

DOMINICAN COLLEGE MUCKROSS PARK

STATEMENT OF PRACTICE ON ADMISSIONS

The school's current admissions policy states that, once the available places in any First Year class have been offered, a waiting list is created. This waiting list is used to make offers of places in First Year if some of the previous offers made are declined, or if acceptances are withdrawn. This waiting list is also used to make offers if places become available in a year group after the start of First Year.

The school is concerned to ensure that those whose names remain on the waiting list after the start of First Year are still interested in a place in the school, so that as far as possible offers of places are made only to applicants who want a place in the school. Also, the current policy does not specify how the school is to deal with admissions where enough offers of places in a year group are made to arrive at a situation where no names remain on the waiting list for that year group.

The Board has decided to address these concerns by adopting the following practice, which is consistent with the school's current admissions policy. This statement of practice takes effect immediately and will be applied until further notice.

New waiting list

1. Each year a new waiting list will be created for the year group starting First Year, made up of applicants (if any) whose names are still on the original waiting list and who are still interested in a place in the school, together with new applicants.
2. If, when a First Year group starts in the school, names remain on the original waiting list for that year group, the school will, on or before 7 September of that year, write to the parents/guardians of each applicant whose name is still on the original waiting list asking them whether they remain interested in a place in that year group. The names of applicants who, by 30 September of the same year, confirm to the school that they are still interested in a place will be transferred to the new waiting list in the order in which they appeared on the original waiting list. The names of those applicants who do not confirm their interest in a place by 30 September will not be placed on the new waiting list.
3. The original waiting list for any year group will cease to operate on 30 September of the year in which the year group starts First Year or, if earlier, when it no longer has any names on it.

New applications

4. The new waiting list will also be open to new applications. Any person wishing to make a new application for a place on the new waiting list for a year group will need to be aware of two key dates:
 - (a) **the First Date** - the date from which new applications will be accepted by the school – this will be **the first Monday in September** in the year in which the year group starts First Year, **unless** the school announces an earlier date; and
 - (b) **the Second Date** - the date from which the names of new applicants will be added to the new waiting list – this will be **the first Monday in October** in the year in which the year group starts First Year, **unless** the school announces an earlier date.
5. The school may accept new applications and open the new waiting list for a year group to new applicants at any time after the last name has been removed from the original waiting list for that group. If the new waiting list is to be opened before the first Monday in October in any year the school will use its best endeavours to publish the date on which the new waiting list will open, on the school's website, at least two weeks in advance.

Allocation of places on new waiting list

6. Places on the new waiting list for each year group will be allocated in the following order:
 - (i) Names transferred from the original waiting list;
 - (ii) Names of new applicants whose completed applications are received by the school on or after **the First Date** and on or before **the Second Date**; and
 - (iii) Names of new applicants whose completed applications are received after **the Second Date**.
7. As stated above, names transferred from the original waiting list will be places on the new waiting list in the order in which they appeared in the original waiting list.
8. New applications for places in a year group will be accepted from **the First Date**. In order to determine the place of each new applicant on the new waiting list, all new applications received on or after **the First Date** and on or before **the Second Date** will be deemed to have been received

at the same time, and places on the waiting list will be allocated among those applications by means of a supervised lottery.

9. New applications received after **the Second Date** will be placed on the new waiting list in the order in which they are received by and opened in the school's office.

Allocation of places in the school

10. If a place is, or becomes, available in a year group at any time after the new waiting list for that year group has opened the place will be offered to the first name on the new waiting list, and so on until the place is accepted. The name of any applicant who accepts or refuses an offer of a place will be removed from the new waiting list.

Transitional arrangements

11. The arrangements set out above govern the creation of waiting lists for each year group starting First Year. Applications for entry to year groups already in the school have been governed by the school's current admissions policy since it was approved in July 2011, and waiting lists for certain of those groups are already in existence. In order to harmonise the process for applications to join year groups after the start of First Year, the school will announce on its website before 1 September 2013 the date from which new applications will be accepted for places on the waiting lists for entry to year groups currently in the school (i.e. those groups entering 2nd, 3rd, 4th, 5th and 6th years in Autumn 2013). Places on the waiting lists for any of these year groups will be allocated to applications received on or after the specified date in the order in which those applications are received by and opened in the school's office.

The Board of Management

11 June 2013