

## **Admission Policy of St Louis High School**

**Charleville Rd., Rathmines, Dublin 6**

**Roll number: 60890C**

**School Patron: Le Chéile Schools Trust clg**

### **Contents:**

- 1 Introduction**
- 2 Characteristic Spirit and general objectives of the School**
- 3 Admission Statement**
- 4 Special Educational Needs catered for in the School**
- 5 Admission of Students**
- 6 Oversubscription**
- 7 What will not be considered or taken into account**
- 8 Decisions on applications**
- 9 Notifying applicants of decisions**
- 10 Acceptance of an offer of a place by an applicant**
- 11 Circumstances in which offers may not be made or may be withdrawn**
- 12 Sharing of data with other schools**
- 13 Waiting List in the event of oversubscription**
- 14 Late applications**
- 15 Procedures for admission of students to other years and during the School year**
- 16 Declaration in relation to the non-charging of fees**
- 17 Arrangements regarding students not attending religious education**
- 18 Reviews/appeals**

### **Appendix**

#### **Annual Admission Notice**

Please note additional information, including our Code of Behaviour and Acceptable Use Policy, is available on our School website [www.stlouishighschool.ie](http://www.stlouishighschool.ie) and should be read in conjunction with this Admission Policy. References to "parent" in this document should be read as including references to a guardian of the student concerned.



# **Admission Policy**

## **St Louis High School**

### **Rathmines**

### **Dublin 6**

## **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 St Louis High School (SLHS or "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 in August 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Louis High 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, [www.stlouishighschool.ie](http://www.stlouishighschool.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 High School 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 congregational 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 Louis Bautain of the St Louis Order.

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 Management of St Louis High 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*

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 High School's** **MISSION STATEMENT**

***St Louis High School is a dynamic community of learning  
where we aspire to foster a happy and inclusive environment.  
We nurture creativity, embrace diversity and cherish our values  
while building on our rich traditions  
in an atmosphere of respect, gratitude and generosity.  
As active global citizens we share in the journey  
towards a deeper understanding of and engagement in our  
complex, ever-changing and inter-dependent world.***

### **3. Admission Statement**

St Louis High 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 set out in 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 High School will cooperate with the National Council for Special Education (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 High School will comply with any direction served on the board or the patron under section 37A or 67(4B) of the Education Act 1998, as revised, in relation to provision for, and admission of, students with special educational needs.**

**Please note the following:**

- St Louis High School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this School.
- St Louis High School is a School whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

Admissions will be carried out according to the terms of this policy.

The Board of Management, subject to authorisation by the Le Chéile Trust, determines the number of first year places.

#### **4. Special Educational Needs catered for in the School**

SLHS Rathmines welcomes applications in respect of students with special educational needs.

#### **5. Admission of Students**

This School shall admit each student seeking admission, except in the following circumstances:

- 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/her and that he/she shall make all reasonable efforts to ensure compliance with such Code by the student.
- c) St Louis High School provides education exclusively for girls and refuses to admit as a student a person who is not of the gender provided for by this School.
- d) St Louis High School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith, where it is proved that the refusal is essential to maintain the ethos of the School.

### **Eligibility for Admission:**

Girls who meet each of the following requirements will be eligible to apply for a place in first year and applications in respect of such girls will be **eligible applications**:

- They have completed 6<sup>th</sup> class in a primary school or its equivalent.
- They will have reached the required age (12 years by 1<sup>st</sup> January of their first year in post-primary school).
- Their parents/guardians accept the ethos of St Louis High School.
- Their parents/guardians accept the School's Code of Behaviour including our Acceptable Use Policy (available on the School's website).

## **6. Oversubscription for First-Year Intake**

### **Selection Criteria**

The applications for places in **First Year** will be prioritised in the order set out for the following categories (A) to (E).

*Where the eligible applications in a specific category exceed the places remaining for allocation to that category, places will be allocated to that category by the procedure set out in the paragraph below titled "Where eligible applications in a category exceed the places remaining for allocation".*

#### **(A) Sisters of present or past pupils at St. Louis High School, Rathmines, Dublin 6 –**

All eligible applications received during the (October) 3-week application window in the year prior to entry in St Louis High School, from sisters of present or past pupils, **who completed the Leaving Certificate at St. Louis High School, Rathmines, Dublin**, will be processed, and offered places, before any applications in category B, C, D or E below. **(Evidence of being a past-pupil and completion of Leaving Certificate will need to be provided with the application.)**

**(B) Pupils from St. Louis Primary School, Rathmines enrolled in 6<sup>th</sup> class on the 1<sup>st</sup> September in the year prior to entry.**

All other (not within category A) eligible applications received during the (October) 3-week application window in the year prior to entry in St Louis High School, from pupils of St Louis Primary School will then be processed, and offered places, before any application in category C, D or E below.

**(C) Pupils from primary schools in Dublin 6 and Dublin 6W**

All other (not within category A or B) eligible applications received during the (October) 3-week application window in the year prior to entry in St Louis High School, from pupils of primary schools in Dublin 6 and Dublin 6W will then be processed, and offered places, before any application in category D or E below.

