



## Rosemont School – Admissions Policy

Rosemont School, Sandyford, Dublin 18

Roll No.: 60930L

School Patron: Rosemont Educational Foundation CLG (REFL)

Reviewed and updated June 2022

### 1. Introduction

The Admissions Policy is presented by the Board of Management in accordance with the provisions of the Education Act 1998, the Education (Admission to Schools) Act 2018, the Equal Status Act 2000 and the Education (Welfare) Act 2000. The Board of Management trusts that this publication will provide full information about the school's admission policy and about the enrolment procedures which apply in this school. References to 'Parent' and 'Daughter' in this policy document are equally applicable to guardians and their charges respectively. Further clarification may be obtained from the Principal, or from the School Admissions Office: Contact telephone: (01) 2078007 or by e-mailing [info@rosemont.ie](mailto:info@rosemont.ie)

The policy was approved by the school patron Rosemont Educational Foundation CLG (REFL) on 18<sup>th</sup> June 2022. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for Rosemont 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

Rosemont School is an all-girls fee-paying school with a Catholic ethos under the trusteeship of the members of Rosemont Educational Foundation CLG. A six-year cycle is provided including a compulsory Transition Year. "Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, 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

and which school provides religious education in accordance with the doctrines, practices, and traditions of the Roman Catholic Church.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Rosemont School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic, and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

In keeping with its ideals, which are based on a Christian view of life, Rosemont School provides parents, teachers, and students with access to pastoral care, which is entrusted to the Prelature of Opus Dei, an institution of the Catholic Church. ([www.opusdei.org](http://www.opusdei.org))

Management Rosemont Educational Foundation CLG (REFL) is the Patron of the school under the terms of the Education Act, 1998. Rosemont Educational Foundation CLG devolves its powers to the Board of Management which undertakes responsibility for the management and financial administration of the school.

The Board of Management consists of:

REFL: Four nominees

Parents/legal guardians: Two elected nominees

Teachers: Two elected nominees.

The Principal acts as Secretary to the Board.

The Chairperson is appointed by Rosemont Educational Foundation CLG.

Founding Intention and Mission Statement:

Our school was founded by a group of forward-thinking parents in 1977. They recognised that strong, effective partnerships between parents and teachers are essential for children to achieve their greatest potential. This conviction led them to set up Rosemont School for girls and Rockbrook School for boys. Thus, began a close collaboration between both schools which continues to the present day.

From birth to adulthood parents are the primary educators of their children. By forming a real partnership with parents, Rosemont gives students a powerful advantage.

We have found that success is certain for students whose teachers and parents collaborate with them in the development of their goals and strategies for pursuing academic excellence.

In keeping with our ethos and culture, Rosemont School warmly welcomes meeting parents who would like to know more about a Rosemont education at any stage in the year. *This is not a requirement for application.*

Rosemont School is an academically stimulating school with a Catholic ethos that encourages girls to live their faith in the ordinary events of every day.

Christian faith is the reason why each individual girl in Rosemont is respected and valued, whether she is a believer or not. Our educational mission draws life from ideals that are sincerely Catholic; these same ideals are open to people with a wide array of beliefs and backgrounds. This partnership is possible because the Catholic faith is a truly humanising faith: the salvation it offers is a salvation that makes us more genuinely human. St. Josemaría Escrivá wanted people to discover in their Catholic faith a basis for unity and solidarity in working with others to build up an authentically human ecology in the world.

Rosemont provides a simple presentation of Catholic faith and a dynamic sacramental life and chaplaincy. Rosemont also seeks to express and live the Catholic faith in the following ways: through an atmosphere of open intellectual inquiry, a deep respect for personal freedom and emotional development and preparation for future professional life. This emphasis on the connection between personal faith and professional preparation at the service of others is characteristic of what Opus Dei seeks to contribute to the school.

### **3. Admission Statement**

Rosemont School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religious 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.

Rosemont School is a single sex school for girls and does not discriminate where it refuses to admit a boy applying for admission to this school.

Parents wishing to enroll their daughters are expected to support the ethos of Rosemont School as expressed in our Mission Statement. Rosemont School is a school with a Catholic tradition which welcomes students of other faiths and cultures whose parents or guardians support the ethos of the school. As a school with a Catholic ethos, Rosemont upholds and adheres to the teaching of the Catholic Church.

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

Rosemont 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
- c) Rosemont School provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school
- d) Rosemont is a school with a Catholic ethos and therefore does not discriminate in relation to the admission of students where it admits persons of a particular religious denomination in preference to others,
- e) Rosemont School does not discriminate in relation to the admission of students where it refuses to admit as a student a person who is not of a particular religious denomination and it is proved that the refusal is essential to maintain the ethos of the school,
- f) Ref. Education Act, 2018, 64, (2) (a): Rosemont is a fee-paying school and therefore does not discriminate in relation to the admission of students where a parent fails to adhere to the school's Fee Policy

## **5. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Should the number of applications exceed the number of places available, the following criteria will be applied in the following order:

1. Sisters of present pupils in Rosemont or Rockbrook
2. Sisters of past pupils in Rosemont or Rockbrook
3. Daughters of current staff members in Rosemont or Rockbrook
4. Daughters of past pupils (to a maximum of 25% of the available spaces as set out in the school's annual admission notice)
5. In addition to the above, the Board of Management reserves the right to allocate a small number of discretionary places in each class to international students, in line with our overall international allocation policy.
6. In addition to the above, the Board of Management reserves the right to allocate a small number of discretionary places in each class to bursary recipients, in line with our bursary policy.

In the event of the total number of applications received exceeding the number of places available and allocated under the categories above, the remaining names will be placed on a waiting list in order of receipt of application. If the number of applications on a particular date exceeds the number of places available, a lottery system will be applied.

## **6. What will not be considered or taken into account**

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

admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service
- (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 her parents, attend an interview, open day or other meetings as a condition of admission;
- (e) the date and time on which an application for admission was received by the school,

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

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

### **7. Decisions on applications**

All decisions on applications for admission to Rosemont School will be based on the following:

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

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

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

### **8. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from Rosemont School, you must indicate—

- (a) 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
- (b) 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 Rosemont School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

#### **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—

- (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).

#### **12. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Rosemont School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Rosemont School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

### **13. Late Applications**

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

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

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

In the case of students seeking to transfer from another post primary school, the following procedures will apply. Parents must submit an Application Form along with two recent school reports before the application can be considered. Following receipt of these documents, parents/guardians and the prospective student will be requested to attend a meeting with the Principal and/or Deputy Principal to satisfy the school's requirement that the requested transfer is for sound educational or personal reasons. Parents will be informed within 21 days of the meeting date whether their application has been successful. Students must have signed the Code of Behaviour and the IT Acceptable Usage Policy before commencing school.

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

The Board of Management of Rosemont School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of an application for admission of a student to the school.

### **16. Arrangements regarding students not participating in Religion classes**

A parent of a student, or a student who has reached the age of 18, who wishes to attend Rosemont School without attending Religion classes 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 may be accommodated by the school. These arrangements will not result in a reduction in the school day of such students.

Rosemont School includes and respects students of other or nonfaiths who are welcome to attend and take part in Religion classes. Should the student wish to withdraw from Religion class, the allocated time on the timetable is used by students of other to study something relating to their own religious traditions: e.g. sacred texts, or if a student is nonfaith, relevant literature or philosophical texts should be read during this time. As it is not possible to provide individual or small group supervision outside of the Religion classroom, students who opt out will have to remain in the classroom to study their own relevant literature while not participating in the Religion class.

### **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 of Management 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 of Management 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.