

## **ENROLMENT POLICY.**

### **RATIONALE**

The cohort of students, for any particular year, will be determined by the Board of Management taking into account available accommodation and resources.

### **GOALS**

- To provide a fair system of enrolment for students.
- To make reasonable provision and accommodation for students within the local and demographic area while maintaining the school's traditional 2:1 urban/rural balance.
- To retain continuity of the traditional family links.
- To ensure the continuation of the Loreto Ethos.
- To allow for full participation by all students, including students with disability and special educational needs, subject to resources being available and having regard to Health and Safety legislation and all other relevant legislation.
- To have regard to the efficient use of resources.
- To allow for changes made necessary by new regulations introduced by the Department of Education and Skills or dictated by new legal requirements.

### **APPLICATION PROCEDURES FOR FIRST YEAR STUDENTS**

- The Principal visits traditional feeder Primary Schools during the first term in the year preceding entry and issues the Application Form together with the School Folder, which includes the school's Enrolment Policy and Code of Behaviour.
- Corresponding with the time of the Principal's visits to the feeder schools, an advertisement is placed in The Nationalist newspaper advising the public generally of the application dates and the availability of Application Forms and other relevant data from the school office.
- An Open Night is held each year to which all prospective first year students and their parents/guardians are invited.
- Key information is required of both students requesting to be enrolled and of their parents and must be clearly stated on the Application Form.
- D.E.S. rules that Secondary School students must be aged 12 on January 1<sup>st</sup> in the Calendar Year following the child's entry into First Year (verified by submitting a copy of original Birth Certificate).
- The Application Form is required to be returned to the school within a specified date.
- An acknowledgement of receipt of the Application Form will be sent to the parent(s) / guardian.
- Places will be allocated as soon as is practicable but not later than 21 days after the closing date.
- Applications, in the first instance, will not be considered if they have not been received by school authorities on or before the time and date specified on the Application Form. Late applications will only be considered after the Waiting List has been exhausted. Places then, if any, will be allocated with respect to the time and date of receipt of Application Forms.
- The final decision regarding all enrolments rests with the Board of Management.

**Since the number of applications has exceeded the number of available places, in the past few years, parents are advised to consider all other options for their daughter regarding placement in Secondary School.**

**Representations on behalf of any applicant will not be considered.**

### **SELECTION CRITERIA**

It is the right of the Board of Management to make all decisions that pertain to allocation of places to students in accordance with the policy governing admissions. When there are more applicants than the number of places set by the Board of Management in any particular year, places will be allocated in the following order:

1. Sisters of present students.
2. Sisters of past students who completed their 5/6 years second level education in Loreto Secondary School, Colonel.
3. (a) Students whose Mothers completed their 5 years second level education in Loreto Secondary School, Clonmel.  
(b) Students whose Fathers' sister(s) completed their 5 years second level education in Loreto Secondary School, Clonmel.
4. (a) Daughters of staff members.  
(b) Nieces of Loreto Sisters.
5. Students from traditional feeder schools subject to availability of places and having due regard to the 2:1 urban/rural divide. (See goals re enrolment).
6. Students from non-traditional feeder schools subject to availability of places.

### **SELECTION PROCEDURES**

1. The selection procedures will be implemented by a sub-committee appointed by the Board of Management, consisting of the School Principal, Deputy Principal and one nominee of the Board. No member of the sub-committee shall have a vested interest in the enrolment of any student. This sub-committee will process all applications on behalf of the Board. No member of the sub-committee shall be part of an appeals / review process that the Board may subsequently establish.
2. The sub-committee will examine all Application Forms received on or prior to the closing date, to determine which applicants have maximum eligibility in the order of priority, in accordance with the school's selection criteria. (See 1,2, 3, 4 above)
3. Further places (traditional feeder school category) will then be allocated by Lottery having due regard to the traditional 2:1 urban / rural divide (See 5 above.)  
Please refer to Appendix 2A and 2B attached, for rules governing the allocation of places to both urban and rural schools.
4. The Waiting List, in the event where there is one, shall be determined by Lottery, (See Appendix 2C) and will terminate on September, 1<sup>st</sup> of the academic year in question.
5. Remaining places, if any, (non-traditional feeder school category) will then be allocated with respect to the date and time of receipt of the Application Forms.

#### **Note:**

**Where there are application forms for First Year enrolment from two or more siblings, then upon the selection of one of their number, all of the sisters are deemed to be selected for enrolment in that year.**

**Where the cohort quota has been reached e.g. of 90 places and a ‘twin or ‘triplet’ comes out of the hat as the 90<sup>th</sup> student, the Board of Management will expand the cohort in such exceptional circumstances.**

### **SUCCESSFUL APPLICANTS**

- To be considered successful in her application each student and her Parent / Guardian must indicate acceptance of the School’s Code of Behaviour. A Code of Behaviour contract is required to be signed at the time of acceptance of a place.
- A meeting between parents, student and a staff member takes place, usually during the second term of the academic year preceding entry, where individual needs of students may be addressed.
- Before entry to the school, students must undertake an assessment test. This is to allow for equal ability weighting in each First Year class, as classes are not streamed.
- The school also makes contact with Sixth Class teachers in each of the feeder Primary Schools for any further relevant information, to help complete the student profile.

