Loreto Abbey Secondary School, Dalkey

Admission Policy for Entry 2027 of Loreto Abbey Secondary School, Dalkey, County Dublin

School Address: Loreto Avenue, Dalkey, County Dublin

Roll Number: 60130C
School Patron: Loreto Education Trust

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 Board of Management on 26th February 2026 and subsequently approved by the school Patron on 23rd March 2026. It is published on the school's website and will be made available in hardcopy on request.

The relevant dates and timelines for the Loreto Abbey Secondary 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 on request to any person who requests it.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

Loreto Abbey Secondary School, Dalkey, is a Catholic all girls fee charging 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[1], 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 School's 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 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[2]. 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 Abbey Secondary School, Dalkey, 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.

[1]*The Institute of the Blessed Virgin Mary was founded in 1609 by Mary Ward and Teresa Ball brought this tradition which she named Loreto to Ireland in 1821.*

[2] The school provides religious education 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.

Mission Statement

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

3. ADMISSION STATEMENT

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

a) the gender ground of the student or the applicant in respect of the student concerned,
b) the civil status ground of the student or the applicant in respect of the student concerned,
c) the family status ground of the student or the applicant in respect of the student concerned,
d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
e) the religion ground of the student or the applicant in respect of the student concerned,
f) the disability ground of the student or the applicant in respect of the student concerned,
g) the ground of race of the student or the applicant in respect of the student concerned,
h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
i) 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 Abbey Secondary School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Loreto Abbey Secondary School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational

Needs Act 2004 in relation 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.

Loreto Abbey Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b) of the Education Act 1998.

4. ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

the school is oversubscribed (please see Section 5 below for further details)

a) 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.
b) and that he or she shall make all reasonable efforts to ensure compliance with such Code by the student.
c) Loreto Abbey Secondary School 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. 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.

Applications for September 2027 and following years

The Principal is responsible, in the first instance, for the implementation of the Admission Policy.

When the number of applicants exceeds the number of places available, places will be allocated to applicants in accordance with the following order of priority:

1. Sisters of existing pupils

2. Sisters of past pupils, such past pupils must have completed Fifth and Sixth Year in Loreto Abbey Secondary School

3. 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.

4. Daughters of past pupils. (This number of places will be limited to 25% of the annual admission's number of places). A past pupil is defined as a student who has graduated from Loreto Abbey Secondary School in 6th Year. In the event that the number of applicants exceeds 25% of the available places, places will be allocated by lottery. Those unsuccessful will be placed in categories 5 or 6, whichever is applicable.

5. 6th Class pupils attending Loreto Primary School, Dalkey.

6. Applicants who do not fall within any of the above categories.

Should there be insufficient places left available for all applicants who come within one of the above categories, any places available for that category will be offered on the basis of a lottery.

Important, please note:

For the purposes of this Admissions Policy, any selection determined by a lottery process will be appropriately managed by the school and shall be overseen by the Principal, Admissions Secretary, Nominee of the Board and an independent observer appointed by the Board of Management.

It is the responsibility of parents/guardians to inform the school, in writing, on the Application Form that their daughter falls into one of the above categories.

6. 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:

a) a student's academic ability, skills or aptitude

b) the occupation, financial status, academic ability, skills or aptitude of a student's parents

c) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission

d) a student's connection to the school by virtue of a member of her family

attending or having previously attended the school, other than a sister(s) of a student attending or having attended the school and/or a mother of an applicant having attended the school. In relation to mothers having attended, Loreto Abbey may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's Annual Admission Notice

e) 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 admissions notice of the school for the school year concerned.

DECISIONS ON APPLICATIONS

All decisions on applications for admission to Loreto Abbey 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 11 below in relation to applications received outside of the admissions period and Section 12 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.

NOTIFYING APPLICANTS OF DECISIONS

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admission 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 14 below for further details).

7. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from Loreto Abbey Secondary School, you must indicate:

(a) in writing, acceptance or otherwise within the timeframe outlined in the Annual Admission Notice, along with a **non-refundable** deposit (see Annual Admission Notice), to be set against fees for the coming year.

(b) 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

(c) 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.

8. 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 Abbey Secondary School where:

a) it is established that information contained in the application is false or misleading.

b) 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 and pay the requisite deposit (to be set against the First-Year fees).

c) 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; or

d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in Section 7 above.

9. 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:

(a) an application for admission to the school has been received,

(b) an offer of admission to the school has been made, or

(c) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(a) the date on which an application for admission was received by the school;

(b) the date on which an offer of admission was made by the school;

(c) the date on which an offer of admission was accepted by an applicant;

(d) 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).

10. 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 Abbey 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 Abbey 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.

11. 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 Admission 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.

12. PROCEDURES FOR ADMISSION OF STUDENTS TO OTHER YEARS AND DURING THE SCHOOL YEAR

Where parents wish to seek admission 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 presentation of the 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, in exception to Section 6(e) in order to facilitate the accommodation of students in these particular circumstances.

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.

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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 Abbey Secondary School, the parents must indicate:

(a) in writing, acceptance or otherwise within the timeframe outlined in the Annual Admission Notice, along with a **non-refundable** deposit (see Annual Admission Notice), to be set against fees for the coming year.

(b) 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

(c) whether or not they have applied for and are 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 Abbey Secondary School where:

a) It is established that information contained in the application is false or misleading.

b) An applicant fails to confirm acceptance of an offer of admission within two weeks of the date of the offer of a place.

c) 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;

d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

or

e) 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.

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' applications 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 exception to Section 6 (e) in order to facilitate the accommodation of students in these particular circumstances. 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 Data with other schools:

Applicants should note that the provisions of Section 9 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.

13. ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS EDUCATION

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. The approach taken is outlined in the Religious Education Policy available on the policy section of the website.

A parent of a student, or a student who has reached the age of 18 who wishes to attend Loreto Abbey Secondary School, without attending Religious Education 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 this in the context of the Characteristic Spirit Statement in S2 above.

14. 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 request for a review by the Board of Management must be made within 21 calendar days of the date of the decision to refuse admission. 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 Youth.

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.

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 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 Youth.

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 Youth.

Signed: Eilis Humphreys _____ Date: 23rd March 2026

Chairperson, Board of Management

This policy will be reviewed in January 2027

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