

Admissions Policy of East Glendalough School

East Glendalough School, Station Road, Wicklow Town

Roll number: 81016V

School Patron: Church of Ireland Archbishop of Dublin and Bishop of Glendalough

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 patrons and with parents of children attending the school.

The policy was approved by the School's patron on 2 September 2024. 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 East Glendalough School 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.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

East Glendalough School is a Church of Ireland managed co-educational Comprehensive day school under the patronage of the Church of Ireland Archbishop of Dublin and Bishop of Glendalough.

The school was established to serve the Protestant community of an area approximating to the eastern half of the diocese of Glendalough.

"Church of Ireland/Anglican" ethos in the context of a Church of Ireland post-primary school means the ethos and characteristic spirit of the Anglican Christian tradition. This seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith. A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world around them and the connection between the world and the Divine. This understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community. Drawing on its Anglican tradition, East Glendalough School encourages home/family involvement, highlighting the importance of the family/home in the social and emotional development of the child, and more broadly, the community of the school and church.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of East Glendalough School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

East Glendalough School seeks to provide a broad Christian education and to develop spiritual and moral values, personal and social skills and the highest standards of excellence in all areas of school activity.

At all times, emphasis is placed on politeness, courtesy, co-operation and respect for others and their property.

3. Admission Statement

East Glendalough 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.

East Glendalough School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Protestant denomination in preference to others.

East Glendalough School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of Protestant faith and it is proved that the refusal is essential to maintain the ethos of the school.

East Glendalough School is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category 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.

East Glendalough School will co-operate 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.

East Glendalough 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 Special Educational Needs catered for in the school/special class

(a) In the case of a mainstream school with a SEN class attached

East Glendalough School with the approval of the Minister for Education, has established a class to provide an education exclusively for students with a diagnosis of ASD, and for whom a recommendation has been made by an educational psychologist for entry into such a class when space is available.

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 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

East Glendalough School is a Church of Ireland School and may refuse to admit as a student a person who is not of a Protestant denomination where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to East Glendalough School provides an education exclusively for students with ASD 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 and where a space may not be available.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Category 0 – Children who were allocated places, or placed on a priority waiting list for this year, prior to 1 February 2020 and according to the Admissions Notice in operation on 31 January 2020. These lists will cease from 2025-2026.

Category 1 – children of permanent staff members

Category 2 – siblings of current students in East Glendalough School.

Category 3 – Protestant students from within the catchment area (see Appendix 1)*

Category 4 – students who were placed on a non-priority waiting list prior to 1 February 2020 and according to the Admissions Notice in operation on 31 January 2020. Note: these lists will cease in 2025-2026.

Category 5 – all other students within the catchment area

Category 6 – students from outside the catchment area

**In such cases the parents must supply/upload a certificate in the form specified by East Glendalough School from the relevant Rector, Minister or Church Leader with the Application Form.*

If oversubscription occurs within any one of the above categories, a lottery shall be used to allocate places within that category. This will be carried out by an independent adjudicator and recorded for verification. A waiting list will be established for those students within the category (and in subsequent categories) who do not receive places in the School.

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:

If oversubscription occurs within any one of the above categories, a lottery shall be used to allocate places within that category. This will be carried out by an independent adjudicator and recorded for verification. Twins or other multiples will be assigned a single entry for any such selection. A waiting list will be

established for those students within the category (and in subsequent categories) who do not receive places in the School ranked by the order of selection.

7. 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 a waiting 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;
- (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, in relation to a selection criterion based on siblings of a student currently attending the school
- (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.

NB: The School has indicated that it is intended to honour existing offered places and waiting lists (up to 2025).

8. Decisions on applications

All decisions on applications for admission to East Glendalough School will be based on the following:

- Our School's admission policy
- The school's annual admission notice (where applicable)
- 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

(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 as to the decision of the school, within the timeline outlined in the annual admissions notice.

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 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 18](#) below for further details).

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

In accepting an offer of admission from East Glendalough 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 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 East Glendalough 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 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; or
- (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) 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 East Glendalough 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 of East Glendalough 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.

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 our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

- (a) 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:

Application for any places in higher years must be made annually on the relevant application form. Places which may arise in a particular yeargroup will be allocated to those who have applied, using the form available from the School Office, in the following order:

Category 1 – children of permanent staff members

Category 2 – siblings of current students in East Glendalough School.

Category 3 – Protestant students from within the catchment area (see Appendix 1) (a baptismal certificate or letter of confirmation of frequent participation in the life and witness of a Church will be necessary to confirm; information on the catchment area can be obtained from the School)

Category 4 – all other students within the catchment area

Category 5 – students from outside the catchment area

If oversubscription occurs within any one of the above categories, the date of receipt of the application will be used to decide the place. If there is then a tie for a place, a lottery shall be used to allocate places within that category.

- (b) 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:

Application for any places in higher years must be made annually on the relevant application form. Places which may arise in a particular yeargroup during the School year will be offered to the top ranked applicant who has applied, using the form available from the School Office, in the following order:

Category 1 – children of permanent staff members

Category 2 – siblings of current students in East Glendalough School.

Category 3 – Protestant students from within the catchment area (see Appendix 1) (a baptismal certificate or letter of confirmation of frequent participation in the life and witness of a Church will be necessary to confirm; information on the catchment area can be obtained from the School)

Category 4 – all other students within the catchment area

Category 5 – students from outside the catchment area

If oversubscription occurs within any one of the above categories, the date of receipt of the application will be used to decide the place. If there is then a tie for a place, a lottery shall be used to allocate places within that category.

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

The board of East Glendalough 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. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The school does not provide religious instruction.

For any formal Church services which form part of the School Year, the student will be able to remain in the School, supervised by a member of staff subject to availability, on receipt of a written request in advance of the beginning of the School year by the parent (or the student if over 18) to that effect.

18. 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.

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 – catchment area

