

## **Admission Policy of Newpark Comprehensive School**

**Newtownpark Avenue, Blackrock, Co Dublin, A94 EV70**

**[www.newparkschool.ie](http://www.newparkschool.ie)**

**Roll number: 810011**

**School Patron: The Minister for Education & Skills and the Church of Ireland  
Archbishop of Dublin & Bishop of Glendalough**

This policy supersedes all pre-existing admission policies. All applications for places in the school beginning in the academic year 2021/2022 and onward will be processed according to this policy or to succeeding versions of this policy.

### **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 31/01/2023. 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 Newpark Comprehensive School'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.

Applications for entry to first year are not accepted before the date published in the annual admission notice. Parents/Guardians may submit an 'Expression of Interest' at any stage prior to the commencement of the formal admission process. This will result in a notification being sent by email when the formal admission process commences. You can register an 'Expression of Interest' using the online form on the school's website.

Applications for places should be made on the official application form, which is available from the school's website, or, on written request, from the school office. Application forms must be fully completed. An application for any year cannot be considered until a completed application form has been received.

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

- 2.1 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.
- 2.2 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 & Bishop of Glendalough as its denominational Patron.
- 2.3 The school embraces a policy of openness and affirmation of different traditions and cultures within society.
- 2.4 As a co-educational comprehensive school, Newpark welcomes girls and boys of all religious, social, cultural and ethnic backgrounds.
- 2.5 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.
- 2.6 The ethos of Newpark Comprehensive School is available on the school website.

## 3. Admission Statement

Newpark Comprehensive School 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.

Newpark Comprehensive School is a school whose objective is to provide education in accordance with section 2.2, above, and does not discriminate where it admits a student of a Protestant denomination in preference to others.

Newpark Comprehensive School shall admit each student seeking admission to the school, including each student seeking admission to its special class, other than as per section 62. (7) (c) (iv) of the Education (Admissions to Schools) Act 2018.

Newpark Comprehensive School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Newpark Comprehensive School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Newpark Comprehensive School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

#### **4. Categories of Additional Educational Needs catered for in the special class**

Newpark Comprehensive School, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students presenting with Autism Spectrum Disorder (ASD).

Students with additional educational needs (AEN), including those who meet the criteria for the ASD special class, must, in the first instance, qualify for admission to the school in the same way as all other students who are seeking a place in the school.

#### **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 /guardian 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 Relationships & Behaviour policy of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with this policy by the student

Newpark Comprehensive School shall admit each student seeking admission to the school, including each student seeking admission to its special class, other than as per section 62. (7) (c) (iv) of the Education (Admissions to Schools) Act 2018.

The special class attached to Newpark Comprehensive School provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 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:

1. Children who are siblings of children who attend the school currently or children who are siblings of children who graduated from the school within the last three years.
2. Children of permanent staff members of Newpark Comprehensive School (two years of service required).
3. Children of a Protestant denomination, as outlined in Appendix 1, and who attend one of the schools listed in Appendix 2 or Appendix 3
4. Children who attend a school listed in Appendix 2
5. Children of a Protestant denomination, as outlined in Appendix 1, and as per appendix 4
6. Children who attend a school listed in Appendix 3
7. Children who attend Guardian Angels National School
8. Children who attend national schools within a predetermined radius of Newpark Comprehensive School (as per Appendix 4)
9. All other children

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 with an independent observer appointed by the Board of Management.

## 7. What will not be considered nor taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider nor 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
- (b) the payment of fees or contributions (howsoever described) to the school
- (c) a student's academic ability, skills or aptitude (other than in relation to admission to the ASD special class, insofar as it is necessary in order to ascertain whether or not the student has the category of additional educational needs concerned)
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents or guardians
- (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 as outlined in section 6.1 of this policy)
- (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.

## 8. Decisions on applications

All decisions on applications for admission to Newpark Comprehensive School will be based on the following:

- The 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 the school's 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 by electronic means as to the decision of the school, within the timeline outlined in the annual admission notice.

If an applicant is not offered a place in Newpark Comprehensive School, the reasons why the applicant was not offered a place will be communicated in writing by electronic means to the applicant, including, where applicable, details of the applicant'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 17 below for further details).

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

In accepting an offer of admission from Newpark Comprehensive School, 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 are 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.

## 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 Newpark Comprehensive School 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 or guardian of an applicant, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Relationships & Behaviour policy 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 in section 10 above.

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

Section 66(6) of the Education (Admissions to Schools) Act 2018 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 Newpark Comprehensive School 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 for the intake year of Newpark Comprehensive School 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.

Applicant students whose applications are received after the closing date outlined in the Annual Admission Notice will be placed at the end of the waiting list in the order of the date of receipt of the application.

### **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 this admission 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 no later than three weeks after the date on which the school received the application. Applicant students will be offered a place 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 13 of this policy.

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

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:

Applications for places should be made on the official application form, which is available from the school's website, or, on written request, from the school office. Application forms must be fully completed. An application for any year cannot be considered until a completed application form has been received.

Admissions to years other than first year are considered using the same criteria as for first year, with the addition of the following:

A student joining the school after the end of the third year will not qualify subsequent siblings to be eligible to meet the sibling criterion in section 6.1 of this policy.

There must be vacancies in the appropriate year, curricular course, and subject options.

Within 21 days of receipt of an application, the school will issue a reply in writing by electronic means outlining either, a) a decision to grant admission or, b) a decision to refuse admission; whereupon the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

Pursuant to Data Protection legislation, an application shall only be held for no longer than is necessary for the purposes for which it was processed, i.e., the relevant school year. Therefore, a completed application form must be submitted for each year that a place is being sought. If a parent/guardian wishes to reapply in this manner, an application for a forthcoming school year may be submitted after the last day of term three in any academic year.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

As above.

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

The Board of Management of Newpark Comprehensive School, 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

## 17. 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 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**

A Protestant denomination is defined as:

- All Protestant Reformed Christian denominations

Applicants of a Protestant denomination are children who are confirmed as such to the school on the prescribed form (available from the school website).

## Appendix 2

- All Saints NS, Blackrock
- Booterstown NS
- Dalkey School Project NS
- Dun Laoghaire Educate Together NS
- Glenageary/Killiney NS
- Kildare Place NS
- Kill of the Grange NS
- Kilternan NS
- Monkstown Educate Together NS
- Powerscourt NS
- Rathfarnham NS
- Rathgar NS
- Rathmichael NS
- St Andrew's NS, Bray
- St Brigid's NS, Stillorgan
- St Catherine's NS, D8
- St Matthew's NS, Irishtown
- St Patrick's NS, Dalkey
- Sandford Parish NS
- Taney NS
- Whitechurch NS
- Zion NS

### Appendix 3

- Ballinteer Educate Together NS
- Bray School Project NS
- Canal Way Educate Together NS
- Griffith Barracks Educate Together NS
- Ranelagh Multi-denominational NS
- Rathfarnham Educate Together NS
- Shellybanks Educate Together NS
- Stepside Educate Together NS

## **Appendix 4**

The catchment area of the school applies to children who are resident, or attending a primary school, that is deemed to be within the area that falls within an 10km radius of Newpark Comprehensive School.