

St. Mary's College Dundalk



Admissions Policy

Approved by the Board of Management on 24.04.18

COLLEGE PROFILE

St. Mary's College is a Voluntary Catholic Secondary School for boys and girls, operating under the Trusteeship of the Marist Fathers. As such it supports the religious and educational philosophy of its founder, Fr. Jean-Claude Colin.

The College is managed by a Board of Management, is funded by the Department of Education and Skills (DES) and operates within the regulations and guidelines set down from time to time by that Department. The College has a very active Parents' Council and Student Council.

St Mary's College was the first foundation of the Society of Mary in Ireland and the first Secondary School for boys in Dundalk. Founded in 1861, 26 students enrolled on the first day. The site for the new College was 'Church Hill House'. The Priest responsible for the initial preparations of the College was Fr. Crouzet, a young French Marist Priest. At one time the College consisted of a Primary School and a Secondary School for boys, which catered for both boarding and day students. Many changes have taken place down through the years. In 1983 the boarding section of the College was closed, followed in 1987 by the closure of the Primary School. In 1989 the first lay Principal was appointed and in 1990 the College opened its doors to girls.

Since opening there have been many extensions to the original Church Hill House and additions to the buildings to meet the changing needs of the student body. The college is set in extensive grounds and boasts a number of specialist rooms and facilities.

St. Mary's College aims, with the resources available, to provide the best possible environment in order to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all students. We show special concern for the disadvantaged, and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the College. We realise that we must cater for the changing needs of today's world, and towards that end, we frequently review our various programmes. Being keenly aware of the ever increasing effect of outside influences on the lives of our students, we are concerned to maintain Catholic values and practices.

Working together as a College community, the Board of Management, Parents / Guardians, staff and students aim to provide an environment which will allow each student develop intellectually, physically, morally, socially and spiritually so that they will be able to grow to fulfil their role in society.

Within the context of the Department of Education and Skills regulations and programmes, the rights of the Trustees / Board of Management as set out in the Education Act 1998 (Section 15 (1), (2)), and the funding and resources available, the College supports the following principles:

- Inclusiveness, particularly with reference to the enrolment of students with a disability or other special educational needs.
- Equality with respect to maximum access and participation in the College
- Parental / Guardian choice in relation to choice of school, having regard for the characteristic spirit of the school.
- Respect for the diversity of beliefs, languages, traditions and ways of life in society.

Any queries arising from the Admissions Policy may be addressed to the College Principal, or Chairperson of the Board of Management at the College address.

Mission Statement

St Mary's College is a Catholic secondary school under the patronage of the Marist Fathers. The primary aim of the College through its spiritual and humanistic endeavours, is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The College, through its academic, pastoral and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

College Details

College Name	St. Mary's College
Address	St. Mary's Road, Dundalk, Co. Louth
Contact details	: Telephone: 042 933 9977 Fax 042 932 8020 E-mail office@maristdundalk.ie
Principal	Mr. A. Craven
Deputy Principal	Mr. G. Lambe, Ms. A. White
Guidance Counsellors	: Mr. A. Butler / Ms. A. Morgan
Chaplain	Ms. R. Reynolds
Learning Support Co-ordinator	Ms. P. Brady
College Secretary	Ms. P. Begley
Opening Times	8.50 a.m. – 1.05 p.m. 1.50 p.m. – 3.50 p.m.

The building will be open to students 15 mins prior to official opening time and ten minutes after official closing time. Supervision is provided only between these times and at break time and lunchtime. The College authorities will make all reasonable efforts to inform Parents / Guardians of any minor adjustments in the opening / closing times which may occur on rare occasions.

Courses & Subjects offered

St. Mary's College follows the curricular programmes set down by the Department of Education and Skills (DES), which may be amended from time to time in accordance with the Education Act 1998 (Sec's 9 & 30).

Junior Cycle (3years).

Religion,
Gaeilge,
English,
Maths,
History,
Geography,
Science,
Business Studies,
French,
German,
Home Economics,
Art,
Music,
Technical Graphics,
S.P.H.E.,
C.S.P.E.,
P.E.
Materials Technology (Wood)
Technology

Senior Cycle (2years).

