ADMISSIONS POLICY
Section A – Mission Statement and Ethos

A1 Mission Statement

St. Attracta’s is a Christian Community. We are committed to educate our pupils in an atmosphere of mutual respect, integrity, sincerity, honesty and tolerance in partnership with the Board of Management, teachers, parents, ancillary staff and the wider community.

A2 Ethos

1 It is the policy of the school to continue the work in education initiated by the Marist sisters; the Sisters of Charity, Mayo Sligo Leitrim E.T.B. and the Diocese of Achonry, to maintain the ethos they established in accordance with their vision of Christian Education and to strive for standards, values and ideals to which they aspire.

2 The Board of Management has regard to the principles of a democratic society and respects and promotes respect for the diversity of values, beliefs, traditions, languages and ways of life in society while it also upholds and is responsible for so upholding the characteristic spirit and ethos of the school.

3 Our school emphasises the development of the whole person by providing for the religious, moral, social, physical and intellectual growth of our students.

4 St. Attracta’s Community School is inclusive in its enrolment and offers equal rights of access to all students, subject to the availability of a place and its capacity to meet the educational needs of the applicant without distinction as per the Equal Status Act 2000. All courses and subjects at St. Attracta’s are offered equally to boys and girls.

5(a) The Religious Education of students is, and is seen to be of fundamental importance and is informed by the Deed of Trust for Community and Comprehensive Schools. This is reflected in the curriculum of the school.

(b) Communal prayer and liturgical celebration are an integral part of school life.

(c) Education in issues of peace, justice and morality both private and public is part of the school curriculum

(d) Where injustices exist in the school system, we work for change.

6 Compassion and co-operation are given a high value in St. Attracta’s. Particular care is taken to develop a sense of responsibility in staff and students towards the deprived and marginalised.

7(a) We aim to develop diligence, self discipline and a positive attitude to work.
We aim to prepare students for further and higher education, the world of work, leisure and the challenges of an ever changing society.

Students with special needs receive special care and are ever welcome in St. Attracta’s.

**Section B – Operating Context**


**B2** This Admission Policy is drawn up with regard to the following context and parameters:

- The Department of Education and Skills regulations and programmes
- The rights of the Trustees as set out in the Education Act.
- The religious and educational philosophy of the school as set out in the Policy Statement.

**Funding and Resources:**

- Department of Education and Skills capitation grants.
- Other various grants from the Department of Education and Skills.
- Donations and Sponsorship.

The Board of Management supports the principles of:

- Inclusiveness, particularly in relation to the enrolment of pupils with special needs and disadvantages, subject to adequate resources being made available to the school by the Department of Education and Skills.
- Equality of access and participation in the school.
- Parental choice in relation to enrolments.
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

**Section C – School Details**

**C1** Type of School

St. Attracta’s is a Community School established as per the Deeds of Trust governing Community Schools. The school is under the trusteeship of the Bishop of Achonry, the Marist Sisters and Mayo Sligo Leitrim E.T.B.

St. Attracta’s Community School, Ballyara, Tubbercurry, Co. Sligo.

Telephone No. 071-9120814. Fax No. 071-9185026

**Principal** – Mr. David McEvoy. M.A.
Deputy Principal – Ms. Anne Brady. M.Ed.
Administration Staff – Mrs. Kathleen Brennan, Ms. Attracta Nealon.
Website: www.stattractas.ie
Email: info@stattractas.ie

C2 School Management
The school is managed by the Board of Management which is comprised of Trustees nominees, Parent nominees and Teacher nominees. (see appendix 1)

C3 Organisation
The school is supported in its work by the Parents/Guardians and the Student’s Council.

C4 Resources and Curriculum
The curriculum offered by St. Attracta’s Community School is governed by the regulations as stipulated by the Department of Education and Skills, which may be amended in accordance with sections 9 and 30 of the Education Act. 1998. As well as offering the traditional Junior Certificate and Leaving Certificate programmes, St. Attracta’s also offers Transition Year and the Leaving Certificate Vocational Programme. Subject to resourcing by the Department of Education & Skills, St. Attracta’s also provides a learning support programme for students with special educational needs.

C5 Extra Curricular Activities
The school offers a wide range of extra curricular activities such as sport/games, public speaking, retreats, class trips, musical events etc. The purpose of such activities is to foster and develop social and personal skills not directly addressed in the formal curriculum.

Section D - Procedures

D1 Application Procedures
● Complete an enrolment form (see Appendix 2). Enrolment forms will be distributed to feeder primary schools in advance of the annual Enrolment Evening and are available on enrolment day or on request from the administration staff.
● Accept copy of school Code of Positive Behaviour (see Appendix 3).
● A student must be aged 12 years of age before the 1st January in the calendar year following the child’s entry into 1st Year and have completed a full course of primary education.

D2 Required information from Parents/Guardians
● Pupil’s Full Name, Address, Eircode, Date and Country of Birth, Nationality.
• Parent(s)/Guardian(s) Names, Addresses, Occupations and telephone numbers (to include home, mobile and work numbers).
• Emergency telephone contact number.
• Preferred mobile number to be used for the school texting service.
• Primary school attended.
• Secondary school attended (if seeking to transfer).
• Transfer Form to be completed by the Principal of the post primary school from which the pupil is hoping to transfer, if applicable.
• Reasons for transfer from another school, if applicable.
• References from previous second level school or schools, if applicable.
• Student PPS Number.
• Names of brothers or sisters currently enrolled in St. Attracta’s.
• Any special medical condition/needs or information.
• Name of family Doctor and contact number.
• Medical Card (Yes/No).
• Details of any disabilities or special educational needs.
• Any other relevant information.

