



## **Admission Policy of Dominican College Muckross Park**

**School Address: Marlborough Road, Donnybrook, Dublin 4**

**Roll number: 60710U**

**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 of children attending the school.

The policy was approved by the school patron in September 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 Dominican College Muckross Park'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 Application Form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

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

Dominican College Muckross Park 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 / Dominican 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, tracing its originating vision to the charism of the Dominican Sisters who founded the school, and to St Dominic Guzman.

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 Dominican College Muckross Park 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.

## **DOMINICAN COLLEGE MUCKROSS PARK**

**Motto:** VERITAS

### **VISION AND MISSION STATEMENT**

#### **Our Vision**

To create a progressive learning environment of the highest quality where our students grow to become independent, respectful and caring women of integrity who live by Christian values and Dominican principles.

#### **Our Mission**

To provide our students with an education that in the spirit of St Dominic:

- recognises and responds to the unique needs and abilities of each individual student
- encourages the development of positive, respectful and inclusive relationships
- challenges each student to speak and act with honesty and integrity.

### **3. Admission Statement**

Dominican College Muckross Park 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.

Dominican College Muckross Park is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Dominican College Muckross Park is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Roman Catholic faith in preference to others.

Dominican College Muckross Park is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

This 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 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

Dominican College Muckross Park 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.

Dominican College Muckross Park is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

Dominican College Muckross Park welcomes applications from parent(s)/guardian(s) of students with special education needs.

#### **5. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria to the priority categories of applicants (1-

3) in the order listed below. Any places remaining after priority categories have been filled shall be considered as set out at 4 below. No category of applicant will be considered for admission unless their applications are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice. Applicants for a place in First Year will have reached the age of 11 years on or before the 1<sup>st</sup> January prior to entry to First Year and will be expected to have completed a full course of primary education.

### **1. Siblings of Current or Past Pupils.**

The selection criteria for this category of applicant, applies to siblings of a current and of a past pupil of Dominican College Muckross Park. Please note that "current pupils" may also include girls who have been offered and who have accepted a place in First Year from a waiting list but who have not yet started school. Please note that "past" pupils refers only to past pupils who have completed in full fifth year and sixth year (the Senior Cycle) and the Leaving Certificate Examination at Dominican College Muckross Park.

### **2. Daughters of Past Pupils**

The selection criteria for this category of applicant, applies to daughters of past pupils who attended Dominican College Muckross Park and who completed in full fifth year and sixth year (the Senior Cycle) and the Leaving Certificate Examination at Dominican College Muckross Park. The School will only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual Admission Notice. In the event that there are more applicants in this category than available spaces, the selection of applicants for any places in this category shall be determined by lottery (see note below). Those applicants who are not selected by way of lottery in this category will fall to the next priority category for which they are eligible.

The names of any applicants in this category who do not receive an offer (and who do not fall to be considered under Category 3), are placed on the first year waiting list in the order in which they appear on the lottery.

### **3. Daughters of Current Staff**

The selection criteria for this category applies to daughters of current staff, who are employees and where "current" is defined as a member of staff who on the first day of September of the year in which the place is being offered has been a member of staff/employee of Dominican College Muckross Park for at least three full academic years prior to this date.

### **4. Other**

Should there be insufficient places available for applicants who do not come within priority categories (1-3) above, places shall be allocated on the basis of a lottery. The names of those applicants who are unsuccessful will be added to the first year waiting list in the order they appear on the lottery.

Following the closing date any applications received for admission to First Year will be added to the end of the First Year Waiting List save in respect of those applicants coming within priority category 1 above (siblings of current or past pupils) as set out above. Please note that those applicants coming within priority category 1 will be added to that priority category waiting list.

## **Important/ Please Note:**

For the purposes of this Admission Policy, any selection determined by a lottery process will be appropriately managed by the school and shall be overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management

It is the responsibility of parents/guardians to inform the school, in writing, on the Application Form, that their daughter falls into one of the above categories, and in the case of priority category 2 above, to both specify the years of attendance of the mother at Dominican College Muckross Park and to complete the requisite declaration verifying same. The school reserves the right to request proof of the mother's attendance at Dominican College Muckross Park.

With regard to an applicant who does not secure a place by lottery, priority is given to that applicant on the First Year Waiting List in the order in which they appear on the lottery and in accordance with the priority category (if relevant).

Reference to "days" in this policy means calendar days.

## **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) the payment of fees or contributions (howsoever described) to the school;
- (b) a 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 meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;  
other than,
  - (1) siblings of a student attending or having attended the school as defined at Section 5 above and/or
  - (2) daughters of a past pupil as defined at Section 5 above.

- (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.

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

## 7. Decisions on applications

All decisions on applications for admission to Dominican College Muckross Park 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 Admission 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 17](#) below for further details).

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

In accepting an offer of admission from Dominican College Muckross Park, 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.

## 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 Dominican College Muckross Park 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;
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [Section 9](#) above; or
- (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.

## **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 first year waiting list of students whose applications for admission to Dominican College Muckross Park 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 first year waiting list of Dominican College Muckross Park is in the order of priority assigned to the students' applications after the school has applied the selection criteria applicable in the respective priority categories set out at Section 5 above 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 first year waiting list. Offers shall be made in accordance with the order of priority in relation to which the students have been placed on the waiting list as provided at Section 5 above.

### **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 end of the first year waiting list save in respect of those applicants coming within category 1 priority (siblings of current and past pupils) which applicants shall be added to that priority category 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:**

The first year waiting list terminates at the end of the school year (on the last day of tuition).

Where parents wish to make an application for their 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 in accordance with the timeframe set out at Section 5 of the Annual Admission Notice. An acknowledgement of such application will be provided by the school within 21 days of receipt of a complete application. The parents must confirm their acceptance in writing of an offer of a place within 10 days of the date of the offer of a place. An offer of a place can only be made if there is space in the year group in question. Such applications will be placed on a waiting list, until the number of available places in the relevant year group is established by the Principal with priority being given to applicants who come under Priority Category 1, (see [Section 5](#)).

Parents are asked to note that the fact that there may be a space in a year group does 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.

If two or more applications for any year group are received at the same time they will be placed on the waiting list by conducting a lottery ( See Important/Please Note above in relation to the lottery process), (after consideration of Priority Category 1 above).

## **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 10 days of the date of the offer of a place.

In accepting an offer of admission from Dominican College Muckross Park, 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 Dominican College Muckross Park where:

- (j) 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 10 days 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;
- (vi) 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.

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

The Board of Dominican College Muckross Park 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.

## 16. Arrangements regarding students not attending religious instruction

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

A parent of a student, or a student who has reached the age of 18, who wishes to attend Dominican College Muckross Park without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school.

## 17. 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 S

ection 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.

This policy was ratified and adopted by the Board of Management of Dominican College Muckross Park.

The Board of Management reserves the right to amend this policy at any time, whether in response to legislative requirements or otherwise.