

Admission Policy of Scoil Mhuire Ógh 1 Loreto Senior Primary School



School Address: Crumlin Road, Dublin 12

Roll number: 16964F

School Patron: Catholic Archbishop of Dublin

20th January 2023

1. Introduction

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

The policy was approved by the school patron on 20th January 2023. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for the Scoil Mhuire Ógh 1/Loreto Senior Primary School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

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

2. Characteristic spirit and general objectives of the school

Scoil Mhuire Ógh 1/Loreto Senior Primary School is a co-educational senior primary school catering for classes ranging from Third to Sixth class. The school is a Catholic senior primary school with a Catholic ethos under the patronage of the Catholic Archbishop of Dublin. “Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of students in the Catholic faith, and which school-provided religious education for the students in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) 9 (b) of the Education Act, 1998, the Board of Management of Scoil Mhuire Ógh 1/Loreto Senior Primary School shall uphold and be accountable to the patron for upholding the characteristic 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.

In addition, the school is affiliated to the Loreto Education Trust. Loreto schools foster the full and harmonious development of each pupil 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.

Admission Statement

Scoil Mhuire Ógh 1/Loreto Senior Primary School will not discriminate in its admission of a student to the school on any of the following:

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

- (i) the ground that the pupil or the applicant in respect of the pupil 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.

Scoil Mhuire Ógh 1/Loreto Senior Primary School is a Catholic school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

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

Scoil Mhuire Ógh 1 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. Scoil Mhuire Ógh 1 will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Scoil Mhuire Ógh 1/Loreto Senior Primary School, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for pupils with Autism/Autism Spectrum Disorder (ASD).

4. Admission of Students

This school 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 pupil, 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 pupil

Scoil Mhuire Ógh 1/Loreto Senior Primary School is a Catholic School and may refuse to admit as a pupil a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

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.

5.1 Third Class Mainstream

1. Pupils from Second Class in Scoil Mhuire Ógh 2/Loreto Junior Primary School
2. Siblings (including step-siblings and foster siblings) of children already enrolled in the school and children resident within the established boundaries of the Catholic Parishes of Dolphin's Barn and Rialto (the eldest children will have priority in this ranking). See appendix for catchment area details.
3. Children of school staff (the eldest children will have priority in this ranking).
4. All other children who apply for a place in the school (the eldest children will have priority in this ranking).

5.2 ASD Class

1. Children who are currently enrolled in Loreto Senior Primary School who have a diagnosis of ASD and who meet the criteria for admission to an ASD class.
2. Children who are currently enrolled in the ASD class in Scoil Mhuire Ógh 2/Loreto Junior Primary School and who are transferring to third class in Loreto Senior Primary School.
3. Children who are currently enrolled in Loreto Junior Primary School and are transferring to third class who have a diagnosis of ASD and who meet the criteria for admission to an ASD class.
4. Siblings (including step-siblings and foster siblings) of children already enrolled in the school and children resident within the catchment area who have a diagnosis of ASD and meet the criteria for enrolment in an ASD class.
5. Children who have a diagnosis of ASD and meet the criteria for enrolment in an ASD class who live outside the catchment area.

5.3 Fourth to Sixth Class

See Section 14 below.

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

- Places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.
- If two tied applicants have the same date of birth, then a lottery will apply with an independent party present.
- In the event of being unable to enrol children in any year, the child's name may be placed on a waiting list in accordance with the admissions policy.

6. What will not be considered or taken into account

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

- (a) a student's prior attendance at a preschool or preschool service including naíonraí;
- (b) the payment of fees or contributions (howsoever described);
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than an applicant who has a sibling in the school
- (g) the date and time on which an application for admission was received by the school.

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

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

7. Decisions on applications

All decisions on applications for admission to Scoil Mhuire Ógh 1/Loreto Senior Primary School 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

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.

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

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 pupil 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 pupil's ranking against the selection criteria and details of the pupil's place on the waiting list for the school year concerned.

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

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

In accepting an offer of admission from Scoil Mhuire Ógh 1/Loreto Senior Primary School, you must indicate—

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

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 Scoil Mhuire Ógh 1/Loreto Senior Primary School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a pupil, 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 pupil; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 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 certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom—

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

The list may include any or all of the following:

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

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 for admission to Scoil Mhuire Ógh 1/Loreto Senior Primary 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 Scoil Mhuire Ógh 1/Loreto Senior Primary School is in the order of priority assigned to the pupils' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those pupils on the waiting list, in accordance with the order of priority in relation to which the pupils 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 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 no 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 as set out in Section 13.

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

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

Subject to school policy, available places and, in some cases, the approval of the Department of Education and Skills, applications for places in Fourth to Sixth Class will be considered provided there is a vacancy in the relevant class.

The Board of Management determines the maximum number of children in the school and in a class based on the Department of Education and Skills recommended enrolment at the time.

If/When enrolled, students are placed in a class appropriate to their age.

Students may be enrolled if newly resident in the parish and/or transferring from another school subject to the Rules for National Schools, the Education Welfare Act and this school's Admissions Policy.

If there are no places available, the student's name will be added to the waiting list and parents/guardians will be notified of their place on the waiting list. If a place becomes available while there is a waiting list in operation, the first child in the waiting list will be offered the place.

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

In the event that there is an available space, a student applying will be offered a place in line with the Admissions Policy of Scoil Mhuire Ógh 1/Loreto Senior Primary School.

If there are no places available, the student's name will be added to the waiting list and parents will be notified of their place on the waiting list. If a place becomes available while there is a waiting list in operation, the first child on the waiting list will be offered the place.

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

The Board of Scoil Mhuire Ógh 1/Loreto Senior Primary School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction of the school day of such students:

Upon a written request to the Principal, a meeting will be arranged with the parent(s) to discuss how the request may be accommodated by the school.

17. Reviews/appeals

Review of decisions by the Board of Management

The parent of the pupil 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 pupil 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 to 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.