



## Admission Policy of St Louis Secondary School, Dundalk for September 2025

Policy of St Louis Secondary School, Dundalk

School Address: Dún Lughaidh, Dundalk Louth A91 AE65

Roll number: 63910u

School Patron: Le Chéile Schools Trust clg

### 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 26th August 2024

It is published on the school's website [www.stlouisdundalk.ie](http://www.stlouisdundalk.ie) and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Louis Secondary School, Dundalk 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 [www.stlouisdundalk.ie](http://www.stlouisdundalk.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

St Louis Secondary School, Dundalk is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our Le Chéile / St Louis school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of the Founders, Louis Bautain & Mère Thérèse de la Croix of the Sisters St Louis, who began this school.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual. In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of



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Management of St Louis Secondary School , Dundalk 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

### **The general objectives of all Le Chéile schools include:-**

Welcome recognises the unique dignity and worth of each person.

Wisdom is the pursuit of a greater understanding and appreciation of the world. Witness comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

### **St Louis Secondary School**

#### **Mission Statement**

As a Catholic school, St. Louis Secondary School, Dundalk, aims to educate the whole person and to encourage the qualities of respect, truth, responsibility, happiness and excellence in a caring inclusive atmosphere.

Aims of the school

To provide a social and academic environment which fosters learning

To strive to ensure that Christian attitudes and values are knit into the fabric of school life To provide through the curriculum, teaching methods and allocation of resources, teaching and learning situations which enable all pupils to:

- Develop their intellectual capacity to the full.
  - Stimulate their curiosity and imagination.
  - Develop their aesthetic awareness; assist in their physical and moral development, and acquire an appetite for further knowledge and skills in later life.
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- To prepare each pupil to be a responsible member of our democratic society, equipped to play an active part in its development.
  - To be a caring community in which the individual is given a sense of significance and importance and a consciousness of the needs of others.
  - To be a participating partner in the wider community, welcoming parents and other friends of the school to share in our work.

### **3. Admission Statement**

St Louis Secondary School , Dundalk 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



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(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.

St Louis Secondary School, Dundalk is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

St Louis Secondary School, Dundalk 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 in preference to others.

St Louis Secondary School, Dundalk 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 Catholic 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

St Louis Secondary School, Dundalk 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”

St Louis Secondary School, Dundalk will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”

St Louis Secondary School, Dundalk welcomes applications from parents/guardians of students who have additional educational needs (AEN).

St Louis Secondary School, Dundalk welcomes applications from parents of students who have a diagnosis of Autistic Spectrum Disorder for admission to the ASD class. Children eligible to access the special class must meet Department of Education and Skills, (DES) criteria for inclusion in an autism special class, i.e. diagnosis of autism which meets DSM IV/ V or ICD-10 criteria, irrespective of intellectual ability. The school requires professional indication that the pupil requires this type of support. The sanctioned class is intended to meet the needs of pupils with complex educational needs arising from their diagnosis of autism.

St Louis Secondary School, Dundalk may refuse to admit a student to the special class who does not have the category of needs specified.

#### 5. Admission of Students

This school shall admit each student seeking admission except where – a) the school is oversubscribed (please see section 6 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



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St Louis Secondary School Dundalk 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.

St Louis Secondary School Dundalk is a Catholic School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

### 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Selection criteria:

1. Students whose names were placed on a list maintained by the school prior to 1st February 2020 for the purposes of allocating places in the school year concerned, in order of their priority on that list.
2. Sisters of students currently attending the school and also sisters of past students.
3. Daughters of current serving staff.
4. Children or Grandchildren of past pupils.

Please note: up to 25% of students only permitted in any given year.

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:

**A lottery will be used to decide who will win the place.**

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

a student's prior attendance at a preschool or pre-school service, including naíonraí, the payment of fees or contributions (howsoever described) to the school; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)

a student's academic ability, skills or aptitude; (other than in relation to: admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or admission to an Irish language school, in accordance with the provisions of section 62(9) of the act

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



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a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; (other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)

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 the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

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 lists (up until 31st January 2025 only).

### 8. Decisions on applications

All decisions on applications for admission to St Louis Secondary School, Dundalk 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).



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

In accepting an offer of admission from St Louis Secondary School , Dundalk 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 St Louis Secondary School , Dundalk 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 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 (iv) 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—

- (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;
- (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).

This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education’s statutory function to ensure that there is made available to each person resident in the State a level and quality of education appropriate to meeting the needs and abilities of that person and to plan and coordinate the provision of education in recognised schools, having regard to the resources available. ( Added Sept 2023 on advice from Le Chéile Schools Trust)



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### 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 St Louis Secondary were unsuccessful due to the school being oversubscribed and will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Louis Secondary School, Dundalk 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 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 classes or years other than the school's intake group are as follows:

- Pupils may transfer into the school at any time subject to school's admission policy. ● St Louis Secondary School, being satisfied with the reasons for transfer, will request information from the student's former/present school concerning attendance, educational progress and special needs. School will request copies of exam results and a reference from her school.
- The school will consider if the move is in the best interests of the student. ● The consequences of mid-year transferral, subject choices will be taken into consideration.
- The transfer is subject to a space being available.
- Where necessary, the Educational Welfare Officer will be consulted. ● The parent applying to transfer their child will be supplied with a Transfer Form, Admissions Policy and Code of Behaviour. An enrolment form will be given if the transfer is confirmed.
- The Board of Management reserves to refuse an application for admission in exceptional circumstances [Cf Section 29 Education Act 1998 and Circular M48/01]

Parents have a right to appeal a refusal by the school to enrol a student under Section 29 of the Education Act.

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:

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Parents should contact the principal to request a meeting to discuss if a suitable place is available and the best time to transfer.

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

The board of St Louis Secondary School, Dundalk 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**

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A parent of a student, or a student who has reached the age of 18, who wishes to attend St Louis Secondary School, Dundalk, without attending religious instruction, should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how the request might 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 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.



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### 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 BoM August 26th 2024