

**Admission Policy
Loreto High School Beaufort**

School Address: Grange Road, Rathfarnham, Dublin 14, D14 E521

Roll number: 60340N

School Patron: Loreto Education Trust

Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the School has consulted with School Staff, the School Patron and with parents and students attending the school.

The policy was approved by the School Patron on August 19 2020. It is published on the School's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Loreto High School's admission process are set out in the School's Annual Admission Notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This Policy must be read in conjunction with the Annual Admission Notice for the school year concerned.

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

An exception to the selection criteria set out in this Policy applies, where it was confirmed in writing in respect of an applicant student that she was placed on a list for the allocation of school places by Loreto High School prior to 1 February 2020. The school is permitted to use that list as a basis for selection of listed applicants for admission and to give such preference to persons on that list over other applicants as it considers appropriate. Loreto High School is not permitted to add any additional names to any such list after 1 February 2020. The last school year for which schools are permitted to use such a list for selection purposes will be the 2025/26 school year.

2. Characteristic Spirit and General Objectives of Loreto High School

Loreto High School is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of the Loreto Education Trust. “Catholic Ethos” in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of Catholic education, which aims at:

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

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

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

The Characteristic Spirit of Loreto Schools

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 Ball, and enshrined in 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 High School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Loreto High School's Vision and Aims:

The person of Jesus Christ is at the heart of a Loreto School and Gospel values permeate the entire school experience.

In Loreto High School we aim to make our school an educational community where:

1. The system of teaching and learning is such that each girl feels accepted and encouraged as a unique individual, so that her potential as a person is fully realised
2. An understanding of the Gospel and its implications for action will be an integral part of the education offered
3. There is an awareness and concern for the disadvantaged and underprivileged at local, national and global level
4. The school environment fosters self-discipline, a sense of responsibility, honesty, respect for others and the environment, and the ability to interact positively with others
5. The school wishes to create an awareness in the pupil of their European identity by inter-cultural exchanges and by educational trips
6. The Parents' Association reflects our recognition of the importance of the parents in
the effective functioning of the school

7. An Association of Loreto Past Pupils reflects the importance of the experience of our past pupils as part of our community.

Loreto Beaufort is a fee-paying voluntary Catholic School for girls, run under the auspices of the Loreto Trust Board. It prepares its pupils for the Junior Cycle and Leaving Certificate Examinations and operates within the regulations laid down by the Department of Education and Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998. Transition Year is mandatory for all students. The School seeks to provide an environment in which the full potential of each student can be developed against the background of the Loreto philosophy of education, as outlined in the document *The Educational Philosophy of Loreto Schools* "The Loreto Tradition". The Religious Education of our pupils is of prime concern. We strive to make our school a place where faith is nurtured within the Catholic tradition and where the needs of those of other faiths are recognised and respected. See our School prospectus or visit our web page:

<https://www.loretohighschool.com/>

Within the context and parameters of Department of Education and Skills regulations and programmes, also taking into account the rights of the Trustees as set out in the Education Act and the funding and resources available, the school supports the principles of inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs (referred to in Loreto High School as 'additional educational needs'). The school likewise recognises the principle of equality of access and participation in the school and parental choice in relation to enrolment. It respects the diversity of values, beliefs, traditions, languages and ways of life in society.

3. Admission Statement

Loreto High School will not discriminate in its admission of a student to the School on any of the following:

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

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

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

Loreto High School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Loreto High School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. Admission of Students

In accordance with the Equal Status Act, Loreto Beaufort shall admit each student seeking admission except where -

- a) the school is oversubscribed (please see section 5 below for further details)
- b) a parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such a code by the student.

Loreto High School:

- (i) provides education for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.
- (ii) is a Catholic school and may refuse to admit as a student a person who is not a Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

Ethos and Tradition - Loreto High School

Prospective parents and pupils who are not Catholic are expected to respect the Catholic ethos and tradition of the school. The school seeks to promote the Catholic faith, not only in religion class, but in all aspects of school life. Certain liturgies e.g. opening of the Academic Year Mass and the Carol Service are core communal celebrations which all non-Catholic pupils are invited to attend. Attendance at other liturgies held outside class time is voluntary.

Providing for Special Educational Needs

In order to meet any special educational needs of prospective pupils, the Principal will having admitted a student in accordance with section 4 above of the school Admission Policy, invite the parents / guardians of the student to discuss any specified additional needs. A copy of the pupil's medical and or psychological report may be requested or, where such a report is not available, may request that the pupil be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the pupil and to profile the support services required in order to ascertain how the school could meet the needs specified in the report. The school will meet with the parents/guardians of the prospective pupil to discuss her needs.