**(D) Pupils from primary schools in Dublin 2; 4; 8 and 12**

All other (not within category A, B or C) eligible applications received, during the (October) 3-week application window in the year prior to entry in St Louis High School, from pupils of primary schools in Dublin 2, 4; 8 and 12 will then be processed and offered places, before any application in category E below.

**(E) Other Applicants**

All other (not within category A, B, C, D) eligible applications received during the (October) 3-week application window in the year prior to entry in St Louis High School, will then be processed within category E.

**Where eligible applications in a category exceed the places remaining for allocation:**

Please note that if the number of eligible applications in any category A, B, C, D or E above exceeds the number of places remaining for allocation to that category (taking account of the order of processing of the categories set out above), all applications in that category will be included in a lottery, the results of which will determine the offer of places for that category.

**The lottery process will be overseen by the School Principal and a member of the School's administrative staff, together with an independent observer appointed by the BOM.** Applications in a category, where there are no remaining places for that category will not be offered a place in the School.

Where applicants cannot be offered a place in the School in the initial offers of places they will be included on a waiting list.

**The completed application form should be returned to the School within the timeline for receipt of applications as set out in the School's Annual Admissions Notice.**

Applicants will be informed in writing of the decision of the School within the timeframe outlined in the Annual Admission Notice (i.e., within 21 days of the closing date).

## 7. What will not be considered or taken into account

*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.*

*In accordance with section 62(7)(e) of the Education Act 1998, 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) the payment of fees or contributions to the School.
- (b) student's academic ability, skills or aptitude.
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents.
- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meetings as a condition of admission.
- (e) a student's connection to the School by virtue of a member of her family attending or having previously attended the School (*other than, in the case of a sister of a student attending, or having attended, the School*)
- (f) 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.*

## 8. Decisions on applications

All decisions on applications for admission to St Louis High School will be based on the following:

- Our School's Admission 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

*(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 to a year group other than First Year and/or to any year group during the school year.)*

## 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

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

In accepting an offer of admission from St Louis High 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 are awaiting confirmation of an offer of admission from, another school or schools, and if so, you must provide details of the other school or schools concerned.

**Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the School.**

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by St Louis High School in any of the following circumstances:

- (i) It is established that information contained in the application is false or misleading.
- (ii) The applicant has failed to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice.
- (iii) The parent of a student, when required to do so 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.
- (v) As 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, and
  - 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 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.

## 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).

## 13. Waiting lists in the event of oversubscription

In the event that the School is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria as 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:

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 High 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 St Louis High School is

- (1) in the order of category priority assigned to the students' applications after the School has applied the selection criteria in accordance with this Admission Policy and
- (2) subject to that first step of the ordering of the categories, the ordering within each category for which there are eligible but unsuccessful applications will be created by means of a lottery within that category.

Offers of any subsequent places that become available for and during the school year in which admission is being sought will therefore be made to those students on the waiting list, *first*, in accordance with the order of priority of the categories in which the

students have been placed and, *second*, by the order created by a lottery *within* each category, after having taken higher priority categories before lower priority categories..

The waiting list shall remain valid for the school year in which admission is being sought.

## **14 Late Applications for the First-Year group**

All eligible applications (please see section 5) for admission to the First-Year group 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.

All such late applications will be placed in a separate **LATE APPLICATIONS** category – **Category F** – that will be taken into account only after timely applications in categories A to E, as set out in section 6. The effect of this is that, in the event of oversubscription, the application of the selection criteria that are set out in section 6 and the ordering of waiting lists as set out in section 13, will each take account of late applications as if they were a further category of applications to be considered only **after** timely eligible applications in categories A to E have been offered places.

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. If there is a place available, late applicants will be offered a place subject to the parent/guardian confirming in writing acceptance of the School's Code of Behaviour and Acceptable Use Policy (and the application being otherwise an *eligible application* as set out in section 5 of this Admissions Policy).

## **15. Procedures for admission of students to a year group other than First Year**

Where parents wish to make an application (which is an eligible application as regards the relevant Section 5 criteria) for their daughter to a year group other than First Year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application.

Decisions on applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the School the parents and their daughter may be invited to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their daughter. The fact that there may be a space in a year group would not automatically

mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason, parents and their daughter are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the School would be in the best interests of their daughter given the curricular provision, subject choices/levels available at the time.

**Acceptance of an offer of a place by an applicant to a year group other than First Year:**

The parents must confirm their acceptance in writing of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission from St Louis High School, the parents must indicate the following:

- (i) Whether they have accepted an offer of admission for another school or schools and, if they have, they must also provide details of the offer or offers, specifying the school or schools concerned.
- (ii) Whether they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if they have, they must provide details of the other school or schools concerned.

Parents 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.

