

Admission Policy

Monkstown Educate Together National School (METNS)

September 2020

This Admission Policy will be implemented as required from the autumn of 2020 for admission of children into all classes. It will run in tandem with the offer of places, in the first instance, to those on the existing waiting lists according to the provisions of the previous Enrolment Policy¹ up to and including applications received on or before 31 January 2020

¹ This policy is available at www.metns.ie. It governs applications made up to 31 January 2020.

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1. Introduction

This policy is published by the Board of Management (BOM) pursuant to Section 15(d) of the Education Act, 1998 (as amended by the Education (Admission to Schools) Act 2018).

It sets out the procedures governing admission of pupils to Monkstown Educate Together National School (METNS) for the 2021/2022 school year and supersedes any previous policies.

This policy has been approved by the Patron (see below) following a consultation process with the parents/guardians and staff of METNS initiated by the BOM.

2. Characteristic spirit and general objectives of METNS

METNS operates under the patronage of the Dalkey School Project clg and is also a member of Educate Together. METNS is a national school and adheres to the regulations and programmes set down by the Department of Education and Skills (DES).

METNS embraces the Educate Together Ethos which has the following core principles:

- **Child-Centred**
- **Equality-Based**
- **Co-Educational**
- **Democratically-Run**

METNS aims to operate two classes in each year.

METNS does not have a defined catchment area. Places are offered to children based on the criteria outlined in this policy until classes are deemed by the BOM to be full. The BOM's decision as to what constitutes a full class for any year depends on a range of factors including, but not limited to:

- Optimal pupil/teacher ratios
- Quality of education
- Specific educational needs of pupils
- Health and safety
- Available resources
- DES guidelines

METNS shall not discriminate in its admission of a pupil to the school on the basis of gender, civil status, family status, sexual orientation, religion, disability, race, Traveller community background or special educational needs of a child, or applicant parent of the child concerned.

3. Admission Procedures

3.1 Admission of children

The school shall admit each child seeking admission except where –

- a) METNS is oversubscribed (see Section 4);
- 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 code of behaviour of METNS is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such code by the pupil. Please see METNS's Positive Behaviour Policy at www.metns.ie

3.2 What will not be considered or taken into account

In accordance with Section 62(7)(e) of the Education Act 1998 (as amended), METNS will not consider or take into account any of the following in deciding on applications for admission or when placing a child on a waiting list for admission:

- (a) a child's prior attendance at a pre-school or pre-school service, including naíonraí;
- (b) the payment of fees or contributions (howsoever described) to METNS;
- (c) a child's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a child's parent/guardian;
- (e) a requirement that a child, or his or her parents/guardians, attend an interview, open day or other meeting as a condition of admission;
- (f) subject to Section 4.1, a child's connection to METNS by virtue of a parent or grandparent attending METNS;
- (g) subject to the below, the date and time on which an application for admission was received by METNS.

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 for applications to commence Junior Infants. For all other children; the period specified for the receipt of applications set out in the Annual Admission Notice for applications to all other classes.

Offers of places will be made in the first instance based on existing waiting lists formed under the previous Enrolment Policy up to and including January 2020 (based on the policy in place at the time of application as sanctioned in the guidelines for the Admission Policy). This will be run in tandem with the implementation of the procedures outlined in this policy which could be used to fill any residual places. For all subsequent years, the procedures in this policy will be in place for the application for admission and the allocation of places in METNS.

4. Admission Process

4.1 Junior Infants

In the event that Junior Infants is oversubscribed, METNS 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 for Junior Infants.

Please note that when METNS is oversubscribed, the only criteria, that will be taken into account when allocating places in the school, are those detailed in this policy. Please note that in all circumstances should a place in Junior Infants be offered to one child, all siblings of this child applying for a place in the same Junior Infants will also be offered a place.

Priority Category 1:

Applicant pupils who qualify for an offer of a place from an existing waiting list based on date of application under the provisions and stipulations of the previous Enrolment Policy.

Priority Category 2:

Applicant pupils applying under the provisions and stipulations of this policy who are either qualifying siblings or a staff member's child (see Appendix 1) who have reached the age of 4 on or before 31 May of the year of commencing Junior Infants.

Priority Category 3:

Applicant pupils applying under the provisions and stipulations of this Admission Policy, who have reached the age of 4 on or before 31 May of the year of commencing Junior Infants. in order of selection from all remaining applicants by way of random lottery.

A waiting list will be established from the lottery. The applicants drawn from the lottery after the available places have been filled will be allocated a number on the list, in the order in which they were drawn from the lottery. Any previously offered places that have been declined will be filled from this list.

