

Admission Policy of Loreto College Foxrock

Springfield Park, Foxrock, Dublin D18FT21

Roll number: 60240J

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/guardians 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 College Foxrock 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 College Foxrock, 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 Ball¹, 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 the 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 Church². 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 S.15 (2) (b) of the Education Act, 1998 the Board of Management of Loreto College Foxrock 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.

Loreto College Foxrock Mission Statement:

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.

3. Admission Statement

Loreto College Foxrock 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 College Foxrock is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Loreto College Foxrock will cooperate with the NCSE in the performance by the Council of its function 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 College Foxrock will comply with any direction served on the Board or the Patron under section 37A and 67(4)(b).

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [Section 5](#) below for further details)
- b) a parent/guardian 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 College Foxrock 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.

Please note that receipt of all applications is acknowledged electronically. If you have submitted an 'Application for Admission Form' and have not received an acknowledgement of receipt within 5 days after the school ceases to accept applications for admission, please contact the Admissions Officer admissions@loretofoxrock.ie.

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:

Category 1:

Sisters of current pupils in the school.

Category 2:

Sisters of eligible past pupils of the school. Eligible past pupils are past pupils of the school who have completed 5th and 6th year in Loreto College Foxrock.

Category 3:

Daughters or Granddaughters of eligible past pupils of the school. Eligible past pupils are those who have completed 5th and 6th year in Loreto College Foxrock. The maximum number of places that may be offered in this category is 25% of the available places as set out in the school's admissions notice for the relevant school year. If the number of applicants exceeds 25% of the available places, the places will be allocated by lottery. Any such lottery will be independently witnessed. Those who are unsuccessful in this category will be placed in categories 4, 5, 6 & 7, whichever is deemed applicable.

Category 4:

Daughters of eligible employees. Eligible employees are defined as those non casual employees who have been in the employment of the school for at least 6 months and who are reasonably expected to be still in the school's employment at the time their daughter commences in Loreto College Foxrock.

Category 5:

Students of the following Feeder schools:

- Carysfort National School, Convent Road, Blackrock, Co Dublin
- Holy Trinity National School, Glencairn, Leopardstown, Dublin 18

- Monkstown Park Junior School, Upper Mounttown Road, Dun Laoghaire, Co Dublin
- Our Lady of Mercy Convent School, Rosemount Terrace, Booterstown, Co Dublin
- Our Lady of the Wayside NS, Ballybetagh Road, Kilternan, Dublin 18
- St Anne's National School, Stonebridge Road, Shankill, Dublin 18
- St Brigid's Girls School, The Park, Cabinteely, Dublin 18
- St Joseph's National School, Tivoli Road, Dun Laoghaire, Co Dublin
- St Patrick's GNS, Foxrock Avenue, Foxrock, Dublin 18

Category 6:

All other applicants

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), those places will be allocated by an independently witnessed lottery.

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/guardians
- (c) a requirement that a student, or his or her parents/guardians, 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 his or her family attending or having previously attended the school;
other than
 - (1) siblings of an eligible student attending or having attended the school as outlined in categories 1 and 2 and
 - (2) parents/guardians or grandparents of an eligible student having attended the school, up to a maximum of 25% of the available spaces as set out in the school's annual admissions notice as outlined in category 3.
- (e) the date and time on which an application for admission was received by the school, 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 and subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to Loreto College Foxrock will be based on the following:

- The 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 the Annual Admission Notice for receiving applications

(Please see [section 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in the school's admission policy will not be used to make a decision on an application for a place in this school.

8. 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 this 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 16](#) below for further details).

9. Acceptance of an offer of a place by an applicant

Acceptance of an offer of a place in Loreto College Foxrock must be confirmed in writing, along with the payment of a non-refundable deposit. Deposits are set against the fee for the forthcoming school year. The timeframe for written acceptance and the sum to be paid as a deposit will be specified in the Annual Admission Notice.

In accepting an offer of admission from Loreto College Foxrock, 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 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.

10. 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 College Foxrock 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 or fails to pay the deposit at the time set out in the Annual Admissions Notice.
- (iii) the parent/guardian 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
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 9](#) above.
- (v) 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.'

11. 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
- (iii) An offer of admission to the school has been accepted

The list may include 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;

12. 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 College Foxrock 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 College Foxrock 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.

13. 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 the 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.

14. Procedures for admission of students to a year group other than first year and for admission of students during the school year

Where parents/guardians 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/guardians within 21 days of the initial application.

Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year cannot be offered 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,

according to the admission criteria, 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/guardians 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/guardians 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.

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/guardians 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 College Foxrock, the parents/guardians 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/Guardians 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 College Foxrock 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/guardian 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.

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. 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.

15. 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 classes.

A parent/guardian of a student, or a student who has reached the age of 18, who wishes to attend Loreto College Foxrock without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s)/guardian(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

Where specific denominational activities occur, (e.g. Liturgies), students may choose not to attend and are provided with the opportunity to engage in learning from a text from their

own faith or a philosophical text as agreed with their RE teacher in line with the school's Religious Education policy.

These arrangements will not result in a reduction in the school day of such students.

16. Reviews/appeals

Review of decisions by the Board of Management

The parent/guardian 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/guardian 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.

This policy was ratified by the Board of Management on 16th day of January 2023.

Signed Gayan
Chairperson



School Fee Policy

Introduction

Loreto College Foxrock is a not-for-profit fee-paying school and school fees are the primary source of income for the school. Our fees are very much at the lower end of the fee-paying schools and both the Board of Management and the Loreto Trustees are keen that this should continue to be the case.

This policy supersedes any previous policy or arrangement for payment of school fees. This policy must be read in conjunction with the current Admissions Policy for the school.

Acceptance of Terms and Conditions

In sending their children to the school, parents/guardians accept the obligation to pay the fees in accordance with the terms set out below. Acceptance of an offer of a place in the school implies acceptance of these fee terms and conditions. The timely payment of school fees, when due, as per the terms and conditions, is crucial to controlling the finances and planning for the future needs of each school. No student shall have the right to remain a student where fees remain unpaid.

Deposit

A non-refundable deposit is due on acceptance of a place. Offers for places will be communicated to the parents/guardians of those to whom a place has been allocated. The formal offer will include a form for completion and signing by the parents/guardians. This form must be signed and returned to the school with full deposit no later than the date indicated in the offer letter. Confirmation of acceptance confirms acceptance of the current Fee Policy. Any offer of a place is subject to payment of the non-refundable deposit of €1,000, which will be deducted from the first year's fee.

Absence from School

Notification of any students not returning to complete their education with Loreto Foxrock must be notified in writing before the 1st of August ahead of the next academic year commencing or else liability for a full year's fee will fall due. No reduction in fees can be made for temporary absence or if a student leaves during the school year, fees for that academic year are payable in full. Should a student leave the school for any part of an academic year, fees for the full year are payable in order to retain one's place in the next academic year. Should a new student be admitted to the School after the commencement of the school term pro-rated fees are due on offer of a place.

Non-Payment of School Fees

In the event of non-payment of school fees this will be followed up within the school year, up to and including legal proceedings – full costs of which shall be covered by the debtor.

Unless otherwise advised in writing, notification issued to the student's last known home address/emails on our records shall be considered sufficient notice to both parents/guardians. Furthermore unless otherwise advised in writing, and supported with appropriate evidence, both parents/guardians will be considered jointly liable for all fees.



It is expected that any student who wishes to sign up or attend any extracurricular school trips be in compliance with the fee payment plan as outlined in this policy document.

No student will be permitted to progress to the next academic year without all outstanding amounts having been cleared before the end of each academic year.

Family Discounts

Families with two students at the school will receive a 5% discount on the younger student. Families with twins or three or more students at the school will receive a 10% discount on the second student, and each student thereafter.

Payments

There are two methods of payment available as follows:

- By electronic funds transfer (EFT) in full by Friday the 21st of July; or
- By eight monthly standing order instalments commencing 1st of August.

All EFT payments can be made directly to our bank account as follows:

Loreto College Foxrock – IBAN IE54 AIBK 9320 8623 3400 87

If you choose to pay the fees in full by the 21st of July, a €100 discount will be applied.

If you choose to pay by standing order, please ensure that the first instalment is paid on or before 1st August.

Additional Charges

Our fees cover most costs but additional items such as digital device, schoolbooks, uniform, sports equipment and art supplies are purchased by the parents/guardians. The daily school bus service and extracurricular activities will be charged via the school app to the parent's/guardian's account.

Any queries on the school fees and capital development donation should be addressed to our Head of Finance, Naoisha Maher, at nmaher@loretofoxrock.ie or on 2895637.

Approved by the Board of Management at its meeting on 8th May 2023.