



**NORTH WICKLOW  
EDUCATE TOGETHER  
SECONDARY SCHOOL**

## **Admission Policy 2024**

## **Admission Policy of North Wicklow Educate Together Secondary School (North Wicklow ETSS)**

**School Address: Dublin Road, Bray, Co, Wicklow A98 EF88**

**Roll number: 68261L**

**School Patron: Educate Together**

### **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 the academic year 2022-2023. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for North Wicklow ETSS'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 (Appendix 3).

The online application form for admission is published on the school's website ([www.nwetss.ie](http://www.nwetss.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**

Educate Together schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an Ethical Education curriculum, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. It teaches students about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another. Our equality-based approach informs all policies and practices in the daily life of the school. In exercising this policy making and decision-making responsibilities, the school's Manager/Board of Management upholds the characteristic spirit of the school.

Educate Together schools provide for equality of access in line with the Educate Together Charter and offers places to siblings enrolled in the school at the same time in the first instance.

The definition of a sibling in this policy includes step siblings and foster siblings who are enrolled in the school at the same time.

### **3. Admission Statement**

North Wicklow ETSS will not discriminate in its admission of a student to the school on any of the following:

- (a) the sex or 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.

North Wicklow ETSS is a school which has established a special class, with the approval of the Minister for Education and Skills, which provide 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.

North Wicklow Educate Together Secondary School will cooperate with the National Council for Special Education (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 additional ("special") educational needs, including in particular by the provision and operation of a specialised class or classes when requested to do so by the Council.

North Wicklow ETSS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

North Wicklow ETSS, with the approval of the Minister for Education and Skills, has established a special class to provide an education exclusively for students with Autism.

## 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 7 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 (see [www.nwetsss.ie](http://www.nwetsss.ie)).
- c) Where a student is less than 12 years of age in first year on the 1 January of the school year concerned. Students should reach 12 years of age by 1 January in their first year in second-level school.
- d) The special class attached to North Wicklow ETSS provide an education exclusively for students with Autism/Autistic Spectrum and have a professional report that states placement in this class is essential. 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, and where places are limited. Please see Appendix 2 for the application procedure for enrolment in the special class.
- e) The Board of Management has a duty of care to ensure as far as practicable the health, safety and welfare of the students and staff of the school under the Safety Health and Welfare at Work Act 2005. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

- f) An applicant seeking admission for a student who wishes to repeat a school year must contact the school principal so that current regulation may be followed.

## 6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, 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 an oversubscription list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí;
- (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 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

- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents. This includes children of staff;
- (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 siblings of students who are enrolled in the school at the same time;
- (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

## **7. Oversubscription**

### **a) First Year**

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 for First Year:

#### **Priority Category 1:**

Applicant students who are siblings of children and enrolled in the school at the same time.

#### **Priority Category 2:**

Applicants living in the school planning areas as defined by the Department of Education and Skills (see Appendix 1).

#### **Priority Category 3:**

Applicants living outside the school planning area.

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), places will be offered or added to an oversubscription list by way of a lottery of completed applications.

### **b) Special Class**

If a special class is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for the special class. The child must have a recommendation for the specified category of special educational needs provided for in this class.

**Priority Category 1:**

Applicant students who are currently enrolled in the school and have a diagnosis and a recommendation that they need access to the special class provision.

**Priority Category 2:**

Applicant students who are siblings of children and enrolled in the school at the same time.

**Priority Category 3:**

Applicants living in the school planning areas as defined by the Department of Education and Skills (see Appendix 1).

**Priority Category 4:**

Applicants living outside the school planning area.

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), places will be offered or added to an oversubscription list by way of a lottery of completed applications.

**c) Other year groups – Second to Sixth Year**

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

**Priority Category 1:**

Applicant students who are siblings of children and enrolled in the school at the same time.

**Priority Category 2:**

Applicants living in the school planning area as defined by the Department of Education and Skills (See Appendix 1).

**Priority Category 3:**

Applicants living outside the school planning area.

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), places will be offered or added to an oversubscription list by way of a lottery of completed applications.

**8. Late Applications**

All applications for admission received after the closing date as outlined in the Annual Admission notice for First Year, a special class or to other year groups will be considered and decided upon in date order of when they were received in accordance with our school's admissions 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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place the name of the applicant will be added to the oversubscription list.

If two applications are received at the same time the applicant will be offered a place or placed on the oversubscription list in alphabetical order of surname.

## **9. Oversubscription list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available in First Year, a special class or other year groups, an oversubscription list of students whose applications for admission to North Wicklow ETSS 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 oversubscription list of North Wicklow ETSS 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 see [section 7](#) above. Late applications will be added to the list in date order, see section [8 above](#).

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 oversubscription list, in accordance with the order of priority in relation to which the students have been placed on the list.

Oversubscription lists will expire at the end of each school year.

## **10. Admissions of students after the commencement of the school year**

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the oversubscription if there is one or to the next application.

## **11. Decisions on applications**

All decisions on applications for admission to North Wicklow ETSS 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

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.

## **12. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant annual Admissions Notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

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 oversubscription list for the school year or class 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).

