



**OUR  
LADY'S  
SCHOOL**  
TERENURE



# Admission Policy

Ratified by the Board of Management on:  
11th January 2023

Signature:

(Chair of the Board of Management)

<b>Commenced:</b> 2002
<b>Date of last Review:</b> 11th January 2023
<b>Review due:</b> 2024

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### **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 2nd 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 the Our Lady'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

Our Lady's is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God. 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, 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 La Fosse of the Religious of Christian Education 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.

*In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Our Lady's 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*

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

Our Lady's School is a community that embraces Christian values. The education it provides is rooted in a deep sense of faith.

We aim to create a positive inclusive environment which enables everyone to reach their full potential. We promote mutual respect within the school community and strive to provide a happy and secure atmosphere which fosters a love of learning.

We encourage the development of the whole person, by fostering the personal, spiritual and moral development of every student. The realisation of individual talents and academic excellence is paramount.

We aim to create a friendly, healthy, safe and caring environment which affirms our pride in the school.

We promote the development of the necessary skills so that students may become responsible members of society. It is our wish to see every student leave Our Lady's School with moral integrity and a heightened sense of social conscience.

Our 4 pillars in the holistic development of the full potential of each student are:

- Ethos
- Academic Excellence
- Wellbeing
- House

### **3. Admission Statement**

Our Lady's 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 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.

Our Lady's School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

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

Our Lady's 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.

Our Lady's School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

There are currently no special classes in Our Lady's School. Our Lady's School welcomes applications from parents/guardians of students with special educational needs.

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed
- 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) Our Lady's 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) Our Lady's is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

#### **6. Oversubscription**

Please note that under current legislation Our Lady's has to honour waiting lists that were in existence on or before 1st February 2020 for entry to years 2021, 2022, 2023, 2024 and 2025 in order of their place on the waiting list after priority categories are filed. Any additional non priority category applications received during the 3 week admissions window will be added to the end of waiting list currently in existence.

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:

- Sisters of students, past or present\*
- Daughters of members of current staff\*\*
- Pupils from St Pius X Girls' Primary School
- Daughters of past pupils (to a maximum of 25% of the available spaces)\*\*\*
- All other applicants (received before 1<sup>st</sup> Feb 2020 for entry to years 2021, 2022, 2023, 2024 and 2025) on the waiting list in order of their place on the waiting list.
- Selection by lottery after priority categories are exhausted from the 3 week application window in the October preceding entry to secondary school. The lottery process will be overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management.

## Notes:

\* A past student refers to a student who completed, in full, 5th Year and 6th Year (the Senior Cycle) and the Leaving Certificate Examination at Our Lady's School. Please note that evidence of completion of the Leaving Certificate at Our Lady's school is required to be provided by applicants in this category.

\*\*A staff member refers to a full-time employee of Our Lady's School who has been so for at least two years immediately prior to the year of application (from September 1st), including whereby that employee is on a Board of Management approved leave of absence.

\*\*\* The selection criterion for this category of applicant, applies to daughters of former students who attended Our Lady's School and who completed, in full, 5th Year and 6th Year (the Senior Cycle) and the Leaving Certificate Examination at Our Lady's School. Please note that evidence of completion of the Leaving Certificate at Our Lady's school is required to be provided by applicants in this category. The school can only apply this criterion to a maximum of 25% of the available spaces as set out in the school's Annual Admission Notice. In the event that there are more applicants in this category than available spaces, the selection of applicants in this category shall be determined by lottery. Those applicants who are not selected by way of lottery may still be allocated a place under a subsequent category for which they qualify.

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:

Selection will take place by lottery. The lottery process 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 to the school
- c) a student's academic ability, skills or aptitude
- 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 her family attending or having previously attended the school, other than:
  1. siblings of a student attending or having attended the school and/or
  2. parents of a student having attended the school 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 except for applications received before 1<sup>st</sup> Feb 2020 for entry to years 2021, 2022, 2023, 2024 and 2025.

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 Our Lady's 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

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.

It is the responsibility of parent(s)/guardian(s) to notify the school in writing of any changes in the details contained on the Preliminary Application Form. All correspondence will issue to the postal address/email address/phone number appearing on the application form or the details most recently notified in writing to the school. Failure to update changes in details may result, by consequence, in the candidate unintentionally withdrawing from the application process.

