



Malahide Portmarnock Educate Together Secondary School

C/O The Riasc Centre

Feltrim Road

Drinan

Swords

Co. Dublin

Facebook: Malahide Portmarnock Educate Together Secondary School

Twitter: @Malahide Portmarnock ETSS

Website: www.mpetsss.ie

Contact: secretary@mpetss.ie

or

info@mpetss.ie

Malahide Portmarnock Educate Together Secondary School

Admissions Policy 2020/21

Malahide Portmarnock Educate Together Secondary School was established in 2018 under the patronage of Educate Together. It is an inclusive school community that enables young people to meet their full potential in society and guarantees equality of access and esteem to girls and boys irrespective of their social, cultural, religious or non-religious backgrounds. It is learner-centred in its approach to education and run with a respectful partnership between School Management, Teachers, Students, Parents and Guardians.

Applicants should note that MPETSS is an iPad school where textbooks are not used. A specific iPad is purchased by parents/guardians from a company which works with the school. An ICT and iPad usage policy must be signed by parent/guardian and student.

The school operates within the regulations laid down by the Department of Education and Skills and follows the curricular programmes prescribed. 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, the Education of Persons with Special Needs Act, 2004 and the Education (Admission to Schools) Act 2018.

Section 1: Criteria for Admission

All applicants to the school must be eligible for a place in a Post Primary school. Applicants for first year must reach 12 years of age by the 1st January in first year. Applicants for any year group in MPETSS should be no older or younger than appropriate than their peers in the relevant school year.

Applicants must have completed a primary school programme including 6th Class, or equivalent in another jurisdiction, before taking up a place in the school.

First year application forms will go live on the school website, www.mpetss.ie, on Thursday 28th February 2019 at 12pm. Please refer to Appendix B of this document for more detail.

The closing date for receipt of all applications for the school year 2020/21 will be 12 noon on Friday 27th September 2019.

The School Authorities (MPETSS Board of Management) will determine the number of first year students to be enrolled each year and the number of class groups to be formed. The Principal reserves the right to assign students to classes throughout the school.

Enrolment for a placement in any year group does not become valid until MPETSS receives, by the closing date, a completed relevant enrolment form **and** all of the following:

- proof of address -two separate documents for proof of address
- two passport photos, with child's name and year of entry on the back
- original birth certificate

A completed application form will not be accepted unless it is accompanied by all required documents. Enrolment forms and all relevant documentation must be handed directly into the MPETSS office and a receipt will be issued.

Exceptional Circumstances

Malahide Portmarnock Educate Together Secondary School reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could arise where:

- The BOM deem that the child's enrolment would be a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student has special needs such that, even with additional resources made available by the Department of Education and Skills (where applicable), the school cannot meet the needs and/or provide the student with an appropriate education.
- In the opinion of the BOM, the student poses an unacceptable risk to himself, to other students, to school staff, or to school property.
- The student or parents/guardians do not agree to confirm in writing their acceptance of the Code of Conduct.

Section 2: Special Educational Needs

MPETSS welcomes applications from students with special educational needs (SEN). The application process for a student with special educational needs will be the same as that of any other applicant. However, in order to assess the needs of an SEN student, the school authorities will meet with the parents/guardians to discuss the student's needs and the school's ability to meet those needs. A copy of the student's educational, medical, or where appropriate psychological reports will be requested prior to enrolment. MPETSS will strive to ensure that an education appropriate to their needs is provided for students with special educational needs and will seek to:

- Identify the needs of students in advance
- Acquire the necessary resources
- Do all that is reasonable to accommodate the needs of a person with a disability by providing special treatment or facilities if required

Section 3: Allocation of Available Places to Applications submitted by Friday 27th September 2019.

In the event of the number of applications being greater than the number of places available in first year the following criteria will be applied in the following order for the allocation of places.

1. Applicants who have siblings that are existing students in MPETSS or children of staff currently working in the school.
2. Applicants living in the catchment area of MPETSS, as defined by the Department of Education and Skills. See Appendix A.
3. Applicants living outside the catchment area of MPETSS.