Priority Category 4:

Applicant pupils applying under the provisions and stipulations of this Admission Policy, who have reached the age of 4 on or before 1 September of the year of commencing Junior Infants. in order of selection from all remaining applicants by way of random lottery.

4.2 Other year groups – Senior Infants to 6th Class

In the event of METNS being oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. The selection criteria will be applied to those applications that are received within the timeline for receipt of applications as set out in the Annual Admission Notice for other year groups. Pupils must be moving to the next year group if the application is for August/September.

Please note that in all circumstances, if a place in a particular year is offered to a child, all siblings of that child seeking to gain entry to that particular year will also be offered a place.

Priority Category 1:

Applicant pupils applying under the provisions and stipulations of this Admission Policy who are qualifying siblings/staff member's child (see Appendix 1).

Priority Category 2:

Applicant pupils applying under the provisions and stipulations of this Admission Policy in order of selection from all remaining applicants for each class level by way of random lottery.

In the event that there are two or more pupils tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list, by way of a lottery of completed applications.

Waiting lists for classes Senior Infants to 6th class will expire at the end of each school year.

4.3 Children with Special Educational Needs

METNS equally welcomes all children. Parents/guardians of children with Special Educational Needs apply for a place at METNS in exactly the same way as everyone else - the same Admission Policy will apply. Children with Special Educational Needs are offered places in METNS on the same basis as applies to all other applicants.

In the case of children with Special Educational Needs seeking to enter METNS after Junior Infants, material to be provided will include reports from his/her current school. The offer of a place in METNS to such a child will be contingent on the availability of places in the appropriate class.

METNS has a policy for children with Special Educational Needs. It is available upon request.

5 Late Applications

All applications for admission received after the closing date as outlined in the Annual Admission Notice for Junior Infants, or to other year groups will be placed on a waiting list for the next school year, in date order of receipt of application. The names will be added to the end of the waiting list for oversubscribed classes as established by the admissions procedures followed in Sections 4.1 and 4.2. This is in accordance with this policy, the Education (Admission to School) Act 2018 and any regulations made under this legislation.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list *by earliest date of birth*.

6 Waiting list in the event of oversubscription for classes Senior Infants-6th Class

In the event of oversubscription, placement on the waiting list for METNS is in the order of priority assigned to the applications after the school has applied the selection criteria in accordance with this policy (see Section 4). Late applications will be added to the list in date order (see Section 5).

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 children on the waiting list, in accordance with the order of priority by which the children have been placed on the list.

Waiting lists for classes Senior Infants to 6th Class will expire at the end of each school year.

7 Admission of pupils after the commencement of the school year

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to next applicant on the waiting list.

8 Decisions on applications

All decisions on applications for admission to METNS will be based on the following:

- The Admission Policy;
- The 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.

Selection criteria that are not included in this policy will not be used to make a decision on an application for a place in METNS.

9 Notifying applicants of decisions

Successful applicants will be informed in writing as to the decision of METNS within the timeline outlined in the relevant Annual Admission Notice but no later than three weeks after the annual admission process.

Applicants will be informed of the right to seek a review and of the right of appeal of the school's decision (see Section 13).

10 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 METNS 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 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 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 pupil.

11 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 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 pupils 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 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 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)

12 Declaration in relation to the non-charging of fees

The BOM or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a child to METNS, or
- (b) the admission or continued admission of a pupil in METNS.

13 Reviews/appeals

Review of decisions by the BOM

The parent of the pupil may request the BOM 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 DES. The BOM 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.

13.1 Review

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 BOM 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 BOM prior to making an appeal under Section 29 of the Education Act 1998.

13.2 Right of appeal

Under Section 29 of the Education Act 1998, the parent of the pupil may appeal a decision of METNS 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 METNS 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 to a reason other than METNS being oversubscribed.

Where an applicant has been refused admission due to METNS being oversubscribed, the applicant **must request a review** of that decision by the BOM **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 BOM prior to making an appeal under Section 29 of the Education Act 1998.

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 DES.

14 **Data protection**

METNS acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to pupils will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the application form, and which will not form part of annual school records, will be destroyed at the end of the application process. A copy of all personal data obtained and kept as part of the Admission process will be made available to the subject of such data on receipt of a written request to the chairperson of the BOM.

15 **Procedure of offering places**

Letter of Offer and Registration Forms - Following the Confirmation Closing Date, the school will send out the Letters of Offer of Places. A Registration Form will be sent with each Letter of Offer. In order to accept an offer of a place, parents/guardians must return the completed Registration Form together with the child's original birth certificate on or before the date specified in the Letter of Offer (the "**Registration Date**"). Any recent assessments for the child(ren) should also be included at this time.