Religion,
Gaeilge
English,
Maths,
History,
Geography,
Physics,
Chemistry,
Biology,
Business,
Economics,
Accounting,
French,
German,
Home Economics,
Art,
Computer Studies,
P.E. & L.C.P.E.
Music
DCG
Construction
Technology

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including the minimum number of students to justify the offering of a particular subject class. Students who do not sit internal examinations may be required to sit such examinations at an alternative time, before proceeding with their course.

At Junior Cycle students follow the Traditional Junior Certificate Programme

At Senior Cycle level students are offered LCVP and the Traditional Leaving Certificate Programme

Transition Year

The Transition Year (TY) is an optional one-year programme which commences on completion of the Junior Cycle. Numbers in the Transition Year programme is based on curricular needs. The places are allocated on the basis of an interview. The Transition Year Co-ordinator conducts the interviews. The following criteria apply in selecting students for the Transition Year

- Work Rate to date
- Behaviour record
- Suitability
- Age

The aims of the programme are:

- To provide a good academic basis for beginning the Senior Cycle course.
- To develop aspects of the curriculum which may not be catered for elsewhere in the College curriculum.
- To develop teamwork through task-oriented projects.
- To develop links between the College and the wider community.
- To encourage students to become self-motivated and independent learners.
- To provide an opportunity for students to develop an understanding of how learning occurs inside and outside the College generally, and with particular reference to their own learning styles.
- To introduce students to a wide range of cultural and sporting activities.
- To prepare students to become responsible members of society.

Provision of subjects and activities is subject to resources and annual review. An amenity subscription is required to facilitate the wide range of activities in which students are involved during this year. This subscription is set and amended as necessary by the Board of Management.

The Board of Management reserves the right in relation to the above programmes to approve the numbers entering each programme on an annual basis.

Extra-Curricular Activities

St. Mary's College is committed to the development of extra-curricular activities in the College, believing they provide an identification with the College for the student body as well as lifting College morale. To this end we provide a wide range of cultural, social, sporting and artistic activities to develop the individual and co-operative talents of our students. The following activities are currently catered for:

- Local and foreign cultural tours
- School Exchanges
- Debating & Public Speaking
- Drama and Music
- Mini-company
- Quizzes
- Charity Support Groups
- First Year Mentoring (Buddy System)
- Leadership opportunities
- Team Games (Gaelic, Soccer, Rugby, Basketball) & Athletics
- Art Competitions
- Student Chaplaincy Team
- Mission Team

Provision of these activities is subject to resources. Communication concerning involvement and achievement in extra-curricular activities is promoted through the College newsletter, website and other social media.

Homework & Study

The College provides facilities for a study period from Monday to Thursday between 4.00pm and 5.45pm. These periods are supervised, and there is a weekly charge.

The College believes that study is an exercise in self-discipline, which must be developed. It involves both written and oral work. It is essential that the students develop the habit of study in order to consolidate the work covered during class and to refresh material previously learned. The minimum time to be spent on homework and study should be:

- First Year – 1.5 hours
- Second Year – 2.5 hours
- Third & Fifth year 3 hours
- Sixth Year –Minimum 3.5 - 4 hours

There is now an alarming growth in students having part-time jobs. The College wishes to advise Parents / Guardians that this militates against participation in the overall function of the College, and reduces the effectiveness of the student's classroom involvement. We seek the Parents' / Guardians' co-operation in trying to solve this serious problem as we feel that, in the long run, it is detrimental to the student's progress.

Student Council

The role of the Student Council is to represent students' views to management. It will be included in the consultation process of school planning. It is a resource working in partnership with the College management to improve the atmosphere, conditions and facilities and to generate good relations between students, staff and management. The Student Council also plays an important supportive role at Parent-Teacher meetings, Open Night, First Year Mass, Céilí and other events that take place in the College.

Parents' Council

The College has an active and vibrant Parents' Council. Their aims are to promote the educational development of our students and to assist with the various College activities. Their AGM is held early in the academic year. They meet regularly. Membership of the Council is voluntary.