Note:

- MPETSS catchment area defined on attached Map.
- In the event of applications in any of the above categories being greater than the number of places available, a process of random selection will be used to determine the order in which places will be offered. The Board of Management will determine procedure for the conduct of this selection.
- Anyone applying after the initial enrolment period will be placed on a waiting list and offered places according to the same admissions criteria detailed above and only after the priority categories have been cleared.

Section 4: Allocation of Available Places to Late Applications

Anyone applying after the initial enrolment period will be placed on a waiting list and offered places according to the same admissions criteria detailed above, and only after the priority categories have been cleared.

Section 5: Transfer Applications

All students entering the school must supply a Birth Certificate and other appropriate documentation as determined by the school.

- The behaviour record of a student in their previous school shall be an important factor. The school reserves the right to refuse to admit a student whose behaviour in their previous school has been unsatisfactory or where there has not been a satisfactory level of cooperation between the previous school and the student's parent(s) or guardian(s).
- The attendance record of a student in their previous school shall also be an important factor.
- In a case where a student has been excluded from another post primary school, an application for enrolment will not be considered until all pastoral and disciplinary avenues have been explored with that school up to and including a Section 29 appeal under the Education Act 1998.
- All applicants in this category will be required to furnish full educational records for her/his previous schools. In the event that there is not full disclosure of all information that would be reasonably expected to influence the Boards decision to enrol, subsequent discovery of that information may dispose the Board to consider permanent exclusion of the student.
- In the event of the number of transfer applications being greater than the number of places available in any given year group, the allocation criteria outlined in Section 3 above will be used to determine the order that these places will be offered.

The following information must accompany the completed Transfer Enrolment Application Form:

- School attendance to date
- Special educational needs information
- Reasons for repeat transfer application
- List of optional subjects required
- The completion of a Principal's report from their current school
- Fully completed Transfer Request Form
- Birth Certificate

N.B. The availability of suitable places in any given year group shall be of paramount importance and shall be one of the determining factors of admission.

Criteria for Transfer Applicants to achieve place in MPETSS:

- 1) The Board believes the transfer is in the best interest of the applicant student at this particular time.
- 2) The Board believes the transfer is in the best interest and welfare of existing MPETSS students.
- 3) The availability of places in a particular year in the school.
- 4) Availability of the options sought.
- 5) Consultation with the Education Welfare Officer and Special Educational Needs Officer.
- 6) The ability of MPETSS to accommodate any special needs requirements.
- 7) All documentation as listed above is submitted and deemed satisfactory.
- 9) Applications will only be examined from May 1st preceding academic 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.
- 10) Applications will only remain valid for the academic year for which the application was made.
- 11) Transfer applications into any year will not be considered after 29th September in any given year other than in extenuating circumstances.
- 12) Date of receipt of application to transfer (Stamped by MPETSS office) in conjunction with criteria in Section 3 above confirms hierarchy where all above 1-9 are satisfied.

Section 6: Students applying to repeat a year

Department of Education Circular M2/95 will be utilised as the guiding reference point for all applications to repeat a year in school. Such applications will only be considered after May 1st of the academic year immediately prior to the year of repeating. An application to repeat a year must be made in writing to the Principal and may be referred to the National Education Welfare Board for direction. Decision on such applications will not be made until after May 1st preceding entry.

Section 7: General Note

A year group is full when one or more subjects on an option line are full.

Section 8: Strategic Plan for First Year Enrolment for 2020/21

Due to considerations regarding accommodation and facilities it is likely that the number of students to be enrolled will be capped at 48 for 2020/21 first year intake. Should we have more capacity, this number may rise and we will inform parents immediately.

Within 21 days of the closing date of applications, parents and students will be informed as to whether they are being offered a place in the school.

In the event of an Applicant being refused enrolment he/she will be informed of the right to appeal to the Department of Education & Skills under Section 29 of the Education Act 1998.

Appeal forms are available on request from the Board of Management.

