



Admission Policy of Our Lady's Grove Secondary School

School Address: Goatstown Road, Dublin 14

Roll number: 60891E

School Patron: Le Chéile Schools Trust clg

1. Introduction

This Admission Policy complies with the requirements of the *Education Act 1998*, the *Education Admission to Schools Act 2018* and the *Equal Status Act 2000*. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents/guardians of children attending the school.

The relevant dates and timelines for Our Lady's Grove Secondary School's 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 policy was approved by the school patron on 10/09/2020. It is published on the school's website, together with the school's *Admission Notice* and Application Form. They are available in hardcopy from the school office, on request, to any person who seeks them.

2. Characteristic spirit and general objectives of the school

Our Lady's Grove Secondary School is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

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**. Our community draws on the richness of the religious and cultural heritage of the past and the charism of St. Claudine Thevenet, and the *Religious of Jesus and Mary* who founded this school.

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

Mission Statement

Our Lady's Grove Secondary School is a Catholic community in keeping with the educational philosophy of St. Claudine Thevenet and the stated ethos of the school. We are committed to providing a quality education in pursuit of excellence. We endeavour to provide a teaching and learning environment which encourages the school community to develop to its full potential, cognisant of all its talents and skills. We aim to work together in a safe, respectful, caring and just environment. We value the principles of mutual respect, equality and tolerance encouraging positive self - image, confidence and pride in all achievements.

School Ethos

Parents of those applying to the Our Lady's Grove Secondary School must be willing to support the ethos, traditions and values of the school. The school is informed by the religious and educational philosophy of the Congregation of Jesus and Mary and the vision and values of the Le Cheile Charter.

Our ethos is derived from the educational vision of St. Claudine Thevenet which:

- (a) Encourages an education which fosters holistic development, personal growth and self-worth with an openness to the spiritual dimension of life for its members
- (b) Aspires to educate, to promote responsibility, and to work together in a respectful, caring and just environment.

Traditions and Values

An Our Lady's Grove Secondary School education is one which promotes excellence in the holistic development of the student. All interactions are consistently informed by:

- Courtesy, manners and respect
- Empathy, modesty and forgiveness
- Promoting the empowerment of young women
- Equality

School Management.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Our Lady's Grove Secondary 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 Board of Our Lady's Grove Secondary School supports the underlying principles of:

- Full participation for all students in the activities of the school
- Respect for diversity while maintaining the stated ethos, traditions and values of the school
- Effective education involving a relationship between the school, the student and the parents in which all parties support the ethos of the school and the recognition of our cultural values and traditions.

The Board vests the day to day guardianship and administration of these principles to the Senior Leadership of the school.

3. Admission Statement

Our Lady's Grove Secondary 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.

** Single gender schools: Our Lady's Grove Secondary School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

***Post-primary denominational schools: Our Lady's Grove Secondary 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 denomination in preference to others.

4. Admission of Students

Our Lady's Grove Secondary School shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see **section 5** 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 ethos traditions, values and policies (including Code of Behaviour) of the school are acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such codes by the student.
- c) The student has not reached the age of 12 years on the 1st of January of the school year applied for and/or has not fully completed a course of primary education.

**Our Lady's Grove Secondary 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.*

*** Our Lady's Grove Secondary School is a Catholic School and may refuse to admit as a student a person who is not of Catholic denomination, where it is proved that the refusal is essential to maintain the ethos of the school.*

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:

Should the school be oversubscribed the following selection criteria will be implemented:

- (1) Sisters of present students
- (2) Sisters of past pupils
- (3) Daughters of past pupils *
- (4) Students progressing from Our Lady's Grove Primary School **
- (5) Catholic students who are attending primary schools in the catchment area defined as postal codes 14, 6, 4, 16, 18, Co Dublin (Stillorgan, Blackrock, Mount Merrion)
- (6) Students of other Faiths or none who attend primary schools in the catchment area
- (7) All other applicants

*This is to a maximum of 25% of the intake of any given academic year

**This will not automatically apply to applicants who join the OLG Primary School in 5th or 6th class

In the event of a tie between students seeking admission a blind draw will take place. In the interests of fairness, the draw will be overseen by no less than two members of the Board of Management and an independent external observer.

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 prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; except for 25% of the places available for these relations in any one year of admission.
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to Our Lady's Grove Secondary 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 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

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 18](#) below for further details).

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

In accepting an offer of admission from Our Lady's Grove Secondary 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.
- (iii) indicate your willingness to subscribe to the ethos, traditions, values and policies (including Code of Behaviour) of our Lady's Grove Secondary School

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by Our Lady's Grove Secondary School.

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 Our Lady's Grove Secondary 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 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.

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).

The Our Lady's Grove 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

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 Our Lady's Grove Secondary 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 Our Lady's Grove Secondary 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. If 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

Where parents wish to make an application for their son/daughter to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form, which is available from the school office or www.olgrove.ie.

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.

