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**Admission Policy of**

**Scoil Mhuire Ógh 2/Loreto Junior Primary School**

**School Address: Crumlin Road, Dublin 12**

**Roll number: 17683C**

**School Patron: Roman Catholic Archbishop of Dublin**

## **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 7th Oct 2020. It is published on the school’s website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for the Scoil Mhuire Ógh 2/Loreto Junior Primary School 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 hard copy to any person who requests it.

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

Scoil Mhuire Ógh 2/Loreto Junior Primary School is a Catholic co-educational junior primary school with a Catholic ethos under the patronage of the Catholic 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:

1. the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. the formation of students in the Catholic faith, and which school provided religious education for the students 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) 9 (b) of the Education Act, 1998, the Board of Management of Scoil Mhuire Ógh 2/Loreto Junior Primary School shall uphold and be accountable to the patron for upholding the characteristic 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.

Scoil Mhuire Ógh 2/Loreto Junior Primary School is a Catholic co-educational junior school under the trusteeship of the Loreto Education Trust. We cater for pupils from Junior Infants to Second Class. We aim to educate children in the Loreto tradition of excellence.

## **Admission Statement**

Scoil Mhuire Ógh 2/Loreto Junior Primary School will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the pupil or the applicant in respect of the pupil concerned
2. the civil status ground of the pupil or the applicant in respect of the pupil concerned,
3. the family status ground of the pupil or the applicant in respect of the pupil concerned,
4. the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
5. the religion ground of the student or the applicant in respect of the student concerned
6. the disability ground of the pupil or the applicant in respect of the pupil concerned,
7. the ground of race of the pupil or the applicant in respect of the pupil concerned,
8. the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
9. the ground that the pupil or the applicant in respect of the pupil 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.

Scoil Mhuire Ógh 2/Loreto Junior Primary School is a Catholic 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire Ógh 2/Loreto Junior Primary School is a school which has established a class, with the approval

of the Minister for Education and Skills, which provides an education exclusively for students with a category

or categories of special educational needs specified by the Minister and may refuse to admit to the class

a student who does not have the category of needs specified

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

Scoil Mhuire Ógh 2/Loreto Junior Primary School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Scoil Mhuire Ógh 2/Loreto Junior Primary School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.”

Scoil Mhuire Ógh 2/Loreto Junior Primary School is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs.

Scoil Mhuire Ógh 2/Loreto Junior Primary School, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of Autism Spectrum Disorder (ASD) stated in an up to date psychological assessment (within 2 years of enrolment date and submitted by enrolment closing date) stating the diagnosis of ASD and a recommendation for a special class placement.

Scoil Mhuire Ógh 2/Loreto Junior Primary School, with the approval of the Minister for Education and Skills, has established an Early Intervention class to provide an education exclusively for Early years students with a diagnosis of Autism Spectrum Disorder (ASD) stated in an up to date psychological assessment (within 2 years of enrolment date and submitted by enrolment closing date) stating the diagnosis of ASD

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. The school is oversubscribed (please see section 6 below for further details)
2. A parent of a pupil, 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 pupil

(c) Scoil Mhuire Ógh 2/Loreto Junior Primary School is a Catholic school and may refuse to admit as a

pupil a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain

the ethos of the school.

(d) The special class attached to Scoil Mhuire Ógh 2/Loreto Junior Primary School provides an education

exclusively for students with Autism Spectrum Disorder who, with the supports available in the school will have the capacity to, at least, partially integrate into a mainstream class. The school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class or there is no recommendation for this setting or the psychological report detailing the ASD diagnosis and special class setting is not within 2 years of date from the proposed enrolment date. See Appendix 1 for more details.

## **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 and step-siblings of children currently enrolled in the school and/or children resident in the parish of Dolphin’s Barn and Rialto ((the eldest child will have priority in this ranking)
2. Siblings and step-siblings of children currently enrolled in Scoil Mhuire Ogh 1/Loreto Senior Primary School ((the eldest child will have priority in this ranking
3. Children of the staff in the school (the eldest child will have priority in this ranking)
4. Children residing outside the parish (the eldest child will also have priority)

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:

* In the event of two or more students being tied for a place, 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.

## **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:

1. a student’s prior attendance at a preschool or preschool service including naoíonraí;
2. the payment of fees or contributions (howsoever described);
3. a student’s academic ability, skills or aptitude;
4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. 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 siblings of a student attending or having attended the school as per Enrolment criteria
7. 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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

## **Decisions on applications**

All decisions on applications for admission to Scoil Mhuire Ógh 2/Loreto Junior Primary School will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice
* 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

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.

