Loreto Secondary School, Bray, Co. Wicklow

Admissions Policy

2027/2028

The Board of Management of Loreto Secondary School, Bray, Co. Wicklow, here sets out its admissions policy for the academic years 2026/2027 in accordance with the provisions of the Education Act 1998 for the information and assistance of parents/guardians in relation to enrolment matters. Further clarification on matters arising from this policy can be obtained by telephoning the school office at (01) 2867481 or by emailing the school at *info@loretobray.com.*

Mission Statement

Loreto Bray is a Catholic girls secondary school under the trusteeship of the Loreto Trust Board. Like all Loreto schools, Loreto Bray strives to live out the Loreto philosophy of education by striving to ensure that:

- Truth, freedom, justice, sincerity and joy find expression.
- Young people feel accepted and allowed to experience the exercise of appropriate responsibility.
- The potential of each individual, spiritual, intellectual, physical, is recognised and respected.
- Special concern for the disadvantaged and underprivileged is experienced and encouraged.
- Positive critical reflection is developed and the challenge of suffering is faced.
- Staff, parents, students, past-pupils cooperate for the common good:

- To awaken the hearts and minds of young people.
- To help them value and develop their heritage of faith and culture.
- To encourage them to use positively the talents with which they have been gifted in the service of others, to the greater glory of God.

1. Type of School

Loreto Secondary School Bray, founded in 1850, is an all-girls Catholic voluntary secondary school under the patronage of the Loreto Education Trust.

2. Characteristic Spirit

The Loreto philosophy of education is centred in God and is rooted in Gospel values where truth, freedom, justice, sincerity and joy find expression.

Loreto Secondary School Bray endeavours to provide a caring and respectful community, which promotes the growth of each individual. We strive to create a supportive learning environment, which encourages each person to develop her full spiritual, intellectual, moral, physical and social potential.

Mary Ward's core values – justice, freedom, sincerity, truth and joy – are the foundation of the spirituality of the school community. Discernment, involving reflection on experience leading to action, will inform and influence policies, structures, practices and teaching.

Education in a Loreto school:

- Strives for the all-round development of the student
- Promotes Catholic values, attitudes and principles.
- Affirms the personal worth and dignity of each student.
- Fosters awareness of the responsibility to work for peace, justice and unity in society.
- Endeavours to encourage excellence in all areas of the student's life in an atmosphere of interest, concern and friendship for each person.

Our characteristic spirit is underpinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. The school sees the interaction of people from different backgrounds—spiritual, ethnic, language, special needs—as a gift that will enrich the community of the school and promote the growth and learning of all. Therefore, the school values each student and their family.

3. Admission Statement

Loreto Secondary School Bray shall not discriminate in its admission of a student to the school on the grounds of civil status, family status, sexual orientation, religion, disability, race, membership of the Traveller community or in respect of the student concerned having special educational needs.

Loreto Secondary School Bray will cooperate with the NCSE in the performance by the Council of its functions under the Education or the Persons with Special 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 Bray will comply with any direction served on the board of the patron under section 37A and 67(4)(b).

As Loreto Secondary School Bray is an all-girls school it is not deemed to be acting in a discriminatory manner when it refuses to enrol boys. In the circumstances where a student transitions from female to male while in attendance at Loreto Secondary School Bray, the school will discuss with the student and his parents/guardians the most appropriate way to respond to the needs of the student, within the resources available to the school and in the context of inclusiveness and respect for the unique dignity of the student as a child of God.

4. Operating Context

Loreto Secondary School Bray operates within the context of:

- The legislation and regulations of the Department of Education and Youth (DEY)
- The rights of trustees as set out in the Education Act 1998
- The religious and educational philosophy of the Loreto Education Trust
- The funding and resources available to the school at any given time.

Loreto Secondary School Bray is a school that:

- Is inclusive in intake
- Supports the principle of equality of access to and participation in education
- Recognises and supports the rights of parents/guardians to choose with regard to enrolment in secondary school
- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.

School Resources:

- The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the DEY, voluntary contributions, and occasional fundraising

- Implementation of the school plan and school policy must have due regard to the resources and funding available.

Curricular Context:

Loreto Secondary School Bray operates within the regulations of the DEY and follows the curricular programmes so prescribed, which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

5. Code of Behaviour for Students

Loreto Secondary School Bray has a detailed Code of Behaviour for students. It outlines the system of rewards and sanctions which the school operates in order to promote a climate which facilitates the teaching and learning that is at the heart of the school's educational mission. It also sets out the procedures the school follows to suspend or expel a student and the relevant appeals procedure available to those who may wish to use it. The Code of Behaviour is available on the school's website: www.loretobray.com. Prospective students and their parents/guardians should familiarise themselves with the school's Code of Behaviour, which they will be required to accept. They are further expected to support the school in its enforcement.

6. Enrolment Procedures and Admission Criteria

This section sets out the policy of the school with regard to enrolment procedures and admission criteria for entry into First Year for the academic year 2026/2027.

6.1 Students eligible for admission to First Year

To be eligible for admission to First Year, students must:

- Have reached the age of 12 years by 1st January of the calendar year following entry into First Year (as required by DEY regulations)
- Have completed Sixth Class in Primary School or its equivalent
- Be willing, in conjunction with their parents/guardians, to accept the Characteristic Spirit of the school
- Be willing, in conjunction with their parents/guardians, to accept the school's Code of Behaviour and related policies

6.2 Numbers Admitted and Order of Criteria

Loreto Secondary School Bray normally admits one hundred and fifty (150) students to First Year each year in five class groups of thirty students each. The exact number of students to be admitted in any particular year will be determined by the Board of Management. Places will only be offered to those parents/guardians who have completed an Application Form.