D3 School Ethos and Policies
Enrolment Form: Section F: Parents/Guardians and Students are requested to accept and sign-up to the school’s Ethos and to the school’s Code of Positive Behaviour and Anti-Bullying Policy. Section H: A number of relevant School Policies are available on the school website. On occasion following school events/achievements, the school may wish to use images of students on the school website, in brochures/yearbooks and in the local press. Parents/Guardians who do not consent to this must put an ‘opt-out’ request in writing to the Principal. Details of the Relationships and Sexuality education (RSE) Programme are included with the Enrolment Pack. Section J: Parents/Guardians must declare their agreement to allow their child to take part in school trips away (if and when these opportunities arise). The Signature of Agreement is required as a statement that all Parents/Guardians have read the school’s Admission Policy, Child Safeguarding Statement, Homework Policy and RSE Policy and that they consent to the information provided on the Enrolment Form being returned to the Department of Education and Skills.

D4 Board of Management
The Board of Management decides on admissions in accordance with school policy. The Board of Management wishes to clarify that after 1st Year, entry into any subsequent year, or any subsequent course is contingent upon record of good behaviour and co-operation with the school, its mission, ethos,
and compliance with its Code of Positive Behaviour and policies. (See D8, D9 and D10). The Board of Management also wishes to clarify that after September 30th each year students will not be enrolled. Exceptions to this may be, change of residence, a request by the Education Welfare Officer or other exceptional circumstances which the Board of Management may take account of.

**D5 Special Educational Needs**

With regard to the special educational needs of students the Board of Management will:

- Ensure that students with special educational needs are especially welcome.
- Take all necessary steps at the earliest possible opportunity to identify children with special needs who may be applying for admission to the school and to become familiar with their needs.
- Request a copy of a child’s medical/psychological report.
- Request a copy of an individual educational plan, if available.
- Request professional assessment.
- Do all it possibly can to identify and provide for the needs of a special needs or disabled student seeking admission to the school.

The Board of Management hereby states that upon admission to the school of a student with special needs and or disabilities the provision of adequate resources to the school by the Department of Education and Skills, so that the needs of such students can be adequately met will be a priority. As per Enrolment Form, Section G, all relevant documentation in this regard (e.g. psychological/educational assessments, exemption certificate for Irish, OT reports, speech and language reports etc.) must be provided to the Principal on enrolment day to ensure that NCSE deadlines can be met in relation to additional supports for students. These documents are also imperative in providing information for timetabling purposes.

**D6 Decision Making**

All decisions in relation to the enrolment of students in St. Attracta’s Community School are made by the Board of Management of the school in accordance with school policy, the Education Act 1988, The Education Welfare Act 2000 and Equal Status Act 2000. Parents will be notified of the Board’s decision on enrolment within 21 days of the closing date of enrolment or on receiving relevant information as prescribed by the Board of Management and the Minister for Education and Skills, under the Education Welfare Act 2000.

**D7 Criteria**

In the event that the number of students wishing to enrol in the school being greater than the number of places available the Board of Management will apply the following criteria in this order:

1. Pupils of the feeder schools (see Appendix 4)
2. Newly resident students in the area
3. Brothers/Sisters of current students of St. Attracta’s CS
4. Sons/Daughters of current staff members of St. Attracta’s CS
5. Brothers/Sisters of past students of St. Attracta’s CS

The Board of Management reserves the right to exercise its discretion in application of the criteria and will at all times adhere to the guiding ethos of the school’s education philosophy.

D8 Transition Year Programme

It is the intention of the Board of Management of St. Attracta’s Community School that as many students as possible experience the Transition Year Programme in the school. This Programme is designed to broaden the educational experience of the student and prepare him/her for the Leaving Certificate programme and later life. A copy of the Transition Year Programme may be acquired, after April 1st each year, by contacting the school office.

D9 Procedure for Application for Transition Year Programme

All students wishing to follow the Transition Year Programme must complete an application form (see Appendix 5). Because of the limited nature of resources it may not be possible to accept all students that apply for Transition Year.

In such circumstances the following limits and criteria will apply:-

- Class size(s) which in general will not exceed 26.
- Students will have to have displayed reasonable willingness and capability to follow programmes that allow varying levels of supervision and will have to have a proven record of co-operation with the school Code of Positive Behaviour and policies. (see Appendix 3).
- Students will complete the TY Application Form and sign the TY Contract of Learning.
- Where demands exceed the number of places and all things being equal then an interview process will take place followed by lottery (if deemed necessary).
- As TY is self-financing for the most part, full payment of the set TY Fee must be made before a student is enrolled in TY.

Students wishing to enter 5th Year from 3rd Year and Transition Year and those wishing to repeat 5th Year will be required to follow the Leaving Certificate programme in Irish (unless exempt), English, Mathematics, plus religious Education, P.E. and Computing. They will be required to choose four subjects (as per subject options which may vary from year to year) from the following list: French or German, Art, Construction Studies, Geography, Home Economics, History, Business, Accounting, Music, Chemistry, Physics, Economics, Applied Mathematics, Biology, Agricultural Science, Design & Communication Graphics, Technology.

The availability of any subject from year to year will be contingent upon sufficient numbers of students opting for the subject and resources being provided by the Department of Education and Skills.
The Leaving Certificate Vocational Programme will be offered to qualifying students as determined by Dept. of Education and Skills regulations. It is the policy of the school that only in exceptional circumstances will qualifying students be allowed to opt out.

