



St. Louis Secondary School  
Carrickmacross

# Admissions Policy

2023



## **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 on 11<sup>th</sup> 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 St. Louis 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 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**

St. Louis Secondary School, Carrickmacross is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Louis Secondary School, Carrickmacross 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.

“Catholic Ethos” in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

The purpose of our Le Chéile / St. Louis 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 the *founder Louis Bautain of the St. Louis Religious Order* who began 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.

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.

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.

### **Our Mission Statement**

The aim of St. Louis Secondary School, Carrickmacross, is to foster a school community where all the members live in a friendly environment, where young people are taught to think for themselves, to be responsible for their actions, to hold in respect the world in which they live, and to recognise the importance of spiritual values in their lives.

### **3. Admission Statement**

St. Louis Secondary School, Carrickmacross 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, however, St. Louis Secondary School, Carrickmacross is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.
- 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.

St. Louis Secondary 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 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 faith in preference to others.

St. Louis Secondary School is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

**(See APPENDIX 1)**

#### **4. Categories of Special Educational Needs catered for in the school/special class**

St. Louis Secondary School, Carrickmacross welcomes applications from parent(s)/ guardian(s) of students with special educational needs. St. Louis SS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism/Autistic Spectrum Disorders (ASD). A student will only be eligible for a place in our Special Needs Class if it is stated in a Psychological Report that your "daughter is eligible for a placement in a special class catering for Autism/Autistic Spectrum Disorders (ASD)

The special class attached to St. Louis Secondary School, Carrickmacross provides an education exclusively for students with Autism/Autistic Spectrum Disorders (ASD).

*St. Louis Secondary School will cooperate with the 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 Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).. (See APPENDIX 1)*

## 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent 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
- c) St. Louis Secondary School, Carrickmacross 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.
- d) St. Louis Secondary School, Carrickmacross is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- e) Students who have reached the age of 12 years on the 1<sup>st</sup> of January of the school year and as a rule, the completion of a full course of primary education.
- f) Please refer to **APPENDIX 1** for admission criteria to the Special Class

## 6. Oversubscribed

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:

- Category 1
  - Siblings of current students.
  - Siblings of past pupils.
  - Daughters of staff and relatives of Trustees
- Category 2

- The first child in the family who attends the feeder school listed below.
- Category 3-(Subject to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
  - Daughters of past pupils who attend the feeder schools listed below.
- Category 4
  - Remaining students from the feeder schools below.
  - Students from schools outside the catchment area.

### **Feeder Schools**

- Broomfield National School, Broomfield, Carrickmacross, Co. Monaghan.
- Bunscoil Lughaidh Naofa, Carrickmacross, Co. Monaghan.
- Drumgossatt National School, Magheraclone, Carrickmacross, Co. Monaghan.
- Lisdoonan National School, Lisdoonan, Carrickmacross, Co. Monaghan.
- Scoil Bhríde, Mullarafferty, Carrickmacross, Co. Monaghan.
- Scoil Colmcille, Blackstaff, Carrickmacross, Co. Monaghan.
- Scoil Naomh Eanna , Killanny, Co. Monaghan.
- Scoil Padraig, Corduff, Carrickmacross, Co. Monaghan.
- Scoil Rois, Carrickmacross, Co. Monaghan.
- St. Daigh's National School, Inniskeen, Carrickmacross, Co. Monaghan.
- St. Michael's National School, Donaghmoynne, Carrickmacross, Co. Monaghan.
- Stonetown National School, Stonetown, Co. Louth.

These are in alphabetical order for administration proposes only

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. This lottery will be overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management

## 7. 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 other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (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;  
Other than, in the case of the school wishing to include selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school.

In relation to (2) parents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (g) the date and time on which an application for admission was received by the school, as long as it is received during the period specified for receiving applications set out in the annual admissions notice for 2021/2022

## 8. Decisions on applications

All decisions on applications for admission to St. Louis Secondary School, Carrickmacross 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.

### **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 (see [section 18](#) below for further details).

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

In accepting an offer of admission from St. Louis Secondary School, Carrickmacross, 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.

### **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 Secondary School, Carrickmacross 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.

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.

