



Mount Carmel Secondary School

King's Inns Street, Dublin 1

Admission Policy 2021-2022

Roll number: 60853T

School Patron: Sisters of Charity

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on _____. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Mount Carmel Secondary School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Mount Carmel Secondary School is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of the Sisters of Charity.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Mount Carmel Secondary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Our Mission Statement

“Caritas Christi Urget Nos”: The love of Christ urges us

In the spirit of our foundress, Mary Aikenhead, we endeavour, by working together as a school community, to educate the whole person by fostering a growth in knowledge and integrity in a safe and secure environment.

In the tradition of Mary Aikenhead we find our meaning and inspiration in Christ the teacher who sends us as He was sent to enter into the struggle of our times in our mission of Education.

We affirm that the richness of our schools lies in each student, in each teacher, in each parent, in each person who contributes in whatever way to the life and work of the school and community.

Mount Carmel Secondary School strives to be a welcoming place to all, irrespective of culture, social, religious or educational background. It is Catholic in character, inclusive in its intake and comprehensive in its curriculum. It exercises justice and fairness in its structure and behaviour management strategies and is consultative in its decision-making.

Our school aims to take positive steps to fulfil its mission in partnership with the Department of Education and Science, Board of Management, Parents, Staff, Students, Trustees and the Local Community.

As with other values, justice, peace, forgiveness, reconciliation and mutual understanding will find clear expression first and foremost in the daily life of the school community. We aim to educate our students to be people of integrity and responsibility whose potential has only begun to be realised and who will use their gifts to contribute to a more just society.

Since the aim of all Sisters of Charity schools is the formation of young people in a specifically Catholic Tradition it follows that a systematic way of presenting the faith is a central element of the life of Mount Carmel Secondary School. We also welcome students from other religious traditions and we are aware of, and sensitive to, their own individual needs.

3. Admission Statement

Mount Carmel Secondary School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,

- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Mount Carmel Secondary School retains the following statement:

Single gender schools

Mount Carmel is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

4. Categories of Special Educational Needs catered for in the school/special class

Mount Carmel Secondary School does not have an established a class to provide an education exclusively for students with Special Educational Needs. However, in Mount Carmel Secondary School, we welcome applications from students with special educational needs. We will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable provision and accommodation for students with special educational needs to ensure that they are free to participate in the life of the school in so far as is reasonable and practicable.

In order to assess and address the requirements of students with special educational needs, the Board of Management must be aware of any special needs as early as possible. The Board requires the following information from the parent/guardian:

- Information regarding the students' educational needs on application
- A copy of the student's psychological assessment(s). This should include a workable strategy for addressing the needs, allowing for the resources available.
- Previous access to a Special Needs Assistant
- Help, for specific needs from any resource teacher

- Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance (A.D.D. or A.D.H.D.)

- Any resource in relation to travel or mobility

This information and professional documentation will be carefully reviewed by the school in order to assess how the needs of these students can be met.

Contact will be made with the National Council for Special Educational Needs regarding special educational needs resources to which the student may be entitled.

The Principal can request a meeting with the parent/guardian of the student to discuss the application, the student's needs and the school's capacity to meet these needs. In turn, the parent/guardian of the student can also request a meeting with the Principal to discuss the application, the student's needs and the school's capacity to meet these needs. Furthermore, The school commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given all reasonable assistance, subject to available resources, to achieve their educational potential.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student. Mount Carmel Secondary School has a detailed Code of Behaviour for students. It outlines the system of rewards and sanctions the school operates to promote a climate which facilitates teaching and learning that is at the heart of the school's educational mission. Prospective parents/guardians should familiarise themselves with the school's code of behaviour which they are required to accept and sign. They are further expected to support the school in its enforcement as appropriate in the context of justice and fairness to all parties. The Code Of Behaviour is available on the school's website: <https://mountcarmelsecondaryschool.ie/code-of-behaviour/>. See Appendix 2 for copy of Code of Behaviour.

Mount Carmel Secondary School is a school that admits students of one gender only

Mount Carmel Secondary School provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Parents/guardians will be informed by the school whether their daughter's application has been successful within 21 days of the closing date of receipt of application form and other relevant documentation

A maximum of **72** places have been made available in First Year by the Board of Management for the academic year 2021/2022.

