Mount Anville Secondary School Admission Policy

Review Dates

Group	Date	Version
SLT	September 2026	Draft 1
BOM	September 2026	Draft 2

Due for Review: April 2027

Applicable for entry in academic year Autumn 2027. Ratified by the Board of Management of Mount Anville Secondary School on 14th September 2026

1. SCHOOL ETHOS

Mount Anville is a Catholic voluntary all girls secondary school with a Catholic ethos under the trusteeship of Mount Anville Sacred Heart Education Trust. In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Mount Anville Secondary School shall uphold, and be accountable to the Tustees/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 management and conduct of the school.

Mount Anville School 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. Mount Anville School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

NOTE: “Catholic Ethos” in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic faith, which aims at promoting:

a) The full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects;
b) A living relationship with God;
c) A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
d) The formation of the students in the Catholic faith, through the provision of religious education 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;

A Catholic school draws its inspiration from Jesus Christ as the source of all wisdom, and the conviction that in him all students can be brought to their full potential. Our school

Motto *"In Te Confido",* further encapsulates this central belief.

While maintaining a Catholic ethos, we welcome students of all faiths and none on their educational journey, in a spirit of mutual respect. Mount Anville, as a Catholic school, is anchored in the mission and vision of Saint Madeleine Sophie Barat, Foundress of the Society of the Sacred Heart.

2. MISSION STATEMENT AND EDUCATIONAL OBJECTIVES

Vision:

Empowering hearts and minds through Sacred Heart Education.

Mission:

Inspired by the Sacred Heart values of truth and compassion, we strive to educate and develop young women of faith, action and resilience.

The following documents define the ethos of our school and are available on the School website.

a) *Heritage and Horizon* which describes the distinctive nature of a Sacred Heart Education and identifies the characteristics necessary for a school to be true to its Sacred Heart heritage and educational vision. https://www.heritageandhorizon.ie

b) *The Five Goals* which underpin the aspirational values that Mount Anville would like to see realised by its students as they develop to their fullest potential. (available on) https://www.heritageandhorizon.ie)

c) The *Code of Behaviour / Discipline* of this School which may, from time to time, be amended and shall, for the purposes of Section 15(2)(d) of the Education Act 1998, form part of this Policy to the extent that it deals with expulsion and suspension of students.

The family, as the primary educator, through its commitment to the values of the school, shares the responsibility for the students' education.

Mount Anville has dedicated teachers who are committed to high academic standards. The School provides a rich and diverse curriculum catering for the needs of each individual student. It strives also for excellence in areas of sport and culture, social

awareness and spiritual values wherein students are encouraged and challenged to realise their full potential as human beings.

In many respects, aspects of the School's ethos extend beyond the period of studentship or, indeed, immediate parental involvement in the School. For example, many who subscribed or subscribe to the values of the school ethos are, and have been, active in continuing the Goal of Social Awareness in a wide range of activities including the Past Pupils Benevolent Fund and St. Vincent de Paul. In addition, others are associated with promoting friendship and community through sporting activities.

Many dedicated pupils and past pupils offer their time, expertise and services to school activities, societies, boards, committees and fundraising activities that enhance and develop Mount Anville. They embody that ambition of St. Madeleine Sophie Barat "*Your example, even more than your words, will be an eloquent lesson to the world"*

Mount Anville understands itself to be a community. It strives to maximise the potential and happiness of each individual student. This, we share in common with each student's parent(s) / guardian(s) with the aim of forming young women who are;

a) 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;

b) Aware of their intellectual ability and motivated to achieve their academic potential;

c) Well prepared to take their place in wider society unmotivated by prestige or selfish ambition and aware of how fully they can contribute to the common good;

d) Proud of having belonged to the Mount Anville community with respect for its values and those who taught them.

3.RELIGIOUS EDUCATION

Mount Anville follows the curricular programmes prescribed by the Department of Education & Youth and which, from time to time, may be amended in accordance with

Sections 9 and 30 of the Education Act 1998. The academic curriculum in addition to the co-curricular and extracurricular dimensions of school life form an intrinsic part of the educational experience in Mount Anville.

