



## **Admission Policy of Scoil Mhuire Trim**

School Address: **St. Patricks Street, Trim, Co. Meath, C15FF67**

Roll number: **64450R**

School Patron: **CEIST**

### **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 school patron on 19<sup>th</sup> 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 Scoil Mhuire's 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 Scoil Mhuire Trim**

Scoil Mhuire is a Catholic, all girls, voluntary secondary school with a catholic ethos under the trusteeship of CEIST (Catholic Education an Irish School's Trust).

In accordance with S.15 (2)(b) of the Education Act 1998, the Board of Management of Scoil Mhuire 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.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- (d) the formation of the pupils in the Catholic faith

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.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to "go teach all nations". The person of Christ is the core of Catholic education.

Scoil Mhuire draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder Sr. Catherine McAuley of the Sisters of Mercy who began this school is of very significant importance in the life of the school.

As a CEIST school, Scoil Mhuire values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter (printed in bold below). These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- ✓ **Promoting Spiritual and Human Development**
- ✓ **Achieving Quality in Teaching and Learning**
- ✓ **Showing Respect for Every Person**
- ✓ **Creating Community**
- ✓ **Being Just and Responsible**

Scoil Mhuire is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, Scoil Mhuire provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. Scoil Mhuire offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Scoil Mhuire, the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

#### **Mission Statement:**

*"Scoil Mhuire seeks to provide a quality education for all its students in a challenging and positive environment. We are committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised."*

### 3. Admission Statement

Scoil Mhuire 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.

Scoil Mhuire is an all-girls school and **does not discriminate** where it refuses to admit a boy applying for admission to this school.

Scoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and **does not discriminate** where it admits a student of Catholic denomination in preference to others.

Scoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and **does not discriminate** where it refuses to admit as a student a person who is not of Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

### 4. Categories of Special Educational Needs catered for in the school/special class

Scoil Mhuire with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with (insert details of category or categories of SEN the special class caters for). Scoil Mhuire does not currently have a special needs class and Scoil Mhuire welcomes children with special educational needs.

### 5. Admission of Students

Scoil Mhuire shall admit each student seeking admission except where:

- a) the school is oversubscribed (please see **Section 5** below for further details)
- b) 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 and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) Scoil Mhuire 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

- d) Scoil Mhuire is a Catholic school and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

### **Enrolment Procedures for 1<sup>st</sup> Year:**

#### **Criteria for Enrolment:**

1. Applicant must be female in gender.
2. Applicant must be aged 12 on the 1<sup>st</sup> of January in the calendar year following the applicant's entry into 1<sup>st</sup> year.
3. Parents/Guardians must complete in full and return the Application for Enrolment Form to Scoil Mhuire on or before the date and time stated in the Annual Admission Notice. If late, the applicant may be placed onto a waiting List.
4. Parents/Guardians must be willing to confirm in writing that the school's Code of Behavior is acceptable to them.
5. Applicant, when offered a place, will be required to complete Cognitive Ability Tests (CAT).

For those students wishing to enrol in Scoil Mhuire, the **Application for Enrolment in 1<sup>st</sup> Year** form must be **completed** and **returned** to the School Principal on or before the date and time stated in the **Annual Admission Notice**.

An 'Open Night' for intending students and their parents will be held in October. Notification of the 'Open Night' will be available on the school website at [www.scoilmhuiretrim.ie](http://www.scoilmhuiretrim.ie), Meath Chronicle newspaper and Parish Newsletters.

#### **Assessment**

Applicants who are offered a place will be required to complete Cognitive Ability Test (CAT). This standardised test serves to assess a student's reasoning ability in the key areas of Verbal, Non-Verbal, Quantitative and Spatial reasoning. The test results are an indicator of a student's potential in these key areas to be used alongside attainment scores to see if a student is achieving her potential in a given subject area. This assessment test is not used to exclude any student. The school operates a policy of non-streaming. The parents/guardians of those applicants who are offered a place will be notified concerning the date of this assessment.

#### **Notification to Parents/Guardians**

The Board of Management delegate to the Principal the implementation of the school's admission policy. Except in very exceptional circumstances, such as school closure, decisions regarding enrolment will be notified to parents/guardians within 21 days of the closing date for receipt of an "Application for Enrolment in 1<sup>st</sup> Year" form.