## **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—

- a. an application for admission to the school has been received,
- b. an offer of admission to the school has been made, or
- c. 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 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 St. Louis Secondary School, Carrickmacross 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 Secondary School, Carrickmacross 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.

#### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

#### **15. Procedures for admission of students to other years and during the school year**

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. 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. 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 son/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 son/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 St. Louis 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 St. Louis 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
- (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.

### **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 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 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).

### **Leaving Certificate Applied Programme Admission Policy**

The Board of Management of St. Louis Secondary School is setting out its LCA Programme Admissions Policy in accordance with the Education Act 1998, Education (Admission to Schools) Act 2018, the Education Welfare Act, 2000, and the Equal Status Act, 2002. The school's ability to provide the LCA Programme must have due regard to the funding and resources available from the Department of Education and Skills. The programme will only proceed in any given year if there are sufficient numbers of students opting for the programme. Intake for the programme is every second year, 2021 is year 1 of the programme. The Board determines the minimum number of students opting for the programme in order to enable the school to provide the programme. The Board has set this number as a minimum of 8 students in order to create a Leaving Certificate Applied class in any one year group. The Board has set the maximum number for a Leaving Certificate Applied Class at 20 students. The Year 1 & Year 2 Leaving Certificate Applied classes may be combined.

The procedures of St. Louis Secondary School in relation to the admission of students to LCAP are as follows:

- St. Louis Secondary School general Admissions Policy applies to applicants to the programme
- Preference is given to current students of St. Louis Secondary School.
- Intake only applies to year 1 of the programme, unless specified by the Board of Management
- The Senior Management team will liaise with the following staff to identify students who would benefit from taking the LCA option in Senior Cycle; Subject Teachers, Tutors, Year Heads, Guidance Counsellor and SEN Team
- Students, who previously attended another school, may apply for admission to the programme subject to availability of places and meeting Transfer Criteria as outlined below. Placement in the Leaving Certificate Applied Programme may not be appropriate for students for whom the established Leaving Certificate Programme would be more beneficial.
- Students who have opted for 5th Year or Transition Year in St. Louis Secondary School may transfer to LCA subject to the availability of a place on the programme.
- In any given year the Board of Management will decide, in the light of available resources, if the number of students opting for the programme is sufficient to run the programme in that school year.



- While the Leaving Certificate Applied Programme is open to all students, preference will be given to those students, who are considered most likely to benefit from the programme, and whose needs the established Leaving Certificate would not adequately meet. Placement in the Leaving Certificate Applied Programme may not be appropriate for students for whom the established Leaving Certificate Programme would be more beneficial.

### **Admission Process**

- Information on The LCA Programme as a Senior Cycle option will be given to students and parents.
- Either the LCA coordinator, the Guidance Counsellor or the SEN coordinator will meet with parents / guardians and students interested in entering this programme.
- Students applying to complete the LCA programme from other schools will follow the transfer criteria process outlined in this Admissions Policy and complete an application form

### **Students applying for re-admission to the school:**

- If a parent/guardian removes a student voluntarily from St. Louis Secondary School for any reason, the student's place is forfeited and the school is not obliged to reinstate the student automatically. Former students of St. Louis Secondary School may however apply for re-admission, subject to the school's Admissions Policy, available space and suitability (Section 15).

Management will meet with the parents /guardians of the student and interview the student prior to making a decision regarding the offer of a place. Where it is established that a student's behaviour was unacceptable during her previous time in the school the Board of Management may decide not to accept such a student in the interest of the general school community.

### **Students Repeating a Year**

Consideration will only be given to students wishing to repeat a year in exceptional circumstances for reasons acceptable to the D.E.S. as set out in Circulars M57/87, M33/89, M47/92 and M2/95. Prior to any decision being made the student and his/her parent / guardian will meet with the Guidance Counsellor and Principal.

Once a formal application has been made for a transfer to St. Louis Secondary School the Board of Management will assess the application and issue a decision in writing to the parents / guardians of the student in question.

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

The board of St. Louis Secondary School, Carrickmacross, 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 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 St. Louis Secondary School, Carrickmacross 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.