In the event that the total number of First Year applicants exceeds the number of places available, as decided by Mount Carmel Secondary School's Board of Management, the following Criteria will be applied to determine to whom places will be offered:

Criterion 1: Applicants, who at present have a sister attending, or had in the past a sister attending Mount Carmel Secondary School.

Criterion 2: Applicants who are children of former students

Criterion 3: Applicants who live in the area and who attend one of the following primary schools (in no particular order):

- Scoil Mhuire or Plas Mhuire Primary School
- Presentation George's Hill Primary School
- Gardiner Street Primary School

Applications must be received by the closing date specified for receipt of application.

Should the quota of students for the year be exceeded by the above criteria the decision on intake shall be determined by a lottery of the above participants overseen by the Chairperson of the Board of Management, an Independent Observer and a member of the Board of Management.

If, after applying Criterion 3 there are still places remaining, Criterion 4 will be applied to the remaining applicants.

Criterion 4: Applicants who live in the area and who attend one of the following primary schools (in no particular order):

- North William Street primary school
- Marlborough Street primary school
- Rutland Street primary school
- Central Model
- St Peters National School
- St Audoen's National School

Applications must be received by the closing date specified for receipt of application.

Should the quota of students for the year be exceeded by the above criteria the decision on intake shall be determined by a lottery of the above participants overseen by the Chairperson of the Board of Management, an Independent Observer and a member of the Board of Management.

If, after applying Criterion 4 there are still places remaining, Criterion 5 will be applied to the remaining applicants.

Criterion 5: Applicants living in Dublin 1 and Dublin 7.

Applications must be received by the closing date specified for receipt of application.

Should the quota of girls for the year be exceeded by the above criteria the decision on intake shall be determined by a lottery of the above participants overseen by the Chairperson of the Board of Management, an Independent Observer and a member of Board of Management.

If, after applying Criterion 5 there are still places remaining, Criterion 6 will be

applied to the remaining applicants.

Criterion 6: If, after applying Criterion 1 through 5, there are still places remaining then the remaining applicants will be chosen by lottery overseen by the Chairperson of the Board of Management, an Independent Observer and a member of Board of Management.

To fill the remaining places, subject to the resources available within the school, places will be offered, in order of receipt of dated and completed application form by the closing date specified for receipt of applications.

If, after all the places have been allocated, there are students whose application form was on time, such applications will be put on top of the waiting list in the order in which they were received.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Should there be two or more students tied for a place or places the decision on intake should be determined by a lottery overseen by Chairperson of the Board of Management, an Independent Observer and a member of Board of Management.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of her family attending or having previously attended the school;
(other than, in the case of the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school

and (2) a parent having attended the school)

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Mount Carmel Secondary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Mount Carmel Secondary School you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Mount Carmel Secondary School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Mount

Carmel Secondary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Mount Carmel Secondary School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Second Year: 90
 Third Year: 62
 TY: 48
 5th Year: 60
 LCA1: 15
 6th Year: 60
 LCA2: 5

The school will make every reasonable effort to facilitate a student seeking a transfer to our school. Applicants must meet the school's entry criteria and furnish a full and honest reason for seeking a place in Mount Carmel Secondary School.

The Board of Management will decide on an application for admission to any other year other than First Years by applying the following criteria.

The Board of Management will decide whether or not a transfer:

- Can be accommodated within current class size and subject options.
- Is in agreement with our Admissions Policy.

- Where a student is considered for a place, the decision will be taken by the Principal who will consult with the student's parents/guardians, their former school and, if required, the Educational Welfare Officer. It will also be decided if such a place may be offered immediately or whether it would be better to defer transfer until the beginning of the next academic year.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Applicants must meet the school's entry criteria. The Board of Management will decide whether or not the admission of the student

- Can be accommodated within current class size and subject options.
- Is in agreement with our Admissions Policy.
- Where a student is considered for a place, the decision will be taken by the Principal who will consult with the student's parents/guardians, their former school and, if required, the Educational Welfare Officer.

