

## **Admission Policy of The Teresian Secondary School**

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**The Segovia School Trust**

### **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 Teresian Secondary School has consulted with School staff, the School patron and with Parents/Guardians of children attending the School.

The policy was approved by the School patron on 28<sup>th</sup> July 2020. It is published on the School's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for The Teresian School admission process are set out in the School's annual admission notice which is published annually on the School's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the School year concerned.

The application form for admission is published on the School's website and will be made available in hardcopy to any person who requests it.

### **2. Characteristic spirit and general objectives of the School**

The Teresian School is a Catholic fee-charging, all girls voluntary secondary school with a Catholic Ethos under the trusteeship of The Segovia School Trust.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the Ethos and characteristic spirit of the Catholic Church, which aims at promoting:

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

(d) the formation of the pupils in the Catholic faith,

and which School provides religious education in accordance with the teachings, practices and traditions of the Catholic Church.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of The Teresian School 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.

### **Mission Statement**

**The Teresian School is a lay Catholic School, which follows the educational principles of St Pedro Poveda.** *"I ask of you a new system, a new method, as old as it is new...inspired in love."* P. Poveda.

### **We are committed to:**

- Leading each student to reach their full potential as a person of faith in Jesus Christ, and to live out Gospel values in a deeply human life, where love is the highest value; to appreciate the different convictions of others in a respectful, diverse and inclusive atmosphere.
- Promoting the dignity of each unique person in a warm, and positive family-like atmosphere, where staff, students and all personnel respect and value each other.
- Enabling each student to achieve her best academic level, to think critically with sound intellectual and moral criteria for living, valuing, judging and choosing. Each is encouraged to love learning and to be creative in the widest sense.
- Helping each student to be a person for others, a person of truth and integrity, responsible, cooperative, committed, caring and joyful. Fortitude, seen in strength of character, is fundamental to all of these.
- Leading each student to develop a strong spirit of solidarity with others, especially those in need, engaging in local and global outreach in order to build a better society; making care for the earth an urgent priority and a daily practice for staff and students.

**Joy, Fortitude and Love** describes the spirit of our School.

### **3. Admission Statement**

The Teresian School will not discriminate in its admission of a student to the School on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

The Teresian School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this School.

The Teresian 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 Catholic faith in preference to others.

### **4. Admission of Students**

#### **Girls who are eligible for Admission:**

- Girls who have completed sixth class in primary school or its equivalent.
- Girls who will have completed their Leaving Certificate by age 21 years.
- Girls, with Parents/Guardians who accept the Ethos of The Teresian School
- Girls, with Parents/Guardians who accept The Teresian School Code of Behaviour.

#### **4A Fee-Charging**

The Teresian School is a fee-charging secondary school in the voluntary sector. The current fee structure is available from the Bursar's Office. There are various methods of payment to facilitate our Parents/Guardians. Arrangement for the payment of fees must be made before registration at the start of each academic year at the beginning of September. In order to retain a place in The Teresian School all students' fees (including historic debts) must be paid by the due date. Otherwise, the place may be forfeited. Admission to and continued enrolment in The Teresian School is subject to timely payment of school fees.

The Teresian School operates within the regulations laid down, from time to time, by the Department of Education and Skills.

The Teresian School 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.

**4B** Parents/Guardians who decide to apply for a place for their daughter in The Teresian School should be aware of the character, aims, Mission Statement and Ethos of The Teresian School. While this does not preclude a person of another faith or none from attending The Teresian School, it is important that a parent/guardian should be aware that in sending their daughter to The Teresian School they have decided to send her to a Catholic School. The Teresian School respects and celebrates diversity of tradition, values, beliefs, languages and ways of life in a more pluralist society. This is balanced with the aims and objectives of a Catholic education. Where non-Catholic Parents/Guardians accept a place for their daughter in The Teresian School those Parents/Guardians may provide religious instruction for their own daughter as this service is not provided in The Teresian School. All students attend RE classes and School liturgies.

**4C** 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/guardian 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

#### **4D Application Forms**

An application form is available on the School website [www.teresian.ie](http://www.teresian.ie) or from the School office ([secondaryschooloffice@teresian.ie](mailto:secondaryschooloffice@teresian.ie)). Applications can be completed online. The charging of an administration fee is non-refundable. Application forms will only be accepted during the dates specified in The Teresian School's Annual Admission Notice, which will be published in September.