Mount Anville Secondary School delivers the NCCA-developed Religious Education Junior and Senior Cycle syllabi. Religious Education is a compulsory course of study in the school. These courses are intended for students of all faith backgrounds and none. The content prescribed in the syllabi is intended to ensure that students are exposed to a broad range of religious traditions. They do not provide religious instruction in any particular religious or faith tradition.

Students attend Religious Education classes as per their timetable.
With this in mind, parents/guardians who wish to enrol a student in Mount Anville Secondary School acknowledge and accept that Religious Education is compulsory for all students, as is attendance at all liturgical services, rites and retreats. Unless determined otherwise by the Principal, non-Catholic students will also be required to attend Religious Education classes and religious services, although no effort will be made to proselytise students.

Parents/guardians of non-Catholic applicants seeking admission of a student to Mount Anville are hereby notified that the School will not provide for the specific denominational or other religious education of the student nor will it provide for her religious liturgical calendar and rituals.

4. THE PARENTS/GUARDIANS OF ADMISSION APPLICANTS

Mount Anville wishes to see in the parent(s) / guardian(s) a strong support for the Mission Statement and The Sacred Heart Goals, with a commitment to the values embodied therein under the following headings:

a) Pastoral care structure;

b) Code of Behaviour;

c) Co-curricular activities;

d) Academic curriculum;

e) School ethos and spiritual development;

Commitment to the promotion of faith is important: that is, that they desire that a student develops her spiritual values and grows in her concern for others.

In the senior cycle (including Transition Year), students will be offered a wide variety of opportunities that challenges them to think, reflect, discuss, pray and act upon what they believe. We would like parents / guardians to be enthusiastic in supporting their Child spiritual formation.

5. THE STUDENT

Students who apply themselves to their studies, to the limits of their potential and engage in extracurricular activities will benefit most from what Mount Anville has to offer. However, parents / guardians ought to be aware that we operate mixed ability teaching throughout the School and that the curriculum offered is, to some degree, quite traditional. It is, therefore, likely to be unfair to a

student (and also to her peers and teachers) if she requires a curriculum or structure different to that offered by Mount Anville.

Students who become involved in the school's co-curricular events and engage in the opportunities for faith formation are likely to enjoy their time in Mount Anville. The School offers a rich and diverse programme of co-curricular activities including, choir, sport, music, drama, debating and students participate in a variety of clubs and projects.

Mount Anville operates on the principle of mutual respect. Students will find that they are gradually treated more and more as adults as they progress through the school. At all times teachers' professionalism must be respected; students should demonstrate respect and concern for the well- being of everyone in our school community; those who are generous of spirit thrive at Mount Anville.

6. ENROLMENT

Under the Rules and Programmes for Secondary Schools (DES), secondary school applicants must be aged 12 years on or before 1st January in the calendar year following the Applicant's entry into First Year having completed Primary education. Mount Anville Secondary School is a Catholic school, operating in the context and parameters of D.E.Y. Regulations. Mount Anville Secondary School supports the principles of inclusiveness, respect for diversity of values, concern for the wellbeing of others, and parental choice in relation to enrolment in school. Transition Year is compulsory for students.
Since its foundation in 1853, Mount Anville has been a school for girls.

Mount Anville Secondary School will not discriminate in its admission of a student to the school on any of the following grounds:

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.

Mount Anville School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school in accordance with Section 61(2)(a) of the Education Act, 1998.

Mount Anville School 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 Roman Catholic Faith in preference to others in accordance with Section 61(2)(b) of the Education Act, 1998 (as amended).

7. DIVERSITY ACCESS PROGRAMME-BURSARY

The Board of Management of Mount Anville Secondary School offers a Diversity Access Programme for which a separate application process is required. Up to 10% of the places are reserved for First Years in any one year for successful applicants under this programme. The programme will seek to ensure that girls of diverse social backgrounds and circumstances will have the opportunity to benefit from an education in Mount Anville Secondary School. Details of the Diversity Access Programme (Rose Bursary) are separately available on the School website.