Please see [section 14](#_heading=h.3znysh7) below in relation to applications received outside of the admissions period and [section 15](#_heading=h.2et92p0)  below in relation to applications for places in years other than the intake group.

## **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 pupil 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 pupil’s ranking against the selection criteria and details of the pupil’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](#_heading=h.3dy6vkm) below for further details).

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

In accepting an offer of admission from Scoil Mhuire Ógh 2/Loreto Junior Primary School, 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 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.

## **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 Scoil Mhuire Ógh 2/Loreto Junior Primary School where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. the parent of a pupil, 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 pupil; or
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_heading=h.1fob9te) above.

## **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).

## **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 Scoil Mhuire Ógh 2/Loreto Junior Primary 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 Scoil Mhuire Ógh 2/Loreto Junior Primary School is in the order of priority assigned to the pupils’ 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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

## **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 a 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 13.

## **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 other than the school’s intake group are as follows:

* All applications for admission received for any class as outlined in the annual admission notice/Sections 5 and 6 above, will be considered and decided upon in accordance with our school’s admission’s policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

The procedures of the school in relation to the admission of students who are not already admitted to the school after the commencement of the school year are as follows:

* All applications for admission received after the commencement of the school year as outlined in the annual admission notice/Sections 5 and 6 above, will be considered and decided upon in accordance with our school’s admission’s policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

The Board of Scoil Mhuire Ógh 2/Loreto Junior Primary School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

## **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 of 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## **Reviews/appeals**

**Review of decisions by the Board of Management**

The parent of the pupil 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 pupil 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 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.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

**Appendix 1: Procedures for admission of pupils to the Junior School Age ASD Class**

Scoil Mhuire Ogh 2/Loreto Junior Primary School operates one special ASD class to cater for children aged 4 to 8 years and one Early Intervention class for children 3 – 5 years. Enrolment to these classes will only be available to children with ASD who, with the supports available in Scoil Mhuire Ogh 2/Loreto Junior Primary School will have the capacity to, at least, partially integrate into a mainstream class.

**Application Procedure and Criteria for Admission:**

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. Admission will only be considered if the following criteria are fulfilled:

* The child must turn 5 years of age before the 31st December of the proposed year of school entry
* The child will not turn 9 years of age before the end of their final school year in the ASD class
* The application form is completed in full before being returned to the school for processing
* The application must include a recent (no more than 18 months old), psychological assessment report that states that the child has been diagnosed with ASD and that placement in an ASD class is recommended
* Parents/Guardians must sign on the admission application form that they have received and read the school’s Code of Behaviour and that they and their child will adhere to the code

The maximum class size is in the special class is six pupils. The Board of Management reserves the right to enrol less than this if it is deemed in the best interests of the class, the children and the school. If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one – subject to meeting all the criteria and completing all the procedures outlined in this policy

Criteria

1. Siblings and stepsiblings of pupils already enrolled in the school and children resident in the parish of Dolphin’s Barn and Rialto (the eldest child will have priority in this ranking)
2. Siblings and stepsiblings of pupils in Scoil Mhuire Ogh 1/Loreto Senior Primary School (the eldest child will have priority in this ranking)
3. Children residing outside the parish of Dolphin’s Barn and Rialto (the eldest child will have priority in this ranking)

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:

In the event of two or more students being tied for a place, 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.

If the school does not receive all required documentation with the Admission Application form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all supporting documentation is correct and is received by the school.

All decisions on applications for admission to Scoil Mhuire Ogh 2/Loreto Junior Primary School will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice
* 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
* Our ASD admission procedures (Appendix A) in the case of applications for admission to our ASD class.

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](#_Reviews/appeals) of Admission Policy for further details).

**July Education Programme (July Provision)**

The school is under no obligation to offer the July Education Programme, commonly referred to as July Provision. If there is sufficient interest from staff in running the programme in any particular year, Board of Management permission must be sought by the staff members in advance of any arrangements being made. Where school-based provision is not feasible, 40 hours home-based provision may be grant aided by the Department of Education and Skills. It is the responsibility of the child’s parent(s)/guardian(s) to source information and apply for Home-Based July Provision. Further information may be found on the Department of Education and Skills website at [www.education.ie](http://www.education.ie).