#### **4E Application Procedure**

- I. The School shall accept applications for admission to the School for the school year between the dates specified in The Teresian School's Annual Admissions Notice, published in September.
- II. The School shall cease accepting applications for admission to the School for the School year on the date specified in The Teresian School's Annual admissions Notice, published in September.
- III. Applicants will be notified of the outcome of their application for admission year on the date specified in The Teresian School's Annual Admissions Notice, published in September.
- IV. Applicants whose application for admission is successful are required to confirm acceptance of the offer of admission by the date specified in The Teresian School's Annual Admissions Notice, published in September.

- V. Unsuccessful applicants will be provided in writing with the reason(s) that their application was not successful, the details of their ranking against the selection criteria and with details of their place on the waiting list.

#### **4F Application Selection**

Decisions on application for admission shall be based on:

- 1) The implementation of the School's admission policy including, where applicable, the annual admission notice of the School; and
- 2) The information provided by the applicant in the application for admission received before the closing date set out in the annual admission notice of the School or, where appropriate, the date as otherwise determined by the School in accordance with this Act or regulations made under this Act.

#### **5. 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.

Criteria for Admission to 1st Year:

In the event that applications exceed the maximum number to be enrolled set by the Board, places will be allocated strictly in sequence as per the following criteria:

1. Sisters of students currently enrolled in The Teresian Secondary School.
2. Sixth class students currently enrolled in The Teresian Junior School.
3. Students whose names were placed on a list maintained by the School prior to 1 February 2020 for the purposes of allocating places in the school year concerned, in order of their priority on that list.
4. Daughters and granddaughters of Past-Pupils who have completed fifth and sixth year in The Teresian Secondary School up to a maximum of 25% of the total places set out in the School's annual admission notice as being available for that school year.
5. Daughters of existing eligible staff members. Eligible staff is defined as those non-casual employees who have been in the employment of the Board of Management of the School for at least six months and who are reasonably expected to be still employed by the Board at the time their daughter commences in The Teresian School.
6. Daughters, granddaughters and nieces of members of The Teresian Association.
7. Other girls residing in the Catholic Parish of Donnybrook.
8. Other girls residing in Catholic parishes adjacent to the Catholic Parish of Donnybrook. (Sandymount, Haddington Road, Rathmines, Beechwood Avenue, Milltown, Clonskeagh, Mount Merrion and Kilmacud, Booterstown, Merrion Road)
9. All others whose Parents/Guardians have completed a Declaration of Interest form.

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

place or places will be determined by lottery under independent supervision. Twins or triplets for example will be treated as a single application.

## **6. 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) 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 her Parents/Guardians, attend an interview, open day or other meeting as a condition of admission;
- d) Subject to section 62(10) of the Education (Admissions to School) Act 2018, a student's connection to the School by virtue of a member of her family attending or having previously attended the School
- e) The date and time on which an application for admission was received by the School, subject to subsection (11) of the Act and 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 or, where appropriate, at any time during the period as otherwise determined by the School in accordance with this Act or regulations made under this Act.

## **7. Decisions on applications**

All decisions on applications for admission to The Teresian School 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

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

## **8. 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 15](#) below for further details).

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

In accepting an offer of admission from The Teresian School, 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.

On acceptance of an offer of a place a non-refundable deposit is required to be paid to The Teresian School. This deposit is refunded when the student is in 6<sup>th</sup> Year through a reduction in fees. The deposit is forfeited if the student is withdrawn from the School before 6<sup>th</sup> year.

## **10. 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 The Teresian School 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/guardian 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 9](#) above.
- (v) 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.

- (vi) An applicant has failed to pay the non-refundable deposit by the stated deadline.

### **11. 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 ).

### **12. 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 The Teresian School 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 The Teresian School 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.

### **13. 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.

#### **14. 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: Applications made for places in other years (2<sup>nd</sup> to 6<sup>th</sup>) will be assessed on the availability of places in any given year. Where any year is oversubscribed, the criteria set out in this policy will be applied.

