



**EDUCATE TOGETHER SECONDARY SCHOOL WICKLOW
(ETSSW)**

Crinion Park

Wicklow

Co. Wicklow

ROLL NUMBER

68345R

ADMISSIONS POLICY

2019-2020

ADMISSIONS POLICY

INTRODUCTION

Educate Together Secondary School Wicklow (ETSSW) 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

ETSSW 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

ETSSW 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 the Educate Together 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 policy-making and decision-making responsibilities, the 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 ETSSW 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.

ETSSW 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 year must have reached twelve years of age by January 1st of their first year in ETSSW e.g. students enrolling for September 2020 must be 12 by 1st 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 for ETSSW will be completed online. An online application form will be available on the school's website.

The closing date for receipt of applications is 17.00 on Friday 06 December 2019.

NB: (1) *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. Alternative proof of residency may be accepted by the Board of Management in appropriate cases.*

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:

- | | |
|--------------------|--|
| Priority 1: | Applicants who have siblings already enrolled in ETSSW. |
| Priority 2: | Applicants living in the ETSSW catchment area, as defined in the attached Department of Education and Skills map (Appendix 1). |
| Priority 3: | Applicants living outside the catchment area of ETSSW. |

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 decisions refusing to enrol a student. Appeals should be made 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:

In the event of suspensions for a period of 20 days or more and expulsions, parents/guardians and/or students over 18 years of age may appeal decisions 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 5: SPECIAL NEEDS

ETSSW welcomes applications from students with special educational needs (SEN) who meet the above criteria for admission.

ETSSW 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 management 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 ETSSW 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 6: 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 7: ICT

ETSSW requires all students to purchase an iPad prior to the start of their school year. Our school uses digital textbooks (wherever possible). Students are required to register with the mobile management service company chosen by ETSSW.

Students are required to register their device's serial number and MAC/Microsoft address with the school. 3G enabled iPads/Surface Pros are not permitted on the ETSSW Campus.

PROCEDURE FOR STUDENT ADMISSION (SEPTEMBER 2020):

The process of admission to ETSSW will include a number of stages:

Note:

ETSSW reserves the right to change any of the dates and procedures outlined below in accordance with changing circumstances.

- An online application form will become available on the school website in **October 2019**.
- All aspects of the application form must be completed fully by the parents/guardians (the information sought therein complies with the regulations of the various Data Protection Acts and will be managed in accordance with these acts).
- The online application form will remain open until **Friday 6th December 2019**.
- 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 included at the end of this policy.
- Offers of places will be made by post from **Monday 9th December 2019**.
- An **Enrolment Form** will be sent with the offer of a place.
- Failure to respond to an offer of a place or fully completing and submitting the **Enrolment Form** by **Wednesday 8 January** may result in the place being forfeited.
- Places will be offered in order of priority i.e.
 - (a) Priority 1
 - (b) Priority 2
 - (c) Priority 3.

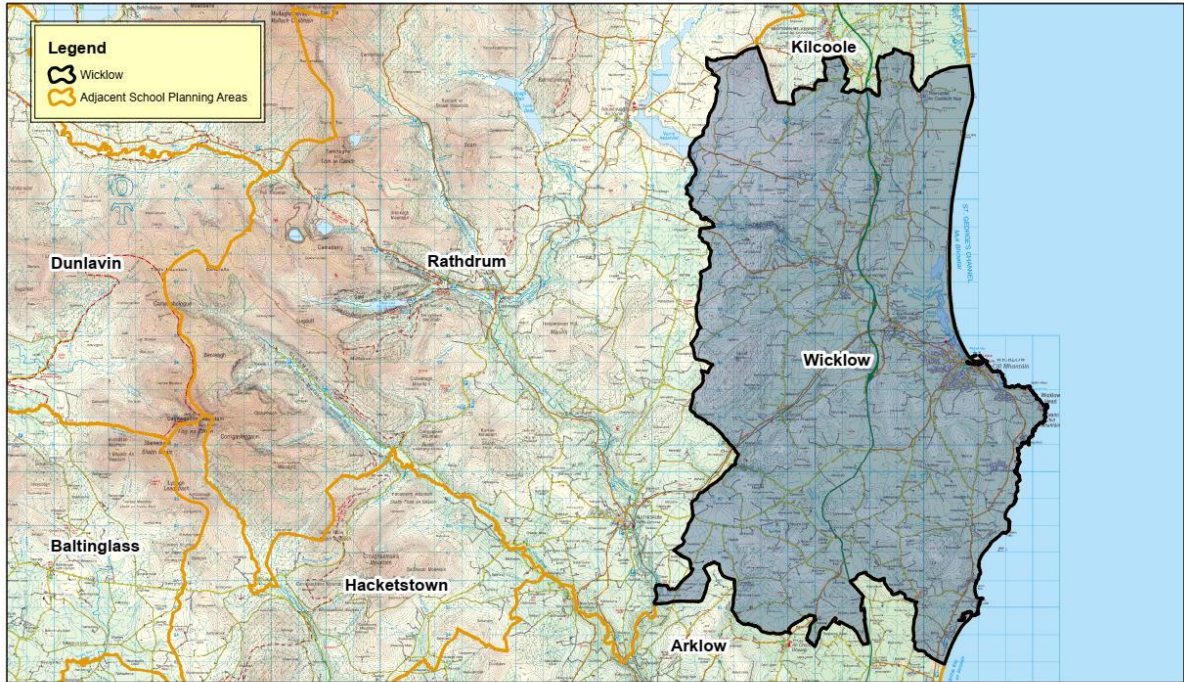
Please see Appendix 1 for details of the school defined catchment area.