**D10 Transfers from other Schools**

The Board of Management recognises a students’ right to an education. On this basis, on applications for transfer from other post-primary schools, the Board will require the applicant to satisfy the following:

- The applicant’s presence is unlikely to adversely affect the education of the students already enrolled in the school
- The applicant has never seriously harassed, assaulted or bullied other students or staff members in their previous school
- The applicant has not previously hindered the educational progress of fellow students, i.e. persistently disrupted class where the rights of others to a proper education have been infringed
- The subjects available are suitable to the applicant and the applicant is willing to attend classes in all curriculum subjects provided for the class group which the applicant joins
- There is sufficient space in the class (using the maximum class size guidelines)

Before completing the official application form, all applicants for transfer from other post-primary schools must provide:

- Reasons for the transfer
- Report on attendance, punctuality and behaviour
- Copies of all school and state examination results
- Completed Transfer Form (see Appendix 6) from the Principal of the transferring school
- Written confirmation from parents/guardians and student that the Code of Positive Behaviour of St. Attracta’s is acceptable to them and that they shall make all reasonable efforts to ensure compliance with this code by the student.

In exceptional circumstances, the Board of Management may give consideration to an application in respect of a student suspended/excluded from another post-primary school provided it considers that the applicant is likely to benefit educationally from such a transfer and where the current students will not be adversely affected by the admission of the applicant. Contact with the Education Welfare Officer will be made where necessary. The school must be fully satisfied with the reasons for the transfer.

**D11 Mid-Year and Mid-Course Applicants**
Such applications will normally only be considered only where families are relocating to the school catchment area (ref: Section D6). Applications for transfers into 2nd year or examination classes are discouraged. The same procedure as above applies.

**D12 Code of Positive Behaviour**

In accordance with the Education Welfare Act 2000, section 20, before registering a child as a student in school, the parents/guardians of the child will be provided with a copy of the school’s Code of Positive Behaviour and will be requested, as a condition of admission to the school, to confirm in writing that the Code is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the Code by the child (Enrolment Form, Section F). Such acceptance of the Code of Positive Behaviour will be requested at the beginning of each subsequent school year to be signed-off in the Student Journal.

**D13 Right to Refuse Enrolment**

The Board of Management reserves the right to refuse enrolment of any student in exceptional cases. Such an exceptional case could arise where:

- The student has special needs such that, even with additional resources from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education,

or

- In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or property.

**D14 Right of Appeal**

The Board wishes to advise the parents/guardians that in the event of a pupil being refused entry to St. Attracta’s Community School an appeal may be made to the Board of Management under Section 29 of the Education Act. Further information will be made available on request. The objective of the policy is to ensure that each child who applies for entry to St. Attracta’s receives fair and equitable treatment as outlined in the Equality Act and Education Welfare Act and in accordance with the education philosophy of the school.
Appendix 1

St. Attracta’s Community School
Board of Management 2016 – 2019

Eamonn Gallagher          Chairperson (Trustee nom)
David McEvoy              Secretary
Ms. Edel Hennigan         Staff Nominee
Ms. Martina Roddy         Staff Nominee
Mary Madden               CEO Nominee- Mayo, Sligo, Leitrim ETB
Mr. Enda Cawley           Mayo, Sligo, Leitrim ETB
Cllr. Margaret Gormley    Mayo, Sligo, Leitrim ETB
Mrs. Bridie O’Hara        Parent Nominee
Appendix 2: St Attracta’s Community School – Enrolment Form

Section A: General Information

Student’s First Name: ____________________________

Student’s Surname: ____________________________

Student’s PPS Number: ____________________________ Date of Birth: ____________________________

Country of Birth: ____________________________ Nationality: ____________________________

Home Address: __________________________________________

Eircode/Postcode: ______________________________________

BIRTH CERT CHECK AND INITIAL
Phone Numbers:

Home (landline): _________________________________________
Father: Mobile ___________________ Work __________________
Mother: Mobile___________________ Work __________________

Father's Name:________________________  Mother's Name:  ____________________________

Mother's Maiden Name (required by Dept. of Ed. for October Returns): _________________________

Parent's Occupation(s):Father:______________  Mother:______________________________

Preferred mobile phone number to be used for school texting service:  _________________________

Section B: Education History

Previous School(s) Attended:  _____________________________________________________________
(If moving from another Second Level School, the Principal of that school must complete a School Transfer Form.)

Name any brother(s) / sister(s) currently attending St. Attracta’s:
_______________________________________________________________________________________________

Section C: In Case of Emergency

Person to be contacted: __________________________________ Phone Number: _______________________

Section D: Medical

Any Medical Needs:  _______________________________________________________________

Name of Family Doctor: _________________________________ Phone Number: _______________________

Do you hold a Medical Card?  Yes □  No □  (Please tick)

(required by Dept. of Ed. for October Returns. Relevant to incoming 1st Year students only)

Section E: Transport

Should you require school transport, please logon to www.buseireann.ie and click on ‘School Transport’. You can download the form or apply online.

Section F: School Ethos and the Code of Positive Behaviour

Copies of the Code of Positive Behaviour and Anti-Bullying Policy are available in the ‘Downloads’ section of the school website www.stattractas.ie Please sign below that you have read these rules with your child and that you accept and endorse the Code of Positive Behaviour of the school as set down by the Board of Management.

Parent:_________________________________  Student:  ________________________________

Section G: Special Educational Needs

Has your son/daughter been assessed in the recent past?  Yes □  No □

(If YES, a copy of the report must be made available to the school immediately to allow management to seek additional assistance where appropriate.)
Does your son/daughter have an Exemption from the study of Irish?  Yes □  No □

(If YES, a copy of the Certificate of Exemption must be made available to the school immediately. Your Primary school should have this on file. Unless this Cert is provided you will not be exempt from Irish.)

