



# *St. Mary's Secondary School*



Convent of Mercy, Newport, Co. Tipperary, V94 RY18

Telephone 061-378344 Email: [admin@stmarysnewport.ie](mailto:admin@stmarysnewport.ie)

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379

## **Admission Policy of St Mary's Secondary School,**

**School Address: Newport, Co. Tipperary,**

**Roll number 65400H**

**School Patron: CEIST**

### **1. Introduction**

This Admissions 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 original policy was approved by the school patron on 19<sup>th</sup> August 2020. An amended policy was approved by CEST on 30<sup>th</sup> January 2023. It is published on the schools website and will be made available in hardcopy, on request, to any person who requests it.

The maximum number of available places for Intake Students is 120. Relevant dates and timelines for St Mary's Secondary 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 admissions process for the school year concerned.

This policy must be read in conjunction with the admission notice for the school year concerned.

This policy applies principally to 'Intake Applicants', i.e. students who are completing 6<sup>th</sup> class of the Primary Cycle and are applying to enter Year 1 of the Post-Primary Cycle in respect of whom it is envisaged they will remain enrolled as students for 5 or 6 years. Separate and distinct provisions are set out hereunder, apply to applicants other than Intake Applicants, i.e. Transfer Students (as defined), Transition Year Applicants and Repeat Leaving Certificate Applicants.



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

### **Characteristic spirit and general objectives of St Mary's Secondary School Newport.**

St Mary's Secondary School Newport is a Catholic, co-educational, voluntary secondary school, with a Catholic ethos, under the trusteeship of CEIST (Catholic Education an Irish Schools Trust). In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of St Mary's Secondary School, Newport, 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. 'Catholic Ethos' in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b) a living relationship with God and with other people; and
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- d) the formation of the pupils in the Catholic faith

In accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.



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St Mary's Secondary School, Newport, draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charisma of Catherine McAuley of the Sisters of Mercy, who began this school, is of very significant importance in the life of the school.

As a CEIST school, St Mary's Secondary School values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values, which are intended to support and nourish the lives of the people who are at the heart of our schools.

They are:-

- Promoting Spiritual and Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

St Mary's Secondary School, Newport is inspired by the words of Jesus Christ to his disciples. 'I have come that they may have life and have it to the full' (Jan 10:10). Because of this, St Mary's Secondary School, Newport, provides a rich, holistic education in the Catholic tradition where engagement with, and development of, the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. St Mary's Secondary School, Newport, offers educational opportunities which promote excellence, so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.



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In St Mary's Secondary School, Newport, the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese, and other local organisation, which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

St Mary's Secondary School, Newport is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of CEIST. 'Catholic Ethos' in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b) a living relationship with God and with other people; and
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- d) the formation of the pupils in the Catholic faith

and which provides religious education in accordance with doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.



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## **Ethos & History**

St Mary's is a co-educational secondary school that offers a varied and wide ranging curriculum. The school is structured and geared towards providing educational facilities suited to the needs, interests and range of abilities of its students.

The secondary school, which opened with a small enrolment, has continued to expand until it now has a student population of over 600 pupils. Through the years of its development and expansion, St Mary's was always ready to meet the challenges posed by new ideas in curriculum, in accordance with the ever changing and growing needs of its pupils. Since 1988 the school has been run by the Board of Management – comprising of two parents, two staff members, and four appointees of the Trustees. In continuing the Sisters' policy of sharing responsibility with their lay colleagues, a lay principal was appointed in 1989. The Sisters of Mercy, as Trustees, continue to have a large involvement in the management of St Mary's Secondary School. The Mercy Order itself has responded to the needs of today's world, and has matured and evolved. From this strength, the transition to a Board of Management and to lay Principalship has been shaped and achieved. The Sisters are still committed to being involved in the educational process, and their personal dedication is seen in a new and important way as teachers and as guardians of a trust that they have cherished for years. The school is now under the Trusteeship of CEIST (Catholic Education, an Irish Schools Trust).

As a CEIST school, St Mary's Secondary School is committed to:

- promoting spiritual and human development
- achieving quality in teaching and learning
- showing respect for every person
- creating community
- being just and responsible

*Principal: Mr. K Cusack Deputy Principal: Mr. D O'Callaghan*



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St Mary's will continue to strive to meet its aim of developing and educating each individual student, so that he/she is given the opportunity and encouragement to reach his/her full potential.