- **Anyone applying after Friday 6 December at 17.00** will be placed on a waiting list and offered a place only after the 3 priority category applications have been offered places.

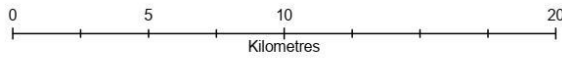
REVIEW DATE:	This policy will be reviewed in June 2020
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APPENDIX 1

Wicklow



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An Roinn Oideachais
agus Scileanna
Department of
Education and Skills



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TRANSFER & REPEAT POLICY

2019-2020

TRANSFER OF STUDENTS FROM OTHER SCHOOLS TO ETSSW

All applications to transfer will be presented to the Board of Management for final decision.

An application to transfer is defined as one from a student who has previously enrolled and attended another post-primary school in or outside the Educate Together Secondary School Wicklow (ETSSW) catchment area.

As a matter of general policy, transfers into the school from another school are discouraged in the overall interests of the continuity of the student's education.

In order to consider an application from a student who has been expelled or asked to leave their previous post-primary school, it is required by the parents of that student to provide written evidence of the completion of the Section 29 process against the said school, as outlined in the Education Act 1998.

Failure to fully complete the transfer form, failure to supply any relevant documentation requested by the school may result in a child being refused admission to the school.

PROCESS FOR TRANSFER ENROLMENT

Students applying to ETSSW from another school must make the request in writing to the Principal requesting a **Transfer Form**, stating where the child is currently enrolled as a student and the academic year they are studying. Each request will be dealt with on a case by case situation respecting all legislative and DES circular letter regulations.

TRANSFER APPLICATIONS ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. The transfer policy of ETSSW.
2. The following information must accompany a fully completed **Transfer Form** where applicable:
 - a. record of school attendance to date;
 - b. information about special educational and physical needs;
 - c. full and honest reasons for transfer;
 - d. a list of all subjects studied, including the levels studied, and also those subjects the student wishes to study at ETSSW;
 - e. the completion of a **Principal's Report** from their current school;
 - f. copies of the pupil's last three school-based assessments, including any state examinations;
 - g. copies of any psychological and/or medical assessments relating to the student and their educational needs.
3. The completed form and documentation, together with a copy of the applicant's original birth certificate should be sent by post to ETSSW within 21 days of the receipt of the letter of request of transfer. Please note that submission of a Transfer Form is not a guarantee of the student getting a placement in ETSSW.
4. The Principal of ETSSW will make contact with the Principal or Deputy Principal of the school the child is currently enrolled at to ensure a full understanding of the student's educational, social, emotional and behavioural needs.
5. A meeting with the applicant and both Parents/Guardians may be requested once the above has been completed and are satisfactory. This will take place before the Board of Management meeting to process and finalise a decision on the student's application to transfer to ETSSW.

Failure to fully complete the Transfer Form or failure to supply any relevant documentation requested by School Management on behalf of ETSSW may result in a child being refused admission to the school.

APPLICATION TO REPEAT

Department of Education Circular M02/95 will be utilised at the guiding reference point for all applications to repeat a year. Students who are currently in ETSSW and who wish to repeat an academic year must make an application in writing to the Principal before 1st May of their current school academic year, for example, a first year student of 2019-2020 who wishes to repeat first year in 2020-2021 must make a written submission to do so before 1st May of 2020.

All applications to repeat will be presented to the Board of Management for final decision.

APPLICATION TO TRANSFER & REPEAT

Students who seek to transfer and repeat an academic year must make an application and submit all relevant documentation before 1st May of their current school academic year, for example, a student who is currently in first year (2019-2020) in another secondary school who is seeking to transfer and also wishes to repeat their first year, must submit all relevant documentation before 1st May 2020. Students who seek to transfer and repeat an academic year must follow the same procedure for a transfer enrolment. There should be valid reasons demonstrated, as to why the student might have been permitted to repeat the year in his/her former school.

