



DOMINICAN COLLEGE MUCKROSS PARK

ADMISSIONS POLICY & PROCEDURE (Ratified by Board of Management on 14th June 2016)

A. GENERAL

Dominican College Muckross Park is a privately owned, second-level, girls-only school with a Catholic/Dominican ethos. It is a non-fee paying school and is publicly funded.

The purpose of this document is to describe the school's admissions policy and procedure. Administration of this policy and procedure is delegated by the Board of Management to the Principal of the school.

In accepting a place in Dominican College Muckross Park an applicant and her parents/guardians are deemed to accept the following:

- The school's Catholic/Dominican ethos.
- The school's academic curriculum, co-curricular and extra curricular activities.
- The school's policies, including the school's Code of Behaviour.

Information on all of the above is available on the school's website (www.muckrossparkcollege.com) and directly from the school.

Application forms for entry to the school are available to download from the school's website (www.muckrossparkcollege.com) or on request from the school's office. Applications are not accepted in any form other than by way of the school's official application form.

B. PRE-ENTRY REQUIREMENTS

Dominican College Muckross Park welcomes applications from everyone, subject to the following two overriding requirements.

(i) **Age**

Applicants must be at least 11 years of age on 1 January of the year in which they wish to enter the school.

(ii) **Gender**

Dominican College Muckross Park is a girls-only school

C. APPLICATION PROCEDURE FOR PLACES AT THE START OF FIRST YEAR

When the school receives a fully completed application form, together with the applicant's birth certificate and, if appropriate, certificate of adoption, the applicant's name and the Date of Receipt are placed on the list of candidates seeking places at the start of First Year in the year specified on the application form. The birth certificate (and certificate of adoption, if appropriate) are returned along with an acknowledgment of the receipt of the application form.

Except in the case of an adopted child, the Date of Receipt is the actual date on which the fully completed application form and birth certificate are received by the school. For an adopted child the Date of Receipt is deemed to be the date on which the fully completed application form and birth certificate would have been received if the child's date of adoption had been her date of birth. For example, if a child born on 1 January 2012 is adopted on 1 January 2014 and a fully completed application form and certificates of birth and adoption are received on 1 April 2014, then the Date of Receipt is deemed to be 1 April 2012. However, as stated below, no application for a place is accepted after 15 September in the year three years before the proposed year of entry to the school, even if the Date of Receipt of such an application would, in the case of an adopted child, be deemed to have been before that date.

D. ADMISSIONS POLICY AND PROCEDURE

The number of places available at the start of First Year is 120.

Applications for admission to the school at the start of First Year close on 15 September in the year three years before the proposed year of entry to the school. No further applications for places at the start of First Year for that year of entry are accepted after that date.

The list of applicants is then placed in order of priority. Applicants in the priority categories listed below are placed on the list first, in the order indicated below, and other applicants are then placed on the list. Within each priority category, and in the remainder of the list, applicants are placed in order of Date of Receipt, earliest first.

Priority Categories

The priority categories, in order of priority, are:

- D (i) younger sisters of current pupils or past pupils: for this purpose 'current pupils' includes girls who have been offered, and have accepted, a place in First Year or a place from a waiting list (see section below entitled "Sisters of applicants who receive a place from a waiting list") but who have not yet started in the school;
- D (ii) girls who are pupils of the Donnybrook parish national school, Saint Mary's, on 1 September in the year the place is being offered;
- D (iii) daughters of current staff: 'current' is defined as a member of staff on 1 September in the year the place is being offered who has been a member of staff for at least three full academic years prior to that date; and
- D (iv) daughters of past pupils of the secondary school of Dominican College, Muckross Park.

It is the responsibility of parents/guardians to inform the school in writing on or before 15 September in the year three years before the proposed year of entry that their daughter falls into one of the above categories, and, in the case of category D (iv), to specify the years of attendance of the parent/guardian at the secondary school of Dominican College, Muckross Park. Failure to comply with this responsibility will result in the exclusion of the candidate from a priority category.

Offers

In the first week of October of the year three years before the proposed year of entry the Principal offers places in First Year to applicants. Places are offered to applicants on the list of applicants in the order in which they appear on that list. For the avoidance of doubt, places are first offered to applicants in priority category D(i) in order of Date of Receipt; if all places are not taken by applicants in that category, the remaining places are then offered to applicants in priority category D(ii) in the same order, and so on through each succeeding priority category. Any places remaining after offers are made to all applicants in the priority categories are offered to remaining applicants in the order in which their names appear on the list of applicants (i.e. in order of Date of Receipt).

When 120 offers of places in First Year have been accepted, a new list (the Waiting List) of 100 names is created. The names of any applicants who were included in a priority category but did not receive an offer are placed on the Waiting List first, in the order in which they appeared on the list of applicants. The names of other applicants who did not receive an offer are then placed on the Waiting List, in the order in which they appeared on the list of applicants, until the Waiting List has 100 names.

Unsuccessful applications

When the Waiting List has been created the Principal writes to the parents/guardians of all applicants who are not receiving an offer of a place. The parents/guardians of each applicant whose name has been placed on the Waiting List are informed of the applicant's then place on that list. Parents/guardians should note that the applicant's place on the Waiting List could change - see the section below entitled "Sisters of applicants who receive a place from a waiting list". All others are informed that they have not qualified for an offer of a place or a place on the Waiting List.

