

SCHOOL ENROLMENT/ADMISSION POLICY

FOR
SEPTEMBER 2021 ONLY

1. Introduction

The Board of Management of Loreto Abbey Secondary School, Dalkey is setting out its Enrolment/Admissions Policy in accordance with the provisions of the Education Act, 1998.

The Board of Management trusts that this publication will assist parents/guardians by providing information about the Admissions Policy of the Board and about the enrolment procedures which apply in the school.

Further information may be obtained from the Principal or from the office at (01) 271 8900, fax no. (01) 280 3306 or email at office@loretoabbeydalkey.ie.

Our website address is www.loretoabbeydalkey.com.

2. The School

Loreto Abbey Secondary School, Dalkey is an all-girls Voluntary Catholic school for girls under the trusteeship of the Loreto Education Trust. The Trust delegates the administration of the school to the Board of Management. Loreto Abbey Secondary School, Dalkey operates under the Articles of Management for Voluntary Catholic schools and within the rules 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.

The school is fee-charging. The level of the fees is set each year by the Board of Management.

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 *Continuing the Journey ... A Loreto Education*. The Religious Education of our pupils is core to the work of the school.

3. Management

The Board of Management is appointed by the Loreto Education Trust and is comprised of:

- 4 nominees from the Loreto Education Trust
- 2 elected nominees of the parents/guardians
- 2 elected nominees of the teaching staff

The Chairperson of the Board is appointed by the Loreto Education Trust from among the eight nominees. The Principal of the school is the Secretary of the Board of Management.

4. Characteristic Spirit / Mission Statement

The Loreto Philosophy of Education is centred in God and is rooted in Gospel values where truth, freedom, justice, sincerity and joy find expression.

These values are expressed in our Mission Statement:

Our school is a caring, Christian community in which pupils have the opportunity to achieve academic excellence and to grow spiritually, emotionally, socially, creatively and physically in a healthy environment.

The school welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs subject to available resources and respect for the ethos of the school.

5. Curriculum

The school programme covers six years. This includes a Transition Year in the Fourth Year for those students who apply for and are accepted for this optional year.

Religious Education is a core subject on the school curriculum and, as a Catholic school it is expected that, with due regard to the rights of parents and students under the Constitution, all students partake in the religious life of the school.

The State Examinations taken by the students of the school are the Junior Certificate, the Leaving Certificate and the Leaving Certificate Vocational Programme. The subjects are offered in accordance with the curricular regulations of the Department of Education and Skills. Optional subjects are offered subject to staff resources and minimum numbers in classes. Details of the full curriculum are contained in the school prospectus.

6. Enrolment Procedure for offering places for 2021

Within the parameters of the Department of Education and Skills regulations and programmes, the rights of the Patron as set out in the Education Act, 1998, the religious and educational philosophy of the Loreto Education Trust and the funding, resources and places available, the Board of Management supports the principles of:

- Inclusiveness
- Equality of access to and participation in the school
- Parental choice in relation to enrolment in school
- Respect for the diversity of traditions, values, beliefs, languages and ways of life in Irish society

Under the Rules and Programmes for Secondary Schools (DES), secondary school students must be aged 12 years on 1st January in the calendar year following the student's entry into First year having completed Primary education.

- All those who have completed a Declaration of Interest form for entry to First year in Loreto Abbey Dalkey in 2021 will be invited to an Open Evening on Thursday 14th March 2019, i.e. while the pupil is in Fourth Class. Declaration of Interest forms may be completed at any time prior to the Open Evening and are available directly from the office or by downloading from the website.
- Formal application for a place in the school must then be made using the appropriate application form by Friday 22nd March 2019 at 4.30 p.m. This must be accompanied by a deposit of €500 which is refunded if a place is not offered.
- The Board ensures that the criteria outlined below are applied in all decisions pertaining to enrolment.
- All applicants will be informed in writing by the Secretary of the Board of Management of the success or otherwise of their application within 5 working days of the final date of the receipt of completed application forms.
- Parents/guardians who wish to accept the offer of a place must return the fully completed Offer Acceptance Form within 10 working days of the date of receipt of offer. The deposit will be deducted from the school fee payable for a First Year student in the school.
- A further €500 will be required by Monday 21st January 2021. This sum will be deducted from the school fee payable for the First Year student in the school.
- **Once the offer of a place has been accepted the full deposit is non-refundable and non-transferable.**

The number of places available for September 2021 will not exceed 130. In the event that the number of applications exceeds, or is expected to exceed, the number of places available in the year 2021 the Principal, on behalf of the Board of Management, will apply the criteria set out below in the allocation of places.

Criteria for Offering Places in Loreto Abbey Dalkey

- (a) Sisters of existing pupils of Loreto Abbey Dalkey
- (b) Pupils of Loreto Primary School, Dalkey
- (c) Sisters of past pupils, such past pupils must have completed Fifth and Sixth year in Loreto Abbey Dalkey

- (d) Daughters of existing eligible staff members. Eligible staff is 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 and who are reasonably expected to be still employed by the Board at the time their daughter commences in Loreto Abbey Dalkey.
- (e) Daughters of past pupils who have graduated from Loreto Abbey Dalkey.
- (f) All others whose parents/guardians have completed a Declaration of Interest form.

