applying to transfer to Holy Family Secondary School (1st, 2nd, 3rd, 4th, 5th& 6th year)

Before completing this form, we strongly advise parents to read very carefully HFSS Transfer Admissions Policy (for transfer candidates applying for places in 1st, 2nd, 3rd, 4th, 5th & 6th year). This Policy is available from the school office & on HFSS website (www.holyfamily.ie)

First Name(s) of Candidate (Pupil): _____

Surname: _____ **Date of Birth:** _____

Home Address: _____

_____

Mother's / Guardian's Name: _____

Father's / Guardian's Name: _____

Home Telephone: _____ **Main Mobile Number** _____

Name of Current Secondary School: _____

Current Year/Class: _____

I have read and accept the terms and conditions of Holy Family Secondary School Transfer Admissions Policy.

Mother's Signature: _____ **Date:** _____

Father's Signature: _____ **Date:** _____

1. If this ***Declaration of Interest Form is for the current school year it*** will be kept by HFSS, for the duration of **this school year only**, as a record of your interest in applying to transfer to Holy Family Secondary School, from the secondary school in which you are now enrolled.
   Where it relates to the **next school year** it will be kept by HFSS for that school year only.
2. In exceptional circumstances, when a place may become available during the school year, **Transfer Applications Forms** will be sent to you from the Admissions office for completion. *(Completion of the Application form does not guarantee a place – see No 3 below)*

Extract from Transfer Admissions Policy

3. *'Admission will be dependent on the availability of places, the availability of subjects, the availability of resources*, on the decision of the school on the candidate's suitability following receipt of Transfer Application Form Part B and/or following interview of the candidate and her parent(s) with the principal. Admission will only be granted if it is the view of the school that such an admission would be in the best interests of current pupils.'*

On return of the fully completed ***Transfer Declaration of Interest Form*** to HFSS, the candidate's name will be recorded on the ***Declaration of Interest List*** for either the current or the next school year.

For office use only

Acknowledgement of receipt of Transfer Declaration of Interest Form

Date received by the school _____ School Stamp/Initials _____

PLEASE REQUEST A COPY OF STAMPED FORM FOR YOUR OWN RECORDS