16. Declaration in relation to the non-charging of fees

The board of Mount Carmel Secondary School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students. These students will remain within the classroom and complete study/prescribed work.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission.

Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management).

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management).

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Appendix 1

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/22 school year are available as follows: –

To download at: www.mountcarmelsecondaryschool.ie

On request: By emailing info@mountcarmel.ie or writing to: Mount Carmel Secondary School, King's Inns Street, Dublin 1.

1. Application and Decision Dates for admission to 1st Year for 2021/22

1.	The school will commence accepting applications for admission on 1 st October 2020	From the 1st October 2020
2.	The school will cease accepting applications for admission on 6 th November 2020	6 th November 2020
3.	Applicants will be notified in writing of the decision on their application by 27 th November 2020	27 th November 2020
4.	Applicants must confirm acceptance of an offer of admission by 18 th December 2020	18 th December 2020

Failure by an applicant to accept an offer by the 18th December 2020 may result in the offer being withdrawn.

2. Number of places being made available in the 2021/22 school year

The number of places being made available in 1 st year is	
The number of residential places is (boarding schools only)	
The number of non-residential places is (boarding schools only)	
The number of places being made available in the special class catering for students with [insert category or categories of SEN catered for in the special class] is	

(If the school has more than one class that caters for different categories of SEN, details of the number of places for each of the classes must be provided.)

3. Number of places in 1st year for the 2021/22 school year which were offered and accepted before 1 February 2020

The number of places for 1 st year that were offered and accepted prior to the coming into operation of section 62 of the Education	69
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4. Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year)

To date, Mount Carmel Secondary School has not been oversubscribed.

Appendix 2

CODE OF BEHAVIOUR

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PREAMBLE

Our School Mission statement sets out our values, aspirations, aims and our wish to provide a welcoming school for all. It emphasises how the richness of our school lies in each of our students in whom we have great pride. Our objective is to create an environment wherein positive behaviours and action will be recognised and rewarded rather than a focus on negative behaviour and the sanctions that flow there from.

However, despite our emphasis on the positive, negative behaviours sometimes occur and this document also seeks to set out in a clear way the consequences that flow from these.

OBJECTIVES

The aims and objectives of our Code of Behavior are:

- To create a safe, secure learning environment for all our students.
- To promote a sense of mutual respect among all members of the school community.
- To promote, emphasise and affirm good behavior and self-discipline.
- To outline the expected standards of behavior for all members of the school community.
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behavior.
- To have effective procedures in place that will allow for the day to day running of the school and which meet the demands of current legislation.
- To outline the strategies to be used to prevent and discourage unacceptable behavior.

POSITIVE BEHAVIOUR/AFFIRMATION OF GOOD BEHAVIOUR

The principle underlying our Code of Behaviour is the promotion of good behaviour. There are many ways in which good behaviour is promoted and affirmed in Mount Carmel Secondary School. Staff, parents and students were surveyed about the school's Code of Behaviour. The following measures were agreed by staff, parents and students and now form part of the school's Code of Behaviour.

Stars in Journals (Junior Cycle only)

Positive Comments in Journals by Teachers

Positive Comments by Teachers in Copies

Positive Comments by Teachers in Reports

Positive Postcards sent home

Prizes & Certificates at prize-giving

Young Achievers Awards (annual awards organized by Home School)

Exhibitions of student work

Whole class rewards

Student of the Year (one in each year group)

Tutor Initiatives

Positive Behaviour recorded on VShare

Management and teachers acknowledge and affirm good behaviour in other ways, including the following:

- Selection of student for leadership role i.e. Class Captain or Vice Captain, Head Girl or Deputy Head girl, Student Council member.
- Selection of student to represent the school in public events.
- Privilege of travelling on educational tours, either national or international.
- Participating in treats or privileges.

