



St. Mary's Academy Station Road Carlow

Edmund Rice School

Phone: 059 9142419

website: www.cbscarlow.net



Application for Enrolment

(Application for enrolment does not guarantee acceptance)

I wish to apply to enrol my son _____ at S. Mary's Academy, Carlow for _____ Year in 20 ____.

His details are as follows:

Name: _____ Date of birth: _____ Religion: _____ PPSN: _____

Address: _____

Brothers & sisters(names & ages): _____

Place of this student in family: _____

Mother's Name: _____ Address: _____

_____ Occupation: _____

Phone Nos: Landline: _____ Mobile: _____ Work: _____

Father's Name: : _____ Address: _____

_____ Occupation: _____

Phone Nos: Landline: _____ Mobile: _____ Work: _____

Does any legal order exist under Family Law of which the school authorities should be made aware? _____

If parents are not together at the same address do you wish to have reports, newsletters etc. Sent to both addresses given above? _____

Family members who have attended St. Mary's Academy in the past:

Does your son have any medical condition of which the school should be made aware: _____

Name and phone number of doctor: _____

Name of school which your son is currently attending: _____

Address and phone number of school: _____

If he is applying to transfer from another secondary school please give the roll number of the school. This will be made available to you by the school secretary of that school: _____

Is your son currently receiving support / resource hours? _____

Please give details of number of hours, subjects etc.: _____

Does your son have an exemption from irish? _____

Date exemption granted: _____ Reason exemption granted: _____

Do you have any reports which are relevant to your son's education e.g. psychologist report / psychological assessment?

Please enclose a copy of these reports with your son's application.

- It is regretted that not all applications for enrolment can be facilitated.
- The registration of an application does not guarantee the allocation of a place.
- Applications for enrolment will not be accepted without payment of a registration fee of €50.
- All applications must be accompanied by a birth certificate.
- The PPSN of the applicant must be included on the application form. This is available from his current school or from your local social welfare office.
- If your son's application is successful and he accepts a place, €30 will be deducted from his Student Levy in his First Year at St. Mary's Academy only. If your son's application is unsuccessful €30 will be refunded. If you decide not to accept a place offered to your son at St. Mary's Academy there will be no refund.

Code of Conduct

The purpose of the school's Code of Conduct is to give positive and practical guidelines to promote good behaviour and practice. It seeks to guide the implementation of the schools Mission Statement in the daily school activities. The Code of Conduct encourages the development of self-discipline, respect for all and a positive attitude to the school community.

Respect for Other Persons

The Code of Conduct promotes respect for other persons in the school community. It does this in the following rules:

- ✓ Students must at all times show respect to all members of staff
- ✓ Students must at all times show respect to each other. Behaviour that affects the well-being of other students, such as bullying (mental or physical), or fighting, or behaviour which disrupts the work of other students, is not acceptable.
- ✓ Students should at all times show respect to visitors to the school.

Respect for Property

The Code of Conduct promotes respect for property. It does this in the following rules:

- ✓ Students must at all times take good care of their own property, the property of others and school property.
- ✓ Students are not allowed to touch blinds, open or close windows, or move desks unless given permission to do so from a member of staff.

Respect for the School Community

The Code of Conduct promotes respect for the school community. It does this in the following rules:

- ✓ **Attendance**
 - Full attendance is expected at all times. In the event of absence, a note must be written by the parent/guardian in the student's journal explaining the absence. The student must give this to his class teacher on his return to school.
- ✓ **Punctuality**
 - Students must be punctual at all times. School starts at 8.55am. and 2.00pm.
- ✓ **Appearance**
 - A neat and tidy appearance promotes a positive public image for the school. Therefore Students must always wear full school uniform. If a student is not wearing the full uniform he must present a note signed by his parent / guardian in his journal to the Deputy Principal before, or immediately after, registration.
 - Caps and earrings cannot be worn in the school building.
 - Student hairstyles must conform to the requirements of the school community. Students will be informed of these requirements. The requirements will be periodically reviewed.
- ✓ **Behaviour within the school and in the vicinity of the school**
 - Every student must have his journal, textbooks and all materials required for class.
 - Students must complete all homework given to them by their teachers to the best of their ability.
 - Students should walk in an orderly manner at all times, keeping to the left hand side of corridors and stairs. Students should line up in an orderly manner outside the classroom until admitted by the teacher.
 - When students come into class they should sit down.
 - Between classes students must get permission to leave the classroom from the incoming teacher.
 - No student is allowed to leave the school without permission from the Principal or Deputy Principal. A written request to leave the school for an appointment etc. should be made by the parent/guardian in the student's journal. A student who has been granted permission to leave by the Principal or Deputy Principal must sign out in the office before leaving and sign in on his return
 - At the 10.55am. break, students may not leave the school grounds, i.e. they cannot go onto the road or into the primary school yard
 - At 10.55 am. on wet days students may remain in the school building.
 - Smoking is strictly prohibited.
 - Chewing gum is strictly prohibited.
 - Food and drink may only be consumed in designated areas and only at break times.
 - Students may not bring lasers or personal stereos into the school.
 - Mobile phones if brought to school must be switched off at all times during the school day. Photographs of students or school personnel must not be taken without the permission of the subject.
 - Students should at all times be well behaved in the vicinity of the school. They should not congregate outside the school, on the school wall or on the walls of private houses adjacent to the school. They should show consideration to other road users outside the school.
 - Supply and/ or abuse of illegal substances is strictly prohibited

Appendix to Code of Conduct

Sanctions:

Sanctions are necessary to support the Code of Conduct. We view them as corrective supports rather than punishment: the purpose is to promote positive behaviour and a safe atmosphere in the school community, based on the principle of respect for all. The subject teacher may apply from a range of sanctions, including verbal reprimand, standing for a limited time, extra work, a note home in the student's Journal, other contact with home or Referral to the Year Head, Deputy Principal or Principal.

The Year Head may apply from the same range of sanctions, and may also apply Detention outside of normal school hours.

Suspension may be applied, where deemed necessary, by the Deputy Principal or Principal. The purpose is to give time for reflection on serious misbehaviour and to emphasise the need for positive behaviour. All suspensions are reported to the Board of Management. The Deputy Principal or Principal may also temporarily remove a student from class to provide time and opportunity to bring about improved behaviour.

In the event of a student being in serious or continuous breach of the Code of Conduct, the Board of Management may deem it necessary to exclude a student from the school.

Student Declaration

To the Principal, St. Mary's Academy, Station Road, Carlow.

I _____ (student's name) of _____ (address)

Having read the Code of Conduct of St. Mary's Academy and having discussed it with my parent(s) / guardian(s) will abide by all its conditions as outlined.

Signed: _____ Date: _____

Student

Enrolment Request

This is to state that I / we the undersigned parent(s) / guardian(s) of the child who's name is entered above, having read and being fully aware of the school's Code of Conduct, hereby request the Principal of St. Mary's Academy, Carlow to enrol the said child for _____ year in 20____.

I / we further acknowledge and agree that disciplinary measures such as detention, withdrawal from classes, change of class, suspension from school etc., as provided in the Code of Conduct, may be taken by the Principal or Deputy Principal for any breach of the rules by our son.

Signed: _____ Signed: _____

Parent / Guardian

Parent / Guardian

Date: _____

Date: _____

For office use only:

Date application for enrolment received: _____ Registration Fee: _____

Birth Cert Enclosed: _____ Birth Cert Returned: _____ Reports Attached: _____

Signed: _____ Date: _____

Principal / Deputy Principal / Secretary