



## **Loreto College Cavan**

### **Admissions Policy**

**Patron:** Loreto Education Trust

#### **1. Introduction**

Loreto College Cavan is an all-girls voluntary second level Catholic school in the Loreto tradition. Mary Ward's core values of justice, freedom, sincerity, truth and joy are at the heart of school life.

The Loreto Education Trust is the patron of the school under the terms of the Education Act 1998. The Loreto Education Trust delegates the administration of the school to the Board of Management.

The Admission Policy complies with the requirements of the Education Act 1998, the Education (Admissions to Schools) Act 2018, the Education (Welfare) Act 2000 and the Equal Status Act 2000. Loreto College Cavan subscribes to the underlying principles of the legislation: partnership, accountability, transparency, inclusion, respect for diversity, parental choice and equality. Loreto College Cavan follows the curricular programmes prescribed by the Department of Education & Skills, hereafter referred to as D.E.S., which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act (1998). It operates within the regulations laid down by the DES, which may be amended from time to time. The school depends on the grants and resources provided by the DES and school policy in all areas must have regard to the resources and funding made available to us by the DES.

The policy was approved by the school patron on 18<sup>th</sup> August 2020. It is published on the school's website [www.loretocavan.ie](http://www.loretocavan.ie) and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for Loreto College Cavan's admission process are set out in the school's admission notice which is published annually on the school's website [www.loretocavan.ie](http://www.loretocavan.ie) 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 [www.loretocavan.ie](http://www.loretocavan.ie) and will be made available in hard copy on request to any person who requests it.

In addition to our obligations under the Education Acts, the implementation of this policy takes into account the school's other legal obligations and responsibilities.

## **2. Characteristic Spirit and general objectives of the School**

### Patron's Statement

Loreto College Cavan is an all girl's voluntary secondary school with a Catholic ethos under the trusteeship of Loreto Education Trust.

Loreto schools seek to provide an education that affirms the innate dignity of every human being created in God's image, and fosters the full and harmonious development of each student, encompassing the intellectual, physical, cultural, moral and spiritual aspects 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 as a priority in a Loreto school which draws its inspiration from the Gospel values and the rich heritage passed on to us from Mary Ward and Teresa Ball, and enshrined in our documents on Loreto Education, including Kolkata Educational Guidelines for Loreto Schools, Continuing the Journey: A Loreto Education and A Mary Ward Schools' Compass.

Students are encouraged to be reflective and discerning in the spirit of our Loreto and Ignation tradition and continue to grow with integrity in right relationship with God, with other people and the environment.

Our philosophy of holistic education places the person of the student at the centre of the educational enterprise which nurtures the students' capacity to "seek truth ... to love what is good ... to strive for excellence" (Teresa Ball) and joyfully engage with life-long self-directed learning in all its dimensions. In so doing, we are committed to preparing students to take their place in society's 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 Section 15 (2) (b) of the Education Act, 1998 the Board of Management of Loreto College Cavan shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school and determines 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.

### School's Mission Statement

As part of the family of Loreto schools and in cooperation with parents and the community, we are dedicated to Christian education.

We aim to provide a balanced education, academic, pastoral and physical for all students, affording space for reflection and for learning through experience.

We seek to promote self-esteem, self-discipline and the goal of self-fulfilment and to foster in our students the virtues of courage, sincerity and truth.

### **3. Admission Statement**

Loreto College Cavan will not discriminate in the admission of a student, or in respect of the applicant, in its admission policy on any of the following grounds:

- The gender ground, the civil status ground, the family status ground, the sexual orientation ground, the religion ground, the disability ground, the ground of race, the traveller community ground and the ground that 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, '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.

Loreto College Cavan is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

### **4. Admission of Students**

The school shall admit each student seeking admission except where:

- The school is oversubscribed (please see "oversubscription" section for further details)
- 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.

Loreto College Cavan 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.

### **5. Admissions Procedure**

Admissions Procedure for Students who meet the criteria for enrolment

Applications will be open for the period specified on our Admissions Notice. Application Forms will be available to download from the school website [www.loretocavan.ie](http://www.loretocavan.ie), by e-mailing [office@loretocavan.ie](mailto:office@loretocavan.ie) or by contacting or collecting the Application Form from the school office. Any applications not received within the specified period will be deemed as late.

The following procedure will be followed:

### Stage 1

The initial Application Form must be completed and returned in hard copy within the specified period as identified in our Admissions Notice.

### Stage 2

Parent(s) / Guardian(s) will be advised of the outcome of their application in writing within three weeks of the enrolment deadline on the Admissions Notice.

The students offered places must complete the Acceptance Forms and return it to the school within fourteen days from the date of the letter of offer. Incomplete forms will be considered invalid and will not be processed further.

In order for the school to identify and cater for the educational and other relevant needs of the applicant, parents / guardians, having accepted a place in the school, are invited to provide any additional information that may assist the school in ensuring the best possible educational experience for the student, may be requested such as copies of psychological reports, primary school test results, medical records or any other relevant document.