**Circumstances in which offers of a place in a year group other than First Year may not be made, may be withdrawn, or may be deferred:**

An offer of admission may not be made or may be withdrawn by St Louis High 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 three weeks of the date of the offer of a place;
- (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;
- (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 the Board has responsibility; or
- (vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year *before* the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year. As set out at the start of this section of the Admissions Policy, decisions on applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be **deferred** until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

#### **Oversubscription to the year group other than First Year:**

So long as places remain available for the year group concerned, applications for year groups other than First Year will be dealt with in the order in which such applications are received. In the event of there being more applications than places available for the year group other than First Year, a waiting list of students, who have not been offered a place in the particular year group, will be compiled and will 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 categories (other than category B) in accordance with this admission policy see Section 6 above. If there are more students than available places in any of the selection criteria categories set out in Section 6 above, taking account of offers of places already made in line with the ordering of those categories, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management.

Offers of any subsequent places in the year group other than First Year that become available during the school year 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.

#### **Sharing of Data with other schools:**

Applicants should note that the provisions of Section 12 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.

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).

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

The Board of Management of St Louis High School 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 education**

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

*In St Louis High School, Religious Education is a core subject in all programmes and is an examination subject in Junior Cycle.*

*Requests by a parent for exemption from R.E. classes for a student will be taken on a case-by-case basis and will require a meeting between a member of the senior management team and the parent and student. If the request to be excused is granted, the student will remain in the R.E. classroom but work on their own spiritual, ethical or moral development.*

*A student who has reached the age of 18 may request exemption from R.E. classes, by making that request in writing to the Principal, and will be required to meet with a member of the senior management team. If the request to be excused is granted, the student will remain in the R.E. classroom but work on their own spiritual, ethical or moral development.*

## **18. Reviews/appeals**

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

The parent/guardian of the applicant, or in the case of an applicant who has reached the age of 18 years, the applicant, 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 <https://www.section29appeals.gov.ie>

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.

It should be noted, as set out at section 11(v) of this Admissions Policy, that 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.

### **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 to 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 above: Review of decisions by the Board of Management).

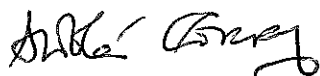
Where an applicant has been refused admission due to a reason other than the School being oversubscribed, the applicant **may request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see above: Review of decisions by the 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. <https://www.section29appeals.gov.ie>

**This policy was amended and ratified by the Board of Management of St Louis High School on June 2025.**

**Signed:**



<sup>17<sup>th</sup></sup>  
**Date: June 2025**

Chairperson SLHS BOM – Siobhán Corry

## Appendix



### St Louis High School

### ANNUAL ADMISSION NOTICE FOR 2026/27

Copies of the School's **Admission Policy** and the **Application Form for Admission** for the 2026/27 school year are available as follows: –

To download at: [www.stlouishighschool.ie](http://www.stlouishighschool.ie)

On request: By emailing [admissions@stlouishighschool.ie](mailto:admissions@stlouishighschool.ie) or writing to: St Louis High School, Admissions, Charleville Rd., Rathmines, Dublin 6. D06 F860

#### 1. Application and Decision Dates for admission to 1<sup>st</sup> Year for 2026/27

1.	The School will commence accepting applications for admission on	<b>Wednesday 1st October 2025</b>
2.	The School will cease accepting applications for admission at	<b>4pm on Wednesday 22nd October 2025</b>
3.	Applicants will be notified in writing of the decision on their application by	<b>Wednesday 12<sup>th</sup> November 2025</b>
4.	Applicants must confirm acceptance of an offer of admission by	<b>4pm on Wednesday 26<sup>th</sup> November 2025</b>

Failure by an applicant to accept an offer by the **26<sup>th</sup> November 2025** may result in the offer being withdrawn.

#### 2. Number of places being made available in the 2025/26 school year

The number of places being made available in 1 <sup>st</sup> year is	<b>120</b>
The number of residential places is (boarding schools only)	<b>Not Applicable</b>
The number of non-residential places is (boarding schools only)	<b>Not Applicable</b>



The number of places being made available in the special class catering for students with [insert category or categories of SEN catered for in the special class] is	<b>Not Applicable</b>
--	-----------------------

(If the school has more than one class that caters for different categories of SEN, details of the number of places for each of the classes must be provided.)

**3. Number of places in 1<sup>st</sup> year for the 2025/26 school year which were offered and accepted before 1 February 2020**

The number of places for 1 <sup>st</sup> year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	<b>No longer applicable for 2025/26</b>
--	---

**4. Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year)**

The total number of applications for admission received by the School for admission in 1<sup>st</sup> year in the 2024/25 school year was

<b>Breakdown of places allocated for 1<sup>st</sup> Year for the 2024/25 school year:</b>	
Number of places available	120
Number of applications received	370
Offers made and accepted under each criterion	<p>(23) Criterion 1: Sisters of present and past pupils of St. Louis High School, Rathmines, Dublin 6</p> <p>(23) Criterion 2 Pupils from St. Louis Primary School, Rathmines enrolled in 6<sup>th</sup> class on 1<sup>st</sup> September in the year the place is being offered.</p> <p>(70) Criteria 3 &amp; 4: Pupils from other primary schools</p> <p>Please note the following: Above criteria based on previous Admissions Policy.</p>
Number of names placed on waiting list for the school year concerned	

Ratified by St Louis High School Board of Management

June 2025

Signed: *Siobhán Corry*

Chairperson of SLHS Board of Management