#### **Application for Enrolment forms received after the closing date and time stated in the Annual Admission Notice**

Late applications will only be considered after the waiting list of applicants who applied on time has been exhausted. Any application received after the closing date will be placed on a supplementary waiting list and numbered in order of the date and time of receipt of the completed application for enrolment form. Late applicants will only be considered eligible for enrolment after the waiting list of all those who applied

on time has been cleared. Places will be offered to late applicants in order of the date and time of receipt of completed application for enrolment form.

### **Special Educational Needs**

The Board of Management of Scoil Mhuire welcomes students with special educational needs. To assess the needs of those students, the school will access the student's records from primary school following enrolment. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The Principal may deem it necessary to request immediate assessment to assist in establishing the educational and training needs of the student relevant to her special needs and to profile the support services required. This will require parental permission.

Having gathered all the relevant information, the Board of Management will assess how these needs can be met. Relevant staff members will also meet with the parents/guardians to discuss the applicant's needs and the school's capabilities to meet those needs.

If further resources are required the Department of Education and Skills will be requested to provide the necessary assistance e.g. special needs assistant, specialised equipment, transport etc. The Board of Management will do all it possibly can to identify, plan and provide for the needs of students with special needs or students with disabilities seeking admission to the school.

### **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following **points system**. One point will be awarded for satisfying each of the following criteria:

- students attending primary schools in Trim Parish [St Mary's Trim, St Patricks' Trim, Gaelscoil Na Boinne, Trim Educate Together National School, Scoil Naomh Bride Boardsmill],
- students attending primary schools within the catchment area [St Mary's Trim, St Patricks' Trim, Gaelscoil Na Boinne, Trim Educate Together National School, Scoil Naomh Bride Boardsmill , St Columbanus Ballivor, St Patrick's Baconstown, Dangan N.S., St Joseph's N.S. Dunsany, St Joseph's N.S. Dunderry, St Michael's Kill/Rathmolyon, Scoil Mhuire Naofa Kiltale, St Joseph's N.S. Kilmessan, St Dymphna's N.S. Kildalkey, Scoil Cill Bhrighide, Trim, Scoil Mhuire Moynalvey, Scoil Mhuire Robinstown, Scoil Naomh Mhuire Coolronan].
- sisters of present student(s),
- sisters of past student(s),
- daughters of past student(s) up to a maximum of 25% of the available spaces.
- daughters of a staff member.

Places will be offered on a descending order from highest to lowest points. If the number of applicants on the same points exceeds the number of available places, a lottery will be conducted by the Principal in the presence of an independent peace commissioner or a member of An Garda Siochana from the Meath District to determine the successful applicants and to form a waiting list.

### **7. 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 deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (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 his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) 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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school. In relation to (2) parents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- (g) 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 admission notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting list (up until 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Scoil Mhuire 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 for enrolment form received during the period specified in our 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 our school admission policy will not be used to make a decision on an application for a place in our school.

## **9. 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 our school, the reasons why they are 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 17** below for further details).

## **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Scoil Mhuire, 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.

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.

## **11. 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 Scoil Mhuire 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.
- (iii) the parents/guardians 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 them and that they 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.

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.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education Act 1998 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 —

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school 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 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;
- (v) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005 ).

### **13. 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 Scoil Mhuire 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 Scoil Mhuire 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.

### **14. 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 admissions policy, the Education Admissions to Schools 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.

### **15. Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

This school shall admit each student seeking admission except where –

- (a) the school is oversubscribed (please see [section 6](#) for further details)
- (b) 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 behavior 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.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:



- (a) the school is oversubscribed (please see section 6 for further details)
- (b) 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 Behavior 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.

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.

In order to ensure that the educational interests of incoming students are met the BoM may instruct the Principal to request certain information in terms of providing for the best educational framework and outcome for the student.

#### **16. Declaration in relation to the non-charging of fees**

The Board of Management of Scoil Mhuire or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

#### **17. 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 the classes.

A parent of a student, or a student who has reached the age of 18, who wishes to attend Scoil Mhuire without attending religious instruction should make a written request to the Principal.

A meeting will be then arranged with the parent or the student, as the case may be, to discuss how that request may be accommodated by the school.

#### **18. 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 timeline within 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.

This request for a review must be made within 7 calendar days of receipt of the decision to refuse to admit an applicant.

### **Right to 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 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).

This requested for a review must be made within 7 calendar days of receipt of the decision to refuse to admit an applicant.

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 in the website of the Department of Education and Skills.

Revised and Approved: 19<sup>th</sup> January 2021