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## **ADMISSIONS POLICY**

(For Entry in Academic Year 2020/21)

### **1. INTRODUCTION**

The Board of Management of Loreto College, Foxrock, Dublin 18 is setting out its 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 admission policy of the Board and about the enrolment procedures which apply in this school.

Further information may be obtained from the Principal, or from the school office (tel: 01-2895637, fax: 01-2892492, email: [admissions@loretofoxrock.ie](mailto:admissions@loretofoxrock.ie). The school website address is: [www.loretofoxrock.ie](http://www.loretofoxrock.ie).

### **2. THE SCHOOL**

Loreto College, Foxrock is an all-girls, voluntary Roman Catholic School under the trusteeship of the members of the Institute of the Blessed Virgin Mary, known in Ireland as the Loreto Sisters. 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 College to the Board of Management.

The school is fee-paying. The level of the fees is set each year by the Board of Management of the school, subject to the approval of the Loreto Education Trust.

The school fees due in respect of a student must be paid in accordance with the terms set out in the invoice requesting payment to enable the student to progress to the next academic year<sup>77</sup>

### **3. MANAGEMENT**

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

Loreto Education Trust	-	4 nominees
Parents/Guardians	-	2 elected nominees
Teachers	-	2 elected nominee



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

#### **4. PHILOSOPHY OF EDUCATION/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.

Loreto Foxrock endeavours to provide a caring and respectful community, which promotes the growth of each individual. We strive to create a supportive learning environment, which encourages each person to develop her full spiritual, intellectual, moral, physical and social potential.

*“In the Spirit of Mary Ward, Loreto College Foxrock is a caring, enabling, learning community where staff and students work together with mutual respect to fulfil their God-given potential with integrity, compassion and a sense of humour in the generous pursuit of a just world.”*

Mary Ward’s core values – justice, freedom, sincerity, truth and joy – are the foundation of the spirituality of the school/college community. Discernment, involving reflection on experience leading to action, will inform and influence policies, structures, practices and teaching.

#### **5. STAFFING**

In the academic year 2017/18 the school has a Principal, Deputy Principal and 50 teachers. The staff includes a Learning Support co-ordinator and Guidance Counsellors. To facilitate a wide curriculum and range of classes, the Board of Management employs a number of teachers in excess of the staffing allocation made to the school by the Department of Education & Skills.

The Sport’s Department staff includes a co-ordinator and a number of part-time coaches for hockey and basketball. Two secretaries, a receptionist, librarian, bursar, maintenance and house-keeping staff complete the staffing complement of the school.

One of the priests of Foxrock Parish acts as part-time Chaplain to the school.



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## 6. REPRESENTATIVE ASSOCIATIONS

The Parents/School Association represents the parents/guardians of students in the school. The parents/guardians are elected by the parents/guardians at the AGM of the Parent Body.

The Students' Council represents the student body, and includes students from First, Second, Third, Fourth, Fifth and Sixth Year who are elected annually.

## 7. THE SCHOOL PROGRAMME

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.

The State Examinations taken by the students of the school are the new Junior Cycle Student Award and the Leaving Certificate.

The subjects are offered in accordance with curricular regulations of the Department of Education & Skills. Optional subjects are offered subject to staff resources and minimum numbers in classes.

### ***NEW JUNIOR CYCLE***

The following subjects offered are:

Art (Craft & Design); Business Studies; Civic, Social and Political Education (CSPE); Classical Studies; English; French; Geography; History; Home Economics; Irish; Mathematics; Music; Physical Education; Religious Education; Science; Social, Personal and Health Education (SPHE); Spanish.

### ***TRANSITION YEAR***

The academic subjects offered in Transition Year are:

Accounting; Art (with Craftwork option); Biology; Business; Chemistry; Classical Studies; English; French; Geography; German; History; Home Economics (Social & Scientific); Irish; Mathematics; Music; Physical Education; Physics; Religion; Spanish.

As well as the above subjects, a number of modules are offered. These modules, which may vary from year to year, include:

Bridge; Career Guidance; Chinese; Community Care; Computer Studies, Culinary Skills; Cultural Activities; Dance; Development Education; Drama; Enterprise; Film Making; First Aid; Health Education; Japanese; Leisure & Recreation Management; Mini-Company; Outdoor Pursuits; Public Speaking; Skills Development; Speech & Drama; Self-Defence.



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### **LEAVING CERTIFICATE**

The following subjects are offered at Leaving Certificate:

Accounting; Applied Maths; Art (with Craftwork option); Biology; Business; Chemistry; Classical Studies; Economics; English; French; Geography; German; History; Home Economics (Social & Scientific); Irish; Japanese, Mathematics; Music; Physics; Spanish.