8. APPLICATION FORM

Parents or Guardians who wish to send a student to Mount Anville Secondary School must complete and submit the online Application Form available on our website www.mountanville.ie between the 1st and 22nd October of the year in which the applicant is in 6th class in primary school. Application Forms will be acknowledged within three weeks of the due date. It is the responsibility of parents/guardians to ensure that they have received the acknowledgment and to contact the school Admissions Secretary

after the three-week period with proof of submission of the form if they have not received an acknowledgment.

Forms received after this time will be considered late and will result in an applicant losing any priority they might otherwise have enjoyed. Provided an Application Form is received on or before the due date, there is no priority given for early applications. It is essential that any applicant seeking to be included in any of the priority categories indicates their applicable priority category on the Application Form, and failure to do this may result in the applicant losing their priority in the awarding of places.

It is particularly stressed that parents /guardians apply for the year they require, as failure to do so may result in disappointment. Changes to the application year, home address or any other details may be made at any time by emailing admissions2027@mountanville.ie. The email will be acknowledged. It is the responsibility of parents /guardians to keep the school up-to-date with any changes in their circumstances, and to ensure that their correspondence has been acknowledged.

It is important to note that the acknowledgment of an online Application Form is not an offer of a place or a guarantee that a place will be offered. The school will ensure that from time to time visits to the school by incoming parents /guardians and applicants will be facilitated.

9. OFFER OF PLACES

All decisions on applications for admission to Mount Anville School will be based on the following:

- This admissions policy.
- The school's Annual Admission Notice
- 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.

Selection criteria that are not included in our school admission policy will not be used to decide on an application for a place in our school.

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) a student's academic ability, skills or aptitude;
b) the occupation, financial status, academic ability, skills or aptitude of a student's parents /guardians;
c) a requirement that a student, or his or her parents/guardians, attend an interview, open day or other meeting as a condition of admission;
d) 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 (1) siblings of a student attending or having attended the school and /or (2) parents /guardians or grandparents of a student having attended the school.
   In relation to (2) parents/guardians and grandparents 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 Admissions Notice).
e) 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.

The school will commence accepting applications for admission on or after the 1st October for the following academic year. The school shall cease accepting applications for admission three calendar weeks after the 1st of October. The offer of places will be made within three weeks of the closing date of application. The period within which applicants must confirm acceptance of an offer of admission is 14 days from the day that the offer was made.[1]

Parents or guardians who wish to accept the offer of a place must return the Acceptance of Offer along with a non-refundable deposit of EUR1,000, along with acceptance of the school's Code of Behaviour policy. By accepting a place for an applicant, parents and/or guardians agree that they shall, before the applicant is enrolled, advise the School of any

court orders relating to custody or access to children or relating to any relevant issues of legal guardianship.

The acceptance of the offer must be made on or before the date specified in the offer of the place, i.e. 14 days. Failure to accept the offer within the time limit and to pay the deposit and confirm acceptance to the policy will result in the offer being withdrawn.

The deposit will be deducted from the school fees payable for the First Year in Mount Anville Secondary School, and is non-refundable, unless the Applicant is not offered a place, in which circumstances only shall the deposit be returned.

10. SELECTION PROCESS

Pupils of Mount Anville Montessori Junior School have automatic entry to Mount Anville Secondary School, if relevant documentation has been completed fully and accurately.

In all other cases, there is no automatic right of enrolment for any Applicant in Mount Anville Secondary School, and the Board has discretion in the number of pupils to be admitted to the School in any year and in exercising such discretion, shall have regard to the maintenance of best educational standards and due observation of proper standards of health and safety.

In the event that the number of applicants exceeds or is expected to exceed the number of places available in any year for entry into First Year, the following criteria in the order below will be applied in the allocation of places:

1st priority allocation of places	Applicants who have completed Sixth class as students in Mount Anville Montessori Junior School or Mount Anville Primary School. The intake in each case is capped at (66) for MAMJS and (50) for MAPS. Applicants accepted on the Rose Bursary Programme.
2nd priority allocation of places	Sisters of current students and sisters of past pupils of Mount Anville Secondary School provided those past pupils have completed Fifth and Sixth year in Mount Anville Secondary School.