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 or during the school 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 Our Lady's Grove Secondary School the parents 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 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 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 Our Lady's Grove Secondary 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 that board has responsibility; or

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 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 criteria in accordance with this admission policy see [Section 6](#) above. If there are two or more students in any of the selection criteria categories set out in [Section 6](#) above, 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 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.

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).

15. Declaration in relation to the non-charging of fees

The board of Our Lady's Grove Secondary 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 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.

16. 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.

17. Arrangements regarding students not attending religious instruction

The process of religious instruction occurs through the liturgical programme offered by the school throughout the school year. Religious education is a core subject in all curricular programmes.

Religious education classes are inclusive of all faiths and none. Requests for exemption from R.E. classes will be accepted from a parent of a student or a student who has reached the age of 18.

These requests 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. class but will work on a programme of moral and/or spiritual development as devised by the parents and sanctioned by the school.

Additional School Details

Management

The governance of the school is overseen by the Board of Management. The Board is appointed by the Le Chéile Trust and comprises four trustee nominees including the Chairperson, two parent members, elected by the parent body, and two teacher members, elected by the teacher cohort.

The Board of Management is appointed for a period of three years. The names of the current Board members are available on request from the school office. The school Principal is the Secretary to the Board of Management and is responsible for the day to day management and operation of the school.

The Principal and Deputy Principal are assisted in the management of the school by the leadership team which currently comprises three Assistant Principals (AP1) and six Assistant Principals (AP11) including a Programme Coordinator.

Financial Operation

The financial and teaching resources are provided by a combination of grants and teacher allocations from the Department of Education and Skills and voluntary contribution from parents. As the voluntary secondary sector to which Our Lady's Grove Secondary School belongs, is in receipt of less State funding than other educational sectors, voluntary contributions are a welcome supplement to school funding, but the Board of Management emphasises the voluntary nature of these contributions.

All investment to and financial support of curricular and extra-curricular developments are contingent on the health of school finances.

Parents Council

The Senior leadership works in partnership with the parent body through the Parents Council

Student Council

The school community continuously work to enhance the student voice and the Student Council works to ensure that the students have an input to the work of the school.

Teaching Resources

The number of teachers assigned to the school is determined each year by the Department of Education and Skills and is dependent on student numbers.

Curriculum

Our Lady's Grove Secondary School offers a six-year post-primary school programme consisting of:

1. Junior Cycle
2. Transition Year (compulsory for all students)
3. Leaving Certificate Established Programme

Relationship and Sexuality Education (RSE)

This subject is part of our Social, Personal Health, Education (SPHE) and is provided to all year groups. Further information can be found in the Our Lady's Grove Secondary School RSE Policy.

Extra-curricular Activities

The school offers a range of extra-curricular activities to provide our students with a holistic education and allow them to develop their talents and skills. 1st years are expected to take part in a minimum of two extra-curricular activities of their choice. This is a strategy to encourage a smooth transition from primary level to secondary level. It also facilitates the development of new relationships and friendships.

Note: Any activity which involves the student leaving the school premises must be covered by the signing of a permission slip by the parent. To reduce administration, parents are asked to sign a permission slip covering all outings for the duration of the relevant year.

School operating hours

These are published on our website and communicated to every household during the summer months.

iPad Deployment

Currently iPads are compulsory for all students in Junior Cycle. They have been introduced to employ digital means to enhance the learner experience as sought for by the new *Junior Cycle Framework*.

Essential Student Expenses

Traditionally parents of Our Lady's Grove Secondary School have indicated collectively their wish that certain facilities and services are provided for, in excess of standard provisions. These facilities and services bear a cost. The school surveys parents annually in relation to what are called the *Essential Services Charges*. The provisions currently facilitated are: ***Anseo Swipe Card System, Locker Fix, Journals, Photocopying, Parental texts, Impero Web Security, Zulu Desk I pad security, Induction Programme, 1st Year Wellbeing Day, CREATE Wellbeing Week, VSWare academic and behaviour tracking, Psychometric testing (Papers and Corrections), Chinese YCT examinations, Parental Postage, School Sport Subsidies, transport subsidies, ICT maintenance contractor, 365 days a year student Personal Accident Cover, In-house examination stationery, toiletries/sanitary products, Academic Extension Programmes, 6th Year Common Room, 6th Year Graduation Outing and After School Study.***

It is not possible to provide any of these by an *a la carte* system. Most of these require financing up-front. As such they are either provided for all students, or for none. Our Lady's Grove, in collaboration with the Parents Council, will commit to consistently seeking the opinion of parents in deciding whether to retain these facilities and services into the future.

Voluntary Contribution

The Voluntary Contribution, which is discretionary in nature, is used to enhance the school environment for our students. Recent projects include upgrade to the sporting facilities, all classroom furniture replaced, ongoing painting works and public area upgrades. The contribution currently stands at €250 per family per annum. Contributions may be paid by Bank Draft / Postal Order, or alternatively through the school payment system EPP (available on our website www.olgrove.ie). This includes the option of paying in instalments for convenience and financial budgeting.