Policy approved by Board of Management

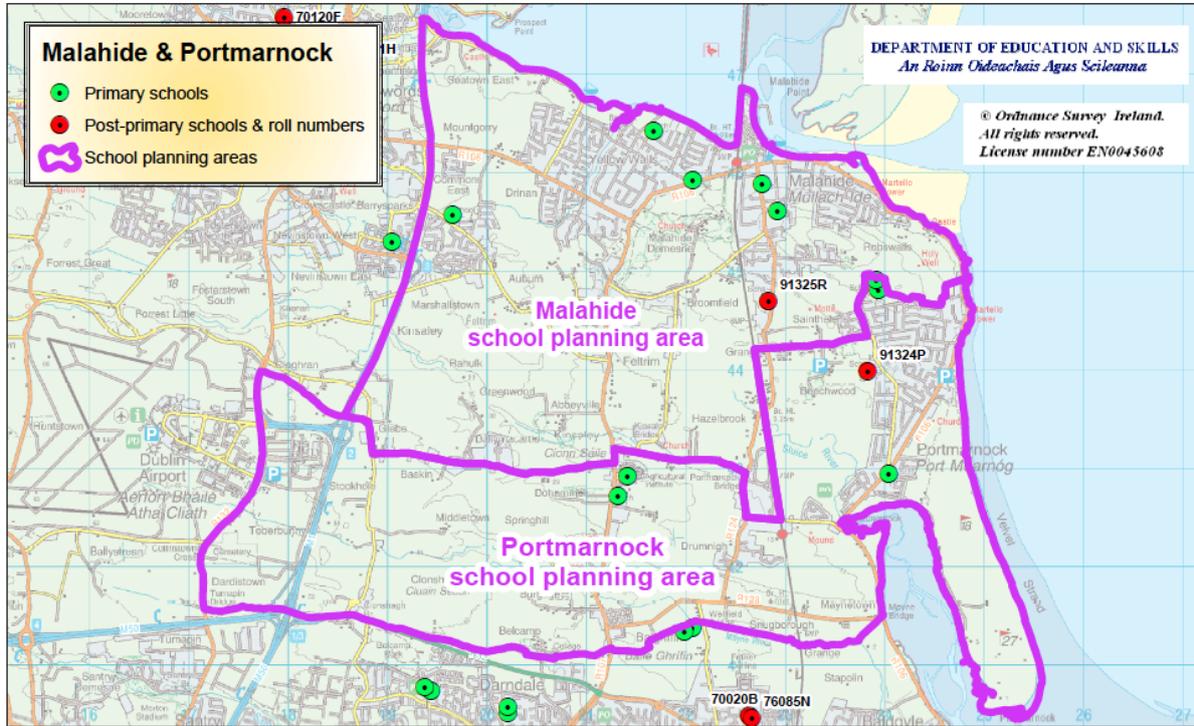
Date: 28th February 2019

Signed by Chairperson on behalf of the Board of Management

Signature: David Graham

* Amended by Board of Management on 28th February 2019.

Appendix A – Catchment Map



Appendix B - Procedure for Student Entry, September 2020

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 Thursday 28th February 2019.
- All aspects of the application form must be completed **fully** by the parents/guardians of the student applying for enrolment. (The information sought therein complies with the regulations of the various Data Protection Acts and will be managed in accordance with these acts.)
- Fully completed application forms must be submitted electronically via the MPETSS website, www.mpetss.ie, from 12 noon Thursday 28th February 2019.
- Application forms will **only** be accepted in respect of first-year entrants. Please see Transfer and Repeat section of the Policy for students wishing to transfer.
- The closing date for completed application forms will be **Friday 27th September 2019 at 12 noon**. Enrolment forms and relevant documentation must be handed directly into the MPETSS and a receipt will be issued.
- Offers of places will be sent out during the week of 7th October 2019.
- 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. and Priority 3. Please see Appendix A for details of the school defined catchment area.
- Anyone applying after noon on Friday 27th September 2019 will be placed on a waiting list and offered a place only after the 3 priority categories have been offered places.