SUPPORT SYSTEMS FOR STUDENTS

Mount Carmel Secondary School promotes a support system for students to assist them in achieving their potential in this school. This support system also promotes good behaviour in all the students. The following form part of this school's support system for students:

- Subject teachers
- Tutor System
- Year Head System
- Guidance Counsellor
- Rainbows Programme
- Management's 'Open Door' policy for students before, during and after school
- Home School Community Liaison

- Pastoral Care Workers
- School Completion Programme
- Special Needs Assistants
- Resource Teachers -Curriculum support
- English as an additional language teachers
- Small class groups/withdrawal of students
- Pastoral Care Team
- Buddy system/ Prefects
- Teacher mentors
- Junior Cert Schools Programme/Library
- Life Skills Worker

EXPECTED STANDARDS OF BEHAVIOUR

The expected standards of behavior for all members of the school community are as follows:

- Respect for self and others
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness
- Attending school regularly and punctually
- Doing one's best in class
- Taking responsibility for one's work
- Keeping the rules
- Helping to create a safe, positive environment
- Respecting staff
- Respecting other students and their learning
- Participating in school activities

SCHOOL RULES

- No chewing of gum is allowed in the school building
- Students may not bring inappropriate reading material, fireworks or aerosols to school
- Mobile phones or other unauthorized electronic devices must be switched off before entering the school building and placed in the students' locker. Unauthorized devices and mobile phones, including the sim card will be kept by Principal for one week. Length of confiscation time will be increased for repeat offences.
- The vending machine/ canteen may only be used before and after school and at break times. These facilities may not be used in between classes.
- Each student is responsible for cleaning the space where they eat their lunch

A list of serious offences and the sanctions applying to them is listed in Appendix A.

CODE OF BEHAVIOUR PROCEDURES

Each student is expected to adhere to the Code of Behavior. Each student and their parent(s) are requested to sign this Code of Behavior.

The Code of Behaviour was agreed between Parents, Teachers, Students and the Board of Management. The Board of Management may be involved in this procedure at whatever stage is deemed appropriate.

There are six stages which apply. The purpose of these is to help the student improve her behaviour and avoid the next stage.

The stages are set out in Appendix C

ABSENTEEISM

If a Student is sick or absent:

- Parents should phone the school before 9.30 a.m.
- A written explanation of absenteeism must also be brought in on the day the student returns after being absent and given to the year head. Blank printed notes are available at back of the Student Journal.

Steps the school will take regarding absenteeism:

- A roll is taken by teachers during every class to record absences. If no phone call or note is received by the school re a student's absence, an SMS text will be sent or a call may be made to the parent to make enquiries about the absence.
- After a total of 15 days absence the Principal sends a letter to the parent.
- After 20 days absence the National Education Welfare Board is notified.
- The Principal may send a further letter outlining the actual number of classes missed by a student.
- The number of days missed is recorded on a student's term report.

PUNCTUALITY

- The school opens at 8.00am every morning and classes begin punctually at 8.40 a.m.
- Our breakfast Club opens at 8.10am and students may help themselves to tea, toast, juice and cereal, all of which are free of charge.
- Students who arrive late must sign-in in the Late Book (inside the hall door) when they arrive
- Punctuality is taken very seriously. Coming to school late on a regular basis will be treated as a discipline issue and recorded on VSware.

STUDENTS' PROPERTY

- Each girl is responsible for her own personal property.
- Every student must have their own locker with a padlock.
- The management accepts no responsibility for the loss of personal property and money. Books are to be locked in lockers each evening (unless taken home for homework or study).
- Money and other valuables are to be kept on one's person, NEVER in school bags or coat pockets. It is advisable in the case of a large amount of money to hand it into the office for safe keeping.

STUDENTS' PERSONAL APPEARANCE

Students should remember they represent their school when they are in uniform.

School is seen as training for the workplace in regards to having an appropriate sense of dress.

