

Moyle Park College Coláiste Pháirc na Maoile



Admissions Policy

(Updated and revised 7th December 2016)

Introduction

This Admissions Policy is one of the most important documents the school has produced. It is written for parents and students who wish to find out about the school and how to apply for admission to the school.

The Board of Management of a school or college is legally obliged under the 1998 Education Act to have an approved Admissions Policy, to publicise same and to implement that policy as formally approved by the Board of Management and by the Trustees of that school.

It is in the parents' interest to read the Admission Policy approved by the Board of Management so that they are in a position to meet and understand the requirements in that policy if they are submitting an application.

This policy is also available on the college website, www.moyleparkcollege.ie

What this school is about

Marist Brothers

The Marist Brothers are an Order of teaching brothers founded in 1817 by St. Marcellin Champagnat. He dedicated his life to the education of Catholic children in Catholic Schools.

The Marist Brothers today is one of the largest teaching Orders in the world. The Brothers see the Catholic School as a place where students acquire knowledge and wisdom and to grow in faith and integrity, in an atmosphere inspired by the good news of Jesus in the Gospel.

Moyle Park College

Moyle Park College is a Voluntary Catholic Secondary School for boys. It was established in 1957, and serves Clondalkin and surrounding areas.

It provides a Catholic education, with a wide range of subjects and programmes. The College has a very experienced teaching staff and a wide range of extra-curricular activities. It is situated on an extensive educational campus with extensive sporting facilities. The Marist Brothers community is at the heart of the campus .

The College motto is "Respice Finem", *Keep the end in sight*, which conveys the school's philosophy of setting ideals and working towards them. We expect each student to strive to achieve his full potential as a person academically, physically, morally, socially and spiritually.

The College is administered by a Board of Management under the trusteeship of the Marist Brothers.

School Mission Statement

The College Board of Management, parents, staff and students, working together as a school community within the resources available, aim to provide a Catholic education in the best possible environment to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all its' students.

We show special concern for the disadvantaged and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the college.

We realise too, that we must cater for the changing needs of to-day's world and towards that end, we frequently review our various programmes and policies.

Being keenly aware of the ever-increasing effect of outside influences on the lives of our students, we are even more concerned to maintain Catholic values and practices. All parents/guardians and students are expected to subscribe to and support the ethos of the College.

Faith Development

The faith development of our students is given priority through an extensive and creative religious education programme. All students are expected to attend religious education classes. Non-Catholic students may attend appropriate religious education classes arranged by their faith community during the timetabled RE times.

Students of other faiths who are not attending religious education classes during timetabled RE classes will be required to remain in the RE classroom under the supervision of the RE teacher.

Current legislation

The Marist Brothers and the College fully subscribe to and operate within current legislation and try to ensure that the best practice prevails in all aspects of the work of the school.

The basic principles of current education legislation are in tune with the College's mission statement ie. Partnership, accountability, transparency, inclusion, diversity, parental choice, equality of participation and access.

In its structures and policies, the College will ensure that these principles are respected and implemented.

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education for Persons with Special Educational Needs Act 2002

Our School

Location and facilities

Moyle Park College is located in the centre of Clondalkin village on a 26 acre educational campus. The school was founded in 1957 in the Brothers' Monastery, and has grown extensively to what is now a very modern building with educational, sporting and technical facilities second to none.

The buildings include a large Sports Hall incorporating drama facilities, with extensive changing rooms.

Surrounding the buildings are basketball courts and extensive playing fields.

The College's facilities are open to the local community, which uses them extensively.

Management structure

The Board of Management, representing the trustees, staff and parents, administers the College.

Chairperson of the Board: Mr. Tommy Flynn

Secretary to Board and School Principal: Ms. Niamh Cahalane

Deputy Principals: Mr. Ultán MacGabhann and Ms. Christine Kilcoyne

School organisation

Our school is organised around 6 year groups. Each group has a Year Head. Every class in the year has a Form Teacher who takes a special interest in each of the pupils and meets them at daily tutorial. Progress is monitored and contact made with parents when deemed necessary.

Classes are organised on a mixed-ability basis, with banding arrangements in Math's, English and Irish.

Teachers

The teaching staff is highly qualified and experienced. Staff are employed by the Board of Management and paid by the Department of Education and Science.

Curriculum

A full range of subjects and programmes is provided, including Junior Certificate, Junior Certificate Schools Programme, Transition Year, Leaving Certificate, Leaving Certificate Applied, and Leaving Certificate Vocational Programme.