Did your son/daughter receive additional help in Primary School?  Yes □  No □

Section H: School Policies

A number of relevant School Policies are available for downloading on the website www.stattractas.ie On occasion following school events/achievements, the school may wish to use images of students on the school website, in brochures/yearbooks and in the local press. If you do not consent to this you must put your ‘opt-out’ request in writing to the Principal. Please also note details of the R.S.E. Programme attached.

Section I: Additional Contact Details (if necessary)

Additional address to be used for correspondence/results etc (if desired) in the event that parents are living apart:

Name: __________________________________________

Address: ____________________________________________________________________________

Section J: Day Trips

Extra-curricular activities which involve supervised day trips away are many and varied. Please sign here that you agree to you child taking part in such trips:

Signed: ___________________________________ (Parent/Guardian) Date: ____________________

Signature of Agreement

I wish to certify that I have read and accept the school’s Admissions Policy, Child Safeguarding Statement, Homework Policy and RSE Policy. I accept that information given on this enrolment form will form the basis of returns made to the Department of Education and Skills.

Signed: ___________________________________ (Parent/Guardian) Date: ____________________

Appendix 3

St. Attracta’s Community School, Tubbercurry, Co. Sligo.
St. Attracta’s Community School is a Christian Community which welcomes all students. Every student of St. Attracta’s has a right to a comprehensive and fulfilling education. By choosing St. Attracta’s for your child’s education it is assumed that you accept the ethos of the school and agree to be bound by the school’s Code of Positive Behaviour, discipline and standards. **Parents/guardians and students on admission are implicitly accepting the Code of Positive Behaviour and the ethos and policies of the school.** The school reserves the right to vary or amend details in the rules from time to time as circumstances change. Any such changes will be brought to everyone’s attention as soon as is practicable. Everyone in the school will be treated with care and respect, this includes fellow students, teachers, secretarial, canteen and maintenance staff and all visitors to the school. Students are expected to give full and punctual attendance. Classes commence daily at 9.00am. Students will attend all timetabled classes. Parents are reminded that school insurance does not extend to their child while on the school premises outside of normal school hours unless on designated and authorised school activities.
It is the considered belief of the staff of St. Attracta’s Community School that, as part of the normal school day, it is the fundamental right of all students to be educated in an atmosphere and environment which is conducive to proper teaching and learning. It is also the right of the teacher to teach in this environment and their responsibility to create such an environment. Any behaviour infringing on these rights constitutes a grave injustice, which cannot and will not be tolerated. Where behaviour is deemed by school management to be obstructing the rights of teachers to teach and/or students to learn, such behaviour may be considered sufficient to merit suspension or expulsion from school. Good order in any community requires a Code of Positive Behaviour and suitable sanctions for the violation of the Code. A positive Code of Behaviour is fundamental to the provision of a holistic education to all students in a school-based environment where each student will have the opportunity to develop his/her own unique and special talents. Our goal is to promote good behaviour and thus good relationships between teachers and students in the school. It is our intention to respond in a fair and appropriate manner to inappropriate behaviour. We see our code as fair and balanced. The Board of Management of St. Attracta’s Community School, while formulating this Code of Positive Behaviour, shows due regard to the provision of the Education Act, 1998, The Education Welfare Act, 2000 and The Equal Status Acts, 2000 - 2008. In formulating this Code of Positive Behaviour the Board of Management ensures that no student is discriminated against. The Principal, Deputy Principal and all members of the teaching staff of St. Attracta’s Community School shall be involved in maintaining good order throughout the school.

<table>
<thead>
<tr>
<th>School Rules</th>
</tr>
</thead>
</table>

Our school Code of Positive Behaviour exists to promote a positive and productive teaching and learning atmosphere. Its aim is to ensure that each student in our care develops responsible attitudes underpinned by respect for self and others. Students are required to take responsibility for their actions and consider the consequences for themselves and the school community. The emphasis is on creating and maintaining good relationships. Where necessary, problems will be handled in an atmosphere of mutual respect conducive to repairing harm caused. The school hopes that all these elements will help to maintain a safe school environment and create effective co-operation between the Board of Management, staff, students and parents. It is important to note that a teacher's authority extends beyond his/her classroom to include the whole school environment.

Respect and Behaviour

- Students should have the highest standards of respect and courtesy for their teachers, members of the school staff, bus drivers and those with whom they come in contact in school, outside of school or on school related activities.
- Students should follow directions given to them by all staff. They will not undermine staff members by comments or actions.
- All students are expected to behave in a manner that allows the teacher to teach and fellow students to learn.
- Students have a responsibility to participate in a positive manner in class. When you arrive in class you should sit in your designated seat and have your books and materials ready to commence class.
- Observe specific classroom teacher rules and safety instructions.
- The use of any object in school, including mobile phones/ipods/cameras or engaging in any activity which disrupts the good order of the school is prohibited.
- Homework is an integral part of the learning experience. It reinforces classroom learning and promotes independent study. Students are expected to complete their homework to the best of their ability. Parents/Guardians are encouraged to take an active role in ensuring that homework is completed every night.
- Students must show respect and courtesy towards each other. Foul language, inappropriate comments or gestures, verbal or physical abuse are hurtful and will not be tolerated in our school.
- Aggressive behaviour, name-calling, cyber-bullying, homophobic bullying and any other form of bullying or intimidation in school or on the way to and from school is unacceptable. You should support your classmates by refusing to tolerate bullying. Report incidents of bullying immediately to the Principal, Deputy Principal, Year Head or Subject Teacher.
- Any activity at any time by a student of this school, which brings the good name of the school into disrepute, will be treated in a most serious manner.
- Illegal substances and alcohol are banned in school and on school grounds and at any time while representing the school. Other items that can be offensive, dangerous, distracting or inappropriate should not be brought into school.
● For Health and Safety reasons the school Board of Management **does not allow students to drive or park on school property.**
● Smoking (including use of eCigarettes/vaping) in public places is a criminal offence and is strictly forbidden everywhere in school and within the school grounds.

