



Loreto College Mullingar Admissions Policy

General Introduction

Loreto College, Mullingar is a Voluntary Catholic Secondary School for girls rooted in the Loreto tradition. Loreto Education Trust is the Patron of the school under the terms of the Education Act, 1998. The Board of Management is authorised by the Loreto Education Trust Board to fulfil its role in accordance with the relevant legislation and the Articles of Management for Voluntary Catholic Secondary Schools.

Mission Statement

Our mission is to provide a Christian, caring community of learning, which seeks, in an atmosphere of mutual co-operation, respect and justice, to develop the talents and potential of all members.

Our Mission is achieved through:

- An emphasis on the educational development of the whole person;
- A recognition and appreciation of the unique individuality of every member of our community;
- An orderly, positive environment, which allows quality teaching and learning to take place;
- A spirit of collaboration and partnership with parents and the wider community;
- Continuing professional development for staff.

The School

Loreto College has 757 students (2015-2016), and 44 full-time and 3 part-time teachers. There are two teachers specifically deployed to provide learning support. The school employs Career Guidance Counsellors and a Chaplain.

The Board of Management is committed to compliance with the relevant education legislation, in particular, the Education Act, 1998, the Education (Welfare) Act 2000, the Equal Status Act, 2000-2004 and the Education for Persons with Special Educational Needs Act, 2004.

The school depends on the grants and teacher resources, provided by the Department of Education and Skills and operates within the regulations laid down, from time to time, by that Department. School policy must have regard to the resources and funding available to the Board of Management. The school follows the curricular programmes prescribed by the Department of Education and Skills,

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which may be amended, from time to time, in accordance with section 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the Trustees as set out in the Education Act (1998), and the level of funding and resources available, the school supports the principles of:

- Equity of access and participation in the school;
- Parental choice in relation to enrolment;
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- Inclusiveness, particularly with reference to the enrolment of children with disabilities or other special needs;

Loreto College school hours run Monday to Friday inclusive from 9a.m. to 3.50p.m., Monday to Thursday, and 9a.m. to 3.15 p.m. on Friday. The Principal, Deputy Principal and relevant members of staff are available to meet parents, by prior appointment, during the school day. A parent-teacher meeting is arranged for each year group during the school year. There is a very active and supportive Parents' Advisory Council in the school. Every student has a Form Teacher and Year Head, who look after the pastoral needs and discipline concerns of students.

Board of Management

The managerial authority of the school is the Board of Management which is appointed by the Trustees. The Board consists of the following:

Four members nominated by the Trustees of the school

Two parent nominees, elected by the parents of students of the school

Two teacher nominees, elected by the teaching staff of the school

Admission to the school is a function of the Board of Management.

The Board delegates responsibility for the day- to- day management of the school to the Principal, assisted by the Deputy Principal and holders of Posts of Responsibility. **It is the remit of the Principal to allocate students to classes and her decision in this regard is final.**

1. Enrolment Procedures

The Board of Management will communicate through local primary schools and local media regarding application procedures for the following academic year, 2016 – 2017. An *Open Evening* is normally held in January. Application must be made by completing the official Application Form available from the school and from the relevant primary schools as and from *Monday 4 January, 2016*. Completed forms must be received in the school office *on or before 9pm Friday 22 January, 2016*. Within 21 days of this closing date, each applicant will receive a reply from the school indicating whether or not she is being offered a place. In the school year, 2016-2017, a maximum of 150 places will be offered in First Year. Unsuccessful applicants will be placed on a waiting list.

2. Acceptance of Places

Letters offering first round places will be posted on the evening of Tuesday 26 January 2016. Having received the offer of a place, each successful applicant must secure her place by attending either of the scheduled Enrolment Evenings on *Tuesday 2 or Wednesday 3 February 2016* accompanied by a parent/guardian. Should exceptional circumstances arise that preclude the possibility of attendance, contact must be made with the school Principal well in advance of the Enrolment Evenings informing her accordingly so that alternative arrangements may be put in place.

3. Decisions in relation to applicants for admission

The relevant decisions are made by the Board of Management in accordance with the school policy on Admissions. The Principal of the College, acting on behalf of the Board of Management, will apply the criteria set out below in the allocation of places.