- Every girl must wear full uniform as on the uniform list.
- The school jacket should be worn en route to and from school.
- Neck scarves are not allowed to be worn in school.
- Tracksuits may only be worn on days where PE is on the timetable or if a student is involved in an after-school sports activity.
- We expect a high standard of personal hygiene and grooming appropriate to school girls.
- Hair styles must be appropriate to school. Hair may be dyed but only natural hair colours will be allowed.
- In relation to jewellery, only one ring and one pair of stud ear-rings are allowed to be worn. No facial piercings are allowed.
- Students are not allowed to wear make-up during school hours with the exception of Senior Cycle students who may wear discreet make-up.
- Having or using aerosols in school is not permitted.
- Only flat black or navy shoes are permitted. Runner or boots are not acceptable
- Students are reminded that they represent the school while in school uniform

The Sanctions for Uniform Infringements are set out in Appendix B

STUDENT JOURNAL

- The student journal must be brought to school every day where they will be inspected weekly by tutors.
- The journal should be used to record what was studied in class and any homework, written or learning, that was given by teachers
- Students are not allowed graffiti anywhere on their journal.
- Parents are required to sign the journal once a week
- Parents are required to use the notes at the back of the student journal to communicate with the school re absences or any other concerns/issues

ESSENTIAL CONTACT PHONE NUMBER

- It is essential that the school has a contact phone number where a parent/guardian can be contacted during school hours. The school cannot take responsibility if the number given is incorrect or no longer in use. (Tutors are asked to check phone numbers with students every month)
- If a student is ill the school will phone a parent/guardian to come and collect her. In the event of an emergency where the student must be brought to hospital, parents/guardians will be informed as soon as possible
- The school also uses these contact numbers to inform parents if the school has to be closed for weather reasons, so it is essential the numbers are kept up to date.
- The school also uses these numbers for the texting system in general.

SUSPENSION

All suspensions are imposed by the Principal and notified to the Board of Management.

Automatic suspension ensues for smoking or the use of drugs or alcohol. This may be followed by further sanctions in the case of drugs or alcohol.

The following infringements will also warrant suspension: leaving the school building without permission, using offensive language to a teacher, use of racist/sexist/homophobic language, vandalism, bullying or engaging in any behavior that endangers oneself or others.

The Principal can impose a suspension of up to 3 days. Anything above this must be brought to the Board of Management

Where a suspension is for longer than three days, the Principal will decide:

- To allow the student back on probation, or
- To continue the suspension for another period if agreed by the Board of Management or
- To request the Board of Management to impose conditions for the student's return or
- Subject to the approval of the Board of Management, to request the parents/guardians to withdraw the student from the school or
- To ask the Board of Management to consider a refusal of re-registration or
- To request the Board of Management to expel the student.

If a student's behavior involves repeated suspensions, such a student, with their parent(s)/guardians may be interviewed at a disciplinary meeting which may consist of her Year Head and the Principal or Deputy Principal. At this interview the student and parent will be clearly and formally warned by the Principal or Deputy Principal that, should the student's behavior not improve, the Board of Management will be asked to review their continued presence in the school. Section 29 of the Education Act 1998 gives parents and students who have reached the age of 18, the right to appeal suspension for a period which would bring the cumulative period of suspension to 20 school days in any one school year, to the Secretary General of the Department of Education and Skills.

Parents will be informed in advance of the suspension.

Suspension/Exclusion may be automatic following a very serious offence, irrespective of the stage the student may have reached in the disciplinary procedure.

EXPULSION

Expulsion, the most serious disciplinary sanction, will be resorted to for gross misconduct, the use and sale of forbidden substances, including drugs and alcohol, sexual harassment and other serious breaches of the school code.

If it is proposed to expel the student, Mount Carmel Secondary School will notify the Education Welfare Officer, in accordance with the requirements of the Education Welfare Act (2000).

The parents will be given the opportunity to meet with the Board of Management, to hear the complaints against their child and to give their response to the Board of Management.

The parents if they wish, may bring a representative with them to this meeting.

In the event of a student being expelled, the student (if over the age of 18 years) or her parents (if under 19 years of age) shall have the right to appeal the decision to the Trustees and under section 29 of the Education Act, 1998, to the Department of Education and Skills.

Furthermore, a student shall not be expelled from the school before the passing of 20 school days following the receipt of notification by the Education Welfare Board, as stated above.

The Board of Management reserves the right to take such other reasonable measures as it considers appropriate to ensure that good order and discipline are maintained in the school and that the safety of students and staff is secured.

Any of the above sanctions, or a combination of them, may be implemented depending on the gravity of the offence.

