

LORETO COLLEGE, ST. STEPHEN'S GREEN

ADMISSIONS POLICY AND ENROLMENT PROCEDURES

Introduction:

The Board of Management of Loreto College, St. Stephens Green ("the College") is setting out its Enrolment Policy in accordance with the provisions of the Education Act, 1998, Section 15 (2)(d) to assist Parents / Guardians in relation to enrolment in the College. The Principal and the College Secretary will be happy to clarify any further matters arising from the policy.

The Principal with the assistance of the Secretary is responsible for the admissions process. Normally they will deal with any queries and will organise the process as described below.

General Information:

[1] College name / address and contact details

Loreto College,
53/55, St. Stephen's Green,
Dublin, 2.

College Telephone No.(01) 6618179
College Fax. No. (01) 6612306
e-mail address thegreen.ias@eircom.net

[2] The College

Loreto College, St. Stephen's Green is an all-girls, fee-paying Roman Catholic College under the trusteeship of the members of the Institute of the Blessed Virgin Mary, known in Ireland as the Loreto Sisters. The Provincial Superior of the Loreto Sisters is the Patron of the school under the terms of the Education Act, 1998. The patronage and trustee functions are carried out by the Loreto Education Trust Board, appointed for that purpose by the Provincial Superior. The Loreto Education Trust Board 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 school.

[3] Mission Statement of the College

"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".

[4] Staffing

While Loreto College is a fee-paying College the Department of Education and Science (DES) pays the salaries of teachers according to the number of students on roll in the previous year.

To facilitate a wide curriculum and range of classes, the Board of Management employs a number of teachers and coaches in excess of the staffing allocation made to the school by the DES.

The College also employs a full-time Chaplain, a Librarian/Resource person, 2 Secretaries, a Bursar, a Caretaker, a Housekeeper and cleaning staff.

[5] Financial Resources

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 for 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 as part of the application process. This information can also be obtained by making direct contact with the College.

[6] Curriculum:

The College prospectus 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 Sections 9 and 30 of the Education Act, 1998.

[7] College Ethos:

Within the parameters of DES regulations and programmes, the rights of the Patron as set out in the Education Act, 1998, the religious and educational philosophy of the Loreto Sisters and the funding, resources and places available, the Board of Management supports the principles of:

- Inclusiveness
- Equality of access to and participation in the school
- Parental choice in relation to enrolment in the school
- Respect for a diversity of traditions, values, beliefs, languages and ways of life in Irish society.

The determining documents which define the ethos of this College are:

- [a] The Mission Statement (see above, General Information, No 3).
- [b] The Philosophy of Loreto Education_
- [c] The Code of Behaviour

which may be amended from time to time.

(8) ADMISSIONS

(8.1) APPLICATION PROCEDURES:

Junior School students-

Parents/Guardians of children who have spent not less than two years as students in the Junior School in the three years preceding the expected year of entry into the College are required to confirm in writing that they wish to have a place reserved for their daughter(s) in the College. Such confirmation must be sent to the Principal of the College not later than September 1st two years before the expected date of entry to the College.

Sisters of current students-

Parents/Guardians of students currently in the College who wish to have a place reserved for another daughter are required to notify the Principal of the College in writing not later than September 1st two years before the expected date of entry to the College.

Sisters of former students-

Parents/Guardians of former students of the College who wish to have a place reserved for another daughter are required to notify the Principal of the College in writing not later than September 1st two years before the expected date of entry to the College.

Daughters of Staff Members-

Staff members who wish to have a place reserved for their daughter are required to notify the Principal of the College in writing not later than September 1st two years before the expected date of entry to the College.

All Other new Pupils

In the case of new pupils outside the categories outlined above, Parents/Guardians are invited to indicate in writing their interest in having a place reserved for their daughter(s) not later than September 1st two years before the expected date of entry to the College. The names are put on a numbered list based on the date of receipt of the declaration of interest.

(8.2) PRELIMINARY MEETING

All Parents/Guardians who have sent a declaration of interest letter prior to September 1st two years before the expected date of entry to the College are invited to a meeting in September/October of the relevant year at which Application Forms will be available. This form is to be completed and returned to the College Office within 14 days. Failure to return the completed form within the specified period will result in the offer of any place being withdrawn and the loss of any priority or deemed priority.

It is the responsibility of the Parents/Guardians to inform the College Office of any change of address.

(8.3) ALLOCATION OF PLACES

Insofar as is practicable within the admissions policy and the places available in a particular year, students transferring from Primary schools will be enrolled on application. In the event that the number of applications exceeds, or is expected to exceed, the number of places available in the relevant year, the Principal of the College, on behalf of the Board of Management, will apply

criteria in the allocation of places, subject always to compliance by the Parents/Guardians with the application procedures as outlined in Section (8.1) above:

The following criteria will be applied in the following order:

1. Students who have spent not less than two years as students in the Junior school in the three academic years preceding the expected year of entry into the College, up to a maximum of 30 pupils per annum.

If places remain:

2. Younger sisters of current or former pupils of the College.

If places remain:

3. Daughters of members of the current staff of the College.

If places remain:

4. Nieces of Loreto Sisters

If places remain:

5. Daughters of past students of the College.

If places remain

6. Girls whose Parents/Guardians had received pre-enrolment forms from the school before the publication of these enrolment procedures and who have continued to confirm their continuing interest in enrolling their daughter in the College, as required on the form.