In certain cases of permissions granted to repeat a year by the Board of Management (<http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/Repeat-a-year-ofPost-Primary-Level.pdf>), a return form (**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 ETSSW cannot guarantee that DES permission will be granted to accommodate the student request in this matter.

All applications to transfer and repeat will be presented to the Board of Management for final decision.

CRITERIA FOR TRANSFER AND/OR REPEAT PLACES AT ETSSW:

- 1) The BOM believes the transfer and/or repeat is in the best interest of the applicant students at this particular time.
- 2) The BOM believes the transfer and/or repeat is in the best interest and welfare of the existing ETSSW school community.
- 3) The availability of places in a particular year in the school
- 4)
 - (i) Availability of the full subject options sought by the student.
 - (ii) The capacity of ETSSW to provide a full educational programme of studies to the student applicant, subject to maximum numbers in specific class subject units.
 - (ii) Acceptance by the student applicant and her/his Parents/Guardians of the ETSSW Code of Discipline.
- 5) Consultation with the Education Welfare Officer and Special Educational Needs Officer (as appropriate).
- 6) The capacity of ETSSW to accommodate any educational or physical special needs requirements.
- 7) All documentation listed on page 10 (*part 2 of Transfer Applications Conditions*) is submitted and deemed satisfactory.
- 8) Date of receipt of application to transfer confirms hierarchy where all of the above criteria (1-7) are satisfied. This is in the event where the number of transfer and/or repeat applications submitted exceeds the number of available places in a particular academic year.

Parents/Guardians please note that incomplete applications will be returned.

Also, it should be noted that existing students already enrolled at ETSSW have priority of entry to existing educational programmes and subjects over transfer students. The Board of Management, having reviewed the application to transfer and following consultation with members of the teaching staff, reserves the right to recommend an alternative and more appropriate programme of study for the transferring student.

RIGHT TO REFUSE/RESCIND AN OFFER OF ENROLMENT:

While recognising the right of students and parents to enrol in the school, the Board of Management of ETSSW has a responsibility to respect the rights of the existing school community and, in particular, the students already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all students.

The Board's policy is not to accept students who have been excluded due to drug related incidents or incidents involving violent behaviour towards any member of the school community. This list is not exhaustive.

An application may be refused where a report from another school indicates that the applicant's behavioural record could be detrimental to the safety, welfare and education of students and staff. The Board of Management will seek to promote the greatest good for the student body at all times. The Board therefore reserves the right to refuse enrolment to any students in exceptional cases [*Education Welfare Act 2000* S (24), Education Act, 1998 S (29) and Circular Letter M48/01].

Examples of where such an exceptional case could arise are outlined below:

1. Where the student has special educational requirements, and where in exceptional circumstances, resources provided to ETSSW cannot best meet the needs of the individual student.
2. Where the student and or parent/Guardian refuse to accept the terms of the Code of Discipline/Behaviour.
3. Where the student and or Parent/Guardian refuses to work in partnership with the school or to support educational initiatives and activities as offered within ETSSW.
4. Where In the opinion of the Board of Management the student poses an unacceptable risk to other students, school staff or school property.
5. The applicant has been excluded (formally or informally) from another school for causing serious disruption to the learning environment, drugs related offences, sexual assault, or violence.

The list of reasons stated here are not exhaustive and all factors will be considered.

NOTIFICATION

The Board of Management will notify the candidate of its decision by post within 5 working days of the meeting.

RIGHT OF APPEAL

The Board of Management shall not refuse to admit a student, in respect of whom an application (to be so admitted) has been made, except where such refusal is in accordance with the terms of ETSSW's admissions policy/transfer & repeat policy as published in compliance with the terms of legislation and official DES circular letters.

Should a student's application for admission to the school be refused, the parents/guardians have the right to appeal to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29 (d) or any amendment or substitution thereof. The parents/guardians will be informed in writing of the Board's decision and the reasons why the student was not accepted will be clearly stated. An application form for such an appeal will be provided on request from the school office. The appeal must be made within 42 calendar days from the date the decision of the Board of Management is notified to the parents/guardians concerned (circular M48/01).

The appeal should be made in writing on the prescribed Application Form supplied by the Department of Education & Skills. The Appeals Application should be completed in full and should state:

1. The decision being appealed;
2. The grounds on which the decision is being appealed;
3. The date that the parents/guardians were informed of the decision;
4. All other relevant information (circular M48/01).

The appeal may be made to the Secretary General of the Department of Education & Skills, the Appeals Administration Unit, Department of Education & Skills.

The school must be informed in writing of the decision to appeal.

REVIEW DATE:	This policy will be reviewed in June 2020
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