Applicants will be allocated places in the following order:

- A To sisters of current students, sisters of past pupils, daughters of past pupils(i.e. past pupils who have completed Junior Cycle and/or Senior Cycle in Loreto College) and daughters of non-casual employees, who have worked in this school for at least 3 school years.
- B To girls attending the following feeder schools in Mullingar parish; All Saints N.S., Bellview N.S. (St Colman's), Curraghmore N.S., The Downs N.S., Gaelscoil an Choilin, Gaelscoil an Mhuileann, Gainstown N.S., Kilpatrick N.S. Ballinea, Mullingar Educate Together N.S., Presentation Senior School, and St. Brigids Special School
- C To girls who are currently resident in Mullingar, but not attending the schools to which paragraph B above refers
- D To girls from a defined outer area, attending primary schools in the following areas: Ballinalack, Ballynacargy, Castlepollard, Castletown-Geoghegan, Collinstown/Fore, Coralstown/Kinnegad, Coole/Whitehall, Crownstown/Delvin, Dalystown, Dysart/Loughnavalley, Edmonton/Killucan/Rathwire, Loughegar/Taughmon Multyfarnham, Milltown, Raharney, Rathowen, Rochfortbridge and Sonna.
- E To girls from outside the above areas

Note:

If demand exceeds capacity i.e. the total number of applicants in a given category is greater than the places available, places will be allocated within that category by means of a random process.

Random Process

In the event of a random process being applied, it will be overseen by the Principal and will be witnessed by a representative of the Board of Management and a representative of the Parents' Association. The name of each student entitled to participate in the 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 will be recorded on a numbered list and places will be offered in that order until available places are filled.

In the case of one or more sisters applying for admission in the same year, the name of each sister will be entered in the random process separately. If the name of any of the sisters is drawn, places will be offered to all the sisters, provided so doing does not exceed our maximum number of available places (150).

Waiting List

When the available places have been filled, a 'waiting list' will be drawn up, the order of which will be determined by means of the random process applied to remaining students in the above order of categories to which remaining applicants belong.

Late Applications

Application forms received after the closing date will be added to the waiting list according to date of receipt of application following those already on the list from the random process.

The Board of Management's decision in relation to any aspect of enrolment is final but subject to the outcome of any appeals in the context of Section 29 of the Education Act, 1998.

4. Students with Special Needs

Loreto College, Mullingar welcomes students with special educational needs and will use resources, both financial and personnel, provided by the Department of Education and Science, to make reasonable accommodation for students with disabilities or special educational needs up to a nominal cost so that these students are in a position to participate in the life of the school insofar 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 cater for students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being provided by the Department of Education and Science. Parents are strongly advised to inform the College as early as possible and to discuss the particular special needs well in advance so that every effort may be made by the school to obtain from the Department of Education and Skills the resources required to meet the needs of the child.

The College welcomes students with special educational needs unless the nature and degree of those needs is such that to enrol the student would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The Principal or her Deputy, when authorised to do so, 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 at the time of application. The Principal, or her Deputy, when authorised to do so, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met and makes recommendations to the Board of Management accordingly. Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the student may be entitled. The Principal may request a meeting with the parents/guardians of the student to discuss the application and the student's needs. The parents/guardians of the student may request a meeting with the Principal to discuss the student's educational or other needs.

In relation to application for the enrolment of children with special needs, the Board of Management may also request a copy of the child's medical and/or psychological report or where such a report is not available, request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to her disability or special needs and to profile the support services required.

6. Transfer of Students

In the case of students seeking to transfer to Loreto College, Mullingar, from another post-primary school, a number of procedures apply.

Parents/guardians who request a place for their daughter(s) in a class in which a place may be available must complete an application form. The student and her parents/guardians will be interviewed by the Principal who may be accompanied by the Deputy Principal or a member of the teaching staff. All data, including attendance, school reports (as per the Education Welfare Act, 2000); psychological reports and subject exemptions concerning the applicant will be sought on application. The Principal of the school which the applicant is attending or has most recently attended will be contacted for a reference.

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 the school will be conveyed to the parents within 21 days of the meeting referred to above on condition that all the required data has been received by the Principal.

7. Right to Appeal

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 Science, under Section 29 of the Education Act, 1998.

The appeal to the Department of Education and Science 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 or obtained from the school office.

8. Review and Ratification

This policy is subject to review at the discretion of the Board of Management with sufficient notification to allow significant changes to be communicated to interested parties. No such review is required in relation to Paragraphs 1 and 2 of this policy which will be adapted annually, as appropriate.