Parents/guardians should also provide any other documentation, which may be specified in the Letter of Offer (as approved by the BOM).

Parents/guardians/guardians must return completed Registration Forms by the Registration Date together with the required documentation. Otherwise the offer will lapse, and the place be offered to the next child on the Waiting List.

PARENTS/GUARDIANS ARE REMINDED THAT IT IS ESSENTIAL THAT THEY KEEP METNS INFORMED OF ANY CHANGE OF ADDRESS OR CONTACT NUMBERS. CHANGES OF ADDRESS MUST BE NOTIFIED IN WRITING TO THE ADMISSION OFFICER OF THE SCHOOL OR TO admissions@metns.ie

Review:

This policy was ratified by the Board of Management METNS on 15th September 2020.

Appendix 1

A “Qualifying Sibling/Staff Member’s Child” means a child:

- Whose application is received in the appropriate 3-week period each year.
- who is either:
 - (a) the sibling of another child who is enrolled as a pupil in METNS and will remain so enrolled for the academic year or the sibling of past pupils. For the avoidance of doubt, sibling relationships shall include any family members who are adopted and/or fostered, step or half siblings.
 - (b) who is the child of a current staff member of METNS who has been employed for at least two years in the school on the date of receipt of application.

Appendix 2

Monkstown Educate Together National School (METNS)

ANNUAL ADMISSION NOTICE

for the 20___/20___ school year

Admission Policy and Application Form

A copy of METNS's **Admission Policy** and the **Application Form for Admission** for the year _____ is available as follows: –

Download at: www.metns.ie

On request: writing to METNS, Kill Avenue, Dún Laoghaire, Co. Dublin A96 R528 or by emailing: office@metns.ie

PART 1:

Application and Decision Dates for admission to METNS for the school year 20___/20___

The following are the dates applicable for admission to Junior Infants

1. The school will commence accepting applications for admission on:	First Monday in October.
2. The school shall cease accepting applications for admission on:	Sunday in October on or before 23:59 (21 days after the first Monday in October)
3. The date by which applicants will be notified of the decision on their application is:	4 weeks of the closing date for applications
4. The period within which applicants must confirm acceptance of an offer of admission is:	First Friday in December on or before 23:59

Note: applications made after the relevant 21-day period will be processed as late applications, METNS will consider and issue decisions on late applications in accordance with its Admission Policy.

Failure of an applicant to accept an offer by the First Friday in December may result in the offer being withdrawn.

Other Year Groups Application and Decision Dates for METNS year 20___/20___

The following are the dates applicable for admission to other year groups
(Senior Infants to 6th Class).

1. The school will commence accepting applications for admission to other year groups on	First Monday in September.
2. The school shall cease accepting applications for admission to other year groups on	Sunday in September on or before 23:59 (21 days after the first Monday in September)
3. The date by which applicants will be notified of the decision on their application is	As places become available
4. The period within which applicants must confirm acceptance of an offer of admission is	One full week after the offer

Note: applications made after the [date in 2 above] will be processed as late applications, the school will consider and issue decisions on late applications in accordance with the school's Admission Policy.

Failure of an applicant to accept an offer by the [date in 4 above] may result in the offer being withdrawn.

Information about the number of places that will be available in the next school year 20___-20___

The number of available places in Junior Infants will be:	
The number of available places in other year groups will be:	
Senior Infants	
1 st Class	
2 nd Class	
3 rd Class	

4 th Class	
5 th Class	
6 th Class	

MENTS has accepted applications for places prior to the commencement of Section 62 of the Education (Admission to Schools) 2018 on 1 February 2020.

The number of those places offered and accepted for Junior Infants to 6th Class intake for 20__/20__ is:

Junior Infants/ first year intake group	
Senior Infants	
1 st Class	
2 nd Class	
3 rd Class	
4 th Class	
5 th Class	
6 th Class	

PART 2:

(This section should only be completed if your school intake group/special class/other year group was oversubscribed in the previous school year)

Information regarding the admission process for the Intake Group for Junior Infants/other year group for the 20__/20__ school year

In respect of the 20__-20__ school year prior to that to which the admission notice applies, the total number of applications for admission received by the school was_____

Breakdown of places allocated for the 20__/20__ school year:	
Number of places available:	
Number of applications received:	
Number of Offers made and accepted under each criteria:	Number of sibling/children of staff member places offered:
	Number accepted:
	Number of all other places offered:
	Number of places accepted:
Total number of offers made	
Number of names placed on waiting list for the school year concerned.	

