



**LORETO COLLEGE
CRUMLIN ROAD,
DUBLIN 12
D12E196**

ADMISSIONS POLICY– 2020/2021

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000.

In drafting this policy, the board of management of the school has consulted with parents of children attending the school, school staff, and the Loreto Education Trust (Patron).

The policy was approved by the school patron on (date). It is published on the school website (www.loretoCrumlin.ie) and will be provided in hard copy to anyone who requests it.

It must be read in conjunction with the annual School Admission Notice in respect of the school year concerned that is published on the school website at least one week before commencement of the admissions process for the year concerned. That notice sets out the relevant dates and timelines for the admission process.

In this policy 'parent' will be taken to mean 'parent or guardian'.

2. Characteristic Spirit and General Objectives of the School

Loreto College, Crumlin Road is a Catholic all-girls voluntary secondary school with a Catholic ethos under the trusteeship of the Loreto Education Trust. Loreto schools seek to provide an education that affirms the innate dignity of every human being created in God's image, and fosters the full and harmonious development of each student, encompassing the intellectual, physical, cultural, moral and spiritual aspects in an environment of justice, freedom, sincerity, truth and joy.

The creation of a dynamic school community where every student is equally cherished and has a real sense of belonging is a priority in a Loreto school which draws its inspiration from Gospel values and the rich heritage passed on to us from Mary Ward and Teresa Ball¹, and enshrined in

¹ 1 The Institute of the Blessed Virgin Mary was founded in 1609 by Mary Ward, and Teresa Ball brought this tradition, which she named Loreto, to Ireland in 1821.

our documents on Loreto Education, including *Kolkata Educational Guidelines for Loreto Schools*, *Continuing the Journey: A Loreto Education* and *A Mary Ward Schools' Compass*.

Students are encouraged to be reflective and discerning in the spirit of our Loreto and Ignatian tradition and continue to grow with integrity in right relationship with God, with other people and the environment.

Our philosophy of holistic education places the person of the student at the centre of the educational enterprise which nurtures the student's capacity to "seek truth ... to love what is good ... to strive for excellence" (Teresa Ball) and joyfully engage with life-long self-directed learning in all its dimensions. In so doing, we are committed to preparing students to take their place in society as generous, confident, perceptive, well-informed, articulate and compassionate people ready to contribute to the common good.

Loreto schools welcome students of all faiths and of none, while maintaining a Catholic ethos. Inter-faith and inter-cultural dialogue together with a spirit of inclusivity and the celebration of diversity are fostered in the school.

In harmony with our characteristic spirit and recognising that care of faith and education are fundamental to the Loreto tradition, Religious Education is central to our curriculum and the faith formation of Catholic students is supported by the school in accordance with the doctrines, practices and traditions of the Catholic Church. Each student's spiritual life is expressed and deepened through prayer, ritual in the cycle of the liturgical year, reflection on the profound link between faith and justice and creative engagement with the dialogue of faith and life communicated in nature, in science and in the arts.

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

Mission Statement

We aspire to celebrate a joyful Christian faith that finds expression in daily school life. We aim to offer our students a stimulating learning environment, in which each girl has the opportunity to develop the fullness of her academic and personal potential. We work to promote a school culture which values diversity and nurtures an ethos of respect for self, others, the wider community and the earth. In accordance with the Catholic ethos of the school, Religious Education is a core subject on the curriculum.

3. Admission Statement

Loreto College, Crumlin Road, will not discriminate in its admission of a student on any of the following grounds:

- the gender ground of the student or the applicant in respect of the student concerned (as Loreto Secondary School is an all-girls school it does not discriminate where it refuses to admit a boy applying for admission).
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- the ground that the student or the applicant in respect of the student concerned has special educational needs

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

4. Admission of Students

Loreto College, Crumlin Road, shall admit each student seeking admission **except** where:

- The school is oversubscribed, in which case a waiting list will be formed (see Sections 5 and 12 below for further details)
- A parent of a student, when requested by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- The application is made on behalf of a boy. Loreto College, Crumlin Road provides education exclusively for girls.
- The student will not have reached her twelfth birthday before the 1st of January that falls during her first academic year in the school. (Department of Education and Skills' regulation).
- The Board of Management has a duty of care to ensure as far as practicable the health and safety of students and staff of the school. In addition, the Board of Management is required under Section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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

- The payment of fees or contributions will not be taken into consideration.
- A student's academic ability, skills or aptitude will not be taken into consideration.
- The occupation, financial status, academic ability, skills or aptitude of the student's parents will not be taken into consideration.
- A requirement that a student, or her parents, attend an interview or open day as a condition of admission:
- A student's connection to the school by virtue of a member of her family attending or having previously attended will not be considered (except when the family member is a sister who attends or previously attended Loreto College, Crumlin Road – see above).
- The date or time upon which the application was received will not be taken into consideration subject to the application having been received by the specified closing date for applications set out in the annual admission notice for the school year concerned.

The Board of Management shall publish the following information (the School Admission Notice) on an annual basis, on or after the 1st of September in the year preceding the admissions to which it applies, on the school website (www.loretocrumlin.ie) or make it available in hard copy where a request is made in writing:

- The date from which applications will be accepted (not sooner than the 1st of October);
- The closing date for receipt of applications;
- The date on which parents will be notified if a school place is being offered;
- The date by which parents must confirm the acceptance of an offer of a place;
- The number of student places available for admission for the following school year;

Where the school was oversubscribed for applications for 1st year, a statement setting out the number of applications received and the number and order of offers made in that school year by reference to each of the school's selection criteria, will be provided.

