



**LORETO SECONDARY SCHOOL,**

Coleville Road,

Clonmel,

Co. Tipperary

# **Admissions Policy**

Roll Number: 65330M

School Patrons: Loreto Education Trust

**Ratified by**  
**The Board of Management**  
**on 26<sup>th</sup> September 2023**

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 Secondary School, Clonmel 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.

### **Philosophy of the School**

We, in LORETO, see school as an integral part of preparation for life. This school embraces Christian, moral, social, cultural and academic ideals. We believe that it is very important to enhance the self-esteem of each student by providing achievable goals suited to their individual needs.

We acknowledge that parents/guardians are the primary educators of their children and we encourage their involvement in their children's education through the Parents' Association and Parent-Teacher meetings. We endeavour to help parents/guardians to fulfil their role by providing them with opportunities to attend talks, meetings etc.

The widest possible choice of subjects is offered, with practical work integrated where possible, so that our students have the flexibility to choose the combination of subjects for the Leaving Certificate that best fits their strengths, interests and future aspirations. For all our students, we aim to develop their full potential, so that at the end of their time here they will leave as young adults ready to take on life's challenges.

Opportunities are provided for students, both in and out of class, to exercise responsibility, make choices and take decisions. Such skills are essential in order to cope in a rapidly changing world.

We believe that our students should be educated for leisure. We provide students with opportunities to acquire the attitudes and skills which will help them to use their leisure time positively and creatively. We encourage a positive attitude towards extra-curricular activities. We believe that the pursuit of academic excellence does not preclude these activities or vice versa.

#### 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/guardian 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.

Loreto Secondary School, Clonmel provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

Loreto Secondary School, Clonmel is a Roman Catholic denominational school and may refuse to admit as a student a person who is not of Roman Catholic denomination 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 Sisters of present students.

5.2 Sisters of past students.

5.3 Daughters of eligible staff of the school. Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis, during normal school hours, for at least six months, and are reasonably expected to be still employed by the Board of Management at the time their daughter commences in Loreto Secondary School, Clonmel.

5.4 (a) Students whose Mothers and/or Grandmothers attended Loreto Secondary School, Clonmel  
(b) Grand-nieces or nieces of Loreto Sisters

*Note: the school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.*

*When 5.4(a) is considered if this is not at 25% only then will 5.4(b) be considered (up to the maximum of 25%).*

5.5 Girls currently (at the time of application) enrolled in Sixth Class in a primary school within the catchment area of Loreto Secondary School, Clonmel (see **Section 5 Note 1** below for catchment area).

(a) In the event that the number of applications from girls attending schools within the **catchment area** exceeds the number of remaining available places, these places will be allocated on the basis of a lottery having due regard to a 2:1 ratio of *Group One* and *Group Two Categories*. This lottery, arranged by the Principal and/or the Deputy Principal, will be supervised by two external observers, external to the school staff.



## **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 pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;
- (e) a requirement that a student, or his or her parents/guardians, 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, in the case of the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (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.

## **7. Decisions on applications**

All decisions on applications for admission to Loreto Secondary School, Clonmel 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 12* below in relation to applications received outside of the admissions period and *section 13* 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.

## **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 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 Loreto Secondary School, Clonmel 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 Secondary School, Clonmel 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.

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 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.



- (ii) an applicant fails to confirm acceptance of an offer of admission within two weeks of the date of the offer of a place;
- (iii) the parent/guardian 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;
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;
- (v) 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. The Board of Management has a duty of care to ensure as far as practicable the health and safety of the 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; or
- (vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

***Oversubscription to the year group other than First Year:***

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy see Section 5 above. Note that students who join the school in years other than First Year at the time of application are not enrolled in a primary school, so Section 5.5 is not relevant.

Offers of any subsequent places in the year group other than First Year that become available during the school year 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.

**In all cases applications received on behalf of twins, triplets, or sisters from the same family unit will be treated as one applicant.**

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/guardian 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.

#### **18. Cooperating with NCSE**

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



### 19.3 Selection criteria in order of priority for Special Class in Loreto Secondary School Clonmel

Applications to the Special Class will only be considered if the student's needs fall within the specified category of special educational needs provided for by this class. The level of educational need of each student will be given careful consideration in light of submitted reports/documentation and the Principal will consult as necessary, the NCSE, NEPS and other professionals. Subject to this requirement, in the event of oversubscription, the following criteria in order of priority for admission to the Special Class will apply:

- **First Criterion:**

This will be given to students who are presently enrolled in the Loreto Secondary School Clonmel and who may also qualify for access to our special class and have a high level of educational need.

- **Second Criterion:**

This will be given to students applying directly to first year in the Loreto Secondary School Clonmel from listed feeder schools and who may also qualify for access to our special class and have a high level of educational need.

- **Third Criterion**

Applications for year groups other than First Year for students not currently enrolled in the school will be considered after 1<sup>st</sup> May of the current school year.

All placements will be the subject of on-going review and students who make progress, may following consultation, with Special Class lead teachers, school SEN co-ordinator, Principal, the NCSE and/or NEPS appropriate persons be transferred to mainstream with the support of our Special Class team of teachers.

Entry to a Special Class in First Year does not automatically mean access to the Special Class for the full duration of a student's second level education.

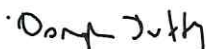
### 19.4 Selection Process for Special Class in Loreto Secondary School Clonmel

Loreto Secondary School will apply the selection process as follows:

- Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria.
- Places will be offered in the first instance to those who meet the first criterion.
- Subsequently, where the school still has places available the remaining applicants are considered against the second criterion and those applicants who meet this second criterion will be offered a place within the Special Class.
- This process is continuously carried out until all available places have been offered and accepted.

This policy was agreed on the date noted below.

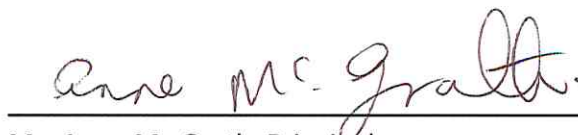
Signed:



Oonagh Duffy, Acting Chairperson of Board of Management

Date: 26<sup>th</sup> September 2023

Signed:



Ms. Anne Mc Grath, Principal

Date: 26<sup>th</sup> September 2023