

# Moyle Park College



## *Admission Policy*

**Roll number: 60121B**

**School Patrons: Marist Brothers**

## 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 in 2025. It is published on the school's website [www.moyleparkcollege.ie](http://www.moyleparkcollege.ie) and will be made available in hardcopy, on request from the school office by contacting 01:4574837.

The relevant dates and timelines for the Moyle Park College admission process are set out in the **school's 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 [www.moyleparkcollege.ie](http://www.moyleparkcollege.ie) and will be made available in hardcopy on request to any person who requests it.

## 2. Characteristic spirit and general objectives of the school 2.1

### Marist Brothers

**Moyle Park College** is a Voluntary Catholic secondary school for boys in the Marist tradition and under the trusteeship of the Marist Brothers. The Marist Brothers were founded in 1817 in France by St Marcellin Champagnat after his experience of meeting many young people who had no knowledge of God. Marcellin believed that the objective of education was to provide opportunities for young people to become Good Christians and Good Citizens. We belong to a global network of Marist schools and programmes which provide many formative experiences for students, staff and parents. Our core Marist values are Presence, Simplicity, Family Spirit, Love of Work, In the Way of Mary.

Faith development is a priority for **Moyle Park College** where Marist educators and students seek to live out their response to the gospel of Jesus with the same faith, hope and love that Mary did. It involves

providing an extensive and creative religious education programme and putting in place a rich liturgical life that permeates the daily life of the school.

## **2.2 Our School Ethos**

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.

## **2.3 Our 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 today’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.

## **2.4 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.

In accordance with S.15 (2) (b) of the Education Act 1998 the Board of Management of **Moyle Park College** shall uphold, and be accountable to the patron (Marist Brothers) 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.

## **2.5 Admission Statement**

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

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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.

Moyle Park College will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.”

Moyle Park college will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”

Moyle Park College with the approval of the Department of Education & Youth and the NCSE will establish two special classes to provide an education exclusively for students with Autism Spectrum Disorder who are recommended a special class placement. The date of opening the special classes is yet to be confirmed.

#### **Single gender schools**

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

#### **Post-primary denominational schools**

Moyle Park College is a school whose objective is to provide education in an environment which promotes Marist religious values and does not discriminate where it admits a student of Catholic Faith in preference to others.

### **3. Admission of Students**

This school shall admit each student seeking admission except where –

- a. the school is oversubscribed (please see [section 4](#) 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

#### **A school that admits students of one gender only**

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

## 4. 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:

### **Prioritised Criteria for admission**

**The Board of Management has determined that the maximum capacity for entry into 1<sup>st</sup> year is 144.**

**Where the number of applicants exceeds the number of places available in any category, random selection will apply.**

**In filling the 144 places, the following prioritised criteria will**

**apply:** 1. Brothers of current and past students and who apply by the

due date.

2. Pupils from the listed primary schools who reside in the defined Catholic parishes of Clondalkin and Srulleen and who apply by the due date. Please see the list of Primary schools below in note (d). (*The Roman Catholic Parishes refers to a geographical area and does not refer to the religious background of applicants – the relevant maps may be viewed on the college website*).

3. Pupils from the listed primary schools who **do not** reside in the defined Catholic parishes of Clondalkin and Srulleen and who apply by the due date.

4. All other applicants who apply by the due date.

5. Late Applications - All late applications will be dated and timed. (Please note that 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.) Late applications will be placed in date order on the waiting list after all other applicants who applied by the due date.

### **Please note the following information:**

a. In the case of Twins or other multiple births, where one brother is offered a place, the sibling/ siblings will automatically be offered the next available place/s. b.

Required documentation:

o Photocopy of Birth Certificate

o Evidence of proof of address of the Primary Carer.

c. When a vacancy arises, the Board of Management will refer to the ordered waiting list and places will be offered in accordance with the order on the list. The final

decision regarding admission to Moyle Park College lies with the Board of Management.

d. Please see below the list of named Primary Schools \*:

- St. Joseph's BNS, Clondalkin
- Sacred Heart Primary School, Sruleen, Clondalkin
- Our Lady Queen of Apostles, Clonburris, Clondalkin
- Scoil Talbot Senior School, Bawnogue, Clondalkin
- St. Ronan's Primary School, Deansrath, Clondalkin
- St. John's NS, Tower Road, Clondalkin

\* These schools are in no particular order.

## **5. What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act 1998, 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 school;**
- b. the payment of fees or contributions (howsoever described) to the school;**
- c. a student's academic ability, skills or aptitude;**
- d. other than in relation to:  
admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned**
- e. the occupation, financial status, academic ability, skills or aptitude of a student's parents;**
- f. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;**
- g. 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, in the case of the school wishing to include a selection criteria based on siblings of a student attending the school)**
- h. 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.**

## **6. Decisions on applications**

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

- Our school's Admission Policy
- The school's Annual Admission Notice
- 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](#) of the Education Act 1998 in relation to applications received outside of the admissions period and [section 15](#) of the Education Act 1998 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.

## **7. 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 and the timeline associated with an appeal. (see [section 18](#) of the Education Act 1998 for further details).

## **8. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Moyle Park 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.

## **9. 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 Moyle Park 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](#) of the Education Act 1998.

## **10. 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 certain information between schools in order to facilitate the efficient admission of students.

## **11. 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 Moyle Park College 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.

Placement on the waiting list of Moyle Park College 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.

## **12. 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.

### **13. Procedures for admission of students to other years and during the school year**

The Board of Management has determined that the maximum capacity for entry into other years is as follows:

2<sup>nd</sup> Year – 144

3<sup>rd</sup> Year – 144

**TY - 96**

5<sup>th</sup> Year - 125 (5th LCE = 110 + 5th LCA = 15)

6<sup>th</sup> Year - 125 (6th LCE = 110 + 6th LCA = 15)

In the event of oversubscription, applicants will be ordered and placed on a waiting list. When a vacancy arises, the Board of Management will refer to the ordered waiting list and places will be offered in accordance with the order on the list. The final decision regarding admission to Moyle Park College lies with the Board of Management.

The Board of Management has determined that the maximum capacity for entry into practical classes, such as Engineering, Wood Technology/ Construction Studies, Art, Graphics/ DCG and LC PE is 24 as per DES Guidelines.

The maximum capacity for entry into Science classes, such as JC Science, LC Biology, LC Chemistry and LC Physics is 24 as per DES Guidelines.

The Board of Management has determined that the maximum capacity for entry into all other subject classes is 30 as per DES Guidelines.

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

## **Criteria**

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.

## **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 Moyle Park College 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.

Placement on the waiting list of Moyle Park College 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.

#### **14. Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The Board of Management of Moyle Park College 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.

#### **15. Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction to students.

##### **Faith Development**

All students, including those who have reached the age of 18 years are expected to attend religious education classes. The faith development of our students is given priority through an extensive religious education programme. 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.

#### **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.

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. The request for a review must be made with 21 calendar days of the date of the decision to refuse admission.

The request must -

(a) be based on the implementation of the school's admission policy and the content of the school's annual admission notice, and

(b) set out the grounds of the request.

The Board of Management must notify the applicant within 42 days of the date of the decision to refuse admission. Please see section 29B of the Education Act 1998 which is published on the website of the Department of Education and Skills.

### **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.

***This policy is subject to periodic review by the Board of Management of Moyle Park College.***