The students also study: Career Guidance; Physical Education; Religious Education and Social, Personal and Health Education (SPHE).

Optional subjects are grouped for Fifth and Sixth Year students in the relevant year. Subject choices are offered at the end of Third Year for those proceeding directly to the Leaving Certificate programme and at the end of Transition Year.

### **CO-CURRICULAR ACTIVITIES**

The school recognises the importance of co-curricular activities in the holistic development of students. The school offers a wide range of co-curricular activities and students are encouraged to participate in these activities. These activities can vary from year to year but will usually include the following:

#### **Sport**

Archery, Athletics; Badminton; Basketball; Cross Country Running; Gaelic Football; Hockey; Soccer; Table-Tennis; Tennis.

#### **Other**

Bridge; BT Young Scientist Exhibition; Chinese; Choir; Computer Club; Cookery Club; Debating; Drama; Gaisce Award; Guitar; Instrumental Tuition (flute & violin); Japanese; Latin; Orchestra; Science Club; Social Justice; St Vincent de Paul; Student Council.

## **8. ADMISSIONS PROCEDURE**

Within the parameters of Department of Education & Skills regulations and programmes, the rights of the Patron as set out in the Education Act '98, the religious and educational philosophy of the Loreto Sisters, 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 a diversity of traditions, values, beliefs, languages and ways of life in Irish Society.

Under the Department of Education & Skills Rules and Programme for Secondary Schools, secondary school students must be aged 12 years on the 1<sup>st</sup> January in the calendar year following the student's entry into First Year and have completed Primary Education.



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### 8.1 CRITERIA USED FOR OFFERING PLACES IN LORETO COLLEGE, FOXROCK:

Places will only be offered to those parents/guardians who have completed a Declaration of Interest Form. In the event that the number of Declaration of Interest Forms exceeds, or is expected to exceed, the number of places available in the relevant year, the Principal of the College, on behalf of the Board of Management, will apply the criteria set out below in the allocation of places.

The following criteria will be applied in the following order:

*Category 1:* Sisters of current students of the College. Current student is defined to include those who have been allocated and accepted a place but have not yet commenced attending the College.

*Category 2:* Daughters of eligible staff of the College. Eligible staff is defined as those non-casual employees who have been in the employment of the Board of Management of the College 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 College, Foxrock.

*Category 3:* Sisters of past pupils, such past-pupils must have completed Fifth and Sixth Year in Loreto College, Foxrock.

*Category 4:* Daughters of members or past members of the Board of Management of Loreto College, Foxrock.

*Category 5:* Daughters of eligible past students of the College. An eligible past student is defined as someone who completed Fifth and Sixth Year in Loreto College, Foxrock.

*Category 6:* Students of one of the following traditional feeder schools to Loreto College, Foxrock:

- Carysfort NS, Convent Road, Blackrock, Co Dublin
- Guardian Angels' NS, Newtownpark Ave, Blackrock, Co Dublin
- Our Lady of Mercy Convent School, Rosemount Terrace, Booterstown, Co Dublin
- St Brigid's Girls School, The Park, Cabinteely, Dublin 18
- St Patrick's GNS, Foxrock Ave, Foxrock, Dublin 18

If places remain

*Category 7:* 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.



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In the event that the total number of places available in any one of the above categories is less than the number of Declaration of Interest Forms 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.

## **8.2 THE RANDOM PROCESS AND THE WAITING LIST:**

The random process that will be used if there are more Declaration of Interest Forms in any of the above categories than places available in that category will be overseen by the Principal and will be witnessed by a representative of the Board of Management, a representative of the Parent/School Association and a Peace Commissioner. 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 Declaration of Interest Forms will then be added to the end of the Waiting List in date order of receipt in the office.

## **9.1 PROCEDURES FOR OFFERING PLACES FOR 2020**

The following procedures will apply for places in Loreto College, Foxrock for the academic year commencing September 2020:

An Open Evening for parents/guardians and their daughters will be held in the College on Thursday, 5<sup>th</sup> October 2017 from 6.30 – 8.30 pm. The Principal will give a presentation on admissions for prospective applicants for 1<sup>st</sup> Year 2020 in the Concert Hall at 6.30 pm. Declaration of Interest Forms and other information will be available at this meeting and from the school office during office hours, from Friday, 6<sup>th</sup> October 2017 onwards.

Parents/Guardians who wish to send their daughter to Loreto College, Foxrock must complete the Declaration of Interest Form for 2020 and return it to the school office before **4 pm on Thursday, 19<sup>th</sup> October 2017**.

All properly completed Declaration of Interest Forms received by the due date (19<sup>th</sup> October 2017) will be treated equally, within each of the aforementioned categories (8.1), in the random process.

