

# **Dublin North East**

*Educate Together Secondary School*

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**Roll Number 68346 T**

C/O Educate Together Equity House,

17 Ormond Quay,

Dublin 7

**Admission Policy for academic year 2019/2020**

## **Introduction**

Dublin North East Educate Together Secondary School (Dublin North East ETSS) 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 Dublin North East 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**

Dublin North East 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, coeducational 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 Dublin North East 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. Dublin North East 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 January 1st of their first year in Dublin North East ETSS e.g. students enrolling for 2019 must be 12 by 1st January 2020 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 Dublin North East ETSS will be completed online. First Year Enrolment Forms will be available on [www.dublinnortheastetss.ie](http://www.dublinnortheastetss.ie) from Friday 3rd Dec 2018.

The closing date for receipt of applications is **5pm on Thursday 31st January 2019**. Dublin North East 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 2019-20: 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. This policy will be reviewed by the Board of Management in November 2019 with final approval to be given by the patron.

### Section 2: Allocation of Available

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 Dublin North East ETSS.
2. Applicants living in the Dublin North East ETSS catchment area, as defined in the attached Department of Education and Skills map (Appendix 1).
3. Applicants living outside the catchment area of Dublin North East 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 within the category outlines above. 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**

Dublin North East ETSS welcomes applications from students with special educational needs (SEN) who meet the above criteria for admission. Dublin North East 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 Dublin North East 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.

### **Section 6: Transfers**

The same general principles of fairness and equality will apply to the acceptance of pupils transferring from one school to another or pupils repeating the year. 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. All students must be transferred to our system by 30th September 2019.

#### **6.a Transfers from another Post Primary School**

A Transfer Enrolment form must be requested from the school, filled in and sent to the Principal (secretary to the BOM). It should be noted that the submission of an application form does not confer a right to enrolment. The following information must be included with the transfer form:

- Original Birth Certificate
- Educational/Psychological Reports if available

- Doctor's certification if the grounds for repeating are medical
- All school reports including exam results, attendance and behaviour reports from the post primary school they are transferring from.

The student and parents/guardians will attend an interview with the Principal, the purpose of which is to ascertain if the student is suitable for admission, given curricular provision, subject choices and facilities available; will benefit from attendance in our school; and will contribute positively to our school community and will not infringe upon the opportunities or rights of other students or staff.

The parent(s) and student are required to accept the school ethos and provide written confirmation that they accept the code of behaviour and other policies on curriculum, organisation and management.

Note: The school from which the student is transferring will be contacted.

Parents/Guardians will be informed in writing of the outcome of their application once the BoM have reviewed the application.

### **6.b Transfers from another Post Primary School to Repeat First Year**

Department of Education Circular M2/95 will be utilised as the guiding reference point for all applications to repeat a year in school. Permission to repeat may be granted only on the grounds set out in paragraph 1.2 of the [Circular M2/95](#). Applications will only be considered by the BoM after April 1st of the academic year immediately prior to the year of repeating. A Transfer Enrolment form must be requested from the school, filled in and sent to the Principal (secretary to the BOM). These applications may be forwarded to the Department of Education for further direction. The following information must be included with the transfer form:

- Original Birth Certificate
- Educational/Psychological Reports if available
- Doctor's certification if the grounds for repeating are medical
- All school reports including exam results, attendance and behaviour reports from the post primary school they are transferring from.

The student and parents/guardians will attend an interview with the Principal, the purpose of which is to ascertain if the student is suitable for admission, given curricular provision, subject choices and facilities available; will benefit from attendance in our school; and will contribute positively to our school community and will not infringe upon the opportunities or rights of other students or staff.

The parent(s) and student are required to accept the school ethos and provide written confirmation that they accept the code of behaviour and other policies on curriculum, organisation and management.

Note: The school from which the student is transferring will be contacted.

Parents/Guardians will be informed in writing of the outcome of their application once the BoM have reviewed the application.

### **6c. Refusal to enrol and Appeal**

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

- No space/accomodation exists in that year group
- Relevant subject options are not available at the time of application

- BOM 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.
- BOM also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or property.
- Terms of this policy are not complied with

Parents have 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](http://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.

## Procedure for Student Entry for the academic year 2019/2020

The process of admission to Dublin North East ETSS will include a number of stages:

Note: Dublin North East 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 **Monday 3rd December 2018**.
- 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 <https://dublinnortheastetss.ie/index.php/admissions/> from Friday 10<sup>th</sup> May 2018.
- Enrolment forms will only be accepted in respect of first year entrants, i.e. students starting second-level in September 2019. For Transfers please see the schools Transfer Policy.
- The closing date for completed application forms will be **Monday 3rd December at midnight**.
- Offers of places will be made by email from **Monday 11th February 2019**.
- A 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 Monday 3rd December at midnight will be placed on a waiting list and offered a place only after the 3 priority categories have been offered places.

# Appendix 1

## Donaghmede\_Howth\_D13 (Belmayne/Clongriffin area)