### **SPECIAL EDUCATIONAL NEEDS**

The Board of Management of Loreto Secondary School Clonmel welcomes students with special educational needs, subject to the resources within and available to the school.

#### **We endeavour to identify students with special educational needs through:**

- Application form – pertinent information concerning the student’s needs must be clearly stated.
- Consultation with Parent /Guardian to profile the student’s precise needs.

#### **Where necessary, the school’s management may:**

- Request the Department of Education & Skills to provide the resources necessary to meet the needs of the student.
- Meet the parents and student to discuss the student’s needs more fully and the school’s capability and suitability in meeting those needs while having due regard to Health and Safety legislation and all other relevant legislation.

### **TRANSFERS FROM OTHER SECOND-LEVEL SCHOOLS**

The Board of Management will consider an Application from a student to transfer from another school to Loreto Secondary School at any time subject to:

- The School Admissions Policy.
- Key Information being supplied by Parent / Guardian on the School’s Application Form.
- All relevant information being provided by the student’s former school.
- The school being satisfied with the reasons for the transfer.
- The school regarding the move to be in the best interests of the student.
- Space and resources being available while having regard to Health & Safety legislation and all other relevant legislation.
- Consultation with the Educational Welfare Officer if appropriate.
- Acceptance on the part of student and parent of the school’s Code of Behaviour.

## **RIGHT OF BOARD TO REFUSE**

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. (Section 29 Education Act 1998 and D.E.S. Circular M48/01)

**Such an exceptional case could include the following:**

1. The student has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and / or provide the student with appropriate education
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

## **REVIEW PROCEDURES**

The Board of Management has the right to review or alter the Admissions Policy in line with evolving legislation and practice including the Education Acts, the Equal Status Act and all related statutory and regulatory requirements, the needs of the school and demographic trends.

The Board of Management will review this policy on an annual basis giving due notice to the significant parties.

## **RIGHT TO APPEAL**

Parents have the right to appeal a refusal by the school to enrol a student under Section 29 of the Education Act.

## **APPEAL PROCEDURES**

- Parents may apply to the Local Appeals Panel, which is made up of three members including an independent chairperson, none of whom is involved in the original enrolment procedure.
- Notice of appeal must be submitted to the panel within 7 days of the notification of refusal to enrol. The appeal will be heard at the earliest possible date and parents are requested to be available to attend.
- If the local appeal is unsuccessful an appeal may be made to the Secretary General under Section 29 of Education Act 1998.  
This appeal should be made within 42 days of the notification by the school of refusal to enrol.
- Representations other than the above cannot be considered.

**Application forms and information on appeals procedures are available from the school upon request.**

## **Appendix 1.**

### **Traditional Feeder Schools:**

Scoil Mhuire na nAingeal, Clonmel  
St. Oliver's Primary School, Clonmel.  
St. Mary's Parochial School, Clonmel.  
Gaelscoil, Clonmel.  
Presentation Primary School, Clonmel.

Lisronagh Primary School.  
Clerihan Primary School.  
Killurney Primary School.  
Grange Primary School.  
Rathkeevin Primary School.

Kilcash Primary School.  
Ballymacarbry Primary School, County Waterford.  
Kilsheelan Primary School.

Ardfinnan Primary School.  
Powerstown Primary School.  
Newcastle Primary School.

**For the purpose of this Admissions Policy:**

**Urban** refers to schools in the town of Clonmel, namely

- A.** Scoil Mhuire na nAingeal, Clonmel.  
St. Oliver's Primary School, Clonmel.  
St. Mary's Parochial School, Clonmel.  
Gaelscoil, Clonmel.  
Presentation Primary School, Clonmel.

**Rural** refers to the remaining traditional feeder schools, namely

- |   |                            |
|---|----------------------------|
| <b>B.</b> Lisronagh Primary School.             | Clerihan Primary School.   |
| Grange Primary School.                          | Newcastle Primary School.  |
| Rathkeevin Primary School.                      | Killurney Primary School.  |
| Kilcash Primary School.                         | Ardfinnan Primary School.  |
| Kilsheelan Primary School.                      | Powerstown Primary School. |
| Ballymacarbry Primary School, County Waterford. |                            |

**Appendix 2.**

**Procedures for allocating places to Urban and Rural Schools. (Please refer to Selection Procedures Point 3.)**

**Urban Schools** shall be those as defined in Appendix 1 A.

**Rural Schools** shall be those as defined in Appendix 1 B.

**Remaining Places** – is defined as those places that may not yet have been allocated once the Selection Criteria 1 – 5 have been applied.

67% of all Remaining Places shall be allocated to pupils attending Urban Schools.

33% of all Remaining Places shall be allocated to pupils attending Rural Schools.