The Board of Management shall determine the number of student places available for admission for the following school year by considering factors, to include:

- Department of Education & Skills' provision of staff;

- Department of Education & Skills' provision of resources to meet the needs of students with special needs.
- Department of Education & Skills' provision of physical space in relation to classroom accommodation, including practical classes, and health & safety of students.

Applications must be made to the Principal, Loreto College, Crumlin Road, Dublin 12, D12E196, on the official school application form for the year of entry.

The inclusion of false or misleading information in the application may lead to the withdrawal of an offer of a place at any time.

5. Oversubscription

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

1. Sisters of currents students enrolled in the school.
2. Sisters of former students who completed five or six years of education in the school.
3. Students currently enrolled in 6th class in Scoil Mhuire Óg 1, Crumlin Road, Dublin 12.
4. Students currently enrolled in 6th class in The Marist Primary School, Clogher Road, Crumlin, Dublin 12.
5. Daughters of past pupils who have completed five or six years of education in the school. (The number of places offered in accordance with this criterion cannot exceed 25% of the available places as set out in the school's annual admission notice.)

The remaining places available will be allocated to other eligible applicants through a lottery process. In the presence of the school principal and a member of the Parents' Association, an independent person, appointed by the Board of Management, will draw the names, one by one. The order in which the names are drawn will be recorded on a numbered list and places will be offered in the order in which names are drawn until the number of places available is reached. The remaining names will be placed on a waiting list in the order in which they were drawn, and that list will be used to fill any vacancies which arise in the first round of offered places. The waiting list for any given intake year will be cancelled when the offers in respect of all available places for that year have been taken up.

6. Decision on Applications

All decisions on applications for admission to Loreto College, Crumlin Road will be based on the following:

- Our school's Admission Policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

- As part of the application process, the parent(s) shall be required, as a condition of such registration and admission, to confirm on the application form that they have read:
 - a) The school's mission statement and that it is acceptable to them;
 - b) The school's code of behaviour and that they will make all reasonable effort to ensure that their daughter will comply with the code.

Please see section 11 below in relation to applications received outside of the admissions period and section 12 below in relation to applications for places in years other than the First Year intake group.

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

7. Notifying applicants of decisions.

It is the responsibility of parent(s) at all times during the application process to ensure that the school has the proper and current postal and email address and mobile phone number.

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

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

Applicants will be informed of the right to seek a review of the school's decision or to appeal a decision (see Section 15 below for further details).

8. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Loreto College, Crumlin Road, parents must indicate

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, details of the offer or offers concerned must be provided and..
- (ii) whether or not they have applied to, and are awaiting confirmation of an offer of admission from, another school or schools, and if so, they must provide details of the other school or schools concerned.

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

An offer of admission may not be made or may be withdrawn by Loreto College, Crumlin Road where—

- it is established that information contained in the application is false or misleading.
- an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 8 above.

10. Sharing of Data with Other Schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

11. Late Applications

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

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

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

The following information is required from parents on the initial application form:

- Student's name
- Student's date of birth (verified by a copy of the student's birth certificate – to accompany the application).
- Student's address
- Name of sisters currently/previiously in Loreto and years attended

- Declaration that the code of behaviour is acceptable to the applicant
- Declaration that the school ethos is acceptable to the applicant
- Current (or former) primary school, and secondary school (if applicable)
- Parents' names, address(es), home and mobile numbers, email addresses.
- The applicant will be required to indicate compliance with the school's Code of Behaviour, Mission Statement and the school's policy in terms of curriculum, the following criteria will also apply:
 - Space in a particular year group. (In the case of a student wishing to enrol in the school at the start of an academic year, the Principal will have to establish the number of places in the given year, having ensured that all existing students of the school can be catered for within each year group.)
 - The ability of the school to provide for the subject options of the student transferring from another school mid-year, on the existing subject bands.
 - Space in practical classes, if applicable.
 - In the event that no place is available at the start of the year and that there is more than one application for a particular year group, a waiting list will be formed in accordance with the procedure set out in Section 5 above relating to oversubscription.

13. Declaration in Relation to the Non Charging of Fees

The Board of Management of Loreto College or any persons acting on its behalf, shall not, except in accordance of Section 64 of the Education (Admission to Schools) Act, 2018 charge fees for or seek payment or contributions (howsoever described) as a condition of:

- An application for admission of a student to the school, or
- The admission or continued enrolment of a student in the school.

14. Arrangements regarding students not attending Religion Classes.

Religious Education is a core subject on the curriculum for both Junior and Senior Cycle students. At junior cycle, it is an exam subject. At senior cycle, it may be taken as an exam subject, which is timetabled against non-exam Religious Education classes.

The following are the school's arrangements for students where the parent (or in the case of a student who has reached the age of 18 years, the student) has requested that the student attend the school without attending religious instruction in the school.

- A parent/student over 18 who wishes to opt out, must write a letter to the principal outlining the reasons for the request.
- A meeting will be arranged with the parent or student, as the case may be, to discuss how the request may be accommodated by the school.

These arrangements will not result in the reduction in the school day of such students:

15. Review of decisions by the Board of Management

The parent of the student (or in the case of a student who has reached the age of 18 years, the student) may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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

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

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

Right of appeal

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

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

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

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

The request for a review by the Board of Management must be made within 21 calendar days of the date of the decision to refuse admission.

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

The Board of Management will review this policy periodically, in accordance with any ministerial regulations relating to such review.

Date ratified by the Board of Management: 26.06.2020

Amended: 22.03.2021

Signed: *Nuala Mannion* **Chairperson, Board of Management**

Date for review by the Board of Management: 26.06.2022