**Attendance and Timekeeping**

● Students must attend school all day, every day. Arriving late disrupts classes and erodes teaching and learning time.
● Strict punctuality must be observed at all times. Students arriving after 9 a.m. must present a note (late slip) signed by a parent/guardian explaining their lateness. They will ‘sign-in’ at reception and a note will be placed in their journal. Students will not be admitted to class until the journal has been signed.
● Lateness for class (i.e. arriving after class has commenced) will be recorded in the appropriate section of the student journal.
● All communication regarding leaving school during the day must be made through reception.
● No student may absent himself/herself at any time without the express permission of the school authority. A student who is absent from school for any reason must present a note, (stating the reason for the absence) from his/her Parent/Guardian on the day of his/her return.
● Except in the case of medical or family emergency, permission for a student to leave the school premises will only be granted provided that the student presents a signed note in the student journal to the Principal or Deputy Principal and is collected by a Parent/Guardian at the main door of the school. The student will then ‘sign-out’ at reception.
● Students must ‘sign-in’ on return to the school after an appointment, e.g. dental, doctor etc.
● If a student asks to leave class for a toilet break or to carry out a task for a teacher, they must carry their journal with them. The teacher will date and initial the journal to this affect.
● Unauthorised absence from school will not be tolerated. The school will not be responsible for the welfare and safety of students who leave the school without proper permission. A student absenting him/herself from the school without permission will be suspended and will only be re-admitted when accompanied by a Parent/Guardian in accordance with the re-admission policy.

*(Parents/Guardians should note that under the terms of Section 18 of the Education Welfare Act 2000, the Principal is obliged to inform the Education Welfare Officer when a student is absent for 20 days in any school year for whatever reason.)*

**School Uniform**

● Neat dress, personal hygiene and cleanliness are important. Students must wear the official school uniform in school and on all school related activities at all times. Skirts, trousers, pullovers and shirts must be neat, clean and tidy. Uniform skirts should be an appropriate length. The wearing of a school uniform ensures balance and equity among all students as well as providing students with a sense of identity.
● Students are permitted to wear a black jacket only which must be removed on arrival in the school building.
● Black shoes/plain black footwear **only** is allowed. Trainers, runners, boots etc. are not allowed. Tracksuit bottoms may only be worn during P.E.
● Students must wear full uniform on all school trips unless told otherwise. Failure to comply may result in withdrawal from the outing.
● Full uniform must be worn during all house examinations and for the duration of the State Examinations in June.
● The wearing of jewellery in the school is limited to studded earrings. For reasons of health and safety, students are not allowed to wear facial jewellery/piercings.
● The school requires that hair length be such that it will not pose an issue for health and safety, especially for practical classes. Long hair (below the shoulders) must be tied up for this reason. Hair styles/colours should be understated.
● The wearing of standard basic make-up is not encouraged but not prohibited. However, the wearing of non skin coloured/toned make-up of any sort, lipstick or any facial designs using make-up is not allowed.
• It is neither possible nor practical to operate exemptions to the school uniform. However, we acknowledge that on rare occasions there will be genuine reasons why you child might arrive in school not wearing full uniform. Students out of uniform must present a signed note in the relevant section of the student journal to the Principal or Deputy Principal.

Respecting School Property

• Respect school property. School resources are provided for your benefit and education. Any damage to property, including graffiti will have to be replaced/repaired at the student’s expense. Deliberate damage will be regarded as a serious offence.
• You have a responsibility to ensure that your school is kept clean and tidy. Eating and/or drinking is forbidden in class. Chewing gum and use of correction fluids are banned as they ruin floor coverings and desks.
• Please keep your school litter-free. During break and lunch, place your litter in the bins provided.
• Do not interfere with fire or safety equipment.
• School bags should be left in designated areas only and should not block doorways or corridors.
• Your possessions are your responsibility and should be labelled. Lockers are available to all students. You should attend to your locker at the following times only: before first class in the morning, at the short morning break and at lunch break. The lockers are the property of the school and are subject to search at any time in the interests of Health and Safety or in the interests of the proper running of the school or if a situation demands it.

The School Journal

All students receive a school journal as part of the book rental scheme. The journal is the property of the school and should be treated as such. The journal must be kept neat and tidy and should not contain any material which could be deemed as offensive. It should be in the possession of the student at all times with the exception of break times.

The school journal will be the primary means of communication between the teacher and the parent/guardian. It contains the School Code of Positive Behaviour in full which must be read and signed-off on by parent/guardian and student. The journal serves many purposes. It is a means by which students can record their homework, keep their own records and it contains absence, permission to leave and to/from teacher notes as well as table-style records for incorrect uniform, lates, lunchtime detention and permission to leave class.

When a student is absent due to illness or for any reason, an absence note written in the journal will be required on the day of the students return to school. The reason for the absence must be stated. No other form of note save doctors, dentists or any other medical professional certs will be accepted. If prior notification is being provided of a student’s pending absence from school, a permission to leave note must also appear in the student’s journal. If a student asks to leave class for a toilet break or to carry out a task for a teacher, the teacher will initial the permission to leave class section. Students are not allowed to go to their lockers except during the assigned breaks. Teachers will sign the lunchtime detention section for student’s who are on detention to be counter-signed by a parent/guardian.

