



**Loreto Secondary School, St Michaels'
Navan, Co Meath
64370T
Patrons - Loreto Education Trust**

Admissions Policy

This policy is reviewed periodically by the Board of Management and is subject to change.

1. Introduction

Loreto Secondary School, St Michael's Navan is a recognised post-primary school for girls under the Education Act (1998) and it operates under the relevant legislation, ministerial regulations and the Inspectorate of the Department of Education & Skills (D.E.S.).

The Board of Management of Loreto Secondary School, St Michael's sets out this admissions policy in compliance with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. This policy also reflects the ethos and values of the school.

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 **13th September 2023**. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

This policy must be read in conjunction with the annual **admission notice** for the school year concerned. The relevant dates and timelines for Loreto St Michael'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 notice sets out the relevant dates and timelines for the admissions process.

The application form for admission is published on the school's website www.loretonavan.ie 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 Secondary School, St Michael's 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 Ball, 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 doing so, 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. Interfaith and intercultural 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 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 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 Secondary School St Michael's 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.

Loreto Secondary School, St Michael's Navan, Co Meath

Mission Statement

Here in St Michael's we provide a happy and secure student-centred place of learning. Inclusivity, respect, kindness and encouragement are central to everything we do.

Our Philosophy of Education

As a Catholic school we endeavour to be an educational community where:

- The Loreto Values of justice, freedom, truth, sincerity and joy are lived,
- We are all accepted,
- We all belong,
- Shared leadership comes with shared responsibility,
- Critical thinking, Restorative Practice, digital and social-awareness are fundamental,
- Being responsive to, and reflective of, a modern world are important,
- We are respectful of our traditions,
- Global citizenship, interconnectedness and creativity are celebrated,
- Staff, students, parents, past-pupils, and management co-operate for the common good.

Our practice and philosophy as a faith school is captured in our Loreto "[Continuing the Journey](#)" the "[Loreto Kolkata Guidelines](#)" and the Mary Ward Compass.

3. Admission Statement

Loreto Secondary School, St Michael's will **not** discriminate in its admission of a student to the school on any of the following:

- gender
- civil status
- family status ground
- sexual orientation
- religion
- disability ground
- race
- membership of the Traveller community
- special educational needs

These grounds have been construed in accordance with section 3 of the Equal Status Act 2000). Please also note the following:

As Loreto Secondary School, St Michael's is an all-girls' school it does not discriminate where it refuses to admit a boy applying for admission.

Loreto Secondary School, St Michael's does not discriminate if it refuses to admit a student into the Special Class where the student does not have the specified category of special educational needs concerned nor if the needs are deemed such that the school cannot meet the needs of the student – see relevant sections of this policy.

Loreto Secondary School, St Michael's is a school the objective of which is to provide education in an environment which promotes certain religious values. The school is a Catholic school and does not discriminate in relation to admission of students where it refuses to admit as a student a person who is not of this denomination and it is proved that the refusal is essential to maintain the ethos of the school.

Loreto Secondary School, St Michael's 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.

Loreto Secondary School St Michael's will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. Categories of Special Educational Needs catered for in the school

Loreto Secondary School, St. Michael's with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a Moderate General Learning Disability

5. Admission of Students

5.1 Loreto Secondary School, St Michael's shall only refuse to admit a student in the following circumstances:

- The school is oversubscribed (Please see section 6 below for further details)
- 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

- The application is made on behalf of a boy. Loreto Secondary School, St Michael's provides education exclusively for girls as registered at birth.¹
- The application is made on behalf of a girl for a place in our Special Class that caters for girls diagnosed with a Moderate General Learning Disability and the girl does not qualify for a place in the class as outlined below.
- The student will not turn 12 years of age before 1st of January during her first academic year in the school. (Department of Education and Skills' regulation).

The Board of Management has updated the eligibility criteria section to reflect the addition of the NCSE Letter in point number four below

Children and young people are eligible for enrolment in a special class for *(insert category of special educational need e.g. autism)* when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. *Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)*)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a moderate class.

6. Oversubscription

1. 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:

Criteria, in order of priority, for the allocation of places in the event of oversubscription.

