

Admission Policy of Loreto Secondary School Fermoy

College Road, Fermoy, Co. Cork

62270F



Loreto Secondary School Fermoy is an all-girls Catholic voluntary secondary school run under the auspices of the Loreto Trust Board.

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 19th August 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Loreto Secondary School's admission process are set out in the school's annual admission notice which is published annually 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 on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Loreto Secondary School, Fermoy is a Catholic all-girls voluntary secondary school with a Catholic ethos under the trusteeship of the 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 is a priority in a Loreto school which draws its inspiration from 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 Ignatian 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 student's 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 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.

School Mission Statement

Loreto Secondary School Fermoy's ethos is derived from Mary Ward's vision of education, which is grounded in Catholic Faith and Gospel Values. In keeping with Mary Ward's philosophy our ethos embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

As a Loreto Catholic Secondary School we strive to be a community in which learning and teaching can take place in an atmosphere of mutual respect and trust.

Our aims are:

-  To provide a safe and happy environment in which each student can achieve her full potential.
-  To ensure that each student knows she is respected and valued.
-  To encourage high standards while at the same time affirming and appreciating diversity of gifts and goals.
-  To allow staff to work in a safe and happy environment and to support their professional development.
-  To facilitate Social justice awareness education and action within the school community.

The ideal which we set before ourselves is that our school community should be permeated by a sense of Christian joy. We seek to promote justice and integrity, inclusivity and mutual care

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Loreto Secondary 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.

3. Admission Statement

Loreto Secondary School Fermoy will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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 Secondary School Fermoy is an all-girl's school and does not discriminate where it refuses to admit a person not of that gender applying for admission to this school.

Loreto Secondary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Catering for Students with Additional Needs

In Loreto Secondary School Fermoy, students with additional educational needs are supported using the continuum of support. Students receive targeted intervention through whole class co-teaching, small group withdrawal and individual support as appropriate. Loreto Secondary School Fermoy welcomes applications from parents / guardians of students with additional educational needs.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a. the school is oversubscribed ([please see section 6 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

Loreto Secondary School is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

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:

The principal is responsible for the implementation of the admission policy as articulated by the BOM

- Sisters of current pupils
- Those pupils living in the designated catchment area, as defined by the School Transport Scheme.
- Sisters of past pupils
- 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 Secondary School, Fermoy.
- Daughters and granddaughters of past-pupils, the total number of which shall not exceed 25% of the total cohort.
- All other pupils who do not fit into the above categories.

In the event that that the total number of places remaining available in any one of the above categories is less than the number pupils in that category, then the places will be offered in that category on a random basis. The remaining names will be placed on a numbered Waiting List, using the same random 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 the random process.

This random process will be overseen by the Principal and will be witnessed by a representative of the Parents' Association and a member of the Gardai. The name of each student in the relevant category entitled to participate in this random process will be placed in a drum. The Principal will draw names from the drum, one by one, until the drum is empty. The order in which the names are drawn from the drum will be recorded on a numbered list. Places will be offered in the order in which names are drawn from the drum until available places are filled. The remaining names on the list will be placed on a numbered Waiting List in the order in which the names were drawn from the drum.

The names on any late Application Forms will then be added to the end of the Waiting List in date order of receipt in the office.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

1. the payment of fees or contributions (howsoever described) to the school;
2. a student's academic ability, skills or aptitude.
3. the occupation, financial status, academic ability, skills or aptitude of a student's parents;
4. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
5. 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).

6. 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 Loreto Secondary School 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 Loreto Secondary School, within the timeframe outlined in the Annual Admissions Notice it is necessary to 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 are 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.

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 Secondary School 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 behavior 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](#).

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.

An application for admission may be refused, therefore, where 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.

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 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).

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 Loreto Secondary School 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 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 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.

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 her daughter given the curricular provision, subject choices/levels and facilities available at the time.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

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.

In accepting an offer of admission from Loreto Secondary School Fermoy, the parents must indicate—

(i) whether or not they 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

(ii) 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.

Parents 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.

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:

An offer of admission may not be made or may be withdrawn by Loreto Secondary School Fermoy 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 within two weeks of the date of the offer of a place;
- (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;
- (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.