If the journal is lost a replacement will be provided at a cost of €5. This cost is subject to review on a yearly basis. This journal is to be signed on a weekly basis by the parent/guardian. It is the responsibility of the student to ensure that the journal is signed.

All Years have a Year Head. The function of the Year Head is to monitor discipline and keep records of student’s behaviour. The Year Head, with the assistance of the Class Tutor, will inspect the journal on a weekly basis. The Principal, Deputy Principal or any teacher may inspect the journal at any time during the school day.

Lunchtime Detention

Persistent misbehaviour, e.g. unexplained late arrivals and non-compliance with the school uniform rule will result in a student being given lunchtime detention. This detention is compulsory and must be served in full. Failure to complete this period of detention will result in 2 further detentions. Detention will take place for 20 minutes at lunchtime. One day’s
notice to be written in the school journal will be given to any student who is to serve a detention, to be signed by a parent/guardian. The students will have 15 minutes after detention to have their lunch. It is recommended that students bring a packed lunch if they are on detention. Students who serve repeated detentions will be referred to the Year Head and may be placed on a White Report Card.

The Referral and Card System

1. Teacher – Sanctions (for classroom misdemeanours):

- **Reprimand by Teacher**: Verbal warning / meeting with student / penalty sheet / extra homework assignments or other appropriate sanctions at the discretion of the teacher.
- **To/From Teacher Note**: contact with parent/guardian via note in the Student Journal to be signed by parent/guardian.
- **Lunchtime Detention**: is supervised by the teacher for 25 minutes at lunchbreak. 24 hours notice will be given of detention by the teacher placing a note in the journal which must be signed by a parent/guardian.
- **Removal of Student from class**: Temporary placement of student in another class.
- **Progress Report**: A report of written comments from each subject teacher which is posted home to parents/guardians.
- **Letter/phone call to parents/guardians**: A letter or phone call to parent/guardian outlining issues of concern regarding their son/daughter.
- **Meeting with parent/guardian**: A teacher may request to meet a parent in the company of the Year Head should the need arise.

Each time a student disrupts class, the teacher records the offence as well as the sanction used. On a student’s **fourth offence**, they will be referred in writing to the Year Head. Following a **first referral**, the Year Head will speak with the student. On the **second referral**, the student will be placed on detention. After a **third referral**, the student will be placed directly on report as follows:

2. Year Head Report – White Card:

The student will be put on a White Card which will be recorded in the school journal and parents will be contacted by the Year Head. The student will present the card to each teacher **before** every class. The card will be signed by the teacher after each class for a period of up to 1 week. The card will record **BEHAVIOUR** (S for satisfactory / U for unsatisfactory), **HOMEWORK** (complete or not) and **PUNCTUALITY** (on time or late). Additional notes may be recorded on the reverse of the Card. A parent/guardian must sign-off on the card each night. Failure to return a White Card, returning a card which is incomplete or losing a card will result in the student receiving another White Card which extends their period on report. It is in the student’s own interest, therefore, to fully complete and have signed the card within the designated period of time and to return a clear record. If the card is returned with a satisfactory behaviour record, the student is no longer on report (until the event of further referral in which case the student will step up to a Yellow Card). However, if the card is returned with an unsatisfactory behaviour record the student will be moved onto the next stage – a Yellow Card.

3. Deputy Principal’s Report – Yellow Card:

A student who has returned an unsatisfactory White Card and on recommendation of the Year Head will be placed on a Yellow Card by the Deputy Principal. This will be recorded in the school journal. The card will be signed and filled as above. If the card is returned with a satisfactory behaviour record, the student is no longer on report (until the event of further referral in which case the student will step up to a Red Card). However, if the card is returned with an unsatisfactory behaviour record the student will be moved onto the next stage – a Red Card.

4. Principal’s Report – Red Card:
A student who has returned an unsatisfactory Yellow Card, on referral by the Deputy Principal, will be placed on a Red Card by the Principal. It should be noted that this sanction is a **pre-suspension sanction** which is extremely serious. Parents/guardians will be contacted and invited to meet with the Principal. If the card is returned with a satisfactory behaviour record, the student is no longer on report (until the event of further referral in which case the student may be placed on another Red Card or suspended). However, if the card is returned with an unsatisfactory behaviour record the student will be suspended from school.

### Suspension

If a student has failed to comply with the Code of Positive Behaviour having exhausted all of the steps above, a period of suspension will be imposed. The sanction of suspension is regarded as a very serious one in St. Attracta’s Community School. It will be the prerogative of the Principal (devolved from the Board of Management) following detailed discussions with the Year Head and the Deputy Principal to suspend a student. (Acting Principal has the authority to suspend if the Principal is absent). All suspensions will be notified to the Board of Management and will form part of the students’ record. Parents/Guardians will be notified initially by phone and later in writing of the students pending suspension. Suspension may occur following the procedures above or in certain circumstances may be instant. As per the Education Welfare Act 2000, parents have a right to appeal any suspension to the Board of Management.

A student suspended out of school must leave the school for the period of their suspension. **It is the responsibility of the Parent/Guardian to attend the school to collect the suspended student if requested.** The student will remain out of class until they are collected by a Parent/Guardian or return home in the normal way which ever occurs first. The suspended student must not enter the school premises without the explicit permission of the Principal (or Acting Principal) at any stage during their term of suspension. On the prescribed day of return, the student, with a Parent/Guardian, will meet formally with the Principal. A student on suspension must recommit in writing to abide by the school rules as per the school Re-Admissions Policy. This contract will be signed by all parties. The student will be monitored closely on their return. Within a fortnight, a meeting will take place with the student and the Year Head. A report from teachers and the students own personal reflection will be discussed at the meeting.