In the event that the number of Application Forms exceeds, the number of places available in the relevant year, the Board of Management will apply the following criteria in the order listed below in the allocation of places.

Category A: Sisters of current students or students who have progressed through Senior Cycle in the school. (It should be noted that at the time of **allocation of places** the applicant must have a sister currently in the school, have a sister who progressed through Senior Cycle in the school, or have a sister who has been allocated and accepted a place but has not yet commenced attending the school).

Category B: Pupils from St. Patrick's, Loreto Primary School Bray Co Wicklow

Category C: Children of existing staff members

Category D: All others in order of position on the **Waiting List for Admission** (see below).

6.3 Enrolment Procedures:

There are two stages in the enrolment process for incoming First Year students. First of all, parents/guardians must complete an Application Form (see section 6.4 below) and submit it in the time window indicated in the Admissions Notice.

Then, places will be offered to 150 pupils whose names are on the relevant Waiting List for Admission in the order set out above in 6.2.

As noted in Section 6.4, applications for entry to First Year in 2026 after the time window indicated in the Admissions Notice will be processed as late applications, and as part of Category D. If a place is not available to the student at the time, the student will be placed on the Waiting List in sequential order and they will be advised of their place on the Waiting List.

For entry into other Year Groups a Waiting List Form is submitted, and then processed by the school as outlined in Section 7 of this policy. If a place is not available to the student at the time, the student will be placed on the Waiting List in sequential order and they will be advised of their place on the Waiting List.

6.4 The Lottery Process and the Waiting List:

The lottery process that will be used will be overseen by the Principal or Deputy Principal and will be witnessed by a representative of the Board of Management and a member of the Parents' Association, as well as a member/members of An Garda Síochána. The names on the Application Forms relating to pupils in Category D above, will be placed in a drum and withdrawn blindly. Application Forms received on behalf of twins, triplets, or sisters from the same family unit will be treated as one applicant. The member(s) of An Garda Síochána will draw the names from the drum, one by one, until the drum is empty. The order in which the names are drawn from the drum will be recorded on a numbered list.

Applications for entry to First Year in 2026 after the time window indicated in the Admissions Notice will be processed as late applications, and as part of Category D. If a place is not available to the student at the time, the student will be placed on the Waiting List in sequential order and they will be advised of their place on the Waiting List.

6.5 Important Points to Note:

- Everyone must follow the enrolment procedure.
- Application Forms received by post are dealt with at the end of the day of receipt in the school office.
- The Board of Management's decision on any application is final.
- The Board of Management points out that if an applicant under Category A applies for a place under that category and the sister, currently a student in the school, ceases to be a student of Loreto Secondary School Bray during the timeframe of the Admissions Process then that application will be considered under Category B or Category D – as applicable – in the order in which it was received.

6.7 Offer of Places:

Places will be offered in the autumn of the school year one year prior to entry, that is, the autumn of the student's Sixth Class in Primary school.

Places will be allocated as follows:

- Places will be offered to applicant pupils from Category A above.
- Having offered places under Category A, places will be offered to applicant pupils under Category B above.
- Having offered places under Category B, places will be offered to applicant pupils under Category C above.
- Having offered places under Category A, Category B, and Category C, the remaining places will be offered to applicant pupils under Category D above in the order of their position on the relevant Waiting List.

6.8 Acceptance of Places:

To accept a place in Loreto Secondary School parents/guardians must:

i. Fulfil the conditions set out in the section above: **6.1 Students eligible for admission to First Year**

ii. Return the completed Loreto Secondary School Bray Certified Admission Form with the requested documentation.

iii. The receipt of all properly completed Admission Forms will be acknowledged by 12th November 2025.

6.9 Students with Special Educational Needs

Loreto Secondary School Bray strives to create an inclusive environment for students with special needs and in welcoming applications from students with special educational needs, the school will use the resources, finance and personnel, provided by the DEY to make reasonable provision and accommodation for all such students and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable. Parents/guardians will be asked to co-operate with the school, from the earliest possible time, to identify and establish the special educational needs of the student, in order to request from the DE or its agencies the appropriate resources required to meet the student's needs.

Applicants with special needs must meet the entry criteria set out for all students in this policy; the admissions procedures must be adhered to. The existence of special needs requirements does not give any individual applicant any prioritised entry entitlement.

7. Transfer of Students from Other Schools

In the case of students wishing to transfer to Loreto Secondary School Bray from another school for any reason whatsoever, parents/guardians will be asked to submit an Waiting List Form. The school that the student is leaving will be contacted and the parents/guardians must agree to allow that school to supply all relevant information to the Principal of Loreto Secondary School Bray. A meeting with the Principal or Deputy Principal will be arranged with the parents/guardians and the prospective student to obtain further information. If the school considers that the student may have special educational needs, then an appropriate educational assessment must be provided to the school. The application for admission to Loreto Secondary School Bray will be judged in the light of all this information and subject to the availability of a vacancy in a suitable class.

8. 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.

9. Review & Ratification

This policy is subject to review at the discretion of the Board but sufficiently in advance to allow changes to be communicated to interested parties, and the Policy requires Patron approval following any review.

This policy was ratified by the Board of Management on 26th March 2026

Signed:



Date: 26th March 2026

Michael Denny
Chairperson Board of Management



Date: 26th March 2026

Dee Ryan
Principal/Secretary to the Board of Management