A student who wishes to transfer from another second level school is normally accepted only at the beginning of a new school year, provided that there is a place available in the appropriate Year Group and provided that any students who applied unsuccessfully for a place in this Year Group in First Year have stated that they are no longer seeking a place in the school. Allowing students to transfer only at the beginning of a school year is intended to facilitate their integration into the school and to avoid interfering with the organization and balance of classes already in existence. However, in the event of a student's family moving from another area during the school year, that student may be enrolled, provided that a place is available in the appropriate year and is not sought by a student who has already applied. The Principal will consider these applications on an individual basis.

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.

An application for admission may be refused, therefore, where 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.

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' application after the school has applied the selection criteria in accordance with this admission policy (see Section 5 above). The date of receipt of a properly completed Application Form will determine the position on this waiting list within each of the criteria. In the unlikely event that there are two or more students tied for a place or places in any of the selection criteria categories set out in Section 5 above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal and Deputy Principal.

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.

Sharing of Data with other schools:

Applicants should note that the provisions of Section 11 above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

16. Declaration in relation to the non-charging of fees

The board of Loreto Secondary School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

Religious Education is provided in this 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 Secondary School, Fermoy without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s) or the student, as the case may be, 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.

Appendix 2

LORETO SECONDARY SCHOOL FERMOY ANNUAL ADMISSION NOTICE FOR 2021/22

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/22 school year are available as follows: –

To download at: www.loretofermoy.ie

On request: By emailing office@loretofermoy.ie or writing to: Loreto Secondary School, College Rd Fermoy, Co Cork

1. Application and Decision Dates for admission to 1st Year for 2021/22

1.	The school will commence accepting applications for admission on	1 st October 2020
2.	The school will cease accepting applications for admission on	8 th January 2021
3.	Applicants will be notified in writing of the decision on their application by	29 th January 2021
4.	Applicants must confirm acceptance of an offer of admission by	12 th February 2021

Failure by an applicant to accept an offer by the 12th February 2021 may result in the offer being withdrawn.

2. Application and Decision Dates for admission to [insert details re Special Class] for 2021/22 (Not applicable at this time)

(If the school has more than one class that caters for different categories of SEN, details of the numbers of places for each of the classes must be provided.)

1.	The school will commence accepting applications for admission to the special class on	NA
2.	The school shall cease accepting applications for admission to the special class on	NA
3.	Applicants will be notified of the decision on their application for admission to the special class by	NA

4.	Applicants must confirm acceptance of an offer of admission by	NA
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Failure by an applicant to accept an offer by [insert date at 4 above] may result in the offer being withdrawn.

3. Number of places being made available in the 2021/22 school year

The number of places being made available in 1 st year is	150
The number of residential places is (boarding schools only)	NA
The number of non-residential places is (boarding schools only)	NA
The number of places being made available in the special class catering for students with [insert category or categories of SEN catered for in the special class] is	NA

(If the school has more than one class that caters for different categories of SEN, details of the number of places for each of the classes must be provided.)

4. Number of places in 1st year for the 2021/22 school year which were offered and accepted before 1 February 2020

The number of places for 1 st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	0
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5. Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year)

The total number of applications for admission received by the school for admission in 1st year in the 2020/21 school year was NA.

Breakdown of places allocated for 1st Year for the 2020/21 school year:	
Number of places available	
Number of applications received	
Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission in the special class catering for students with [insert category or categories of SEN catered for in the special class] in the 2020/21 school year was [NA](#).

Breakdown of places allocated for Special Class for the 2020/21 school year:	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission to the residential element of the school for 1st year in the 2020/21 school year was [insert number].

Breakdown of residential places allocated for 1st year for the 2020/21 school year:	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	

The total number of applications for admission received by the school for admission as a day pupil of the school for 1st year in the 2020/21 school year was [NA](#).

Breakdown of day pupil places allocated for 1st year for the 2020/21 school year:	
Number of places available	
Number of applications received	
Number of Offers made and accepted under each criteria	Criteria 1: Criteria 2: Criteria 3:
Number of names placed on waiting list for the school year concerned	