



Headfort School

Admissions Policy

Reviewed October 2025, Next Review October 2026

About Headfort School

Founded in 1949, Headfort School is a non-denominational, co-educational, day and boarding primary school. The only one of its kind remaining in Ireland, the school is set in the stunning grounds of the Headfort Estate and is centred on a strong and spirited community.

The Headfort Trust comprises of the Board of Trustees, who meet regularly to oversee its governance. The ethos of the School is laid down by the Trust, to whom the Head of School is accountable for the management of the School on a day-to-day basis, including the administration of the Admissions Policy and all processes therein.

The process for applying for a place at Headfort can be complex, so we encourage families to read this document to better understand what Headfort Journey. Our Office remains open throughout the week to answer any questions you may have.

A deliberately small school, there is a demand on places each year, and it can be difficult to secure a place, particularly in the Senior Years (Fifth Form to Senior One) In order to ensure equity and fairness in our admissions processes, the Head of School and Admissions Office adhere strictly to the terms of this Admissions Policy.

Our Mission, Vision and Values.

Our Vision

Our Vision is to create **compassionate** young people who can navigate the **unpredictable** and **non-linear** world, through **empowerment**, **wisdom**, and **imagination**.

Our Mission

All members of our community are **creative**, **self-aware**, and **compassionate**. A Headfort Education **nurtures individuality**, **encourages curiosity**, and **fosters kindness** through a **vigorous** and **unique** curriculum.

Core Values

To make the most of the Headfort Journey, our parents, students, staff and the broader community prescribe to our core values. We believe in this, and we are proud how we live these out every day in our school.

RESPECTFUL

Respect for individuals, shared purpose, and our surroundings is the foundation of our community.

SAFE

We embrace and celebrate each person's individuality, cultivating a space where everyone feels free, valued and included

KIND

With empathy and care, we uphold a shared responsibility for the resilience and unity of our community

CURIOUS

Curiosity is at the heart of our school, where asking questions, exploring ideas, and challenging perspectives are actively encouraged.

COURAGEOUS

We are encouraged to be brave in our learning, bold in our play, and fearless in our thinking.

Legal Undertaking:

In accordance with S.15 (2) (b) of the Education Act, 1998, the Headfort Trust shall uphold, and be accountable for upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, social, linguistic and traditions which inform and are characteristic of the objectives and conduct of the school.

All applications for places in the School should be submitted via email to the Admissions Office with the application fee (details on website). Applicants should submit copies of their school reports, as well as additional information if they desire.

The application form is available from the Admissions Office, on the website, or by emailing admissions@headfortschool.ie

3. Admissions Statement

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

- A. the gender ground of the pupil or the applicant in respect of the pupil concerned,
- B. the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- C. the family status ground of the pupil or the applicant in respect of the pupil concerned,
- D. the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- E. the religion ground of the pupil or the applicant in respect of the pupil concerned,
- F. the disability ground of the pupil or the applicant in respect of the pupil concerned,
- G. the ground of race of the pupil or the applicant in respect of the pupil concerned,
- H. the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- I. the ground that the pupil or the applicant in respect of the pupil 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. Admission of Pupils

This school shall admit each pupil seeking admission except where –

- A. the school is oversubscribed (please see section 8 below for further details)
- B. a parent of a pupil, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Behaviour Expectations Framework 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 pupil.

5. Applying for a place at the School

After the closing date, the Head of School will consider all applications. 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 application as set out in the school's annual admission.

1. Sibling of current pupil
2. Children of Alumni
3. Sibling of past boarding student
4. Boarding student
5. Children that have attended the Headfort Montessori School
6. Children of permanent staff

6. Applying for a place at the School

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 pupil on a waiting list for admission to the school: Admissions Policy 6

- A. a pupil's academic ability, skills or aptitude;
- B. the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- C. a requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission, other than in the case of a boarding application;
- D. the date and time on which an application for admission was received by the school.

7. Timeline for Application

- The school will commence accepting applications for day places on October 1st of the year prior to entry;
- The school will commence accepting applications for boarding places on October 1st two years prior to entry.
- The school will allow three weeks for applications to be received;
- Parents will be notified within two weeks of the result of their application;
- Parents of children who have received offers will have three weeks to accept the place. The details of the exact dates of the allocation timeline for each academic year will be published a week before applications open, when the school is mandated to publish its Annual Admission Notice.

8. Application Details

It is important that the **Headfort Application Form** and associated **Consolidation Form** are completed and submitted early in the admissions process. Parents must submit all information required by the School's application form.

On the consolidation form, and under additional information, the following should be adverted to:

Medical - details of any medical condition of which the School should be aware should be stated clearly. This includes all physical, developmental, psychological conditions etc.

Family circumstances - relevant information concerning family circumstances should be clearly stated (e.g. if the child is adopted, if the parents are separated / divorced / deceased / if there is a disability, or family illness, etc.). The purpose of seeking this information is to assist the School in making the admission process sensitive to the needs of the student and parents.

Copies of all previously undertaken psychological and/or medical assessments/reports, must accompany the enrollment application.

We do not discriminate in any way against any individual or group regarding entry. However, the School's facilities (physical and otherwise) for pupils with significant learning/physical needs are currently limited. We welcome pupils with special educational needs, provided that we can offer them the support that they require.

We welcome pupils with disabilities if we are able to meet their needs, due to the uniqueness of the school site, this may present challenges at present.

With regards to individuals with a specific disability or special needs, the parents / guardians may be requested to provide other information (including, where necessary, from a professional assessment) to assist the School in establishing the educational and training needs of their child and to profile the support services required to enable an assessment of whether the School is able to facilitate the child's needs. In such cases, a meeting with the parents to discuss the pupil's needs may be sought.

9. Acceptance of Offer

In accepting an offer of admission from Headfor School you must indicate

- 1) 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
- 2) 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.

10. Circumstances in which offers may be withdrawn

An offer of admission may not be made or may be withdrawn by Headfort School where –

- 1) it is established that information contained in the application is false or misleading.
- 2) 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.
- 3) the parent of a pupil, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Behaviour Expectations Framework 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 pupil; or
- 4) an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 9 above.
- 5) Failure of the parents to pay the confirmation of entry fee.

12. Sharing of Data with other school

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

1. an application for admission to the school has been received,
2. an offer of admission to the school has been made, or
3. an offer of admission to the school has been accepted.

The list may include any or all of the following:

1. the date on which an application for admission was received by the school;
2. the date on which an offer of admission was made by the school;
3. the date on which an offer of admission was accepted by an applicant;
4. a pupil’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 Lists

In the event of there being more applications to the school year concerned than places available, a waiting list of pupils whose applications for admission to Headfort 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 is in the order of priority assigned to the pupils' applications after the school has applied the selection criteria in accordance with this admission policy. Applicant pupils whose applications are received after the closing date outlined in the Annual Admission Notice will be placed at the end of the waiting list in order of the date of receipt of the application.

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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

13. Notifying Applicants

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

Applicants will be informed of the right to seek a review/right of appeal of the school's decision.

Signed and to be reviewed no later than 1 October, 2026

Chair of the Headfort Trust

Head of School