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

In accepting an offer of admission from North Wicklow ETSS, 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.

### **14. 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 North Wicklow ETSS 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;
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 13](#) above
- (v) The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

### **15. 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) 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 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)

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

The board of North Wicklow ETSS 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.

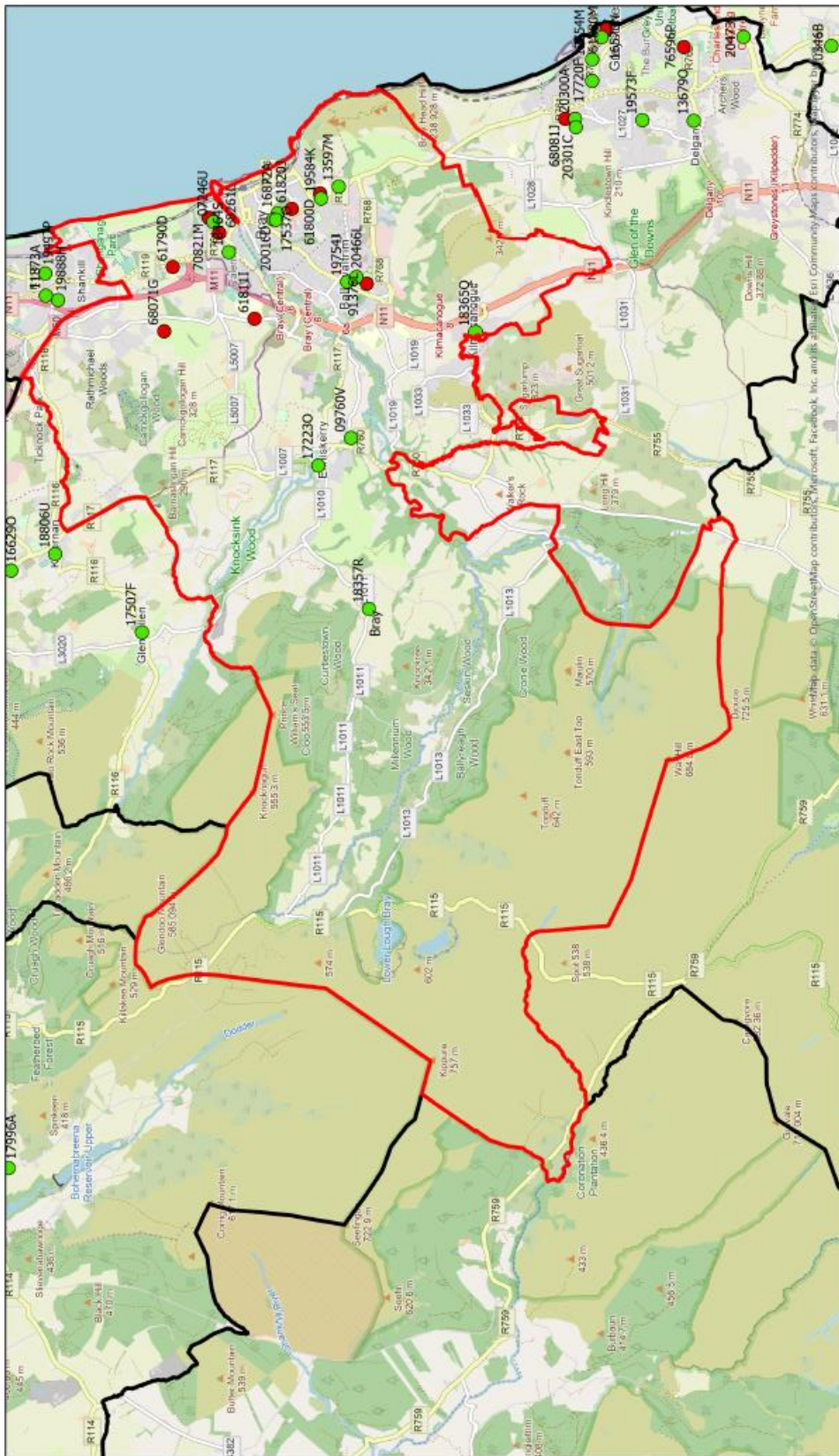
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

### **18. Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the Board of Management.

**Ratified by the Board of Management on 24<sup>th</sup> January 2023**

# Appendix 1



## Appendix 2

Application Procedure for Enrolment in the Special Class catering for students with Autism.

**Please note: Students must have been offered and have accepted a place in the school before they can apply for a place in the Special Class**

If a special class is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's Annual Admission notice for the special class (see Appendix 3). The child must have a recommendation for the specified category of special educational needs provided for in this class.

### **Priority Category 1:**

Applicant students who are existing students enrolled in the school and who have a recommendation for enrolment in an AS Class.

### **Priority Category 2:**

Applicant students who are siblings of children and enrolled in the school at the same time.

### **Priority Category 3:**

Applicants living in the school planning area as defined by the Department of Education and Skills (See Appendix 2).

### **Priority Category 4:**

All other Applicants living outside the school planning area.

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), places will be offered or added to an oversubscription list by way of a lottery of completed applications.

