

Frequently asked questions

This section, entitled *Frequently Asked Questions*, does not form part of the official school Admissions Policy which is the only document that governs admission to Loreto Secondary School. This section is intended as a guide only and where any conflict arises between the official school Admissions Policy and this document, at all times the contents of the official Admissions Policy shall prevail.

- 1. How do I apply for a place in Loreto Secondary School?** If your daughter is in primary school, you should apply for a place when she is in sixth class. In September of the year when your daughter is in Sixth Class, official application forms for the following year's First Year class will be issued. Application forms must be received by the school between the 1st and 3rd Monday of October. In the meantime, you might like to have your daughter's details placed on our mailing list. Application forms will be posted to those on our waiting list and circulated to the primary schools within our catchment area.
- 2. How many places will be available in First Year?** This is decided annually by the Board of Management. This decision is made on the basis of the availability of resources, class sizes, overall numbers and space in the school and other issues affecting the efficient management of learning and teaching. In 2009, 144 places were allocated and in 2010, 150 places were allocated. The number of available places for the given year will be printed on the application form.
- 3. I will be out of the country during October, can I submit my daughter's application before the 1st Monday in October?** Yes. Applications that are received before the 1st Monday in October will be deemed to have been received on that date. However, your application must be submitted on the official application form for the year of entry. This form will be published in September of that year (it will also be available on the school website at that time). Please note that if your daughter is offered a place, you must confirm your acceptance of the place by the last working day in October. Therefore, you must ensure that you are available to provide that written confirmation on time. Otherwise, the place will be offered to another applicant.
- 4. I will not be able to submit the application during the first week of October, will this decrease my daughter's chance of getting a place?** There is no advantage in submitting your application early during the application period as long as it is received before the end of the closing date.
- 5. What happens if my application is late?** Late applications will be allocated places on the waiting list on a first-come, first-served basis after all applications received before the closing date have been allocated a place or have been placed on the waiting list. In a year that the demand for places is high, it would be unlikely that late applicants would receive an offer of a place.
- 6. My daughter has a sister currently in Loreto, will she definitely be offered a place?** Sisters of past and present students are given the first priority when places are being allocated and are the most likely applicants to receive an offer of a place. However, if your application is late, she would be unlikely to receive an offer.

7. **I have received a letter to say that my daughter is not being allocated a place but is on a waiting list. What is the likelihood that she will be offered a place at a later date?** Your daughter's place on the waiting list will be indicated in the letter. This may give an indication of the likelihood that your daughter will receive an offer of a place. You might like to contact the school for advice. It is normal for offers to be made to applicants who were originally on the waiting list, however the number of applicants on the waiting list who will eventually be offered a place varies from year to year and is hard to predict.
8. **How do I have my daughter's details put on the school's mailing list?** You should submit a 'Mailing List Form' which is available in the enrolment section of our website, www.loretokk.ie, or which can be obtained by contacting the school.
9. **My daughter is in sixth class, but she is not on the Loreto mailing list. Will she have a chance of getting a place in next year's 1st Year class?** Length of time spent on the mailing list makes no difference to an application. Offers of places are made on the basis of the application form as received in October. Please refer to section three of the policy which shows how places will be allocated when there are more applicants than places available.
10. **What is the 'catchment area'?** The school gives a priority to applicants who are currently attending schools within a certain area. The full list of these schools is in section three of the Admissions Policy. If there are more applicants from within the catchment area than there are available places, a lottery will be used to allocate places.
11. **My daughter is currently attending a school that is not within the catchment area, will she have a chance of being offered a place in Loreto?** This will depend on the demand for places in the given year and is difficult to predict. If you wish for your daughter to attend Loreto, you should make an application in any case. Her number on the waiting list (if she is not allocated a place) may give an indication of the likelihood of her getting a place. If your daughter has or had a sister in the school she may qualify for a place on that basis.
12. **My daughter is attending an Irish college for the duration of Sixth Class, but up to then had been a student of a primary school within the catchment area. Will she qualify as a student within the catchment area?** To be considered as a student within the catchment area, your daughter must be enrolled in one of the primary schools on the list in section three of the policy **at the time of application** and will be treated on the same basis as an applicant from outside the catchment area.
13. **My daughter has special needs. What should I do?** Please enclose all available reports/assessments with the application. Please read section four of the policy.