College Functions & Meetings

Parent-Teacher meetings are held once a year for each year group. Meetings take place normally between 4.15pm and 6.45pm. These meetings are brought to the attention of the Parents / Guardians through the school calendar and by letter and/or webtext. Parents / Guardians are strongly urged to attend. Students from 3rd to 6th are encouraged to attend parent teacher meetings. There are various functions and meetings during the year, and Parents / Guardians will be notified well in advance of such meetings. These meetings are usually held in the evening. The following is a sample of what can take place:

- Prize Nights at end of the academic year
- Graduation Night (6th Years)
- CAO Information Night / Careers Talks
- Transition Year Information Night and end of TY Year night
- Information nights for Parents / Guardians in all year groups
- Subject choices for Third Year students
- Meeting for Parents / Guardians of incoming first years
- Various talks on student related issues
- First Year Mass

ST. MARY'S COLLEGE DUNDALK
ADMISSIONS POLICY

St. Mary's College Admissions Policy welcomes all students for whom the College can provide an appropriate education. The College aims to provide an integrated and an inclusive education.

The College shall not discriminate in its admission of a student to the College on:

- 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.
- i) The ground that the student or the applicant in respect of the student concerned has special educational needs

The College does not discriminate in relation to the admission of students where it admits persons of a particular religious denomination in preference to others or it refuses to admit as a student a person who is not of that denomination and, in the case of a refusal, it is proved that the refusal is essential to maintain the ethos of the College. In this section '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 of 2000.

Each year the Board of Management is obliged to decide in advance the number of First Year students for whom the College can provide an appropriate education, having regard to the facilities, personnel, plant and resources.

The St Mary's College Admissions Policy is available on the College website. It is also available on request from the College Office.

Student eligibility for Admission.

In order to be eligible for admission, a student must:-

- Attain the required age of 12 by 1st January in the calendar year following his / her entry into first year.
- Have completed sixth class in primary school.
- Be willing, in conjunction with his / her Parents / Guardians, to uphold and support the College ethos.
- Be willing, with Parents / Guardians, to accept the College's Code of Behaviour & Discipline which contains details of College rules and sanctions, including suspension and expulsion.
- Confirmation in writing is required that Parents / Guardians and the student have read and accept the College's Code of Behaviour & Discipline.
- Be willing to take an assessment test.
- Accept all other College Policies

Admissions Procedures:

1. Parents/Guardians who wish to secure a place in St. Mary's College must indicate their interest by completing an official application form. Application Forms are available by calling to, telephoning, emailing the College office (office@maristdundalk.ie) or by downloading from the college website.
2. It is the duty of parents/guardians to ensure that all information given is accurate, **including the requested date of entry**. It is the responsibility of the parents/guardians to notify the college in writing of any changes in the detail contained on the application form, including any change to contact details such as address or telephone number.
3. Upon receipt of a fully completed application form, a copy of the form including an acknowledgement letter will be posted to the parents/guardians within 21 days of term time. Parents must contact the college if they do not receive such correspondence.
4. The closing date for receipt of completed application forms for enrolment is September 1st in the year prior to that for which the admission is being sought.
5. Late Applications: Application forms received after September 1st in the year prior to that for which the admission is being sought will be placed at the end of the waiting list in order of date of receipt of the application form, regardless of their fulfilment of membership of any point on the *Selection Criteria* (see below).
6. The practice of accepting expressions of interest in advance of the designated date(s) for accepting applications has been discontinued from 30th September 2017. For the purpose of administering this policy, applicants who have completed expressions of interest before that date will be deemed to have submitted an official application form.

Selection Criteria

In the event of the College receiving more applications than places available, the following criteria will be applied in the following order of priority in offering places to prospective students:-

1. Siblings preference (for applicants who have brothers or sisters attending, or who have attended the College)
2. Applicants whose Parent / Guardian is an employee of the Board of Management of the College
3. Applicants whose Parents / Guardians are past students
4. Applicants of the Catholic faith
5. In the event of applications exceeding places available allocations will be filled on a first come, first served basis. To avoid any misunderstanding, these places will be allocated on the basis of the date and time on which the application was received in the school for recording on our database.
6. Late applications will only be considered after all applications, received in time, have been processed (see Point 5 in Admissions Procedures).

