

## **Admission Policy of Sacred Heart School, Tullamore**



**School Address: Tullamore, Co Offaly**

**Roll number: 65620V**

**School Patron: CEIST**

### **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 August 31<sup>st</sup> 2021. 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 Sacred Heart School, Tullamore 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

Sacred Heart School, Tullamore, is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Sacred Heart School, Tullamore, 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.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

Sacred Heart School, Tullamore, draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder Catherine Mc Auley of the Mercy Order of Sisters of Mercy who began this school is of very significant importance in the life of the school.

As a CEIST school, Sacred Heart School, Tullamore, values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- ***Promoting Spiritual and Human Development***
- ***Achieving Quality in Teaching and Learning***
- ***Showing Respect for Every Person***
- ***Creating Community***
- ***Being Just and Responsible***

Sacred Heart School, Tullamore, is inspired by the words of Jesus Christ to his disciples, “I have come that they may have life and have it to the full” (Jan 10:10). Because of this, Sacred Heart School, Tullamore, provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. Sacred Heart School, Tullamore, offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Sacred Heart School, Tullamore, the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students’ spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

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## **Sacred Heart School, Tullamore - Mission Statement**

*To provide a holistic education in the Mercy tradition*

### **Vision**

“In keeping with the Mercy tradition, we seek to achieve the holistic development and the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. We strive to ensure that our students leave our school with a healthy self-image, enhanced by the life skills and abilities necessary to make a positive contribution to society.”

### **A Voluntary Secondary School**

Ours is what is known as a Voluntary Secondary School for girls. It dates from 1836 when the Mercy Sisters started a school soon after they arrived in Tullamore and founded their second house here.

The school is now a member of CEIST (Catholic Education, An Irish Schools Trust) and is managed by a Board of Management.

### **A Catholic School**

A Catholic school helps students to develop their understanding of their faith. Ours is a Catholic school, but it is not a school for Catholics only. Due to the universal, non-discriminatory nature of Catholicism and the value it places on ecumenism and interfaith

dialogue, seeing God at work in all people, Catholic schools are open to the admission of pupils of all faiths and none.

Catholic education values tolerance and inclusiveness and sees the presence of children from other denominations as an enrichment of the educational experience and an opportunity for deeper understanding among people holding diverse convictions.

### **3. Admission Statement**

Sacred Heart School, Tullamore, will not discriminate in its admission 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.

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

Sacred Heart School, Tullamore, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD diagnoses. Admission to this class is also on the basis of a recommendation from a Psychological report or other authorised referral agency.

#### 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) Sacred Heart School, Tullamore, is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.
- d) Sacred Heart School, Tullamore, 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 a Catholic Faith in preference to others.
- e) Sacred Heart School, Tullamore, 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 of the Catholic Faith and it is proved that the refusal is essential to maintain the ethos of the school

## 6. 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:

The priority criteria that applies, are as follows:

1. Sisters of present or past pupils in the school.
2. Daughters of current staff members with a minimum of twelve months' service.
3. Applicants resident in the catchment area as defined by the School Transport System.  
The School Transport Scheme defines the catchment area as the radius of 5km around the Sacred Heart School.
4. All other applicants.

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:

If the number of applicants who applied within the specified time exceeds the number of places in any of the above, the balance of applicants will be ranked by lottery (independently overseen) and placed on a waiting list.

Sisters are defined as twins, triplets or sisters within a family group. For example, when a twin is drawn in the lottery then the other twin shall automatically be offered the next available place up to an including the second last place.

## 7. What will not be considered or considered

In accordance with section 62(7)(e) of the Education Act, the school will not consider or consider any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

There are limited exceptions to some of these (highlighted in red below)

- (a) a student's prior attendance at a pre-school or pre-school service, including national,

- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;  
(other than in relation to:
  - admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether the student has the category of special educational needs concerned and/or
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents – except as outlined in section 6 above regards daughters of staff.
- (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) 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).

## 8. Decisions on applications

All decisions on applications for admission to Sacred Heart School, Tullamore, will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)



Selection criteria that are not included in our school admission policy will not be used to plan 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 Sacred Heart School, Tullamore, 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 Sacred Heart School, Tullamore, 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 10](#) 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.”

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom —

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student’s personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **13. Waiting 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 Sacred Heart School, Tullamore, 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 Sacred Heart School, Tullamore, 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.

Sacred Heart School, Tullamore, does not have a historical waiting 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**

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:

- Places are contingent on the availability of space in year group
- Completion of appropriate Application Form available in school office
- Acceptance of Code of Behaviour – signed copy
- Compliance with Admission Policy of our school
- Suitability of curriculum and subject provision

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- Places are contingent on the availability of space in year group
- Completion of appropriate application form
- Acceptance of Code of Behaviour
- Compliance with Admission Policy of our school
- Sacred Heart Tullamore will endeavour to accommodate subject choices of student

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.

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

The board of Sacred Heart School, Tullamore, or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 1998, 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**

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

#### **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.



**Sacred Heart School, Tullamore**  
**ANNUAL ADMISSION NOTICE**  
**in respect of admissions to the 2023/24 school year**

**Admission Policy and Application Form**

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2023-2024 is available as follows: –

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

On request: By emailing [secretary@shstullamore.ie](mailto:secretary@shstullamore.ie) or writing to : Secretary, Sacred Heart School, Tullamore.

**PART 1 - Admissions to the 2023/24 school year**

**Application and Decision Dates for admission to First Year**

The following are the dates applicable for admission to Junior Infants/First Year (delete as appropriate)

The school will commence accepting applications for admission on	<b>Oct 20 2022</b>
The school shall cease accepting applications for admission on	<b>Nov 17 2022</b>
The date by which applicants will be notified of the decision on their application is	<b>Dec 1 2022</b>
The period within which applicants must confirm acceptance of an offer of admission is	<b>Dec 21 2022</b>

**Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.**

**Special Class Application and Decision Dates for admission to First Year**

The following are the dates applicable for admission to the school's Special Class which caters for children with ASD diagnosis.

The school will commence accepting applications for admission to the special class on	<b>Sept 20<sup>th</sup> 2022</b>
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The school shall cease accepting applications for admission to the special class on	<b>Dec 1<sup>st</sup> 2022</b>
The date by which applicants will be notified of the decision on their application for admission to the special class is	<b>Dec 7<sup>th</sup> 2022</b>
The period within which applicants must confirm acceptance of an offer of admission is	<b>Dec 16<sup>th</sup> 2022</b>

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

**Number of places being made available in 2023-24**

**100**

**TBD - Leavy Centre**

The number of places being made available in first year is	<b>100</b>
The number of residential places is (boarding schools only)	<b>NA</b>
The number of non-residential places is (boarding schools only)	<b>NA</b>
The number of places being made available in the special class* catering for children with [insert category or categories of SEN catered for in the special class] is	<b>TBD**</b>

(\***Note:** If school has a number of classes that cater for different categories of SEN, details of the numbers of places for each SEN class must be provided)

The following text applies only to schools that made offers of school places in respect of the 2022/23 school year and those offers that were accepted prior to 1 February 2021. It should be deleted in all other cases.

Sacred Heart School has made offers of school placement which have been accepted prior to the commencement of Section 62 of the Education (Admission to Schools) 2018 on 1 February 2021, the number of those places offered and accepted for first year intake group for 20XX/20XX] is: **NA**