



Admission and Participation Policy

Malahide Road, Dublin 17

Roll Number: 20445D

1. INTRODUCTION

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents/guardians of children attending the school.

The policy was approved by the school patron on 21st September 2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Malahide Portmarnock Educate Together's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned. This policy must be read in conjunction with the annual admission notice for the school year concerned. The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

Malahide/Portmarnock ETNS operates with the patronage of Educate Together and as such is committed to the values laid down in Educate Together's Charter. Parents/guardians are advised to familiarise themselves with the Educate Together ethos prior to applying to enrol their child in the school. Educate Together's Charter is attached in Appendix 1.

Educate Together schools are learner-centred, equality-based, co-educational and democratically-run. 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 Education curriculum, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. It teaches students about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another. Our equality-based ethos informs all policies and practices in the daily life of the school. In exercising its policy making and decision-making responsibilities, the Board of Management upholds the characteristic spirit of the school.

Educate Together schools provide for equality of access in line with the Educate Together Charter and offers places to siblings enrolled in the school at the same time in the first instance.

The definition of a sibling in this policy includes step siblings and foster siblings of children who are enrolled in the school at the same time.

3. SCHOOL DETAILS

Malahide/Portmarnock ETNS is a co-educational National School and is equality based. It operates in accordance with relevant legislation, the Rules for National Schools and statutory regulations / directions /circulars issued from time to time by the Department of Education & Skills (“DES”) and its Patron. It is dependent on grants, teaching and other resources provided by the DES, the National Council for Special Education (“NCSE”) and the Health Service Executive (“HSE”).

Malahide/Portmarnock ETNS follows the Curriculum prescribed by the DES and the Patron in accordance with the Act

4. ADMISSION STATEMENT

Malahide/Portmarnock Educate Together National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the sex or gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student 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.

5. ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 7 below for further details)
- b) a parent of a student, 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 student.
- c) a student is less than 4 years of age on the 1 September of the school year concerned, Under the Rules for National Schools, a child may not be allowed to attend or be enrolled in a national school before the fourth anniversary of his/her birth.

6. ENROLMENT APPLICATION PROCEDURE

It should be noted that the submission of an application form(s) does not confer a right to enrolment.

A separate form must be used in respect of each child's application for enrolment.

Incomplete applications **will not be considered**. An application will be deemed incomplete unless:

- a) The official enrolment application form is fully completed. This is available through the school website (www.mpetns.ie) and in hardcopy from the school.
- b) A copy of the applicant's birth certificate is submitted. Applicants will be reminded to submit this when their online application form has been received or when they request a hard copy of enrolment application form.
- c) Where relevant, proof of address in the form of a utility bill in the name of one of the parents/guardians, which must be dated no later than three months prior to the date of application, is **submitted with the birth certificate**.

Failure to submit the birth certificate will mean that the application is considered incomplete and will not be considered.

Failure to submit proof of address, where relevant, means that the applicant will not receive any priority in respect of priority category 2. This also applies where proof of address is submitted after the closing date.

Submitting inaccurate information on an application form or in accompanying documentation will render the application void and where a place has been offered will result in the offer of the place being withdrawn and reallocated, and/or in the case of placement on a waiting list, removal from the waiting list and the offer of a place will not be made even where a place for that number on the waiting list becomes available.

7.1 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 student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) whether the students are children of staff;
- (e) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;
- (f) a requirement that a student, or his or her parents/guardians, attend an interview, open day or other meeting as a condition of admission;
- (g) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than siblings of students who are enrolled in the school at the same time,
- (h) the date and time on which an application for admission was received by the school,

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 of the school for the school year concerned.

1.

7. OVERSUBSCRIPTION

a) Junior Infants

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 applications as set out in the school's annual admission notice for Junior Infants. Students must reach 4 years of age on or before 31st May of the school year concerned.

If an applicant falls into a number of priority categories listed hereunder, s/he will be included in the priority category which affords her/him the highest priority.

Priority Category 1:

Applicant students who are siblings of children enrolled in the school at the same time for whom a complete application is submitted on or before the closing date.

Priority Category 2:

Applicants living in the school planning area as defined by the Department of Education and Skills and defined in Appendix 3 for whom a complete application is submitted on or before the closing date.

Priority Category 3:

Applicants living outside the school planning area defined in Appendix 3, for whom a complete application is submitted on or before the closing date.

In the event that there are two or more students 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 the earlier date of birth of the student.***

b) Other year groups – Senior Infants to 6th Class

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

Circular 32/03

If a child is transferring from another school Circular 32/03 outlines the procedures relating to repeating a class. There is no facility for children to repeat a year on the grounds of being too young.

Priority Category 1:

Applicant students who are siblings of children enrolled in the school at the same time for whom a complete application is submitted on or before the closing date.

Priority Category 2:

Applicants living in the school planning area as defined by the Department of Education and Skills and defined in Appendix 3 for whom a complete application is submitted on or before the closing date.

Priority Category 3:

Applicants living outside the school planning area defined in Appendix 3, for whom a complete application is submitted on or before the closing date.

In the event that there are two or more students 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 the earlier date of birth of the student.**

8. 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 considered and decided upon in date order of when they were received in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the **completed** application. Late applicants will be offered a place if there is a place available. In the event that there is no place the name of the applicant will be added to the waiting list.

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.**

a. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available in Junior Infants, or other year groups, a waiting list of students whose applications for admission to Malahide/Portmarnock Educate Together National 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 of Malahide/Portmarnock Educate Together National School is in the order of priority assigned to the students' applications, after the school has applied the selection criteria in accordance with this admission policy.