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.

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

In accepting an offer of admission from Our Lady's, 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 are 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 Our Lady's 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.

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 Our Lady's School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid only for the school year in which admission is being sought.

Placement on the waiting list of Our Lady's 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**

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:

Parents/guardians should note carefully that:

(i) names are not transferred from the original Waiting List (for places at the start of 1<sup>st</sup> Year) to the new waiting list (for places other than at the start of 1<sup>st</sup> Year), and therefore a new application is required in order to be considered for a place for all other years other than 1<sup>st</sup> Year and

(ii) an application for a place on the new waiting list will not be deemed to have been received until a fully completed application form, together with birth certificate, have been received by the school.

(iii) The name of any applicant on a waiting list who accepts or refuses an offer of a place will be removed from the waiting list.

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:

An offer of a place can only be made if there is space in the year group in question. Applications made for a place in 2<sup>nd</sup> to 6<sup>th</sup> 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. 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.

Any request to transfer a student from another second-level school to Our Lady's School must be made by writing a letter and submitting a completed Preliminary Application Form. If parents/guardians are not successful in getting a place for the desired school year they must re-apply for each subsequent year they are interested in, by filling out another Preliminary Application Form.

The same criteria which apply to 1st Year entry will also apply to admission to other years and places allocated in accordance with the criteria set out at Section 5 above. Application for admission to 5th Year at Our Lady's School is conditional upon an applicant having completed Transition Year at post primary level.

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 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 daughter given the curricular provision, subject choices/levels available at the time.

#### **Confirmation of a School Place in a year group other than First Year or during the school year**

Confirmation of a place is conditional on the receipt by the school of the completed registration forms and other relevant documents by the acceptance date. Included in the registration form is a section which the parent(s)/guardian(s) must sign agreeing to co-operate with the school authorities in all matters pertaining to the education of their daughter and a copy of the school's Code of Positive Behaviour.

In accepting an offer of admission from Our Lady's 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 are 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 Our Lady's 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 by the acceptance date;

- (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

### **Oversubscription to the year group other than First Year:**

In the event of there being more applications to the year group other than 1<sup>st</sup> Year than places available, a waiting list of students 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 1<sup>st</sup> 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 1<sup>st</sup> 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).

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

The board of Our Lady's 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 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 Our Lady's without attending religious instruction should make a written request to the Principal. A meeting will 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. These arrangements will not result in a reduction in the school day of such students.

#### **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.

This policy was ratified and adopted by the Board of Management of Our Lady's School.

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

## Appendix 1

### Our Lady's School

#### ANNUAL ADMISSION NOTICE FOR 2022/23

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2022/23 school year are available as follows: –

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

On request: By emailing [enrolment@olschool.ie](mailto:enrolment@olschool.ie) or writing to: Enrolment, Our Lady's School, Templeogue Road, Terenure, Dublin 6W.

#### 1. Application and Decision Dates for admission to 1<sup>st</sup> Year for 2022/23

1.	The school will commence accepting applications for admission on	<b>Friday 1<sup>st</sup> October 2021</b>
2.	The school will cease accepting applications for admission on	<b>4pm Friday 22<sup>nd</sup> October 2021</b>
3.	Applicants will be notified in writing of the decision on their application by	<b>Friday 12<sup>th</sup> November 2021</b>
4.	Applicants must confirm acceptance of an offer of admission by	<b>4pm Friday 26<sup>th</sup> November 2021</b>

#### 2. Number of places being made available in the 2022/23 school year

The number of places being made available in 1 <sup>st</sup> Year is	<b>150</b>
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#### 3. Number of places in 1<sup>st</sup> Year for the 2022/23 school year which were offered and accepted before 1 February 2021

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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#### 4. Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year)

The total number of applications for admission received by the school for admission in 1<sup>st</sup> Year in the 2020/21 school year was 637.

<b>Breakdown of places allocated for 1<sup>st</sup> Year for the 2021/22 school year:</b>	
Number of places available	120
Number of applications received	637
Offers made and accepted under each criteria	Criteria 1: 44 (Sibling) Criteria 2: 0 (Daughter of Staff member) Criteria 3: 35 (Feeder School) Criteria 4: 6 (Daughter of past pupil) Criteria 5: 35 (Waiting list in Date received Order)
Number of names placed on waiting list for the school year concerned	175