3rd priority allocation of places	Applicants who are children of current permanent staff members of Mount Anville Secondary School.
4th priority allocation of places	Subject to the limits referenced below, applicants, not included in the above categories, who are children of past pupils of Mount Anville Secondary School, provided those past pupils had completed Fifth and Sixth Year in Mount Anville Secondary School, up to a maximum of 25% of total intake.
5th priority allocation of places	Applicants who have completed Sixth class as students in Scoil San Treasa, Mount Merrion.
6th priority allocation of places	Applicants not qualifying under any of the preceding categories who reside in the vicinity of the School as such vicinity shall be defined by the Board of Management from time to time, which until further notice be a 10 Kilometre radius of the school.
7th priority allocation of places	Applicants not qualifying under any of the preceding categories Applicants of Roman Catholic Faith will be given priority.

As the number of applications is expected to exceed the number of places available, places will be awarded, subject to the discretion of the Board of Management of Mount Anville Secondary School, in the priority as set out. Applicants from Category 1 will have first priority in the offer of places, then to Category 2 and so on until offers have been made for all available places. If the number of applicants in a category exceeds the number of places available, allocation under that category shall be through a lottery process whereby all applicants shall in the category be entered into a lottery supervised by representatives of the Board of Management, and places shall be awarded in order of names being drawn out.

Applicants who have not been offered a place under any of the foregoing categories will be placed on a waiting list. Places on the waiting list shall be awarded also using the

lottery process, in batches, taking all applicants from the first category in which there were excess applicants in the first lottery batch, and so on down each category in the order appearing above.

In the event that an applicant is awarded a place on grounds of being in a particular priority, but the conditions for being part of that category are not satisfied at the time the applicant is due to commence in First Year in Mount Anville Secondary School, then the Board of Management has full discretion to withdraw the offer of a place in Mount Anville Secondary School.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. Section 66(6) allows a board 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).

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[2] References to children throughout this policy document includes adopted children and stepchildren.

[3] The maximum number of applicants who can be allocated a place under this category shall not exceed 25% of the total number of places allocated. In the event eligible applicants under this category exceed the 25% threshold, a lottery shall apply within

such category to randomly select applicants up to the said 25% threshold. The excess if any shall be deemed to be in Category 8. (Unless they are also eligible to qualify under Category 6 or 7).

11. RIGHT OF THE BOARD OF MANAGEMENT TO DECLINE APPLICATION

The Board of Management reserves the right, subject to the approval of the Trustees, to decline any application where it is of the opinion that it is necessary to do so in the interests of: the health and safety of the School community; staff and students; the safeguarding of the ethos of the School or the proper observation of the rights of the School's Patron Body. The school may also refuse enrolment due to over subscription and /or the refusal of parents /guardians and students to consent to the school's Code of Behaviour Policy.

Admission for entry into Mount Anville Secondary School is not contingent on an admission interview process. However, the Board of Management reserve the right to meet certain applicants and / or their parent(s) / guardian(s) to clarify the category of application and to ensure that the school's capacity adequately meets the needs of the applicant.

Admission to the School is contingent upon the student fees and all other attendant and approved charges being discharged in a timely manner. No student shall have any right to remain a student in Mount Anville Secondary School in the event that fees properly due and owing remain unpaid. Information concerning fees and expenses will be provided as part of the ordinary admissions application process. A detailed breakdown is available in the fee note from the Finance and Facilities Office after admission has been granted to the Applicant.

12. TRANSFER OF APPLICANTS

The School will make every reasonable effort to facilitate a student seeking admission into Mount Anville, into a year group other than First Year. In the case of Applicants seeking to transfer to Mount Anville Secondary School from another post-primary school or seeking readmission, the following procedures apply:

Parents/guardians who request a place for a student in a class in which a place may be available must complete an Applicant Transfer Application Form https://www.mountanville.ie/Content/2025/9/bm40-MTASS_Application_form_for_20262027.pdf

Parents/guardians and their child will be interviewed by the Principal. All relevant data, attendance, school reports (as per the Education Welfare Act 2000) concerning the applicant will be sought. The reason for the proposed transfer will be discussed with the parents/guardians and the Applicant, as appropriate.