## **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 the the school's Admissions Notice.

### Selection Criteria

1. Category A: Sisters of present students and sisters of past students
2. Category B: Where places are still remaining, daughters of the eligible staff members working in Loreto College Cavan. 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.
3. Category C: Where places are still remaining, daughters of past students of Loreto College Cavan up to a maximum of 25% of the available places as set out in the school's Annual Admissions Notice.
4. Category D: Where places are still remaining, students, whose primary residence is within 10 KM of Loreto College Cavan
5. Category E: All other applicants to include any unsuccessful applicants in categories A, B, C or D

In the event that there are two or more applicants tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be determined by lottery. The lottery will take place in Loreto College Cavan as soon as is practicable after receipt of applications. The lottery will be overseen by the principal and will be witnessed by a deputy principal, school secretary, a representative of the Parents' Association and an independent person nominated by the Board of Management.

The names of all applicants entitled to participate in the lottery will be inserted by the Secretary on identical pieces of paper and placed in a drum. The Principal will draw the names from the drum, one by one, until the drum is empty, thereby facilitating the random selection of applicants. The Secretary will record the outcome of the draw. Places will be offered in the order in which the names were drawn until available places are filled. The remaining places will be placed on a Waiting List in the order in which the names were drawn from the drum. In the case of one or more sibling applying for admission to 1<sup>st</sup> Year

at the same time, the name of each sibling will be inserted on a separate piece of paper. If the name of any of the siblings is drawn, places will be offered to all of the siblings.

### **7. What will not be considered or taken into account**

In accordance with Section 62 (7) (e) of the Education Act 1998, the school will not consider or take account of any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to Loreto College Cavan:

- A student's academic ability, skill or aptitude
- The occupation, financial status, academic ability, skills or aptitude of a student's parents
- A student's connection to the school by virtue of a member of her family attending or having previously attended the school other than, in the case of a school wishing to include a selection criteria based on:
  1. Sisters of a student attending or having attended Loreto College Cavan
  2. Mothers of a student having attended Loreto College Cavan. This may only apply to a maximum of 25% of the available places as set out in the Loreto College Cavan's Admissions Notice.
- 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 Loreto College Cavan Annual Admissions Notice for the school year concerned.

### **8. Decisions on Applications**

All decisions on applications for admission to Loreto College Cavan will be based on the following:

- Loreto College Cavan's Admission Policy
- Loreto College Cavan's Admissions Notice
- The information provided by the applicant in the school's official Application Form received during the period specified in our Admissions 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.

Later sections detail procedures for applications received outside of the admissions period and in relation to applications for places in years other than the intake group.

### **9. Notifying applications of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Admissions Notice.

If a student is not offered a place in Loreto College Cavan, 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 Reviews / Appeals)

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

In accepting an offer of admission from Loreto College Cavan, the parent/guardian must indicate:

- Whether or not the parent/guardian have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
- Whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

### **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 Loreto College Cavan where:

- It is established that information contained in the application is false or misleading.
- An applicant fails to confirm acceptance of an offer of admission on or before the date set out in Loreto College Cavan's Admissions Notice
- 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 school's Code of Behaviour 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
- An applicant has failed to comply with the requirements of "acceptance of an offer" as set out in the previous section.
- 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.

- The application is made, by the parents of a student registered in another school or by a student who has reached the age of 18 years, 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. (See Section 15).

## **12. Sharing 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 schools to provide a patron or another Board of Management with a list of the students in relation to whom:

- An application for admission to the school has been received
- An application of admission to the school has been made, or
- An offer of admission to the school has been accepted

This list may include any or all of the following:

- The date on which the application for admission was received by the school,
- The date on which an offer of admission was made by the school,
- The date on which an offer of admission was accepted by the applicant,
- A student's personal details including 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**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Admissions Notice.

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 College Cavan 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 College Cavan is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admissions 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 Admissions 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 the 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 there is no place available, the name of the applicant will be added to the waiting list.

### **15. Procedures for admission of students to other years and during the school year**

Where parents wish to make an application for their daughter to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application. Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be refused until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list in date order of receipt until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school the parents and their daughter are strongly advised to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their daughter. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason parents and their daughter are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of their daughter given the curricular provision, subject choices/levels and facilities available at the time.

The parents must confirm their acceptance in writing of an offer of a place within two weeks of the date of the offer of a place (See Section 10).

The circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn are set out in Section 11 above.

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.

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.

### **16. Arrangements regarding students not attending religious instruction**

Religious Education is provided in the school in such a way, that all students, whether of a particular religious affiliation or none, can freely and actively participate in the classes. A parent of a student, or a student who has reached the age of 18, who wishes to attend Loreto

College Cavan, without attending religious instruction should make a written request to the principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school.

### **17. Reviews / Appeals**

#### Review of the decision 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 29 C 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 Department of Education & Skills website.
- The Board of Management will conduct such reviews in accordance with the requirements of the procedures determined under Section 29 C of the Education Act 1998.

Note:

- Where the 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 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 20 of the Education Act 1998**. (See Review of decisions by the Board of Management).
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- Where an applicant has been refused 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 & Skills.
  - The timeline within which such an appeal must be made and other requirements applicable to such appeals are set out in the procedures determined by the Minister under Section 29 B of the Education Act 1998 which are published on the Department of Education & Skills website.

## **18. Data Protection**

The school has prepared a Data Protection Policy which governs how the school collects, processes, stores and retains data in the school. Please refer to this policy which is available on the school website [www.loretocavan.ie](http://www.loretocavan.ie)

This Policy was approved by the Board of Management on 30<sup>th</sup> June 2020