In addition to the above, the Board of Management reserves the right to allocate a small number of discretionary places, to allow for special family circumstances that might arise from time to time.

The above categories (a), (b), (c), (d), (e) and (f) are arranged in the order in which places are allocated. Should the total number of applicants in a given category exceed the number of remaining places, these places will be allocated in the order of which completed Declaration of Interest forms have been received by the school.

It is important to note that all applicants are required to complete a Declaration of Interest Form.

The remaining names will be placed on a numbered Waiting List, using the same process to determine the order of names on this Waiting List. In the event that a place becomes available through non-acceptance, cancellation or other cause, the place will be offered to parents/guardians on the Waiting List in number order as determined by this process.

In accepting the offer of a place in the school, all parents/guardians must acknowledge their joint and several liability for payment of full school fees.

All fees must be paid in full by 31st December 2021 unless paying by Standing Order in which case the final payment must be made by 31st May 2022.

7. Allocation to Classes

Once a pupil is enrolled she will be allocated to a particular class by the Principal. Requests to change class at any stage are accommodated only in exceptional circumstances and are at the discretion of the Principal and the Board. Requests for particular teachers cannot be accommodated.

8. Deferral of Places

The Board of Management will consider applications to defer acceptance of a place offered in Loreto Abbey for one year, for sound educational, family or personal reasons, provided such application is supported by relevant documentation and received before Easter of the year in which the student is due to commence her second level education in Loreto Abbey. The deposit of €500 will be held over and will be deducted from the school fees payable in 2022/2023.

9. Code of Behaviour

Loreto Abbey has a detailed Code of Behaviour for students. It outlines the system of rewards and sanctions the school operates to promote a climate which facilitates the teaching and learning that is at the heart of the school's educational mission. It also outlines the procedures for the suspension or exclusion of a student. It further outlines the appeals procedure available to those who may wish to use it. This Code of Behaviour is available on our website and prospective students and their parents/guardians are advised to familiarise themselves with the Code of Behaviour which they will be required to accept. They are further expected to support the school in its enforcement.

10. Transfer of Students

In the case of students seeking to transfer to Loreto Abbey Dalkey from another post-primary school or seeking readmission, the following procedures apply:

- Parents/guardians who request a place for their daughter(s) in a class in which a place may be available must complete a Declaration of Interest Form. They may be interviewed by the Principal who may be accompanied by the Deputy Principal or a member of the teaching staff. All relevant data – attendance, school reports, etc. (as per the Education Welfare Act 2000) concerning the applicant will be sought by the Principal from the Principal of the school which the applicant is attending or has most recently attended.
- The reason for the proposed transfer will be discussed with the parents/guardians and the student, as appropriate.
- Transfer to the school shall be on the basis that it would be in the best interests of the student concerned, given curricular provision, subject choices, facilities available at the time and any other relevant factors affecting the educational benefits to the applicant and the likely impact on students already in the school.
- A decision about the transfer of the student to this school will be conveyed to the parents/guardians within 21 days of interview referred to above on condition that all the required data has been received by the Principal.
- Parents / Guardians who wish to accept the offer of a place must return the fully completed Offer Acceptance Form within 10 working days of the receipt of the offer with a deposit of €500 which will be deducted from the fees for the first year.
- **Once the offer of a place has been accepted, the full deposit is non-refundable and non-transferable.**

11. Children with Special Needs

The Board of Management is supportive of the principle of inclusiveness with particular regard for students with a disability or special educational need. The school will use the resources, finance and personnel provided by the Department of Education and Skills to make reasonable provision and accommodation for all such students and will ensure that these students are

free to participate in the life of the school in so far as is reasonably practicable.

Loreto Abbey strives to create an inclusive environment for students with special needs, unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the students concerned and/or the effective provision of education for the other students with whom the student concerned is to be educated.

When an application with special needs meets the entry criteria set out for students in this policy, parents/guardians will be asked to co-operate with the school in order to request from the DES or its agencies the appropriate resources required to meet the students' needs.

12. Appeal

The final decision with regard to the enrolment of students in Loreto Abbey Dalkey and with regard to all matters covered by Enrolment/Admissions Policy lies with the Board of Management. Parents/Guardians whose daughter has not been allocated a place in the school may appeal this decision in the first instance to the Board of Management and subsequently, if necessary, the Department of Education and Skills under Section 29 of the Education Act (1998). The appeal to the Department of Educational Science must be made within 42 calendar days from the date that the decision of the Board of Management was notified to the parents/guardians. The Appeals Application Form can be downloaded from the website: www.education.ie or obtained from the school office.

13. Review and Ratification

This policy is subject to review in January 2020 for Admissions for September 2022 only.

This policy was ratified by the Board of Management on 28th February 2019.

Signed:



Dr. Eilis Humphreys

Date: 28th February 2019