## **18. 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.

## Curriculum at St. Louis Secondary School

Students are prepared for the following D.E.S. Programmes:

- Junior Cycle Examination
- L2LP
- Traditional Leaving Certificate (All students following the traditional Leaving Certificate complete Transition Year (4<sup>th</sup> Year)
- Leaving Certificate Vocational Programme (All students following the traditional Leaving Certificate complete Transition Year (4<sup>th</sup> Year)
- Leaving Certificate Applied

A student who is accepted into first year does so knowing that they will complete six years at St. Louis Secondary School (three years at Junior Cycle & 3 years at Senior Cycle) unless a student decides to complete the Leaving Certificate Applied Programme and moves straight from Third Year to Leaving Certificate Applied Year 1 (in line with the criteria outlined for admissions into the Leaving Certificate Applied Programme)

(All the above courses are offered subject to sufficient numbers)

Irish is compulsory for all students except those who meet D.E.S. criteria re. eligibility for exemption (Circular 0052 / 2019 [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0052\\_2019.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0052_2019.pdf) )

## APPENDIX 1

### Admission to The Special Class for Autism

The special class attached to St. Louis Secondary School, Carrickmacross provides an education exclusively for students with Autism/Autistic Spectrum Disorders (ASD). The school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. A student will only be eligible for a place in our Special Needs Class if it is stated in a Psychological Report that your “daughter is eligible for a placement in a special class catering for “Autistic Spectrum Disorder”.

School management will also liaise with the NEPS Psychologist in relation to a recommendation that placement in a special class is the optimum setting for the student at that time, given their learning and adaptive needs.

The Board of Management of St. Louis Secondary School will ensure that steps are taken at an early stage to identify children with special needs who may be applying for admission and to become familiar with their needs.

The B.O.M. will request copies of all relevant reports including medical, psychological or individual report if available. If further resources are required to meet these needs the Board will request the Department of Education and Skills to provide the necessary resources. In seeking to identify the applicant’s needs, it may be necessary for the Principal to meet with the applicant’s parents/guardians and/or other professionals working with the child.

The special class attached to St. Louis Secondary School, Carrickmacross provides an education exclusively for students with Autism/Autistic Spectrum Disorders (ASD).

St. Louis Secondary School will cooperate with the 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 Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

## St. Louis Secondary School, Carrickmacross

### ANNUAL ADMISSION NOTICE FOR 2023/24

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2023/24 school year are available as follows: –

To download at: [www.stlouiscmx.com](http://www.stlouiscmx.com)

On request: By emailing [office@stlouiscmx.com](mailto:office@stlouiscmx.com) or writing to: St. Louis Secondary School, Convent Hill, Carrickmacross. Co. Monaghan

#### 1. Application and Decision Dates for admission to 1<sup>st</sup> Year for 2023/24

1.	The school will commence accepting applications for admission on	<b>Tuesday 11<sup>th</sup> October 2022</b>
2.	The school will cease accepting applications for admission on	<b>Friday 11<sup>th</sup> November 2022</b>
3.	Applicants will be notified in writing of the decision on their application by	<b>Friday 25<sup>th</sup> November 2022</b>
4.	Applicants must confirm acceptance of an offer of admission by	<b>Friday 9<sup>th</sup> December 2022</b>

Failure by an applicant to accept an offer by 10<sup>th</sup> December 2021 may result in the offer being withdrawn.

#### 2. Application and Decision Dates for admission to ASD Special Class for 2023/24

1.	The school will commence accepting applications for admission to the special class on	<b>Tuesday 11<sup>th</sup> October 2022</b>
2.	The school shall cease accepting applications for admission to the special class on	<b>Friday 11<sup>th</sup> November 2022</b>
3.	Applicants will be notified of the decision on their application for admission to the special class by	<b>Friday 25<sup>th</sup> November 2022</b>
4.	Applicants must confirm acceptance of an offer of admission by	<b>Friday 9<sup>th</sup> December 2022</b>

Failure by an applicant to accept an offer by 9<sup>th</sup> December 2022 may result in the offer being withdrawn.

#### 3. Number of places being made available in the 2023/24 school year

The number of places being made available in 1 <sup>st</sup> year is	<b>90</b>
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The number of places being made available in the special class catering for students with ASD is	<b>4</b>
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**4. Number of places in 1<sup>st</sup> year for the 2023/24 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>0</b>
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