It is the responsibility of parents/guardians to indicate on the application form (or by contacting the college on or before the September 1st closing date) where their child meets any point on the selection criteria. Failure to notify the college will result in the exclusion of the candidate from that point of the selection criteria.

Special Education Needs

In welcoming applications from students with special educational needs, the College will use the resources, both financial and personnel, provided by the Department of Education and Skills (DES), to make reasonable provision and accommodation for all such students, and will ensure that these students are free to participate in the life of the College in so far as is reasonably practicable. While recognising and fully supporting Parents' / Guardians' rights to have a school of their choice for their children, the College's ability to accept students with particular needs is dependent on the provision of resources, suitable to the needs of the individual student, being provided by the Department of Education and Skills (DES).

College management and Parents / Guardians will co-operate, from the earliest possible time, to establish the special educational needs of the student, the resources required to meet those needs and the submission of a well-researched request to the Department of Education and Skills Special Educational Needs Organiser (SENO) seeking the allocation of appropriate resources. Parents / Guardians are encouraged to contact the College well in advance of the admissions process should they feel that their child has special educational

needs, as considerable delays have been experienced by schools in receiving a response from the Department of Education and Skills to a request for special resources.

In making provision for special educational needs students, the following information is required.

Has the student had access to any of the following resources?

1. Special Needs Assistant or classroom assistant.
2. Special class.
3. Help, for specific needs, from any Resource Teacher.
4. Assistance with behavioural modification.
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with his/her special needs.
7. Help in areas including visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility, etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special needs students can be met.

It should be recognised that in very exceptional cases, even with additional resources provided by the Department of Education & Skills (DES), the College may not be able to provide an appropriate education due the nature of a particular student's special educational needs. Further details are outlined in the Special Needs Policy of the College.

Transfer of a student from another Post Primary School

The Board of Management will decide on applications for admission to any year other than First Year. While the College will make every reasonable effort to facilitate a student seeking a transfer to our College, we accept no applications into 3rd Year or 6th Year. Applications for other year groups will be accepted up until the 1st of March of year preceding entry.

All relevant information having been made available from the applicant's previous school(s), the Board of Management will decide whether or not a transfer should be accepted based on the following principles:

- That it is in agreement with the College's Admissions Policy
- That there is a vacant space available in the appropriate year group including vacancies in the subject options
- That the curriculum offered by St. Mary's College is compatible with the applicant's needs
- That the applicant follows a full curriculum in the relevant year group
- If an application is received in respect of a student known to have been disruptive in another school, the school may decide to offer a place to the student to give him/her a fresh start, or the school may decline to offer a place on the interest of the general school community if it considers his/her presence would be too disruptive to learning and teaching in existing classes. The Board of Management is not prepared to enrol any transfer student who has given it any reason to believe that the enrolment of that student could pose a potential risk to the Health & Safety of the school community.
- That the appropriate documentation is completed and signed by previous school authorities and the parents / guardians
- That a signed written commitment to the Code of Behaviour and Discipline has been provided

Incomplete documentation will not be considered. Misleading or untruthful information will render an application invalid. Applications will not be accepted for transfer into any year group until our current students' options have been satisfied.

It may be necessary for a consultation with the Educational Welfare Officer to take place.

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's Parents / Guardians, their former school, (and where appropriate) the Educational Welfare Officer, whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

Enrolment Procedures

The Parents / Guardians must return the Application Form for Admission to First Year by the 1st September in the year before the September for which a place is sought. As soon as is practicable, but not later than 21 days after a Parent / Guardian has provided the relevant information, and the final date for receipt of

completed application forms, the Board of Management shall make a decision in respect of the application concerned, and inform the Parents / Guardians in writing thereof. Education Welfare Act (Section 19, (3)).

In the case of students with special education needs, the Board of Management having received the relevant information, will make a decision and inform the Parents / Guardians in writing of this decision as per the terms outlined in an earlier part of this policy.

