



Educate  
Together

Malahide/Portmarnock Educate Together Secondary School

Roll Number 68308L

C/O Educate Together

16/17 Upper Ormond Quay

Dublin 7

## **Admission Policy**

October 2016

## **ADMISSIONS POLICY**

### **INTRODUCTION**

Malahide/Portmarnock Educate Together Secondary School (Malahide/Portmarnock ETSS) is a multi-denominational, co-educational secondary school recognised by the Department of Education and Skills (DES). As such, it operates within the regulations laid down by the DES. This Admissions Policy was developed in accordance with the provisions of the Education Act, 1998, the Education Welfare Act, 2000, the Equal Status Act, 2000, and the Education of Persons with Special Needs Act, 2004.

**The number of First Year places available for the 2017/18 academic year is 90.**

The Board of Management reserves the right to amend this number according to the accommodation available to the school in consultation with the Department of Education and Skills.

### **VISION**

Our vision is for a new model of second-level school, one that places the student – your child – at its centre. We aim to create a vibrant, welcoming school community to which every student feels a real sense of belonging. We use the best teaching and learning methods to enable each individual student to reach their full academic and social potential.

### **AIM**

Malahide/Portmarnock ETSS aims to provide an education that will enable all students to contribute meaningfully to their communities, embrace the rights and responsibilities of citizenship in a democratic society and develop the knowledge and skills necessary to live their lives and to build their careers in the 21<sup>st</sup> century.

### **OUR ETHOS**

Educate Together Schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, multi-denominational, co-educational and run democratically. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an ethical curriculum, which includes learning about different religions and belief systems. Our ethos provides a strong moral, ethical and spiritual framework for the whole school community, and informs all policies and practices in the daily life of the school.

In exercising this policy making and decision making responsibilities the School Manager upholds the characteristic spirit of the school.

### **Admissions Criteria – First Year**

The Admissions Policy for the school has been published in accordance with the requirements of the Education Act, 1998.

The admissions policy of Malahide/Portmarnock ETSS will reflect at all times the educational philosophy and aims of Educate Together. The admissions policy will also, at all times, reflect the school's mission and the ethos upon which the school has been founded.

Malahide/Portmarnock ETSS is committed to the principle of equal access. Decisions made in relation to enrolment will be governed by Department of Education and Skills regulations, staffing provisions and requirements concerning accommodation and health and safety of students.

### **Criteria for admission**

Applicants must have reached twelve years of age by January 1<sup>st</sup> of their first year in Malahide/Portmarnock ETSS, that is, 1<sup>st</sup> January 2018 and should be no older than is appropriate to their peers. For September 2017, applications will be accepted from students who are in 6<sup>th</sup> Class in primary school during 2016/17 school year.

Students should have completed a primary school programme including 6<sup>th</sup> Class or equivalent.

The applicant's original birth certificate and two passport photos must accompany applications.

Malahide/Portmarnock ETSS reserves the right to limit the number of incoming first years if it is deemed necessary. While every effort will be made to cater for all eligible applicants, the school is dependent on the resources provided to it by the Department of Education and Skills.

If the number of students applying exceeds the number of places available, priority will be given to those whose application is received first, i.e. on the earliest date after enrolments open.

### **Places will be offered to applicants in the following priority order:**

#### **Priority 1**

Children living in the Malahide/Portmarnock geographical area as defined in the attached Department of Education and Skills map, (see appendix 1). Places will be offered on a first come first served basis.

Students who satisfy the above criterion have automatic access if places are available in the school.

If the number of students applying exceeds the number of places available, priority will be given to those whose application is received first, i.e. on the earliest date after enrolments open.

## **Priority 2**

Should places remain available following the enrolment of Priority 1 applicants, applications will be considered from students who, at the time of application attend any Educate Together National School.

If the number of students applying exceeds the number of places available, priority will be given to those whose application is received first, i.e. on the earliest date after enrolments open.

## **Priority 3**

Should places remain available following the enrolment of Priority 1 and 2 applicants, applications will be considered from all other applicants. Places will be offered on a first come first served basis.

If the number of students applying exceeds the number of places available, priority will be given to those whose application is received first, i.e. on the earliest date after enrolments open.

**NB: Proof of residence – where residency is a criterion for enrolment according to Priority 1, proof of residence may be sought (2 utility bills, ESB, Gas, Eircom, UPC etc.).**

Parents/guardians and /or students over 18 years of age may appeal a decision to refuse to enrol, to suspend for a period of 20 days or more or to exclude to The Secretary General of the Department of Education under Section 29 of the Education Act, 1998. Such appeals should be in writing and made within 42 days of the notification of such a decision cf. Circular M48/01.

## **Special Needs**

Students with special educational needs, who meet the above criteria for admission, are welcome to apply to the school.

Malahide/Portmarnock ETSS is committed, within its resources, to do all that is reasonable to accommodate students with special needs.

The Board of Management must be made aware of any special needs as early as possible so that these needs can be assessed and addressed where possible.

To assist the Board of Management in meeting needs it is essential that the Board is fully informed of the student's educational history and the resources required to provide an educational service appropriate to the applicant's best interests.

This policy will be reviewed by the Interim Board of Management in March 2017 to

**Ratified on** Wednesday, November 2, 2016

## Procedure for Student Entry, September 2017

The process of admission to Malahide/Portmarnock ETSS will include a number of stages.

*Note: Malahide/Portmarnock ETSS reserves the right to change any of the dates and procedures outlined below in accordance with changing circumstances.*

- Application forms will be made available from Monday 14<sup>th</sup> November 2016.
- All aspects of the application form must be completed **fully** by the parents/guardians of the student being enrolled. (The information sought therein complies with the regulations of the various Data Protection Acts and will be managed in accordance with these acts.)
- Forms can be completed electronically at the Educate Together website [www.educatetogether.ie](http://www.educatetogether.ie), from Monday 14 November 2016.
- Application forms will **only** be accepted in respect of first year entrants, i.e. students starting second-level in September 2017.
- The closing date for completed application forms will be **Friday 2<sup>nd</sup> December 2016**.
- Offers of places will begin on Monday 5<sup>th</sup> December 2016.
- Enrolment forms will be sent with the offer of a place.
- Failure to respond to an offer of a place by submitting fully completed enrolment form, within 14 days of the offer being made will result in the place being forfeited.
- Places will be offered in order of priority i.e. Priority 1, Priority 2, Priority 3. Please see Appendix 1 for details of the school defined catchment area.
- Anyone applying after Friday 2<sup>nd</sup> December 2016 will be placed on a waiting list and offered a place only after the 3 priority categories have been offered places.

# Appendix 1

