Admission Policy of Maryfield College

Glandore Road, Drumcondra, Dublin 9:

School Roll no: 60840K:

School Patron: Le Chéile Schools Trust

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 of children attending the school.

The policy was approved by the school patron on [date]. 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 Maryfield College 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

Maryfield College is a Catholic all-girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

We acknowledge that it is through our relationships with others that we grow to our full potential. Therefore, we aspire to create an educational environment where pupils come to learn and to understand themselves, their abilities, and their world. In this environment, they are taught to take responsibility for themselves and for their behaviour.

We, in the school community, are guided by the teaching of Jesus, who urged us to love God and one another as oneself, as a way of life that would bring us to self-fulfilments.

We teach and learn respect for one another and our world, accept our differences, and acknowledge our interdependence. In doing so, attention is paid to those in most need of our help.

2. Characteristic spirit and general objectives of the school Cont/d..

Maryfield College, as a teaching and learning community recognises the interdependence of management, teachers, pupils, and parents in the process of forming happy, secure, well-educated, and productive young people. The school endeavours to ensure that it provides a healthy balance between academic, social and spiritual development an environment that is welcoming and friendly, where a caring relationship is evident between staff, parents and pupils, where each one is accepted, respected and appreciated a value system that embodies the teachings of Christ, based on the Christian ideals of freedom, truth, love, justice, and self-discipline Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charisma of the Sr. Elizabeth Prout of the Sisters of the Cross & Passion.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry, and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2), (b) of the Education Act, 1998 the Board of Management of Maryfield College shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school

The general objectives of all Le Chéile schools include:-

Welcome recognises the unique dignity and worth of each person.

Wisdom is the pursuit of a greater understanding and appreciation of the world.

Witness comes from the expression of Gospel values in everyday life and recognises that every person is made in the image and likeness of God.

3. Admission Statement

Maryfield College will not discriminate in its admission of a student to the school on any of the following:

(a) the 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.

Schools must retain any of the following statements that apply to them and delete those that do not:

Single-gender schools

Maryfield College is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Post-primary denominational schools

Maryfield College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of (insert details of particular religious denomination concerned) in preference to others.

All denominational schools

Maryfield College is a school whose objective is to provide education in an environment that promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not (insert details of particular religious denomination concerned). It is proved that the refusal is essential to maintain the ethos of the school.

4. Categories of Special Educational Needs catered for in the school

Maryfield College welcomes applications from parent(s)/ guardian(s) of students with special educational needs.

5. Admission of Students

This school shall admit each student seeking admission except where –

(a) the school is oversubscribed (please see section 6 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) All applicants for entry must have reached the age of 12 years on 1st January of the school year and have completed their primary school education or equivalent.

A school that admits students of one gender only

Maryfield College provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

All denominational schools

Maryfield College is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

6. **Oversubscription**

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:

(a) Applicants whose names are on the waiting list will receive an offer of a place for the year of entry applied for prior to February 1st, 2020.

(b) Siblings of any current students who have applied for a place in accordance with the procedures for entry outlined in this policy.

(c) Applicant's from St. Vincent de Paul GNS Marino (Feeder School)

(d) Daughters of any staff member in the school who have applied for a place for their daughter in accordance with the procedures for entry outlined in this policy.

(e) Other Applicants.

(f) The remaining places in the event of oversubscription will be decided by a lottery in the presence of the Principal, the chairperson of the Board of Management, and an independent observer selected by the board.

7. 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, the payment of fees or contributions (howsoever described) to the school;

(b) a student's academic ability, skills or aptitude;
the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(c) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(d) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

(e) 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.

This is also subject to the school making offers based on waiting lists in existence prior to February 1st, 2020 (up until 31st January 2025 only).

8. Decisions on applications

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

- Our school's admission policy
- The school's annual admission notice (where applicable)
- 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

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

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.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

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 concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Maryfield College, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

11. 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 Maryfield College 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 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

(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

(v) "The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for

which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education."

12. 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 data 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 or all 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 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).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Maryfield College were unsuccessful due to oversubscription will be compiled. It will remain valid for the school year in which admission was sought .Applicants are placed on the waiting list in the order of priority assigned to the students' applications after the school has applied the selection criteria under this admission 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.

14. Late Applications

All applications for admission received after the closing date, as outlined in the annual admission notice, will be considered and decided upon 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 application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

15. Procedures for admission of students to other years and during the school year

Where parents wish to make an application for their son/daughter to a year group other than First Year or during the school year, they should, in the first instance, fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application. Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school, the parents and their son/daughter may be invited to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their son/daughter. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the

student. This is because class size is limited in certain subjects. For this reason, parents and their son/daughter are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of their son/daughter given the curricular provision, subject choices/levels available at the time.

15. Procedures for admission of students to other years and during the school year Cont/d..

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

The parents must confirm their acceptance in writing of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission from Maryfield College the parents must indicate—

(i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

(ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:

An offer of admission may not be made or may be withdrawn by Maryfield College 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 within three weeks of the date of the offer of a place.

(iii) 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;

(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

15. Procedures for admission of students to other years and during the school year Cont/d

(v) the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education. The Board of Management has a duty of care to ensure, as far as practicable, the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, appropriate education for each student at the school for which that board has responsibility; or

(vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year before the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students whose application for admission to the particular year group has been refused will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy see Section 6 above. If there are two or more students in any of the selection criteria categories set out in Section 6 above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process

overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management.

Offers of any subsequent places in the year group other than First Year that become available during the school year will be made to those students on the waiting list, following the order of priority to which the students have been placed on the list.

15. Procedures for admission of students to other years and during the school year Cont/d

Sharing of Data with other schools:

Applicants should note that the provisions of Section 12 above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools 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 or all 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 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).

16. Declaration in relation to the non-charging of fees

The board of Maryfield College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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.

17. Arrangements regarding students not attending religious instruction

A parent of a student, or a student who has reached the age of 18, who wishes to attend Maryfield College without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. 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 to 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.

Appendix 1 **MARYFIELD COLLEGE**

ANNUAL ADMISSION NOTICE FOR 2022/23

1. Application and Decision Dates for Admission to 1st Year for 2022/23

The school will commence accepting applications for admission on **4th October 2021**

The school will cease accepting applications for admission on **22nd October 2021**

Applicants will be notified in writing of the decision on their application by **12th November 2021**

4.Applicants must confirm acceptance of an offer of admission by **26th November 2021**

Failure by an applicant to accept an offer by 26th of November 2021 may result in the offer being withdrawn.

2. Number of places being made available in the 2022/23 school year

The number of places being made available in 1st year is 120

The number of places being made available in the special class catering for students

N/A

3. Number of places in 1st year for the 2022/23 school year which were offered and accepted before 1st February 2020- None

4. The number of places for 1st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1st February 2020 is- None