IMPLEMENTATION

All registered students and their parents will receive a copy of the official Code of Behaviour of our school. All parents and students will be requested to sign this Code of Behaviour.

The Code of Behaviour is also available from the school upon request.

When a major review is carried out, the resulting amended Code of Behaviour will be circulated to all the stakeholders in writing.

RATIFICATION

This Code of Behaviour was devised in consultation with the students, parents, staff, management and Board of Management of Mount Carmel Secondary School. The process began in October 2009.

This policy was originally approved by the Board of Management on the 13th March 2012. It was revised by the BOM on 7th April 2014.

The document was further revised in October/November 2016 and ratified by the Board of Management on 28th November 2016

MONITORING OF POLICY

This policy was drawn up in consultation with the parents, students, staff and management of our school.

Any amendments which need to be made will be in keeping with the general philosophy of our Code of Behaviour and will be communicated to the members of our school community in writing.

A major review will be carried out no later than five years after the date of implementation and will involve consultation with the parents, students, staff, management and the Board of Management of our school.

APPENDIX A**SERIOUS OFFENCES IN SCHOOL****SERIOUS OFFENCES**

Fighting or engaging in any behavior that endangers oneself or others in school

Smoking in school or in school uniform during school hours/school activities

Vandalism or damage to school property

Having offensive reading materials in school

Using offensive or vulgar racist/sexist/homophobic language in school.

Abusive and/or threatening language audibly directed at a member of Staff

Leaving the school building without permission

Bullying

Disruption of teaching and learning

Taking drugs or being in a drugged state in school; Supplying drugs in school; Taking alcohol to school/Drinking alcohol in school/being under the influence of alcohol in school

SANCTION

Parents will be invited to the school to meet with the Principal. It may result in suspension and/or expulsion. Gardaí will be informed where appropriate.

Will result in one day suspension

The student must make good the damage, this may result in student cleaning, repairing or paying for damaged item(s). It may result in suspension and/or expulsion. Gardaí may be informed.

These will be confiscated by staff and parents will be requested to attend a meeting in school. Will result in one day suspension.

This will result in suspension of up to two days.

This will result in a one day suspension. Length of suspension will be increased for repeat offences.

Sanctions will be as outlined in the anti-bullying policy (check anti-bullying policy)

Sanctions will be as outlined in the Code of Behavior Procedures itemised below.

This is regarded as a very serious offence. It will result in suspension and/or expulsion. Gardaí may be informed.

APPENDIX B**UNIFORM INFRINGEMENTS****INFRINGEMENT**

No tie
 Incorrect shoes
 Incorrect Uniform

SANCTION

Must hire one for €1
 Must wear a pair supplied by school
 Parents will be phoned and students will be sent home to get the correct uniform

APPENDIX C CODE OF BEHAVIOUR PROCEDURES**Behaviour is monitored on VSware by the Year Head. A number of warnings will be given before a student begins Stage 1 of the Discipline Ladder**

STAGE 1: Repeated misconduct – Letter One to Parent(s).
 Student's behaviour checked on Behaviour Management Card 1.

STAGE 2: Continued misconduct – Letter Two to Parent(s)
 Student's behaviour checked on Behaviour Management Card 2.

STAGE 3: Further serious offences – the student is referred by the Year Head to the Deputy Principal.
 Letter is sent to Parent(s) and parents asked to come in and discuss the behaviour with the Deputy Principal

STAGE 4: Further serious offences – the student is referred by the Deputy Principal to the Principal.
 The Principal will contact the Parent(s).
 Student will be asked to remain at home until parent attends meeting the Principal.
 Student will be suspended for a period of up to one week. The Board of Management authorises the Principal to issue a suspension up to 3 days

STAGE 5: Further serious offences – Principal will contact Parent(s). Student will be asked to remain at home until parent attends meeting with Principal.
 Student will be suspended for a period of up to two weeks.

STAGE 6: Further serious offences will be referred to The Board of Management and may result in exclusion of student.
 From then on, Parent(s) will communicate with the Board of Management.

NOTE: Five negative comments on a Behaviour Report Card will result in an automatic entry on VSware which will move the student towards the next stage.