If places remain

7. Any remaining places are then allocated on a first come first served basis, in accordance with the numbered list.

Within 21 days of the closing date for the receipt of completed application forms, the Principal will inform Parents/Guardians whether or not they are being offered a place for their daughter(s).

Acceptance of a place will be secured on receipt of a non-refundable deposit within 7 days of the offer of a place being made. Places not accepted within the prescribed time-frame and in accordance with the prescribed conditions will be deemed to have been rejected and will be allocated to the next pupil on the waiting list.

In the event that a place or places become available through unforeseen circumstances, the place will be offered to Parents/Guardians in accordance with the procedures and in the order outlined above. Such an offer is likely to be made outside the 21 days prescribed by the Education (Welfare) Act, 2000.

Parent(s)/Guardian(s) who have accepted places for their daughter(s) will be invited to one further meeting before their daughter(s) become students in the College. This meeting will provide all relevant information regarding entry into First Year.

The waiting list for any particular year will be closed no later than September 30th of the year of entry. No further vacancies which may arise will be offered after that date for that year. (See transfer of Students below)

CHILDREN WITH SPECIAL NEEDS

On application, the College must be made aware of special educational needs of the student in order to ascertain if the education, which the College can offer, would be suitable for her. If a particular child has special educational needs which are outside what the College can provide, even with additional resources which may be provided by the DES, then the Board of Management reserves the right to refuse to enrol such a student.

TRANSFER OF STUDENTS

In the case of students seeking to transfer to this College from another post-primary school or seeking readmission, the following procedures apply:

Parents/Guardians who request a place for their daughter(s) in a class in which a place may be available will be interviewed by the Principal who may be accompanied by the Deputy Principal or a member of the teaching staff. Parents/Guardians will be requested to complete an application form.

All relevant data – attendance, school records (as per the Education (Welfare) Act, 2000) concerning the applicant will be sought by the Principal from the Principal of the school which the applicant is attending or has most recently attended.

The reason for the proposed transfer will be discussed with the Parents/Guardians and the student, as appropriate.

Transfer to the school will be on the basis that such transfer would be in the best interest of the student concerned, given curricular provision, subject choices, facilities available at the time, and any other relevant factors affecting the educational benefits to the applicant and the likely impact on students already in the school.

A decision about the transfer of the student to this College will be conveyed to the parents/Guardians within 21 days of the interview referred to above on condition that all the required data has been received by the Principal.

[i] The Parents/Guardians

The College would like to see strong support for the Mission Statement and to the values embodied therein, under the following headings:-

- Spiritual and Pastoral development
- Co-curricular activities
- Academic curriculum
- Justice issues and related activities
- Parental involvement in the life of the College.

The College follows the DES programme in Religious Education in the junior cycle. In the senior cycle (including Transition Year) students will be offered a broad Religious Education programme, which challenges them to think, reflect, discuss, pray and act upon that which they believe. The College expects Parents/Guardians to be enthusiastic in supporting their daughter's participation in this programme.

Mixed ability classes exist right through the College.

Students are encouraged to be involved in co-curricular activities, such as drama, choir, sport, music, debating, reading, clubs, etc., as well as social justice groups.

[ii] Provision of key Information by Applicants

The purpose of seeking the following information is to assist the College in understanding and being sensitive to the needs of students and parents.

- [a] If the student is a Roman Catholic, or belongs to any other faith community.
- [b] Details of any medical condition of which the College should be aware
- [c] Relevant information concerning family circumstances.
- [d] Applicants for years other than First Year –(which may not be processed until during the summer before the September of entry) - should state previous school(s) attended and the reason(s) for leaving it/them. School records (education, discipline, psychological) should be supplied.

For the purposes of facilitating the compilation of mixed ability classes all Parents/Guardians will be asked to send photocopies of the 3 most recent school reports received by their daughter.

Right to Appeal

Parents/Guardians have the right to appeal a refusal by the College to enrol a student, under Section 29 of the Education Act, 1998. The appeal is to be made to the Board of Management of the school in the first instance and subsequently, if necessary, to the DES. The appeal to the DES must be made within 42 days of the notification to the Parent(s)/Guardian(s) of the decision of the Board of Management of the College.

Conclusion

Loreto College understands itself to be a community as described in the Mission Statement. It strives to maximise the potential and happiness of each individual student. This the College shares with her Parent(s)/Guardian(s). What the College aspires to ultimately is that our graduates emerge as young women who are

- * developing and deepening a relationship with God, and seeking to find God in all things.
- * happy, friendly, and self-confident, with a sense of humour and an awareness of their God-given gifts and the need to continue to develop them.
- * seen to have a generosity of spirit and a readiness to place their talents at the disposal of others, especially the most needy.

- * in the process of deepening their understanding of who Christ is and of living out their faith more fully.
- * motivated and prepared to take their place in the community and to contribute selflessly to the common good.
- * proud of having belonged to a Loreto College with due respect for its values and those who taught them.

This is the ideal for which we strive with the help of and for the Greater Glory of God.

Ad Majorem Dei Gloriam