1. Girls assessed as having a Moderate General Learning Disability and for whom the psychological report (carried out no earlier than twelve months prior to the application) recommends their placement in a special class. Priority given in this category is subject to the overall limit of eight students in the special class. In the event of demand for places in the special class exceeding the number of available places, offers will be made on the basis of the criteria below. Please note also that applicants under this category will also be asked if they wish to be considered for a mainstream place in the event of not securing a place in the special class
2. Sisters of present / past pupils² of Loreto Secondary School, Michael's and daughters of present eligible staff members of St Michael's³
3. Girls currently enrolled in sixth class in Loreto Primary School St Anne's
4. Girls currently enrolled in sixth class in primary schools listed in Appendix A
5. Girls in sixth class (or equivalent) residing in the Navan catchment area with a Navan address.⁴
6. All other applicants

¹ A copy of the student's birth certificate must be included with the application

² past pupil being defined as a student who has completed Leaving Certificate in St Michael's

³ (eligible being defined as an employee of the school for a minimum of one academic year and who is reasonably expected to be employed by the school at the time his/her daughter commences in St Michael's

⁴ Proof of address must be provided on application

Places will be offered in the order of priority outlined above.

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), the following arrangements will apply:

- When the number of girls in a category exceeds the number of available, remaining places Random Selection Process confined to the girls within the given category will take place. This process will be overseen by the Principal and will be witnessed by a representative of the Parents' Association and a neutral observer from the wider community of Navan.
- The application forms for each applicant in the relevant category with entitlement for inclusion in the random selection process will be placed in a container. The application

forms will be drawn from the container one by one until it is empty. The order in which the forms are drawn will be written on each form when it is taken from the container.

- Round 1 places will be provisionally offered in the order in which forms are drawn until all available places are filled.
- Those who are not allocated a place, will be placed on a numbered waiting list in the order in which they were drawn in the random selection
- **Mainstream waiting list:** parents shall be informed of their daughter's place on the waiting list and subsequent offers of places will be made in accordance with the order recorded in the original waiting list.
- **Special Class waiting list:** A waiting list of students who are eligible for a place in the special class will be formed in accordance with the procedures above. This waiting list will be in place throughout the enrollment period. Students who take up a mainstream place will remain on the list for as long as they are eligible for a place in the special class. Subsequent vacancies in the special class will be offered to those on this waiting list in the first instance. Students who subsequently leave the school will be removed from this waiting list.
- Please note that if two or more sisters apply for a place in 1st Year, if one sibling is drawn during the Random Selection her sister(s) is/are automatically granted a place. In these circumstances the place to be created is in addition to the basic allocation of places.
- Late applicants will be placed on the waiting list on a first-come, first-served basis

7. What will **Not** be considered or taken into account

The following will **not** be taken into consideration when offering places:

- 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:
- The payment of fees or contributions (howsoever described) to the school
- A student's academic ability, skills or aptitude (other than when the application is for admission to the special class)
- The occupation, financial status, academic ability, skills or aptitude of a student's parents
- A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
- 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 criterion based on (1) siblings of a student attending or having attended St. Michael's.
- 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.

- Third party canvassing on behalf of an applicant is outside the terms and spirit of the policy and such intervention will not be considered in the allocation of a school place.

8. Decisions on applications

All decisions on applications for admission to Loreto St Michael's 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 form received during the period specified in our annual admission notice for receiving applications

(Please see Section 14 below in relation to applications received outside of the admissions period and Section 15 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 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 18 below for further details).

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

In accepting an offer of admission from Loreto Secondary School, St.Michael's, 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 are 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 Loreto Secondary School, St Michael's where:

- It is established that information contained in the application is false or misleading.
- 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.
- The 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; or
- An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12. 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 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— 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;

- (iv) 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 Loreto Secondary School St Michael's 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 Secondary School, St Michael's 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 on the basis of 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 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.

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 years other than the school's first years or students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- Where parents wish to make an application for their daughter to enrol in a year group other than First Year or to transfer during the school year, they should in the first instance submit the appropriate application form, available on the school website or from the school office.
- Applications will only be considered if there is a vacancy in the relevant year group (as established by the Board of Management) and **subject groupings**.

