



Educate
Together

**Harold's Cross Educate Together Secondary
School**

Roll Number 68365A

c/o Educate Together
Equity House
16/17 Upper Ormond Quay
Dublin 7

Admission Policy

January 2020

ADMISSIONS POLICY 2020

INTRODUCTION

Harold's Cross Educate Together Secondary School (HCETSS) is an equality-based, 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 Board of Management reserves the right to amend the number of student places in a year, according to the accommodation available to the school in consultation with the Department of Education and Skills.

VISION

The Harold's Cross Educate Together Secondary School is 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

Harold's Cross 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 21st century.

OUR ETHOS

Educate Together Schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, 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/Board of Management 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 Harold's Cross 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.

Harold's Cross 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.

Section 1: Criteria for Admission

All applicants to the school must be eligible for a place in a Post Primary school. Applicants for first years must have reached twelve years of age by 1 January of their first year in Harold's Cross ETSS e.g. students enrolling for 2020 must be 12 by 1 January 2021 and should be no older than is appropriate to their peers.

Students should have completed a primary school programme including 6th Class or equivalent.

Application for places in Harold's Cross ETSS will be completed online. First Year Enrolment Forms will be available on the Educate Together website from **Friday 24th January 2020**.

The closing date for receipt of applications is **midnight on Sunday 23rd February 2020**.

Harold's Cross ETSS reserves the right to limit the number of incoming students each year, 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.

Number of places available in First Year 2020/21: 48

NB: A copy of the applicant's original birth certificate, two passport photos, proof of residence (2 utility bills) and additional information will be required to complete the acceptance process.

Section 2: Allocation of Available Places

In the event of the number of applications being greater than the number of places available in First Year, the following criteria for allocation of places will be applied in this order:

1. Applicants who have siblings already enrolled in HAROLD'S CROSS ETSS.
2. Applicants living in the HAROLD'S CROSS ETSS catchment area, as defined in the attached Department of Education and Skills map (Appendix 1).
3. Applicants living outside the catchment area of HAROLD'S CROSS ETSS.

Note:

- In the event of applications in any of the above categories being greater than the number of places available, a Lottery will be used to determine the order that these places will be offered.
- The BOM will determine procedures for the conduct of this Lottery.
- All completed application forms must be exhausted before late applications will be considered.

Section 3: Allocation of Available Places to Late Applicants

In the event that applications are received for First Year, after the specified closing date for the following academic year, the date of receipt of completed applications will be utilised to rank order applications.

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.

Section 4: Special Needs

Harold's Cross ETSS welcomes applications from students with special educational needs (SEN) who meet the above criteria for admission.

Harold's Cross ETSS is committed, within its resources, to do all that is reasonable to accommodate students with special needs.

In order to assess the needs of a student with SEN, the school authorities will meet with the parents/guardians to discuss the student's needs and the schools' ability to meet those needs. A copy of the student's educational, medical, or where appropriate, psychologist's report will be requested.

To assist Harold's Cross ETSS 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.

Section 5: Refusal to Enrol/Rescinding of offer to Enrol

The school reserves the right to refuse enrolment or to rescind an offer of enrolment to an applicant in any of the following :

- In exceptional circumstances, the BoM may refuse to enrol an applicant or rescind an offer because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
- The BoM also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
- The terms of this enrolment policy are not complied with.

Procedure for Student Entry September 2020

The process of admission to Harold's Cross ETSS will include a number of stages:

Note: Harold's Cross ETSS reserves the right to change any of the dates and procedures outlined below in accordance with changing circumstances.

- Enrolment forms will be made available from **Friday 24th January 2020**.
- All aspects of the enrolment 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 from **Friday 24th January 2020**.
- Enrolment forms will **only** be accepted in respect of first year entrants, i.e. students starting second-level in September 2020. For Transfers please see the schools **Transfer Policy** below.
- The closing date for completed application forms will be **Sunday 23rd February 2020 at midnight**.
- Offers of places will be made by post in the week beginning **Monday 24th February**.
- The **Harold's Cross ETSS Getting Started Form**, will be sent with the offer of a place.
- Failure to respond to an offer of a place by fully completing the Getting Started form and Place Acceptance 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 **Sunday 23rd February 2020** will be placed on a waiting list and offered a place only after the 3 priority categories have been offered places.

Transfers to Harold's Cross ETSS

The same general principles of fairness and equality will apply to the acceptance of pupils transferring from another school or pupils repeating the year. As a matter of general policy, transfers into Harold's Cross ETSS from another school are discouraged in the overall interests of the continuity of the student's education.

Transfers into any year group will not be considered after 29th September in any given year, other than in extenuating circumstances. Applications will only be examined from May 1st preceding year of proposed entry. Exception may be made for those families who move into the area, have proof of residence and no existing school place.

Where a waiting list for places into any given year exists, priority will be given to a student who has already moved into the area, has proof of residence and has no existing school place.

Applications for transfer from another post-primary schools should be made in writing to the principal requesting a transfer application form. It should be noted that the submission of an application form(s) does **not** confer a right to enrolment.

The parents of students requesting a transfer from another post-primary school will be supplied with the school's admissions policy and are required to:

1. Agree to their current/past Principal being contacted to discuss the particular circumstances of the transfer application and current needs of the student.
2. Provide copies of school reports from the previous school.
3. Provide copies of any Psychological, Medical assessments relating to the student and their educational needs.
4. Be willing to accept the school ethos including the dress code.
5. Provide written confirmation in which the parents and the student accept the Code of Behaviour of the school and other policies on curriculum, organisation and management.

Refusing an Application to Transfer

A transfer application may be refused for any of the following reasons:

1. That no space/accommodation exists in the year group.
2. That the relevant subject options are not available mid-year.
3. The Board of Management reserves the right, in exceptional circumstances, not to enrol an applicant or rescind an offer because the applicant has special needs such that, even with additional resources being made available from

the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.

4. The Board of Management also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
5. The terms of the Admissions Policy are not complied with.

Repeat in Harold's Cross ETSS

Students already enrolled in the school will be given priority over students transferring into the school.

Applications to repeat a school year will be accepted from May. Application to repeat any year of any programme within the school will be examined in conjunction with Circular M02/95 <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/Repeat-a-year-of-Post-Primary-Level.pdf>

and will be considered if the application to repeat:

- Is in agreement with the school's Admission Policy
- Is in the best interest of the applicant
- Is in the best interest of the school and its students already enrolled in the programme at the time of application

In cases of permissions granted to repeat a year by the Board of Management (<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/Repeat-a-year-of-Post-Primary-Level.pdf>), a return (Form M02/95A) certifying the fact of the permissions and the specific grounds on which they were granted, may be forwarded by the school to the Department of Education and Skills no later than the 29th September of the school year in which the repeats are taking place. Management at Galway Educate Together Secondary School cannot guarantee that DES permission will be granted to accommodate the student request in this matter.

Refusing an Application for a Repeat

An application to repeat may be refused for any of the following reasons:

1. That no space/accommodation exists in the year group.
2. That the relevant subject options are not available mid-year.
3. The Board of Management reserves the right, in exceptional circumstances, not to enrol an applicant or rescind an offer because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
4. The Board of Management also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.

5. The terms of the Admissions Policy are not complied with.

Right of Appeal

In such a case, parents the right to appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be located on www.education.ie. This application must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.

Appendix 1 Harold's Cross ETSS Catchment Area