Responding to an offer

An offer of a place in the school is accompanied by an Acceptance Form which specifies the date ("the Acceptance Date") by which the offer must be accepted, and the amount of a non-refundable contribution to First Year expenses that are not funded by the Department of Education and Skills. In order to secure the place offered (subject to the school's right to refuse enrolment, referred to at Section F below) parents/guardians must ensure that the fully completed Acceptance Form and the non-refundable contribution are received by the school on or before the Acceptance Date. If the school does not receive the completed Acceptance Form on or before the Acceptance Date the offer of a place is deemed to have been declined. Completed Acceptance Forms are not accepted after the Acceptance Date.

Declining a place

It is understood that parents/guardians may apply to more than one second-level school for a place for their daughter. Parents/guardians who no longer seek a place, or who no longer wish to take up a place that has been offered and accepted, are asked to inform the school in writing as soon as possible.

The Waiting List

If any place accepted for the start of First Year is not taken up, or if in exceptional circumstances the school refuses to enrol an applicant who has accepted an offer of a place (see Section F below), that place is offered to the first applicant on the Waiting List, and so on until the place is accepted. The Waiting List ceases to operate on 30 September after the start of First Year.

Change of Entry Year

If parents/guardians wish to alter the proposed year of entry for their daughter a new Application Form must be submitted to the school on or before 15 September in the year three years before the new proposed year of entry to the school. The Date of Receipt of the first application will be the date used when the list of applicants is being placed in order. However, as indicated above, no application for admission to the school at the start of First Year will be accepted after 15 September in the year three years before the proposed year of entry to the school.

Places in the school other than at the start of First Year

As stated above, the Waiting List for places at the start of First Year ceases to operate on 30 September after the start of First Year.

In order to deal with applications for places in the school other than at the start of First Year a new waiting list is created for each year group. Applications for places on the new waiting list that are received between 16 September and the first Monday in October of the year in which the year group starts First Year are treated as having been received at the same time, and those applications are placed in order on the new waiting list by conducting a supervised lottery. Applications for places on the new waiting list that are received after the first Monday in October of First Year are placed on the list in the order in which they are received in and opened by the school office.

Parents/guardians should note carefully that:

- (i) names are not transferred from the original Waiting List (for places at the start of First Year) to the new waiting list (for places other than at the start of First Year), and therefore a new application is required in order to be considered for a place after the start of First Year; and
- (ii) an application for a place on the new waiting list will not be deemed to have been received until a fully completed application form, together with birth certificate, have been received by the school.

If a vacancy arises in a year group at any time after 30 September of First Year, the Board of Management, in consultation with the Principal, will consider all relevant factors, and may decide to offer that place to the first name on the new waiting list, and so on until the place is accepted. However, the Board of Management strictly reserves the right to decide that such a place should not be made available.

The name of any applicant on the new waiting list who accepts or refuses an offer of a place will be removed from the new waiting list.

Sisters of Applicants who receive a place from a Waiting List

In the event that an applicant is offered a place in the school from a waiting list and accepts that place, and, as of the date on which that offer is accepted, the applicant has a sister who has applied, before the closing date for applications, for a place in First Year in a year of entry that has not yet commenced, and has not been offered a place in that class, then:

- (1) if, when the applicant accepts her place, the Waiting List for First Year in the year of entry for which the applicant's sister has applied has not yet been created, then the applicant's sister's name is placed in Priority Category D(i) for that year of entry; or
- (2) otherwise, the applicant's sister's name is placed on the Waiting List for the year of entry for which she has applied, in the position where it would have been placed if she had been in Priority Category D(i) on the date on which the Waiting List was created.

In each case the date on which the applicant accepted her place in the school is used as the Date of Receipt for the purposes of determining where the applicant's sister's name is or would have been placed in Priority Category D(i).

Communication

It is the responsibility of parents/guardians to ensure that the school is made aware of any changes in address or in any other details included in an application form. All correspondence will issue to the address appearing on the application form or otherwise notified in writing to the school.

E. SPECIAL NEEDS STUDENTS

The school welcomes applications from parents/guardians of applicants with special educational needs.

The school reserves the right to defer the enrolment of an applicant who has accepted an offer of a place in the school where the applicant has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet those needs and/or provide the candidate with an appropriate education.

F. RIGHT TO REFUSE ENROLMENT

The school reserves the right to refuse enrolment in circumstances where, in the opinion of the Board of Management, the applicant would pose an unacceptable risk to other students, to the school staff or to school property, or would interfere significantly with the educational rights of other students in the school. Where an applicant has attended another secondary school, the school reserves the right to require, in advance of making an enrolment decision, full disclosure of the circumstances surrounding the departure of the applicant from that other school, and the permission of the applicant's parents/guardians to request information relevant to the enrolment decision from that other school.

Any refusal to enrol an applicant will be in accordance with Section 15(2)(d) of the Education Act 1998.

G. APPEALS

Parents/guardians of an applicant have a right to appeal any enrolment decision to the school's Board of Management.

Under Section 29 of the Education Act, 1998 parents/guardians have a separate right to appeal a refusal by the school to enrol an applicant to the Department of Education and Skills. Any such appeal must be made within 42 calendar days of the date on which the school's refusal is notified to the parents/guardians.

H. EFFECTIVE DATE AND POLICY CHANGES

This Policy comes into force on its date of ratification.

The Board of Management reserves the right to amend or replace this Policy at any time, whether in response to legislative requirements or otherwise. However, offers of places in the school already made at the date of any such amendment or replacement will not be affected.

This policy was ratified and adopted by the Board of Management on 14th June 2016 .

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____