- Before accepting the offer of a place in the school, the parents and their daughter are strongly advised to attend a meeting with the Principal/Deputy Principal to ensure that a transfer to the school would be in the best interests of their daughter. Parents should give consideration to curricular provision, subject choices/levels and facilities available at the time. Curriculum provision will be constrained by the number of spaces available in individual subject classes, including the provision of different levels of study within each subject.
- In the event of there being more than one application for a particular place, the place will be offered on a first come first served basis and subject to the above procedures having been followed.
- 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.
- An offer of a place can be withdrawn in accordance with section 11 above

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

The board of Loreto St Michael's or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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 St Michael's without attending religious instruction should make a written request for a meeting with the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how the request may be accommodated by the school; such arrangements will not result in a reduction in the school day of such students.

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 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 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.

Ratified by the Board of Management: 27 August 2025

Approved by the Patron (Loreto Education Trust): 27 August 2025

Signed: **Pascal Marry**
 Paschal Marry
 Chairperson, Board of Management

Appendix A Feeder Schools

| School Name | School Address |
|---------------------------|---|
| Aine Naofa NS | Fairgreen Navan, Co. Meath C15E208 |
| Ard Rí CNS | Balreask, Old Navan, Co. Meath C15D340 |
| Bohermeen NS | Bohermeen, Navan, Co. Meath C15XF70 |
| Castletown NS | Castletown, Kilpatrick, Navan Co. Meath C15K225 |
| Flowerfield NS | Trim Road, Navan, Co. Meath C15XV20 |
| Gaelscoil Éanna | Trim Road, Limekilnhill, Navan, Co. Meath C15WF67 |
| Kentstown NS | Kentstown, Navan, Co. Meath C15YK73 |
| Kilmessan NS | Kilmessan, Co. Meath C15TE28 |
| Navan Educate Together NS | Common's Rd., Navan, Co. Meath C15YY3D |

| | |
|------------------------------|---|
| Scoil Bhríde | Cannistown, Navan, Co. Meath C15CX61 |
| Scoil Cholmcille | Skryne, Tara, Co. Meath C15NV99 |
| Scoil Mhuire Navan | Abbey Rd, Navan, Co. Meath C15DA09 |
| Scoil Mhuire Robinstown NS | Robinstown, Navan, Co. Meath C15YK66 |
| Scoil Mhuire Naofa Rathfeigh | Rathfeigh, Tara, Co. Meath C15F220 |
| Scoil Naomh Barra | Wilkinstown, Navan, Co. Meath C15VW32 |
| Scoil Naomh Eoin | Clonmagadden Valley, Windtown, Navan, Co. Meath C15HK75 |
| Scoil Naomh Padraig | Collon Rd, Slane, Co. Meath C15NX78 |
| Scoil Naomh Pio | Knockcommon, Beuparc, Co. Meath C15X959 |
| Scoil Na Tríonóide Naofa | Lismullen, Garlow Cross, Navan, Co. Meath C15NH68 |
| Scoil Ultain Naofa | Baile Ghib, An Uaimh, Co. Na Mí, C15PD95 |
| St. Joseph's Mercy PS | Railway St., Navan, Co. Meath C15EA40 |
| St. Joseph's NS Boyerstown | Boyerstown, Navan, Co. Meath C15WT26 |
| St. Joseph's NS Dunderry | Dunderry, Navan, Co. Meath C15HH63 |
| St. Louis NS Rathkenny | Rathkenny, Navan, Co. Meath C15PH60 |
| St. Mary's Special School | Johnstown, Navan, Co. Meath C15H735 |
| St. Oliver Plunkett NS | Blackcastle, Navan, Co. Meath C15R642 |
| St. Paul's NS | Abbeylands, Navan, Co. Meath C15V067 |
| St. Peter & Paul's NS | Drumconrath, Navan, Co. Meath C15TX05 |
| St. Stephen's NS | Johnstown, Navan, Co. Meath C15AE03 |
| St. Ultan's Special School | Flowerhill, Navan, Co. Meath C15HX60 |
| Stackallen NS | Stackallen, Navan, Co. Meath C15Y104 |
| Yellow Furze NS | Seneschalstown, Beuparc, Co. Meath C15X535 |