The above procedure will apply following a second suspension (this includes instances of instant suspension also). However, further suspension will result in the Principal reporting the student and behaviour to the Board of Management. Should this pattern persist, St. Attracta’s Community School reserves the right to expel.

**NOTE: Students on report will not be allowed to take part in any extra-curricular activities.**

### Student Referral to Chaplain / Guidance Counsellor / Home Youth Liaison Officer

When a student is referred to the Year Head or the Deputy Principal, this student may be linked in with our Guidance Counsellor, Chaplain or Home Youth Liaison Officer. This referral is designed as a means by which the student is provided with the opportunity in a personal, non-judgemental environment to explain their behaviour. It is meant for students where such offending behaviour is not characteristic of the individual concerned or where this behaviour is a manifestation of extreme personal stress on the student. It will be the prerogative of the Year Head or Deputy Principal in consultation with the Guidance Counsellor, Chaplain and/or Home Youth Liaison Officer to suspend sanction in some cases where it is felt this behaviour is not likely to occur again or where there were extenuating circumstances, which contributed to this uncharacteristic behaviour. Confidentiality will underpin this service. Parents/Guardians will be informed.

### Misdemeanours and Sanctions

Please note that the list which follows serves as a guide and is not exhaustive. In the event of misdemeanours which may occur and are not listed below, appropriate sanctions will be applied if and when necessary at the discretion of management on behalf of the Board of Management.
Instant Referral or Report Card or Possible Suspension

The following sanctions relate to behaviour inside OR outside of the classroom:

✓ Challenging, confrontational or disrespectful behaviour towards a member of staff or another student
✓ Use of foul/abusive language toward a member of staff
✓ Refusal to co-operate or to follow teacher instruction
✓ Breach of health and safety regulations
✓ Damage to school property

Lunchtime Detention

✓ 3 records of incomplete uniform (with no note of explanation)
✓ 3 records of late arrival to school (with no note of explanation)
✓ 3 records of late arrival to class (i.e. after lesson has commenced)
✓ 2nd referral

Lateness or failure to show for detention results in 2 further detentions. Persistent non-compliance of the above may result in referral to the Year Head and possible Report Card

Report Card or Possible Suspension

✓ Out of class without permission of the teacher

Students who are found to be out of class without prior permission will be put on a White Report Card. If they have already been on a White Card, they will be put on Yellow and so on. Management reserves the right to suspend if necessary.

Suspension

✓ Leaving school without permission
✓ Smoking (including use of eCigarettes/vaping)
✓ Assault of another individual
✓ Theft/attempted theft of school/personal property
✓ Wilful damage/vandalism of school/personal property
✓ Bullying/Harassment

Suspension/ Gardaí informed

✓ Posession/sale or taking alcohol/drugs
✓ Posession/sale of fireworks

Expulsion

Not to be confused with suspension which is temporary exclusion - expulsion (permanent exclusion) is the ultimate sanction for all students. It is a sanction which St. Attracta’s Community School reserves the right to use. (see appendix 1) The Board of Management holds the ultimate power of expulsion. Expulsion will only be taken in extreme cases of unacceptable behaviour or in such cases where all other sanctions or attempts by management to correct or to promote a positive behavioural change have failed. Cases for expulsion will be dealt with in accordance with Section 24 of the Education Welfare Act, 2000 and Section 29 of the Education Act, 1998.
Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

‘Sexting’
Sexting is the sharing of sexual text, video and photographic content using mobile phones, apps, social networking services and other internet technologies. The sharing of explicit text, images and/or video is an unacceptable and absolutely prohibited behaviour and will have serious consequences and sanctions for those involved in accordance with the school’s Code of Positive Behaviour.
Please note that:
- All incidents involving creating, storing or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardaí and Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).
- Sharing of explicit text, images and/or videos of students in the school will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management.

Good Behaviour and Rewards

It is important to note that the staff of St. Attracta’s Community School acknowledges good behaviour on a daily basis. Good behaviour has been rewarded with lunch vouchers, trips away etc. The positive behaviour and achievements of our students is celebrated annually at our Awards Night.

Anti-Bullying Charter

Bullying is repeated aggression, verbal, psychological or physical, conducted by a group or individual against another person or persons including damage to property, extortion, intimidation, isolation, name calling, personal remarks and may make a person feel insignificant, isolated, awkward or disliked. Parents/guardians/students are asked to inform the Principal, Deputy Principal or any member of staff of any incident of bullying. Cyberbullying is the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner. Harassment is any unwanted conduct related to age, marital status, family status, sexual orientation, disability, race, religion or membership of the travelling community, and the conduct has the purpose or effect of violating a persons dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Sexual Harassment is any form of verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

As a school community, our aim is to provide a supportive environment which is free from bullying or harassment.

✓ We will care for each other’s safety and well-being.
✓ We will respect the difference we find in each other as individuals.
✓ We will strive to include everyone in our daily activities.
✓ We will not bully other students.
✓ We will have responsibility toward our fellow students to report any incidents of bullying – if you don’t report it, you support it.
✓ We will respect the personal belongings of others.

