LORETO COLLEGE
Admission Policy

53 St Stephen's Green, Dublin 2

Roll number: 60820E

School Patron: Loreto Education Trust

1. Introduction

This Admission Policy, which was approved by the school patron on 19th August, 2020, complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 (referred to in this policy as the 'Education Acts') and the Equal Status Act 2000. In drafting this policy, the Board of Management of the College has consulted with school staff, the school patron and with parents of children attending the school.

The policy must be read in conjunction with the Loreto College Annual Admission Notice for the school year concerned, which details the relevant dates and timelines.

All pertinent documentation including this policy, the Annual Admissions Notice and the Application Form are available on the College website or, by request, in hardcopy.

College Address:	Loreto College 53 St Stephen's Green Dublin 2
Telephone:	01 661 8179
Website:	www.loretothegreen.ie
Email	info@loretothegreen.ie

In this policy 'parent' will be taken to mean 'parent or guardian'.

2. Characteristic spirit and general objectives of the College

Loreto College, St Stephen's Green (the 'College') is an all-girls **fee charging** Catholic voluntary secondary school 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 their intellectual, physical, cultural, moral and spiritual aspects in an environment of justice, freedom, sincerity, truth and joy.

The Loreto sisters were founded by Mary Ward in 1609 and were brought to Ireland by Frances Teresa Ball in 1821. Mary Ward pioneered a new type of religious life for women and her desire to serve the needs of her time found expression in Catholic education. Today her vision and inspiration are 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*.

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. Students are encouraged to be reflective and discerning 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" 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. Students and their parents who are not Catholic are expected to respect the Catholic ethos and tradition of the College. The College seeks to promote its Catholic ethos, not only in religion class, but in all aspects of school life.

In harmony with our characteristic spirit and recognising that care of faith is 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. 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 between 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 the College 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.

Our Mission Statement

In an atmosphere of mutual respect and justice, we are a community that aims to provide a rich and diverse curriculum catering for the needs of each individual student. We provide a holistic education wherein we strive for excellence in the pursuit of knowledge. Social concerns and spiritual values are central to our educational philosophy, while sporting and cultural endeavours are encouraged. Each student is challenged to realise her full potential and to recognise the dignity of each human being.

The College

The Patron of the College is the Loreto Education Trust which delegates the administration of the College to the Board of Management.

The family, as the primary educator, shares responsibility for the student's education through its commitment to the values of the College.

The school, located in three adjoining buildings at 53-55 St. Stephen's Green, is in the city centre. The majority of its students come from a wide geographical area which includes the Dublin suburbs, north and south County Dublin and Counties Meath and Kildare.

One hundred girls are admitted to the new first year each autumn. They are divided into four mixed ability class groups and this remains the pattern for all other year groups.

There is a small intake of students into other years, when vacancies arise. (See section 13 below.)

3. Admission Statement

The College will not discriminate in its admission of a student to the school on any of the following grounds:

(a) gender
(b) civil status
(c) family status
(d) sexual orientation
(e) religion
(f) disability
(g) race
(h) a student, or applicant in respect of a student, being a member of the Traveller community or
(i) special educational needs

The terms 'discriminate', 'gender', 'civil status', 'family status', 'sexual orientation', 'religion', 'disability', 'race', and 'Traveller community' shall be construed in accordance with section 3 of the Equal Status Act 2000.

The College

i. is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to the College;

ii. is a school whose objective is to provide education in an environment which promotes Catholic, Loreto values and does not discriminate where, in the case of oversubscription, it admits a student of Roman Catholic denomination in preference to others. The College may refuse admission to a student if it is proved that such refusal is necessary to maintain the ethos of the College.

4. Admission of Students

The College shall admit each student seeking admission except where –

a) the College is oversubscribed (please see section 7 below for further details); or

b) a parent of a student, when requested by the Principal, fails to confirm in writing that the code of behaviour of the College 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

c) a parent of a student fails to confirm in writing their acceptance of responsibility for the payment of the College fees.

Post Admission, the College may request certain information from students which may include the following:

i. If the student is a Roman Catholic or belongs to any other faith community
ii. Details of any medical condition of which the College should be aware
iii. Relevant information concerning family circumstances

The purpose of this information is to assist the College in being sensitive to and meeting, as far as possible, the needs of students and parents.

In order to meet any additional needs of newly admitted students, the College will meet with the parents of the student to discuss her needs. It will request a copy of the student's medical and or/psychological report or, where such a report is not available, will request that the student be assessed immediately. The purpose of the assessment report is to assist the College in establishing the educational needs of the student and to profile the support services required in order to ascertain how the College can meet as far as possible the needs specified in the report.

The parents of a student, or in the case of a student who is aged 18 or more, the student, who has requested that the student attend the College without attending religious education in the College should make a written request to the Principal. The Principal will then meet with the parents and student concerned to consider how this request can best be accommodated. Click here to view RE Policy.

The College 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.

The College will comply with any direction served on the board or the patron under section s37A and 67(4)(b) Education Act, 1998, as amended.