Late applications will be added to the list in date order of when they were received, in accordance with our school's admissions policy.

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

9. ADMISSIONS OF STUDENTS 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 the next place on the waiting list if there is one or to the next application.

10. DECISIONS ON APPLICATIONS

All decisions on applications for admission to Malahide/Portmarnock ETNS will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable) see Appendix 3
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

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

11. NOTIFYING APPLICANTS OF DECISIONS

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant annual admissions notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

If a student 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, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year or class concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

12. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from Malahide/Portmarnock Educate Together National School you must indicate—

(i) 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

(ii) 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.

13. 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 Malahide/Portmarnock ETNS where—

- it is established that information contained in the application is false or misleading.
- 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.
- the parent of a student, 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 student; or
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 13](#) above.

14. 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 students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students 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
A student'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)

15. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The board of Malahide Portmarnock Educate Together National School 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 student to the school
or
- (b) the admission or continued enrolment of a student in the school.

16. REVIEWS/APPEALS

Review of decisions by the board of Management

- The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board 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 Department of Education and Skills.
- The board 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.

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 board of management 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 board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

- Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

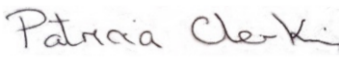
- An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.
- An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.
- Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)
- 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 board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)
- 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 Department of Education and Skills.

17. DATA PROTECTION

The school 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 students 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 admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

18. RATIFICATION AND REVIEW

The BoM reserves the right to alter this policy, subject to its statutory obligations, including its obligations to its Patron. Should the policy be altered, applicant parents will be advised in writing, and will be supplied with an amended policy. All alterations will come into effect 30 days after the date of notification.

Signed: 

Date: 20/09/2023

Chairperson



Date: 20/09/2023

Principal

Appendix 1: The Educate Together Charter

RECALLING Article 26.3 of the Universal Declaration of Human Rights:

“Parents have a prior right to choose the kind of education that shall be given to their children”

and Article 42.4 of the Constitution of Ireland:

“The state shall provide for free primary education and shall endeavour to supplement and give reasonable aid to private and corporate education initiative, and, when the public good requires it, provide other educational facilities or institutions with due regard, however, for the rights of parents, especially in the matter of religious and moral formation”,

and RECOGNISING:

- 1.1 That many parents have a valid preference for schools in which boys and girls of all social, cultural and religious backgrounds can be educated together in an atmosphere of mutual understanding and respect.
- 1.2 That the equality-based schools established under the banner of EDUCATE TOGETHER are a distinctive response to the growing demand for such an option within the Irish educational system.

EDUCATE TOGETHER AFFIRMS THAT:

- 2.1 Children of all social, cultural and religious backgrounds have a right to an education that respects their individual identity whilst exploring the different values and traditions of the world in which they live.
- 2.2 Parents are entitled to participate actively in decisions that affect the education of their children. In particular, they have the right to decide what kind of school reflects their conscience and lawful preference.
- 2.3 Educate Together schools have the right to be treated no less favourably than other schools within the Irish educational system, in accordance with their needs and their identity.
- 2.4 The state has a duty to take the identity of the Educate Together sector fully into account when deciding on policy that affects the establishment and development of schools.

and COMMITS ITSELF TO:

- 3.1 Support the establishment of schools which are:

Equality-based i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected,

Co-educational and committed to encouraging all children to explore their full range of abilities and opportunities,

Child centred in their approach to education,

Democratically run with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers,

in areas where the demand for such a school exists,

- 3.2 Promote fuller awareness and recognition of the identity of the Educate Together sector at all levels in Irish society and abroad.
- 3.3 Participate in appropriate structures and activities concerned with the future development of education in Ireland and abroad.
- 3.4 Promote a future where equality-based education will be as freely available to parents as any other educational option they may choose.



Appendix 3: Annual Admission Notice for 2024/25 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2023/24 school year is available:

To download at: www.mpetns.ie

On request, by emailing info@mpetns.ie or writing to Malahide/Portmarnock ETNS, Malahide Road, Dublin 17.

PART 1 - Admissions to the 2024/25 school year

Application and Decision Dates for admission to 2024/25

The following are the dates applicable for admission to Junior Infants

1. The school will commence accepting applications for admission on:	1st October 2023
2. The school shall cease accepting applications for admission on:	31st January 2024
3. The date by which applicants will be notified of the decision on their application is:	14th February 2024
4. The period within which applicants must confirm acceptance of an offer of admission is:	7 days

Note:

- **Applications made after the 31st January 2024 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 within the 7 days may result in the offer being withdrawn.**
- The submission of an application form(s) does not confer a right to enrolment.

- A separate form must be used in respect of each child's application for enrolment.

Other Year Groups Application and Decision Dates for admission to 2024/25 school year

The following are the dates applicable for admission to other year groups (SI to 6th class)

1. The school will commence accepting applications for admission to other year groups on	1st October 2023
2. The school shall cease accepting applications for admission to other year groups on	19th April 2024
3. The date by which applicants will be notified of the decision on their application is	3rd May 2024
4. The period within which applicants must confirm acceptance of an offer of admission is	7 days

Note:

- **Applications made after the 28th April 2024 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 within 7 days may result in the offer being withdrawn.**
- The submission of an application form(s) does not confer a right to enrolment.
- A separate form must be used in respect of each child's application for enrolment.

Number of places being made available in 2024/24

The number of places being made available in Junior Infants is	54
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