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.

A decision to accept or refuse a transfer of the Applicant to the School shall be made by the Principal based on the school's capacity to accept the student into the year group to which they seek entry. Additionally, the applicant and her parents/guardians must agree to the Code of Behaviour and sign the policy. The school may refuse enrolment due to over subscription and/ or the refusal of parents/guardians to consent to the school's Code of Behaviour Policy.

The decision about the transfer of the Applicant to this school will be conveyed to the parents/guardians within 21 days of interview referred to above on condition that all the required data has been received by the Principal not later than one week after the interview.

Parents / Guardians who wish to accept the offer of a place must return the fully completed Acceptance Form within 10 working days of the receipt of the offer and pay a non-refundable deposit of €1,000 which will be deducted from the fees for the first year in which the Applicant commences in the School.

The deposit paid on acceptance of a place is not refundable However, the deposit shall be allowed as a credit against fees payable for the Applicant's first year's school fees in which the Applicant commences in the School.

13. APPLICANTS WITH INDIVIDUAL EDUCATION NEEDS

Within the overall criteria for enrolment in the school and having regard to the facilities and services available in the school, the school welcomes Applicants with disabilities and/or special educational needs.

In order to assess the requirements of an Applicant with special educational needs, to organise the resources necessary for her education and to fulfil its duty of care, the Board of Management require the following information from the parents/guardians on application for a place in Mount Anville Secondary School (i.e. at the time of submitting the Application Form):

a) A clear description of the Applicant's individual educational needs;

b) A copy of all of the Applicant's medical/psychological/clinical reports relating to the disability and/or special education needs;

c) A statement specifying the nature of previously granted NCSE resources;

d) An Individual Education Plan, if this is available.

If a report (relevant to the assessment of the disability/special education need) is not available, parents/guardians will be asked to have the child assessed immediately with a view to providing the school with the necessary report(s) as soon as possible. The purpose of this assessment is to assist the school in establishing the educational needs of the child and to profile the support services required.

Following receipt of the abovementioned report(s), the Board of Management will assess how the school can meet the needs specified. If the Board deems that further resources are required, it may, prior to enrolment and in cooperation with the parents/guardians, request the Individual Educational Needs (IEN) Department and the Department of Education and Youth to provide the resources required to meet the needs of the child.

The Board of Management reserve the right to refuse enrolment to any Applicant in

exceptional cases. Such an exceptional case could include the following:

a) The Applicant has special educational or physical or care needs such that, even with additional resources available from the Department of Education and Youth–and Mount Anville's IEN Department, the school cannot meet such needs and/or provide the Applicant with an appropriate education.

b) In the opinion of the Board of Management, the Applicant poses a material risk to the health and safety of other Applicants, pupils of the school, school staff and/or to school property.

14. APPEAL

The final decision regarding the enrolment of Applicants in Mount Anville Secondary School and with regard to all matters covered by Enrolment/Admissions Policy lies with the Board of Management. Parents/Guardians whose child has not been allocated a place in the school may appeal this decision in the first instance to the Board of Management, and subsequently if necessary, to the Department of Education and Youth under Section 29 of the Education Act (1998). The appeal to the Department of Education and Youth must be made within 42 calendar days from the date that the decision of the Board of Management not to allocate a place to their child was notified to the parents/guardians. The Appeals Application Form can be downloaded from the website: www.education.ie or obtained from the school office.

15.REVIEW AND RATIFICATION

This policy is subject to review from time to time. This policy is dated September 2026 and is applicable for entrants to Mount Anville Secondary School for the academic year 2027-2028. It was adopted by the Board of Management on 14th September 2026 and approved by Mount Anville Sacred Heart Education Trust.

Niall Powderly
Chairperson, Board of Management

Date: 14th September 2026