Mobile Devices

St. Attracta’s Community School is keen to embrace new technologies and software for improving the provision of education and the skill level of staff and students. Students are not permitted to use mobile phones whilst on school premises. The school phone in the front office may be used by students on request. At no time should a mobile device be
used to capture pictures, video or sound of any other person or event in the school without permission from management or staff. Mobile phones which are seen or heard during school hours will be confiscated. A parent/guardian must call to the school office and sign-in to retrieve the phone. On a second offence, a phone will be held for 2 days. On the 3rd offence 3 days and so on. Students are advised to leave their phones at home as they can cause unwelcome distraction to themselves and others in the course of the school day.

<table>
<thead>
<tr>
<th>Code of Positive Behaviour - Acceptance</th>
</tr>
</thead>
</table>

I agree to accept and abide by the school’s Code of Positive Behaviour and Anti-Bullying Charter as set out in this Journal.

Student Signature: __________________________ Date: ___/___/____

I agree that the school’s Code of Positive Behaviour and Anti-Bullying Charter are acceptable and I will support the school in upholding them.

Parent/guardian Signature: __________________ Date: ___/___/____

04/17
APPENDIX 1

Procedures for Expulsion

Cases warranting expulsion from the school shall be referred, by the Principal, to the Board of Management, which shall be required to deal with such cases in accordance with Section 29 of the Education act, 1998 and Section 24 of the Education Welfare Act, 2000. The following procedure will be followed:

i) All documentation relating to the record of behaviour of the student will be supplied by the Principal to all parties seven days prior to the date on which the case will be heard.

ii) The parents/guardians and student (if over 18 years of age) will be invited by letter to the meeting of the Board of Management.

iii) The Principal will give a report to the Board of Management in the presence of the Board and the parents/guardians/student (if present).

iv) The parents/guardians/student (if present) will be invited to respond to the Principal’s report.

v) The Board of Management will then request that the Principal and parents/guardians/student (if present) leave the meeting while a decision is being made.

vi) The Board of Management will discuss all matters in detail and may request further information from the Principal and/or parents/guardians/student (if present).

vii) The Board of Management will make the decision to expel or not to expel the student.

viii) The decision of the Board of Management will be communicated by registered post to the parents/guardians of the student by the Chairperson of the Board.

ix) In the event of a decision to expel a student, the Education Welfare Officer will be informed of the intention of the Board of Management to expel the student. A copy of all documentation will be forwarded to the Education Welfare Officer.

x) The decision to expel will not take effect for 20 school days following receipt of the notice of intent to expel by the Education Welfare Officer.
Appendix 4

Feeder Primary Schools

Achonry National School
Castlerock National School, Aclare
Curry National School
Drimina National School
Holy Family National School, Tubbercurry
Killavil National School, Ballymote
Moylough National School
Our Lady’s National School, Banada
Scoil Chríost Naofa Primary School, Bunnanadden
Scoil Chríost Rí, Rockfield, Coolaney
St. Michael’s National School, Cloonacool
Appendix 5  
St Attracta’s Community School

Transition Year Application Form

Name of Student:  _______________________________
Address:  _______________________________
                                        _______________________________
Date of Birth:  _______________________________
Current (3rd Yr) Class:  _______________________________
Home telephone no:  _______________________________

1. In the space provided list 4 reasons for applying for Transition Year

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

2. Give 3 important goals that you would like to achieve in Transition Year

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
3. Briefly outline the ways that you feel Transition Year may help you achieve the goals you identified above

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

4. What personal qualities do you have (e.g. hard worker, reliable, good humoured etc) which you could bring to your Transition Year class?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

5. Give a brief outline of your hobbies and interests

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student's signature: _________________________________
Date: _________________________________

Parents / Guardians signature: _________________________________
Date: _________________________________
Completed application forms should be returned to the office not later than __________________

A Foreign Trip, costing €550 max. (excluding spending money) can be organised, if there is sufficient interest from parents and students.

Are you interested in your son/daughter travelling abroad on a school tour?

YES □ NO □

Comment_______________________________________________________________________

Parent/Guardian Signature: ___________________________ Date: ____________________

Appendix 6

STUDENT TRANSFER FORM

To be completed by the Principal of the Post-Primary School in which you are currently enrolled or where you were last enrolled. Please return directly to The Principal at the above address.

Student Name: ____________________________________________

Student Address: __________________________________________

Name of School: __________________________________________

School Telephone: __________________ School Email: ________________

Date commenced: _______________ Date last attended: _______________

SECTION A: Academic Record

1. What year is the student currently in? ____________________________

2. Has the student completed Junior Certificate? □ Yes □ No

3. Has the student completed Transition Year? □ Yes □ No
4. Has the student completed Leaving Certificate? □ Yes □ No

*Please attach results where applicable.*

5. How would you rate the academic progress of this student?

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct in class</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Application to studies</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Performance related to ability</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

6. Has the student been assessed by NEPS? □ Yes □ No

*If yes please give details and include copy of report.*

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

7. Has the student ever received any additional resources in relation to SEN? □ Yes □ No

*If yes please give details.*

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

**SECTION B: Behaviour Record**

8. Days absent: current year _________ previous year _________

9. Has the parent/guardian of the student ever been contacted regarding poor attendance?

□ Yes □ No

10. Has the student ever faced allegations of bullying or threatening behaviour towards other students or staff that were later substantiated? □ Yes □ No

11. Has the student ever been suspended from school? □ Yes □ No

*If yes to 10 and/or 11, please give details.*

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

12. How would you rate the student in relation to the following:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Presentation</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Participation</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
SECTION C: General Information

13. Please give details of achievements/awards in relation to this student.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

14. Please give details of any extra-curricular activities the student may be involved in.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

15. Do you approve of the transfer of this student from your school?  □ Yes  □ No

Signed: __________________________

School Roll Number:_______________  School Stamp

Date: ___________________________