

Admission Policy

Mount Temple Comprehensive School

Malahide Road,

Dublin 3 DO3DX79

School Roll No: 81002K

School Patron: Minister for Education and Skills in partnership with Archbishop Michael Jackson

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 29/9/20. 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 Mount Temple'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

Mount Temple Comprehensive School operates under the patronage of the Church of Ireland Archbishop of Dublin and has, as a primary objective, the provision of state-funded second level education to the Protestant population of North Dublin.

The school is a recognised school under the Education Act 1998 and, as such, is dependent on the resources, financial and human, provided by the Department of Education & Skills. Accordingly, school policy must necessarily have regard to such resources and funding available to the school.

As a recognised school, Mount Temple follows the curriculum prescribed under the 1998 Act, which may be amended from time to time.

In accordance with the 1998 Act, the Board of Management has regard to the principles of a democratic society and promotes respect for diversity of values, beliefs, traditions, languages and ways of life in society. It also upholds, and is accountable to the patron for upholding, the characteristic spirit of the school.

3. Admission Statement

Mount Temple 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.

Mount Temple is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Protestant faith and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 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

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5. 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:

1. Applicants from Mount Temple's catchment area in the Northside of Dublin

Places will be offered to applicants from the Northside of Dublin based on the following subcriteria:

- (i) Applicants who are Protestants*. Mount Temple 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 protestant religious denomination in preference to others.
- (ii) Applicants who are siblings of present or past students,
- (iii) Applicants who are children of current school employees**
- (iv) Applicants who are children of former students
- (v) Applicants attending any of the designated feeder primary schools***
- (vi) All other applicants from catchment area.

* Protestants are all Protestant Reformed Christian denominations; Applicants of a Protestant denomination are children who are confirmed as such on the application form and verified by the school.

** Employees require at least 4 years of service

***The designated primary schools currently are:

*Burrow National School
Lindsay Road National School
Drumcondra National School
North Dublin National School Project
Dublin 7 Educate Together
North Bay Project School
Educate Together Glasnevin
Old Borough National School, Swords*

*Finglas Parochial National School
Springdale National School
Glasnevin National School
St Andrew's National School
Greenlanes National School
St Columba's North Strand
Howth Road National School
Castleknock National School*

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), the following arrangements will apply:

- A lottery will be held between the tied students with Management and a member of An Garda Síochána present.

6. 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) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) 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, (1) siblings of a student attending or having attended the Mount Temple and (2) parents of a student having attended the Mount Temple.

In relation to (2) parents having attended a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (g) 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 existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to Mount Temple 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 13 below in relation to applications received outside of the admissions period and section 14 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.

8. 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. Applicants will be given the opportunity to place their names on a waiting list; they must inform the school in writing before the designated date if they wish to avail of this.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 16 below for further details).

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

In accepting an offer of admission from Mount Temple, 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.

10. 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 Mount Temple 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.

11. Sharing of Data with other schools

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).

12. 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 Mount Temple 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. Applicants will be asked if they want to remain on this waiting list and must specify in writing if they want to be on the waiting list.

Placement on the waiting list of Mount Temple 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.

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.

13. 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.

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

Admissions to years other than first year are considered using the same criteria as for first year. Applications received, seeking places for a year other than for first year will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application.

Applicants will be offered a place in the relevant year if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with section 12.

It is the parent's or guardian's responsibility to provide all documentation considered by Mount Temple to be necessary for the application, including the relevant application form available from the school office.

Late Applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place if there is a space available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with section 12 of this policy.

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

This rule applies to all schools.

The board of Mount Temple 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.

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.

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.

Right of appeal

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.

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.

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.