

**NEWPARK  
COMPREHENSIVE  
SCHOOL**

**ADMISSIONS  
POLICY**

Revised Edition April 2015

# ADMISSIONS POLICY

## 1. Introduction

- 1.1 Newpark Comprehensive School was established in 1972 primarily to provide free post-primary co-education for the Protestant community in South County Dublin and north County Wicklow.
- 1.2 The school's first obligation remains to provide places for members of that section of the community. The school recognises its Protestant background and ethos, and acknowledges the Church of Ireland Archbishop of Dublin as its Patron.
- 1.3 The school embraces a policy of openness and affirmation of different traditions and cultures within society.
- 1.4 As a co-educational comprehensive school, Newpark welcomes girls and boys of all religious, social, cultural and ethnic backgrounds.
- 1.5 Newpark celebrates the diversity of academic, creative and practical intelligences in its students. Newpark is committed to the fullest possible integration of all its students into the life of the school.
- 1.6 The ethos of Newpark Comprehensive School is available on the school website. See [www.newparkschool.ie/ethos](http://www.newparkschool.ie/ethos) under philosophy and diversity.

## 2. Legal Framework

- 2.1 Every effort has been made to ensure that this policy is in accord with the provisions of education and equality legislation, in particular: *The Education Act (1998)*, *The Education (Welfare) Act, 2000*, *the Equal Status Act (2000)* and the *Education for Persons with Special Education Needs (2004)*.
- 2.2 In meeting the requirements of this legislation, the Board of Management of Newpark reserves the right to refuse to enrol, or to refuse to accept the transfer of a pupil in certain exceptional circumstances, for example where s/he poses a threat to the safety and welfare of other pupils, staff or school property.

## 3. Admission to Newpark

- 3.1 To meet its obligations effectively the school has evolved a system of admissions which gives priority to those children for whom the school was established as outlined in 1.1 and 1.2. To this end the school recognises a number of groups of children as coming within this framework in the south County Dublin and north Wicklow areas, namely
  1. Children currently attending a Church of Ireland or other Protestant National School, or an Educate Together National School from the list of feeder schools below.
  2. Protestant children at other schools
  3. Siblings of students who are attending or have attended Newpark Comprehensive School (the Day School).
  4. Children of permanent staff members of Newpark Comprehensive School (the Day School)

- 3.2 The names of all children applying for places in Newpark, from the categories above, will be registered in order of date of application as **Application List A**.
- 3.3 The names of children **not** in the above groups will be registered in order of date of application as **Application List B**
- 3.4 The National Schools at present recognised as feeder schools to Newpark under these arrangements are:

**Church of Ireland and other Protestant National Schools**

- All Saints NS, Blackrock
- Booterstown N.S.
- Delgany NS
- Glenageary/Killiney NS
- Kildare Place NS
- Kill o' the Grange NS
- Kilternan NS
- Powerscourt NS
- Rathfarnham NS
- Rathgar NS
- Rathmichael NS
- St Andrew's NS, Bray
- St Brigid's NS, Stillorgan
- St Matthew's NS, Irishtown
- St Patrick's NS, Dalkey
- St Patrick's NS, Greystones
- Sandford Parish NS
- Taney NS
- Whitechurch NS
- Zion NS

**Educate Together National Schools**

- Ballinteer Educate Together NS
- Bray School Project NS
- Dalkey School Project NS
- Greystones Educate Together NS
- Griffith Barracks Educate Together NS
- Monkstown Educate Together NS
- Ranelagh Multi-denominational NS
- Rathfarnham Educate Together NS
- Shellybanks Educate Together NS
- Stepside Educate Together NS

- 3.5 Other schools in either of the above categories may apply to the Board of Management to be recognised as feeder schools to Newpark.
- 3.6 The school shall be deemed to be full when there are 852 students enrolled or accepted for enrolment.  
The number in First Year shall not exceed 144.