Declaration of Interest Forms for 2020 received after 4 pm on Thursday, 19<sup>th</sup> October 2017 will be deemed to be late. The names on the late Declaration of Interest Forms, in any category, will be added to the end of the Waiting List in date order of receipt by the office.



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It should be noted that only one Declaration of Interest Form may be completed in respect of any one child for any one year.

Offers of places for 2020 will be posted out in the week beginning Monday, 13<sup>th</sup> November 2017. Those who are not offered places will receive notification at this stage of their numeric place on the Waiting List. Please contact the office if you do not receive correspondence from the school by Monday, 20<sup>th</sup> November 2017.

Parents/Guardians who wish to accept the offer of a place must return the fully completed Offer Acceptance Form 2020 along with an initial €500 deposit by **4 pm on Monday, 4<sup>th</sup> December 2017**. A further €500 deposit will be sought in March 2019. The full deposit (€1,000) will be deducted from the school fee payable for First Year students in the College.

**Once the offer of a place has been accepted the deposits are non-refundable.**

It is the responsibility of parent(s)/guardian(s) to contact the school office if they change address.

## **9.2 DEFERRAL OF PLACE IN LORETO COLLEGE FOXROCK:**

The Board of Management will consider applications to defer acceptance of a place offered in Loreto College 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 College.

If there is a place available the following year, then this place will be allocated to the student in question. If there is no place available the following year, then the student's name will be placed at the top of the relevant Waiting List.

## **9.3 CODE OF BEHAVIOUR FOR STUDENTS**

Loreto College, Foxrock 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 the school follows to suspend or expel a student. It further outlines the appeals procedure available to those who may wish to use it. The Code of Behaviour will be given to parents/guardians before the closing date for the acceptance of offers. Prospective students and their parents/guardians should familiarise themselves with the College's Code of Behaviour for Students, which they will be required to accept. They are further expected to support the school in its enforcement.



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## **10. TRANSFER OF STUDENTS**

In the case of students seeking to transfer to Loreto College, Foxrock 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 (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 the interview referred to above on condition that all the required data has been received by the Principal.

## **11. CHILDREN WITH DISABILITIES AND/OR SPECIAL EDUCATIONAL NEEDS**

Within the criteria for enrolment in the school as set out above, and having regard to the facilities and services available in the school, the Board of Management would wish to facilitate the enrolment of students with disabilities and/or special educational needs.

Loreto College welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodation for students with disabilities or special educational needs up to a nominal cost so that these students are free to participate in the life in the school in so far as is reasonably practicable.

While recognising and fully supporting parents'/guardians' rights to have a school of their choice for their children, the College's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The College welcomes students with special educational 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 student



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concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The Board of Management must be made aware of any special needs as early as possible, so that these needs can be assessed and addressed where possible.

Parents/Guardians are requested to outline the details of a child's special educational needs on the Declaration of Interest Form.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met.

Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the student may be entitled.

The parents/guardians of the student may request a meeting with the Principal to discuss the student's educational or other needs.

The Principal may request a meeting with the parents/guardians of the student to discuss the student's needs prior to the offer of a place in the College.

The following information will be requested from the parents/guardians:

- A copy of the child's medical/psychological report/individual education plan, if available.
- If such reports are not available, parents/guardians will be asked to have the child assessed immediately. The purpose of such assessment is to assist the school in establishing the educational and training needs of the child and to profile the support services required.

N.B. It may take some time for the Department of Education and Skills to process requests for resources. Parents/guardians are strongly advised to inform the College as early as possible of their daughter's particular disability or special educational need and discuss their particular situation with the Principal well in advance.

Following receipt of the Report(s), the Board of Management will assess how the school can meet the needs specified. If the Board deems that further resources are required, it may, prior to enrolment and in co-operation with the parents/guardians, request the Department of Education & Skills to provide the resources required to meet the needs of the child.



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## **12. APPEAL**

The final decision with regard to the enrolment of students in Loreto College, Foxrock and with regard to all matters covered by this Admissions Policy lies with the Board of Management.

Parents/Guardians whose daughter has not been allocated a place in the College may appeal this decision in the first instance to the Board of Management and subsequently, if necessary, to the Department of Education and Skills, under Section 29 of the Education Act (1998).

The appeal to the Department of Education and Skills 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](http://www.education.ie) or obtained from the school office.

## **13. REVIEW & RATIFICATION**

This policy is subject to review at the discretion of the Board but sufficiently in advance to allow changes to be communicated to interested parties.

This policy was ratified by the Board of Management on 8<sup>th</sup> October 2013.

This policy was reviewed by the Board of Management on 22<sup>nd</sup> September 2014.