##### **14A The application procedure is as follows:**

- 1) Parents/Guardians must lodge a fully completed application form (from the School website) together with the stated application fee.
- 2) Parents/Guardians must submit their daughter's most recent School report from her present School as well as any educational or psychological report or other reports which may be relevant to the application.
- 3) Furnish a letter from the Principal of the applicant's current school supporting the transfer.
- 4) The Principal or Deputy Principal will meet with the student and Parents/Guardians. Attendance at this meeting, while not compulsory, is encouraged. At this meeting curricular provision, availability of subject choices/levels and facilities will be discussed. Parents/Guardians will be invited to discuss their willingness to support the School's Ethos. The Principal will contact the student's former school(s) to get a character reference and a disciplinary report.
- 5) The Principal will make an offer of a place to an applicant who has satisfied the entry criteria provided:
  - a. there is space for the student in the relevant year
  - b. that the student and her Parents/Guardians subscribe to the Ethos statement and the Code of Behaviour of the The Teresian School
  - c. that the student's behaviour and participation in her previous school(s) demonstrates that she is compatible with the Ethos of The Teresian School.
- 6) If the application is successful, Parents/Guardians of a student transferring from another school will be required to pay the appropriate deposit prior to admission to The Teresian School. This deposit will be refunded when the student is in 6th Year through a reduction in fees. The deposit is forfeited if the student is withdrawn from The Teresian School before 6th Year.
- 7) A successful applicant may be required to complete a series of assessments at The Teresian School which will be used to assign the student to a class, study subjects and level.
- 8) Prior to commencement in The Teresian School the Parents/Guardians and the student must sign an undertaking that the student will abide by The Teresian School Code of Behaviour.

**14B Acceptance of an offer of a place by an applicant to a year group other than First Year or during the School year:**

The Parents/Guardians must confirm their acceptance in writing of an offer of a place within two weeks of the date of the offer of a place.

In accepting an offer of admission from The Teresian School, the Parents/Guardians must indicate—

(i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

(ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents/Guardians 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.

**14C Circumstances in which offers of a place in a year group other than First Year or during the School year may not be made or may be withdrawn:**

An offer of admission may not be made or may be withdrawn by The Teresian School 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 within two weeks of the date of the offer of a place;
- (iii) the parent/guardian 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;
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;
- (v) 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. 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;

**14D Oversubscription to the year group other than First Year:**

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group

has been refused, will be compiled and remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the School has applied the selection criteria in accordance with this admission policy see Section 5 above. The date of receipt of a properly completed Application Form will determine the position on this waiting list within each of the criteria. In the unlikely event that there are two or more students tied for a place or places in any of the selection criteria categories set out in Section 5 above, then the position on the waiting list (for places in a year group other than First year) will be determined by lottery under independent supervision.

#### **14E Sharing of Data with Other Schools:**

Applicants should note that the provisions of Section 11 above relating to the sharing of data with other Schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

#### **15. Arrangements regarding students not attending religious instruction**

A parent of a student, or a student who has reached the age of 18, who wishes to attend The Teresian School without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the School.

#### **16. Reviews/appeals**

##### **Review of decisions by the board of Management**

The parent/guardian 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/guardian 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.

### **Appendix 1 – non-English speaking students**

As The Teresian School is an English speaking school and is not in a position to provide EAL support, applicants will have to be able to read and write English to a certain level in order to apply for a place. Applicants whose first language is not English will be required to provide evidence of English language proficiency. The following English language proficiency test and result is acceptable: 160+ on Cambridge B2 First for Schools or equivalent.

Except in very limited circumstances with regard to the enrolment of international students (see below) The Teresian School will not accept applications from parents/legal guardians who are not legally resident in Ireland. The School reserves the right to seek evidence of legal residency before an application for a place is considered.

### **Appendix 2 - Admission of International Students.**

There is a limited number of places available in Transition Year for international students who wish to spend up to a school year in The Teresian School. Traditionally the School has had a relationship with schools affiliated to the International Teresian Association and most of the international students in Transition Year are from schools affiliated to the ITA. The School operates a student exchange in Transition Year with schools affiliated to the International Teresian Association. Applications from students (other than from students in schools affiliated to the International Teresian Association) who wish to participate in the Transition Year Programme may be considered where class sizes do not exceed 24 students.

In certain limited circumstances and where class sizes do not exceed 24 students, applications for places may be considered in 1st and 2nd year for students from schools affiliated to the International Teresian Association who wish to spend up to a term in The Teresian School.

All applications from International Students should be addressed to the Principal and received not later than 31st October of the preceding year.