**2A. Rules for allocation of places to Rural Schools:**

1. All students who have applied for a place from all of the Rural Schools shall be counted hereafter to be referred to as Eligible Rural Students.
2. If the total number of Eligible Rural Students is **less than** the 33% remaining places, each Eligible Rural Student shall be granted a place. For example, if there are 10 remaining places and 8 Eligible Rural Students apply, all 8 receive a place.
3. If the total number of Eligible Rural Students is **greater than** the 33% remaining places, each Rural School’s total application shall be reduced by the percentage in excess of the overall Eligible Rural Student application over the total places available. For example, if the total available places for Rural Schools is 30 and the total Eligible Rural Student number is 40, the excess is 10 and the percentage excess is 25% (10/40). Each Rural School’s Eligible Rural Student total number shall be reduced by 25%.
4. Where the total available places per school is a fraction of a number, anything greater than .5 shall be rounded up and anything less than .5 shall be rounded down. For example, if the total available places per school was calculated as 2.4, the total number shall be counted as 2. In like manner, if the total available places per school was calculated as 2.6, the total number shall be counted as 3.

**Example (for 3 & 4 above):**

The total number of places available for Rural Schools has been determined as 30.

- The total number of Eligible Rural Students from Rural Schools has been determined as 28. In this case each Eligible Student is granted a place.
- The total number of Eligible Rural Students has been totalled as 40. This is 25% in excess of available places (10/40). The following example illustrates this situation. The total Eligible Rural Student application is 40. The ‘Total Available Places per School’ have been reduced by 25% for each school. Fractions of numbers are rounded in accordance with number 4 above.

School	Eligible Students	Total Available Places Per School	
	Rounded		
School A:	5	3.75	4
School B:	9	6.75	7
School C:	12	9.0	9
School D:	3	2.25	2
School E:	11	8.25	8
Total:	40		
	30		

5. The selection criteria for each Rural School shall be on the basis of a lottery, which shall be witnessed by an independent overseer.
6. The total number of Eligible Rural Students for each Rural School shall be put into a drum and a lottery shall take place for the allocation of places to each

school. The first students selected from the drum per school shall be allocated a place up to the maximum number of students per school that can be allocated a place subject to number 3 above. For example, in the example above School A has 5 applications and only 4 places are available. All 5 names go into the drum for the lottery and the first 4 names out are awarded places.

In the event that the rounding up/down process results in more/fewer applications than available places, then the applications from those schools where places were rounded up/down shall go into a further Lottery and the number of available places drawn accordingly.

## **2B. Rules for allocation of places to Urban Schools:**

1. 67% of all remaining places shall be allocated to Urban Schools as defined in Appendix 1
2. These places shall be allocated to the Urban Schools in direct proportion to the number of applicants from each school, but at least 75% to Scoil Mhuire na nAingeal, whichever is the greater.  
Quota A – Scoil Mhuire na nAingeal.  
Quota B - The balance of urban schools.
3. In respect of allocation of places for Scoil Mhuire na nAingeal, if their total Eligible Student number is less than Quota A, all Eligible Students from Scoil Mhuire na nAingeal are allocated places.
4. If the total Eligible Student number from Scoil Mhuire na nAingeal is greater than Quota A, all their names are put into a drum and a lottery takes place. The first names drawn from the drum up to the total of Quota A are allocated places.
5. In respect of the allocation of places for the balance of Urban schools, if the total Eligible Student number is less than Quota B, all Eligible Students from these schools are allocated places.
6. If the total Eligible Student number from these schools is greater than Quota B, each remaining Urban School's total application shall be reduced by the percentage in excess of the overall Eligible Student application over Quota B. For example, if the total available places for remaining Urban Schools is 30 and the total Eligible Student number is 40, the excess is 10 and the percentage excess is 25% (10/40). Each Urban School's Eligible Student total number shall be reduced by 25%.
7. Where the total available places per school is a fraction of a number, anything greater than .5 shall be rounded up and anything less than .5 shall be rounded down. For example, if the total available places per school was calculated as 2.4, the total number shall be counted as 2. In like manner, if the total available places per school was calculated as 2.6, the total number shall be counted as 3.
8. The total number of Eligible Students for the balance of each Urban School shall be put into a drum and a lottery shall take place for the allocation of places to each school. The first students selected from the drum per school shall be allocated a place up to the maximum number of students per school that can be allocated a place subject to number 7 above.

**2C. Rules for the allocation of all remaining available places (traditional feeder school category) and for Waiting List.**

1. All Eligible Students from Rural and Urban Schools who were not allocated places through the process described above shall have their names put into a drum and a further Lottery shall take place to allocate any remaining places and also to determine a Waiting List.
2. In the first instance, names are drawn to allocate remaining places and the first names out of the drum are allocated places up to the maximum number of places available.
3. The draw continues to determine the Waiting List and the order on the waiting list.
4. Remaining places, if any, (non traditional feeder school category) will then be allocated with respect to the date and time of receipt of Application Forms.
5. Late Applications will only be considered after the Waiting List has been exhausted.  
Places then, if any, will be allocated with respect to the time and date of receipt of Application Forms.

**Lottery procedures**

In the case of the Lotteries outlined in Appendix 2A, 2B and 2C, in each case the process will be overseen by the Principal and administered by the sub-committee appointed by the Board for this purpose. It will be witnessed by a representative of the Parents' Association. The results will be recorded and signed.