#### 4. Procedures for Admission of Students to Year 1

*For students who enter the school in First Year, the following criteria and procedures for admission apply:*

- 4.1 From September 2015 onwards, applications for places in Newpark may be made at any time after the child has started in primary school.
- 4.2 Applications must be made on the specified form (AF1) which is available from the school website at [www.newparkschool.ie](http://www.newparkschool.ie)
- 4.3 When each completed application form is received at the School Office, it is dated and assigned to the appropriate Application List (A or B).
- 4.4 Parent/guardians then receive an acknowledgement confirming the date of their child's application and details of the Application List to which their child's name has been assigned.
- 4.5 On the 31<sup>st</sup> October each year the Application List A for entry into the school in August of the following year closes.
- 4.6 Families relocating from outside the catchment area whose children meet the criteria for List A may still apply after 31<sup>st</sup> October. They will be registered at the end of List A and offered a place if any available.
- 4.7 **Parent/guardians are advised to keep their acknowledgement letter carefully, as it is the dated record of their child's entitlement to be considered for a place in the school.**
- 4.8 Parents of children on **Application List A** are contacted by letter in October. They are asked to confirm the details requested on Form AF1 and are invited to an information meeting for prospective new parents which is held before the end of November.
- 4.9 Prospective parents who cannot attend that meeting must confirm their interest in a place in the school in writing before the date of the meeting.
- 4.10 Places in the school for the following August are offered after that meeting, priority determined by the date of receipt of the original completed application forms.
- 4.11 If there are more applications than there are places to be offered, those who cannot be offered places go onto a waiting list, keeping the same order of priority.
- 4.12 If there are fewer applications than there are places to be offered, the above process is repeated with Application List B. An initial letter is issued to parents in January and a parents' information meeting is held in the same month.
- 4.13 Within 21 day of the Information Meeting, the school issues a Letter of Acceptance for each student being offered a place. Parents/Guardians must accept the place by the date indicated in the letter. After that date, the place is re-allocated to the next student on the waiting list.

4.14 **The following important points apply to all applicants for places in Newpark**

- It is the responsibility of parent/guardians to keep the school office informed in writing of change of contact details or any information relevant to their child's position on the Application Lists, (e.g. change of primary school or sibling/s attending Newpark). When updating such information please include the names of all of your children on the Application Lists so we can update their details in our files.
  
- The submission of an application form is NOT a guarantee of a place in the school.
  
- It is a condition of acceptance that parents sign an undertaking that their child will be subject to the regulations of the school as laid out in the Relationships and Behaviour Policy (see [www.newparkschool.ie/ethos](http://www.newparkschool.ie/ethos)) under policies and procedures.

**5. Applications from students with Special Educational Needs (SEN)**

Students with SEN, including those who meet the criteria for the ASD Special Class, must qualify for admission to the school in the same way as all other children seeking places in the school. For details of the transfer of students with SEN see [www.newparkschool.ie](http://www.newparkschool.ie) under Special Needs.

**6. Procedures for Students seeking admission to Years 2- 6**

*For students seeking to enter Newpark in years 2-6 the following will apply.*

- 6.1 There must be vacancies in the appropriate year, course and subject options in line with the limit set in Section 3.6.
- 6.2 Application must be made using the forms available on the school website. These must be submitted to the school accompanied by two recent school reports and a letter outlining the reasons for the application to move school.
- Unless all relevant previous educational documentation is supplied, the Board of Management will not be in a position to make a determination on the matter.
- 6.3 Each application is examined individually. Should a place become available interviews will take place with selected candidates.
- 6.4 Within 21 days of receipt of an application, the school will issue an acknowledgement letter outlining the status of the application.

*Section 5 also applies to applicants for entry into the school from years 2-6.*

**7. Right to appeal**

Where an application for enrolment is declined, parents /guardians may appeal that decision to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998 (see [www.education.ie](http://www.education.ie) ).

## **ADMISSIONS POLICY**

This revised policy was adopted by the Board of Management of Newpark Comprehensive School at its meeting of June 2015.

Date of next Review of Admissions Policy: February 2017

Signed: Robert Grier

Chairperson

Signed: Derek Lowry

Secretary, Board of Management