5. Procedures for Application

Those wishing to apply for a place in the College must complete the College Application Form which is available on the website. Applications for First Year are accepted only on the dates in the month of October specified in the Annual Admissions Notice for entry in September of the following year.

Any application for two or more sisters for the same year group shall be treated as a single application for the purposes of this policy.

A receipt will be sent to all applicants, confirming that the College has received the application form. If a receipt is not received within ten working days, the College must be contacted immediately. It is the responsibility of the applicant to draw this to the attention of the College and the College does not take any responsibility for applications not received, unless proof of postage is provided.

6. Categories of Applicants

Applications for Admission to the College, received in accordance with this policy and with the timeline in the Annual Admission Notice will be placed in the following categories.

1. **Junior School students**
   Students who have spent not less than two years in Loreto College Junior School, St Stephen's Green in the three years preceding the expected year of entry into the College.This three year period can be extended at the discretion of the College if the student's family were required to move abroad for work during the student's primary school years.

2. **Sisters of current or former students of College**
   A 'Former Student' for the purposes of this policy is defined as someone who, under ordinary circumstances, completed the Leaving Certificate programme and sat the exam at the College.

3. **Daughters of Staff Members**
Staff member in this category is defined as those non-casual employees who have been in the employment of the Board of Management for at least six months and who are reasonably expected to be still employed by the Board at the time their daughter commences in the College.

4. **Daughters of Former Students and Nieces of Loreto Sisters**

5. **Granddaughters of Former Students and Grandnieces of Loreto Sisters**
Proof that Grandmother is a Former Student, as defined in Category 2. above, or that Grand Aunt is a Loreto Sister, must be submitted to the school, when requested.

6. **All Other Students**

7. Allocation of Places

For admission to First Year the following selection procedures will apply and in the following order:

a. Students from the Junior School in category 1 above up to a maximum of 30 students per school year

b. Up to four places are reserved each year for students participating in the Teresa Ball Access Programme.

c. Sisters of current and Former Students of the College in category 2 above.

d. Daughters of eligible staff members in category 3 above.

e. The number of places offered under categories 4 and 5 is limited to 25% of the total number of places allocated in any one year. Where the number of applications received in these categories exceeds 25%, places will be allocated to those in category 4 first and then, if places remain, to those in category 5. In the unlikely event that applications under category 4 and 5 exceed available places, a lottery will be held under supervision by an external observor to determine allocation. Once this lottery is completed these categories are closed and further applications in these categories will not be considered. Any applicants who fail to obtain a place in these categories will be placed in the Main Lottery.

f. Remaining places will be allocated by lottery (Main Lottery) to all other applicants.

All lotteries will be externally supervised and will take place on a date specified in the Annual Admissions Notice. The Main Lottery will create a numbered list which will determine the order in which places are offered and also the waiting list for those who fail to receive a place. Should a place become available it will be allocated in accordance with this waiting list.

In the light of the lottery processes detailed above, it is not anticipated that there will be any situations of a ‘tied place’.

8. What will not be considered or taken into account in the allocation of places

The College 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 College:

(a) a student's prior attendance at any particular primary school, pre-school or naíonra other than Loreto College Junior School for those applying in category 1

(b) the payment of fees or contributions (howsoever described) to the College, other than the annual fees charged by the College for the provision of tuition and other services;

(c) a student's academic ability, skills or aptitude;

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

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

(f) a student's connection to the College by virtue of a member of her family attending or having previously attended the College, other than in the circumstances detailed in categories 2 to 5 in section 6 above.

(g) the date and time on which an application for admission was received by the College, provided the application is received during the period specified for receipt of applications in the Annual Admission Notice for the school year concerned.

9. Decisions on applications

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

- This policy
- The Annual Admission Notice
- The information provided by the applicant in the College's official application form received during the period specified in the Annual Admission Notice for receiving applications

No other selection criteria will be used by the College to make a decision on an application for a place.

Please see section 12 below in relation to applications received outside of the admissions period and section 13 below in relation to applications for places in years other than First Year.

10. Notifying applicants of decisions

Once the selection process is complete, a letter will be sent to all applicants within the timeline outlined in the Annual Admissions Notice.

If a student is not offered a place in the College, the reasons why she was not offered a place will be communicated in writing to the applicant, including details of the category of the selection criteria in which the student was placed and her place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review and the right of appeal of the College's decision (see section 17 below for further details).

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

Applicants who are offered a place in the College must confirm their acceptance of that place and pay the non-refundable deposit specified in the offer letter within 14 days of the posting of the offer. Failure to do so may result in the loss of the place.

In accepting an offer of admission from the College parents must indicate—

(i) whether or not an offer of admission for (an)other school(s) has been accepted. If such an offer has been accepted, details of the offer(s) concerned must be provided and

(ii) whether or not an application for admission to (an)other school(s) has been made and is awaiting confirmation. If so, details of the other school(s) concerned must be provided.

12. Late Applications

All applications for admission received after the closing date specified in the Annual Admission Notice will be considered and decided upon in accordance with this policy and the Education Acts.

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 end of the waiting list. Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the College received the application.