Parents' Council

The College has a very long tradition of partnership with parents and has a very active Parents' Council. The Parents' Council was established in 1991 and is made up of 3 representatives from each Year group. It has a Constitution, Chairperson, Secretary, and Treasurer and is affiliated to the "National Congress of Catholic Schools Parents Association". Some of the areas in which the Parents Council are involved are : School Policies, Integration of 1st Year Parents, school support services and other provisions for students.

Students' Council

The Students' Council was established in 2004 and is made up of students' representatives from each year group. It has a Constitution, a Chairperson, Secretary and a Teacher representative. It is actively involved with student issues in the College, as well as organising Sports Days, Music Competitions and Charity fund raising events.

Sport and co-curricular activities

All students are encouraged to take part in out-of-class activities. There is a full range of sports and other activities, making full use of the College's facilities.

Opening hours

The school day runs from

Monday and Tuesday	8.30am until 3.40pm
Wednesday, Thursday and Friday	8.30am until 3 pm

School Calendar

Each year parents receive a school calendar detailing school holidays, parent-teacher meetings and other important events.

Student administrative charge

There is a significant gap between State funding to schools and the real cost of educating your son. The College prides itself on maintaining very high standards in all areas of the educational service offered. This requires the College to rely on *the Student Administrative Charge* to make up this shortfall. **The Board of Management is very grateful to our parents and guardians for their ongoing generous support in this area.**

General requirements for students applying for First Year entry

Communication concerning enrolment into first year (1st year) is made through the local primary schools, to parents/guardians of current students in the college, on the college website, on the school Twitter feed, and through local churches and local signage.

Applications for enrolment into first year are submitted when the applicant is in sixth class (6th class) in primary school.

To be eligible for admissions to Moyle Park College a student must have reached 12 years of age on the 1st January in the calendar year following the student's entry into the college.

It will be expected that the student will have completed sixth class in Primary school or equivalent in another jurisdiction before commencing second level education.

The Principal and Guidance Counsellor visit each primary school in the area and speak to sixth classes (6th classes) and their teachers.

The college distributes application forms and an information pack through the local feeder primary schools.

This information is also available from the college office.

The closing date for receipt of completed application forms will be determined each year and prospective parents will be notified of this date.

Applications submitted after the official closing date will be placed on a latecomers waiting list and will only be processed after all other applications which have been submitted on time have been dealt with. However, late applications on behalf of siblings will be given priority over other late applications for a period of ten school days after the official closing date.

Providing false or misleading information in documentation submitted on behalf of any applicant renders that application invalid.

It is the parent or guardian's responsibility to familiarise themselves with the contents of this enrolment policy and to comply with the stated criteria when submitting an application for enrolment.

Prioritised Criteria for admission

Criteria for admission

The Board of Management has determined that the maximum capacity for entry into 1st year is 144. In filling the 144 places the following prioritised criteria will apply:

1. Brothers of present students (at the time of enrolment) and who apply by the due date.
2. Pupils from the following primary schools who apply by the due date:
 - a. St. Joseph's BNS, Clondalkin
 - b. Sacred Heart Primary School, Sruleen, Clondalkin
 - c. Our Lady Queen of Apostles, Clonburriss, Clondalkin
 - d. Scoil Talbot Senior School, Bawnogue, Clondalkin
 - e. St. Ronan's Primary School, Deansrath, Clondalkin
 - f. St. John's NS, Tower Road, Clondalkin (These schools are in no particular order). **In the event of an oversubscription of applications by the due date from these named feeder schools the following will apply: pupils who reside in the Roman Catholic Parishes of Clondalkin and Sruleen will take precedence over applicants who reside outside these parishes. (Roman Catholic Parishes refers to a geographical area and does not refer to the religious background of applicants – the relevant map may be viewed on the college website). The balance of pupils from the six feeder schools not offered places will be ordered by random.**
3. All other applicants who apply by the due date.

Late Applications

All late applications will be dated and timed.

Late applications on behalf of siblings will be given priority over other late applications for a period of ten school days after the official closing date.