There will be a written Assessment Test on a date agreed with other Secondary Schools in Dundalk (usually during February / March), which all incoming First Year students must sit. Save in exceptional circumstances, failure to sit for this test will result in the forfeiture of a place in the College. This test is used to assess attainment levels in order to best allocate students to classes in First Year. It takes place after the enrolment process has been completed, and, consequently, has no bearing on a decision to enrol a student or not.

There is an Information Evening for all incoming students and their Parents / Guardians prior to the Assessment Test. This is a vital part of our enrolment process. Parents / Guardians are strongly encouraged to attend this meeting.

Parents / Guardians are requested to pay a contribution to cover the cost of stationery, printing and postage, homework journal and 24-hour personal pupil insurance. This contribution will be set annually by the Board of Management. Contact, in confidence, should be made with the Principal if special consideration is required in relation to this request.

On completion of the enrolment process, a request will be made for all relevant information to be made available from the student's previous school known as the education passport. This includes such matters as attendance record, behaviour issues, special educational needs etc. This will assist us in making appropriate education provision for each student.

Parents / Guardians will be directed towards the following documentation on the college's website when they are applying for an Application Form:

- Admissions Policy
- Code of Behaviour & Discipline
- Ethos document/statement

Hard copies are available on request.

Other relevant information can be viewed on the College's website: www.maristdundalk.ie

The Board of Management reserves the right to refuse an application for admission in certain circumstances.

Appeals

The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15 (2) (d) of the Education Act 1998. Education (Welfare) Act 2000. (Section 19 (1).)

Should a student's application for admission to the College be refused, the Parents / Guardians have the right to appeal to the Secretary General of the Department of Education and Skills (DES), (Education Act 1998, Section 29 (d).). The Parents / Guardians must be informed in writing of the Board of Management's decision, and the reasons why the student was not accepted should be clearly stated.

The Parents' / Guardians' right to appeal should be restated on the application form provided. (Circular M48/01). The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians concerned. (Circular, M48/01).

An appeal may be made to: The Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1. Appeal forms can be made available through the College office. Parents / Guardians must inform the Principal in writing of the decision to appeal.

Signed: _____

Chairperson, Board of Management, St. Mary's College

Dated: 24.04.18

Principal
Mr. A. Craven

Deputy Principals
Mr. G. Lambe
Ms. A. White



St. Mary's College,
Dundalk,
Co. Louth.
Phone : 042-9339977

Founded 1861

e-mail office@maristdundalk.ie
web : www.maristdundalk.ie

APPLICATION FORM (1st YEAR ONLY)

Year for which admission is sought: September 20_____

Applicant's Surname : _____

Applicant's First Name : _____ Male: _____ Female: _____

Applicant's P.P.S. Number: _____ Date of Birth : _____

Home Address: _____

Home Phone No.: _____ Mobile: _____

Email Address: _____

Nationality: _____

Religious affiliation: _____

Primary School Attended: _____

Does the applicant have Special Education Needs? _____

Medical conditions of which the college should be aware of: _____

Mother's / Guardian's Name: _____ Occupation: _____

Father's / Guardian's Name: _____ Occupation: _____

No. of children in family: _____ Student's place in family: _____

Names of brothers or sisters (past/present) in this school: _____

Name of parent(s) who were past pupils in the school: _____

Years attended: _____

You are requested to familiarise yourself with the following documents available on the college website:

- College Code of Behaviour
- Ethos Document
- Admissions Policy

Hard copies available on request.

It is the responsibility of the parent(s)/guardian(s) to ensure all information on this form is correct.

Signature of Parent(s)/ Guardian(s)

(1) _____

(2) _____

Date: _____

REGISTRATION FORM

Please complete all of the sections on both sides of this sheet

A. STUDENT'S DETAILS

Surname: _____ Forename: _____ Male ___ Female ___

Middle Name: _____ P.P.S. No: _____

Date of Birth: _____ Home Telephone No: _____

Address: _____

Country of Birth: _____ Home language: _____

Religious Denomination: _____

Previous School Name: _____

Address: _____

Dates attended: From: _____ To: _____

Name of any other schools attended: _____

Dates attended from: _____ To _____

B. NAME(S) AND ADDRESS(ES) OF PARENTS / GUARDIANS. N.B. These are the people to whom College correspondence will be sent. They will also be contacted in case of an emergency.