All admissions sought during the course of a school year will be in accordance with the terms of this policy.

13. Applications for admission of students to other years

The College will make every reasonable effort to accommodate students who wish to apply to transfer to the College from another post-primary school to classes other than First Year. Such applications can only be considered if there is a place available in the relevant year group. The process outlined here will also apply to students seeking readmission to the College.

Cognisant of its commitment outlined in sections 3 and 8 above, the College will apply the following procedures for admission to other year groups:

Parents must complete the relevant application form and submit this to the College. Should there be several applications received for any year group they will be dealt with on a first come first served basis, in accordance with the date the application is received by the College.

An offer of a place can only be made if there is space in the year group in question. A decision on the matter will be conveyed to the parents within 21 days of receipt of the initial application. Acceptance of that place must be made in accordance with Section 11 above.

Before accepting the place, the parents and their daughter will be invited to attend a meeting with the Principal and/or Deputy Principal or a member of the teaching staff, to ascertain whether there is space available in the particular subject classes required by their daughter. Attendance at this meeting is strongly recommended. Given the curricular provision, timetable arrangements, facilities, subject choices and levels available in the College, transfer to the College may not be in the best interest of the student as it may not be possible to offer a place in all the classes required.

14. 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 the College where—

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

(ii) an applicant fails to confirm in writing, acceptance of an offer of admission on or before the date set out in the Annual Admission Notice.

(iii) the parent of a student, when required by the Principal, fails to confirm in writing that the code of behaviour of the College 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 11 above.

15. Sharing of Data with other schools

The Education Acts allow for the sharing of data between schools in order to facilitate the efficient admission of students. Accordingly, the College will provide, on request from a patron or board of management of another school, a list of the students in relation to whom—

(i) an application for admission to the College has been received,

(ii) an offer of admission to the College has been made, or

(iii) an offer of admission to the College has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the College;

(ii) the date on which an offer of admission was made by the College;

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

(iv) a student's personal details including her name, address, date of birth and PPSN (personal public service number).

16. No fees payable on Application

Neither the College nor any person acting on its behalf shall charge fees for or seek payment or contributions (however described) as a condition of

(a) an application for admission of a student to the College, or

(b) the admission of a student in the College.

As a fee-charging school, the continued enrolment of a student is contingent on the payment of the fees and charges referenced in section 4(c) above. Please click here to view the School Fee policy.

17. Reviews/appeal

Review of decisions by the Board of Management

The parent of the student, or in the case of a student aged 18 or more, the student, may request the Board of Management to review a decision to refuse admission. Such requests must be made in accordance with the procedures and timelines specified by the Minister for Education and Skills published on the Department of Education and Skills (DES) website.

The Board will conduct such reviews in accordance with the procedures required by the Education Acts.

Right of appeal to Independent Appeals Committee

(a) In the case of admission refused on basis of oversubscription

The parent of the student, or in the case of a student aged 18 or more, the student, may appeal a decision of this College to refuse admission but only if that decision has already been reviewed by the Board of Management.

(b) In the case of admission refused for reason other than oversubscription

Where an applicant has been refused admission due to a reason other than the College being oversubscribed, the applicant (the parent of the student, or in the case of a student aged 18 or more, the student) may request a review of that decision by the Board of Management prior to making an appeal, but a review by the Board of Management is not a pre-condition to making an appeal to the Independent Appeals Committee.

Appeals for refusal of admission 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 and published on the DES website.

18. Additional Information about the College

Staffing

While the College is a fee-paying school the Department of Education and Skills pays the salaries of teachers according to the number of students on the roll in the previous year. The Board of Management employs a number of additional teaching and other staff to support the wider education needs of the students and the administration and maintenance needs of the College.

Financial Resources

As a fee-charging school, the College does not receive a ‘per capita’ student grant from the DES. Neither is it eligible for a range of other grants. It is totally dependent on the fees received from students to meet all costs apart from the teaching salaries met by the DES. Information concerning fees and other expenses will be provided at an Information Evening for parents of newly admitted students or by making direct contact with the College.

Curriculum

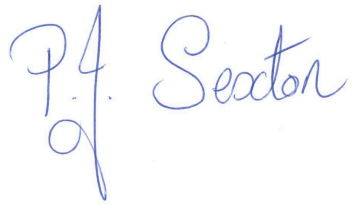
The College website provides all relevant details concerning the academic curriculum and other co-curricular dimensions of College life. Amendments may be made from time to time, in accordance with the Education Acts.

The College offers a six year academic programme, three years junior cycle, transition year which is compulsory, and two years senior cycle. The College also provides a pastoral care team to cater for the personal and social needs of the students. Guidance is also available for students in their education and career options.

Once a student is enrolled she will be allocated to a particular class by the Principal. Requests to change class or to be assigned to any particular teacher cannot be accommodated.

It is the experience of the College that those students who engage actively in the wide range of co-curricular opportunities available to them find their experience in the College more rewarding.

This policy was approved by the Patron in 2026 and ratified by the Board of Management on 17th September, 2026.



PJ Sexton
Chair