### **Post Acceptance**

Once a parent/guardian/carer has made an application to the school for a place in the class for children with Autism on behalf of a child, the principal will undertake to communicate to the parent/guardian the decision of the Board of Management within two calendar months of the application. The decision should be communicated to the parents in writing.

1. The parents/guardians/carers of a child being offered a place in the class for children with Autism will be invited to visit the school to meet with a member of the Special Ed. Team and the Principal of the School. Any information requested by the parents will be provided at this meeting.
2. The parents/guardians/carers may be requested by the school to consent to a visit by the staff to a child's pre-school/ school/home setting to observe the child.
3. The parents/guardians/carers will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.
4. After placement in the class a relevant Individual Education Plan will be provided for the child. This plan will have an input from all parties involved with the education of the child and will be supported by a psychologist from the N.E.P.S. (National Education Psychology Service) team.

5. The SENO (Special Education Needs Officer) will also be made aware of the plan.
6. The plan will be updated on a regular basis by staff.
7. A child may be phased in gradually to the special class through a mutually agreed process between the school and the parents of the child. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of the child's day may vary depending on their needs.
8. Each child in the class for children with Autism will be assigned to an age-appropriate mainstream class for integration purposes.

### **Monitoring and Review**

The school reserves the right to review the child's progress from time to time, during or after each year to determine whether this is indeed an appropriate school placement for the child.

### **Behaviour**

It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's Individual Education Plan. All pupils including special needs pupils and non-special needs pupils are subject to the School Code of Behaviour and Health & Safety Statement. Where a child's behaviour impacts in a negative way on the other children in the class for children with Autism or another mainstream class to the extent that their constitutional right to an education is being interfered with as judged by the Board of Management of the School, the school reserves the right to advise parents that a more suitable setting should be found for their child.

### **Refusal to Enrol and/or a Decision to Exclude**

The school reserves the right to refuse enrolment/admission to any student where either –

1. The student has special needs such that even with additional resources available from the Department of Education & Skills and the Department of Health, the school cannot meet such needs and/or provide the student with an appropriate education.
2. The school endeavours to support each child on an individual basis and ensure that it is an appropriate school placement for the child. However, if it is the opinion of the Board of Management that the student poses an unacceptable risk to the health and safety of other students, to school staff or to school property, a decision may be made not to enrol the child and/or to exclude the child from the school.

**This policy is subject to annual review by the Board of Management**

## Appendix 3

### ANNUAL ADMISSION NOTICE for 2024 - 2025

#### Admission Policy and Application Form

A copy of the school's **Admission Policy** for the 2024 - 2025 academic year is available as follows:

To download at [www.nwetss.ie](http://www.nwetss.ie) or on request by emailing [office@nwetss.ie](mailto:office@nwetss.ie)

[Please contact the school office if you do not have online access](#)

#### PART 1 - Admissions to the 2024 - 2025 academic year

#### Application and Decision Dates for admission to 2024 - 2025

The following are the dates applicable for admission to First Year:

1. The school will commence accepting online applications for admission from	<b>Tuesday 3rd October 2023 at 10am</b>
2. The school shall cease accepting online applications for admission on	<b>Tuesday 24<sup>th</sup> October 2023 at 4pm</b>
3. The date by which applicants will be notified of the decision on their application is	<b>Between 13<sup>th</sup> and 20<sup>th</sup> November 2023</b>
4. The date by which applicants must confirm acceptance of an offer of admission by returning the completed school enrolment form is	<b>Thursday 30<sup>th</sup> November 2023</b>

**Note: applications made after Tuesday 24<sup>th</sup> October 2023 at 4pm will be processed as late applications; the school will consider and issue decisions on late applications in accordance with the school's Admission Policy.**

**Failure of an applicant to accept an offer by Thursday 30<sup>th</sup> November may result in the offer being withdrawn.**

### **Other Year Groups Application for admission to 2024 - 2025**

The following are the dates applicable for admission to other year groups – Second to Sixth Year.

1. The school will commence accepting applications for admission to other year groups on	Monday 25 <sup>th</sup> March 2024
2. The school shall cease accepting applications for admission to other year groups on	Friday 3 <sup>rd</sup> May 2024
3. The date by which applications will be notified of the decision on their application	Friday 31 <sup>st</sup> May 2024
4. The period by which applicants must confirm acceptance of an offer of admission is	Within 14 days of offer.

**Failure of an applicant to accept an offer within 14 days from the date the school offers a place may result in the offer being withdrawn.**

### **Maximum number of places in each year group in 2024 - 2025**

First Year	60
Second Year	60
Third Year	60
Transition Year	42
Fifth Year – Leaving Certificate Year 1	60
Sixth Year – Leaving Certificate Year 2	60
Sixth Year – Leaving Cert Applied (LCA) – Year 2 LCA is offered every other year	18

### **Special Class Application and Decision Dates for admission to 2024 - 2025**

Please note: Students must have been offered and have accepted a place in the school before they can apply for a place in the Special Class. Please see the school's Admission Policy 2024 - 2025 (Appendix 2) for further information.