1. MOTHER/FEMALE GUARDIAN

Surname: _____
(Mrs/Miss/Ms/Dr) Please circle as appropriate)

Forename: _____

Mother's maiden name: _____

Address: _____

Relationship to child: _____

Occupation: _____

Home Telephone No: _____

Mobile No: _____

e-mail address: _____

2. FATHER/MALE GUARDIAN

Surname: _____
(Mr/Dr) Please circle as appropriate)

Forename: _____

Address: _____

Relationship to child: _____

Occupation: _____

Home Telephone No: _____

Mobile No: _____

e-mail address: _____

C. TRAVEL ARRANGEMENTS

Bus Car Walks Taxi

Bus Route From: _____ To: _____

(Please tick as appropriate)

D. MEDICAL

If your child suffers from any medical conditions - e.g. asthma, allergies, dietary problems, etc., please attach a letter outlining the particular condition.

Do you have a medical card? Yes _____ No _____

E. OTHER DETAILS

Does the student have any Special Educational Needs? Yes _____ No _____

If YES, please give details:

If there is any other information about your child which you would like to give us please do so here. If the information is of a sensitive nature you may write it on a separate page and enclose it in a sealed envelope for the attention of the Principal.

PLEASE NOTE THAT IF THERE IS A COURT ORDER RESTRICTING ANY INDIVIDUAL'S RIGHT TO ACCESS TO YOUR CHILD PLEASE CONTACT THE SCHOOL. ANY CHANGES TO SUCH AN ORDER MUST ALSO BE COMMUNICATED IMMEDIATELY TO THE COLLEGE.

F. PERMISSIONS

1. During the academic year we may film or take photographs of your child for publicity and/or educational purposes. Please indicate, by signing below, that you give your consent for this to happen:
I consent for my child to have his/her image used by the College.

Parent/Guardian

Signature 1: _____

Signature 2: _____

2. During the academic year we invite speakers from a range of organisations, to address pupils on issues relating to their academic and social development. Please indicate, by signing below, that you give your consent for your child to participate in these activities:
I consent for my child to attend any talks or workshops organised by the College.

Parent/Guardian

Signature 1: _____

Signature 2: _____

St. Mary's College: STUDENT TRANSFER REQUEST FORM.



To be completed by the school authorities: The student named below has applied to transfer to our school. Please kindly submit the following information and return it **along with the student's 2 most recent school reports** at your earliest convenience to:

The Principal, St. Mary's College Dundalk, St. Mary's Road, Dundalk, Co Louth.

1. Student Details

Name of Pupil: _____ Year: _____

Address: _____

PPSN: _____ Date of Birth: _____

Date of enrolment at your school: _____

Is this student currently a registered pupil of your school? _____

If not, when was the student removed from the register? _____

Reason for removing the student from the register? _____

2. Student Profile

	Excellent	Good	Fair	Poor	Comment
Attendance					
Punctuality					
Participation in Class					
Homework					
Relations with Peers					
Relations with Staff					
General Behaviour in Class					
Behaviour outside class					
Ability to take correction					

Was the student ever involved in bullying or threatening behaviour? If so please give a brief account of the circumstances and disciplinary action taken?

Was the student ever a victim of bullying? Please give brief details:

	Very Frequently	Frequently	Seldom	Never
Placed on Detention				
Suspended from School				

If the answer to any of the above is affirmative please expand here:

Were parents/guardians ever requested to attend school in relation to a disciplinary issue? (If yes please explain:

3. Are you aware of the student been diagnosed as having any of the following?

	Yes	No
Physical disability		
Visual impairment		
Hearing impairment		
General learning disability		
Specific learning disability		

Speech or language disorder		
Emotional or behavioral disorder		
Autistic disorder		
Other		

If the answer was yes to any of the above questions, please give details as to the extent of the disability/disorder:

	Yes	No
Has the student been assessed by a psychologist/specialist?		
Is the student in receipt of learning support?		
Has the student ever been in foster care?		
Has the student been in the School Completion Programme?		

If the student has a specialist report, please enclose a copy (Subject to parental approval).

Principal's Signature: _____

Date: _____

School Stamp
