

## **Admission Policy of St. Patrick's Loreto PS**

<b>School Address:</b>	<b>Vevay Road Bray Co. Wicklow</b>
<b>Roll number:</b>	<b>175370</b>
<b>School Patron:</b>	<b>Archbishop of Dublin</b>
<b>School Trustees:</b>	<b>Loreto Education Trust</b>

### **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 [date]. It is published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for the admission process, for St. Patrick's Loreto PS, are set out in the school's annual admission notice, which is published each year 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 to any person who requests it.

### **2. Characteristic spirit and general objectives of the school**

St. Patrick's Loreto Primary School is a Catholic [co-educational/all boys/all girls] primary school with a Catholic ethos under the patronage of the 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 pupil, 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 the pupils in the Catholic faith,

and which school provides religious education for the pupils 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) (b) of the Education Act, 1998 the Board of Management of [Insert the name of the 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.

### **MISSION STATEMENT**

***St. Patrick's, Loreto Primary School seeks to foster a welcoming environment in which the dignity of every child will be valued, respected and equally cherished.***

***Our aim is the pursuit of excellence through a holistic education based on Gospel values. We strive to develop children's self-esteem and to motivate them to achieve their full potential in a spirit of friendship and belonging.***

Our business is learning. Our aim is that everybody in the school

- will experience success as an individual
- will be treated with respect and care
- has a stake in the school.
  
- As Catholic educators, within the Loreto tradition and ethos, our aim is to collaborate with the parents of our students to encourage pursuit of excellence appropriate to each student so that he/she may develop fully his/her particular gifts.
  
- A broad holistic curriculum is offered to enable students to reach their full potential and to develop a love of learning.
  
- Every opportunity is given to enable students to develop powers of critical reflection thereby building independence of mind as a means towards responsible citizenship. This is in keeping with the Loreto core values of Truth, Justice, Freedom, Sincerity & Joy.
  
- The nurturing of the aesthetic sense through the creative arts and an appreciation of heritage and culture is central to the Loreto tradition.

### **3. Admission Statement**

St. Patrick's Loreto PS will not discriminate in its admission of a student to the school on any of the following grounds:

- (a) the gender of the student or the applicant in respect of the student concerned,
- (b) the civil status of the student or the applicant in respect of the student concerned,

- (c) the family status of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation of the student or the applicant in respect of the student concerned,
- (e) the religion of the student or the applicant in respect of the student concerned,
- (f) the disability of the student or the applicant in respect of the student concerned,
- (g) the race of the student or the applicant in respect of the student concerned,
- (h) the student or the applicant in respect of the student concerned is a member of the Traveller community
- (i) 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, the grounds of 'civil status', 'disability', 'family status', 'gender', 'race', 'religion', 'sexual orientation', 'Traveller community' and 'discrimination' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Patrick's Loreto PS has girls and boys in our Junior and Senior Infant classes. Boys transfer from the school when they have completed Senior Infants. The girls continue their education in St. Patrick's until they are ready to transfer to post-primary level. It is in this context that the school does not discriminate where it refuses to admit a boy applying for a place in the school in a class from 1<sup>st</sup> to 6<sup>th</sup> Class.

St. Patrick's Loreto PS is a school whose objective is to provide education in an environment which promotes Catholic values but the school does not give priority in terms of admission to children who are Catholic. St. Patrick's is a Catholic school for **all** children

#### **4. Categories of Special Educational Needs catered for in the school/special class**

While St. Patrick's Loreto PS is not a special school, the school is inclusive of all children with such needs and endeavours to meet those needs within the mainstream class environment. St. Patrick's has a Special Class to provide an education exclusively for students with Autism Spectrum Disorder.

#### **5. 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 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
- c) an application is received in respect of a boy for a place in a class from 1<sup>st</sup> to 6<sup>th</sup> Class (this does condition does not apply to applications for a place in the ASD class)
- d) an application is made for a place in the ASD class where the child does not have the specified category of special educational needs provided for in this class

## **5.1 Admission of students to the ASD Class**

1. Each child must have a full current Psychological & Cognitive Assessment, which must specify a diagnosis of '**Autism**' i.e. **DSMIV or ICD10**, without significant intellectual impairment. A specific recommendation for a special class placement is required.
2. Priority for enrolment will be given to pupils who ordinarily reside in the catchment area of St. Patrick's, who have other siblings already in the school or who may already be enrolled in the school.
3. In the event that the class is oversubscribed, the school will create a waiting list from which any vacancies arising within the school year will be allocated. (See 13 below)

## **6. 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. Siblings of children currently enrolled in St. Patrick's School and children whose home address is within the parish boundaries of either the Holy Redeemer or Queen of Peace parishes.
2. Children of current school staff members.
3. Children of past pupils of St. Patrick's (up to a maximum of 25% of the number of the total number of places being offered)
4. All others whose parents/guardians have completed an application form.

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:

- the oldest student will be given priority
- if two applicants have the same date of birth, then a lottery will apply with an independent party present

## **7. 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
- (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) 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.

## **8 Decisions on applications**

All decisions on applications for admission to St. Patrick's Loreto PS 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 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.)

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.

## **9 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 18 below for further details).

## **10 Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Patrick's Loreto PS, 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 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.

## **11 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 St. Patrick's Loreto PS 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 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 10 above.

## **12 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).

### **13 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 St. Patrick's Loreto PS 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 St. Patrick's Loreto PS 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.

### **14 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 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 12.

### **15 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 or years other than the school's intake group are as follows:

Parents seeking to enrol their child(ren) in the school in a class other than Junior Infants for the following school year may also complete an application form which are available from the first week of October of the year prior to the year of entry. Parents are requested to provide official proof of address and a copy of the child's Birth Certificate.

Places will be offered to parents in late May/early June when the availability of places in those classes has been determined. Where the number of children seeking enrolment in any given

year or class exceeds the number of places available, the same criteria that are used for the enrolment of Junior Infants will be used to prioritise children for enrolment in such classes.

Parents seeking to enrol their child(ren) in the school in any class from Junior Infants to 6th Class during the course of the school year may complete an application form. Parents are requested to bring official proof of address and a copy of the child's Birth Certificate. If a place is available in the class group for which a parent is applying, such a place will be offered within 21 days of the completion of the application form, assuming all supporting documentation has been provided.

## **16 Declaration in relation to the non-charging of fees**

The Board of St. Patrick's Loreto PS 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 student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **17 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 in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

## **18 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.