All late applications are subject to the following:

- Application Form and all relevant information must be submitted.
- Where a vacancy arises, an offer of a place will be made based on the date and time on which the late application was received.
- The final decision regarding admission to Moyle Park College lies with the Board of Management

Application Process

- Parents/guardians must complete and submit a formal application form by the due closing date as specified in the documentation
- Ensure that all the required information is submitted to the College with the above form
 - The most recent primary school report
 - Birth certificate
 - Psychological report, if necessary
- The Admissions Committee, which consists of the Guidance Counsellor, the Principal, and another person nominated by the Board of Management, will review all applications, in keeping with the approved policy
- This Committee will apply the criteria for admission, and make recommendations to the Board of Management
- The Board of Management of the College will make a decision on the applications and formally offer places to applicants, ordered according to the stated prioritised criteria, up to the maximum number approved by the Board of Management
- The offer of places will be processed within 21 days of the closing date for receipt of applications
- Successful applicants will receive the Letter of Offer of a school place and will be invited to attend a Confirmation of Enrolment meeting
- The letter offering a place to an applicant will specify the times and dates of the meetings which parents/guardians and the prospective student will be required to attend
- At this meeting parents will be asked to:
 - Sign a confirmation of acceptance of a place form
 - Sign the Code of Behaviour
 - Sign the College Ethos code
 - Sign the data Information Form (DES)
 - Pay the Registration Charge

PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THESE DOCUMENTS

Failure to attend the confirmation of enrolment meeting and the completion of the necessary acceptance form (unless other arrangements are made with the school office prior to the meeting) will be taken to mean that the offer of a place is not being accepted. This will allow the Board of

Management to proceed with the offer of that place to those who are on the waiting list in accordance with the criteria laid down in this policy.

Right to appeal

Please refer to the end of this document, page 9, for further details

Assessment Test

An assessment test to ascertain learning needs will be conducted **after** students are enrolled in the school. All students must participate in this test, which will provide information to enable the school make the best possible education available to each student.

Students with Special Educational Needs

Moyle Park College welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodation for students with disabilities or special educational needs so that these students are free to participate in the life in the school in so far as is reasonably practicable.

The College welcomes applications from students with special educational needs unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The Board of Management must be made aware of any special needs as early as possible, so that these needs can be assessed and addressed where possible. To meet those special needs a recent and up to date psychological report outlining the student's educational and other needs is essential to enable school management to meet those special needs.

Any details of special needs must be detailed on the Application Form.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met.

Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the student may be entitled.

The Principal may request a meeting with the parents of the student to discuss the application and the student's needs.

The parents of the student may also request a meeting with the Principal to discuss the student's educational or other needs.

N.B. It may take some time for the Department of Education and Science to process such applications. Parents are strongly advised to inform the college as early as possible and discuss their particular situation well in advance of making application.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided all the relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. Education Welfare Act (Section 19 (3))

Transfer of a student or entry to a year other than first year

The college will make every reasonable effort to facilitate a student seeking a transfer to the college. The Board of Management will decide on an application for admission to any other year other than First Year by applying the following criteria:

- There must be an available place after the general admission criteria have been applied

- It is in agreement with the College Admissions Policy
- Reason or reasons for leaving the previous school must be supplied
- The transfer must be in the best interest of the student
- The transfer must be in the best interest of the college and the other students in the college
- The transfer must be of educational benefit to the student
 - *Transfer during an examination year is not recommended due to the disruptive nature of the move and the demands on students in exam years.*
- The college's ability to offer the student their subject choice
- The College Application Form must be completed
- All relevant information from the applicants' former school(s) must be made available, including:
 - Copies of the two most recent school reports for the student
 - Copies of results of any State Examinations taken by the student
 - Student's attendance record
 - Student's behavioral record

An application will be deemed incomplete until all relevant specified documentation has been submitted. The application will not be processed until compliance with the above has been carried out.

Before arriving at its decision, the Board of Management will consult with the student's parents/guardians, his former school(s) (with parental permission), and the Educational Welfare Officer, if deemed necessary. To enable the Board of Management to properly and fully assess the application it is essential that it has all the relevant specified documentation.

It is the parents'/guardians' responsibility to ensure that the required reports are submitted to the College.

Right to refuse admission

The Board of Management of Moyle Park College reserves the right to refuse to enrol a student who has applied for admission to the college.

Right of appeal

A parent/guardian has the right to appeal a decision to refuse enrolment to the Board of Management.

- **The appeal must be in writing setting out the grounds for the appeal**
- **The appeal must be submitted within two working weeks after the decision has been communicated to the parent/guardian.**

A parent/guardian has also a right of appeal as set out in Section 29 of the Education Act 1998. Information on that appeal process is available from the Department of Education and Skills or from the National Education Welfare Board or through the local Education Officer working for the National Education Welfare Board.

Reviewed 7th December 2016

Date of next review: December 2017