5. Oversubscription

If in any year the School is oversubscribed in respect of applicants for First Year, the School will, when deciding on applications for admission, apply the following selection criteria, in the order listed below, to those applications received within the timeline for receipt of applications as set out in the School's Annual Admission Notice:

These criteria will be applied in the following order:

Category 1

Pupils of Loreto Primary School, Grange Road, Rathfarnham.

Category 2

Sisters of present pupils.

Category 3

Daughters of eligible staff members. Eligible staff are defined as those non-casual employees who have been in the employment of the Board of Management of the School for at least six months on the date on which the application is considered and who are reasonably expected to remain employed by the Board at the time their daughter commences First Year in the School.

Category 4

Sisters of past pupils; such past-pupils must have completed Fifth and Sixth Year in the School.

Category 5

Daughters and grand-daughters of past pupils who have graduated from the School (not more than 25%) and nieces and grand-nieces of Loreto Sisters.

Category 6

Applicants other than those in Categories 1 to 5 above.

Should there be insufficient places remaining available for all applicants who come within any one of the above Categories, all places available for that Category will be allocated on the basis of a lottery, which will be overseen by our auditors. The available places will be allocated by reference to ranking determined by that lottery and remaining applicants in that Category and in lower Categories will be allotted a place on the waiting list for that Year by reference to ranking determined by that lottery.

6. What will not be considered or taken into account

- (i) In accordance with section 62(7)(e) of the Education Act 1998, the school will not consider or take into account any of the following in deciding on applications for admission: a student's prior attendance at a pre-school or pre-school service
- (ii) the payment of financial contributions (however described) to the school; (other than in relation to a fee charging school of which Loreto High school is one. See link to our website at www.loretohighschool.com for further information on fees)
- (iii) a student's academic ability, skills or aptitude;
- (iv) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (v) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (vi) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than those outlined in categories 2, 4 in Section 5 of this policy.

(vii) the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the Annual Admission Notice of the School for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31

January 2025 only).

7. Decisions on applications

All decisions on applications for admission to Loreto High School will be based on the following:

- Our School's Admission Policy
- The School's Annual Admission Notice (where applicable)
- The information provided by the applicant in the School's official Application Form received during the period specified in our Annual Admission Notice for receiving applications (Please see [section 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

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

8. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admissions Notice.

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

Applicants will be informed of the right to seek a review/right of appeal of the School's

decision (see section 16 below for further details).

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

In accepting an offer of admission from Loreto High School, parents / guardians must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools.

If you have accepted such an offer, you must also provide details of the offer or offers concerned.

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

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

Once a place has been accepted, information regarding payment of fees will follow. Regardless of the chosen timeframe for fee payment, fees are annual as our teaching allocation is provided for a year's tuition. Refund of fees (during the course of a year) is not facilitated in the case of a student leaving our school during the year without having completed that year.

10. 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 High School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission in writing on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the School is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such Code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

11. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act

2018 allows for the sharing of data between schools on request in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

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

accepted. The list may include any or all of the following:

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

12. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications to Loreto High School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Loreto Beaufort is in the order of priority assigned to the

students' applications after the school has applied the selection criteria in accordance with

this Admission Policy and in accordance with the lottery.

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

13. 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 Admission 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 end of the waiting list.

14. Procedures for Admission of Students to other Years and During the School Year

Admissions at other Year groups occur only when vacancies arise in the appropriate classes. Expressions of interest for interested candidates is maintained. (An 'Expression of Interest' form is available from our website at

www.loretohighschool.com). When a vacancy occurs, the relevant candidates are notified. The same criteria which apply to First Year entry will also apply to admission to other years.

15. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending Religious Instruction in the school.

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

In Loreto High School, students who have requested to be exempt from the study of Religious Instruction will be offered an opportunity for tuition in Religious Education.

16.

Reviews/appeals

Review of decisions by the board of Management

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

The timeline within which such a review must be requested and the other requirements

applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures

determined under Section 29B and with section 29C of the Education Act 1998.

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

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

Right of appeal

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

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

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

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

Where an applicant has been refused admission due to a reason other than the school being

oversubscribed, the applicant **may request a review** of that decision by the board of management prior to **making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

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