The School has achieved a justifiable reputation over the years, through the dedicated commitment of its highly qualified and hard-working staff. We hope that the future generations who come to St Mary's will benefit from the excellent tuition and facilities that the school can offer them, so that they will face life filled with hope and confidence.

## **Mission Statement**

St Mary's Secondary School, Newport operates as a Catholic Co-educational Secondary School, to provide teaching and learning of the highest quality for the benefit of the community which it services.

In pursuing this mission, we aim:

- to provide a quality educational experience that caters for the full range of academic aptitude and abilities.
- to foster the intellectual, physical, social, cultural, moral and religious development of our students.
- to enable pupils to achieve their full potential academically.
- to promote the Catholic ethos and faith.
- to cater for the needs of the local community in so far as ethos, resources and facilities permit.

The school, situated on the edge of Newport, occupies a spacious site and this enables us to provide sporting facilities of the highest quality. Our sports hall, basketball courts and a large grass pitch enable our students to pursue plenty of sporting interests. Hurling, Camogie, Athletics, Soccer, Gaelic Football and Rugby are just some of the sports that are on offer in our school. The Staff of St Mary's works tremendously hard to ensure that as many sporting opportunities as possible are provided for our students, and takes every opportunity to encourage student involvement in sporting pursuits.

Visit the CEIST – Catholic Education an Irish Schools Trust website for more details.





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## 3 Admission Statement

St Mary's Secondary School Newport 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 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.

St Mary's Secondary School, Newport 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 Education 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 required to do so by the Council.

St Mary's Secondary School, Newport will comply with any direction served on the patron or on the board under section 67(4B) of the Education Act.



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St Mary's Secondary School, Newport, is a school whose objective is to provide education in an environment which promotes certain religious values, but does not discriminate by admitting a student of Catholic faith in preference to others.

St Mary's Secondary School, Newport, is a school whose objective is to provide education, in an environment which promotes Catholic religious values, and does not discriminate where it refuses to admit as a student, a person who is not Catholic, and it is proved that the refusal is essential to maintain the ethos of the school.

St Mary's Secondary School, Newport, has established a special class unit, enrolment is six students in the special 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 education needs specified by the National Council for Special Education (NCSE). A student who does not have a professional diagnosis falling within the category of needs specified will not be admitted to the special class unit.

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

St Mary's Secondary School, Newport, with the approval of the Minister for Education has established a class to provide an education exclusively for students with complex and severe special needs arising from their diagnosis of Autism/Autistic Spectrum Disorder, meeting DSM IV/V or ICD 10 diagnostic criteria.

Students eligible to access the classes will meet the Department of Education criteria, and have a recent professional report, which provides evidence of complex or severe special needs. Applicants for a place in the ASD special class must have a professional diagnosis and report, stating that the child has complex or severe learning needs, that require the support of the ASD special class setting, and the reasons why this is the case. The class is designed to support students with a diagnosis of Autism and who are functioning at a level that allows them to be integrated into mainstream classes for some subjects.





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## 5. Admission of Students

This school shall admit each student seeking admission except where:-

- a) the school is oversubscribed (please 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.
- c) students have to have completed 6<sup>th</sup> class or its equivalent, and have reached the age of 12 years by January 1<sup>st</sup> in the calendar year following entry to second level.
- d) St Mary's Secondary School, Newport, is a Catholic, co-educational, voluntary secondary school under the trusteeship of CEIST, and may refuse to admit, as a student, a person who is not of the Catholic faith, in circumstances where such refusal is essential to maintain the ethos of the school.
- e) The special class attached to St Mary's Secondary School, Newport, provides an education exclusively for students who meet the criteria diagnosis, and have a recommendation with evidence of complex needs (ASD), supported by a professional report. The class is designed to support students with a diagnosis of Autism (see sections 3 and 4 above) and who are functioning at a level that allows them to be integrated into mainstream classes for some subjects.

Students applying for a place in the ASD special class must satisfy the following criteria:-

- 1) The student must have a professional diagnosis of Autism or Autistic Spectrum Disorder.
- 2) The report must state that students requires the support of the ASD special class setting, and the reasons why this is the case.
- 3) The student must be able to function at a level that allow him/her to be integrated into mainstream classes for some subjects.
- 4) Priority is given to students living nearest to the school, according to the distance between their permanent Eircode home address and the school.

If the class is oversubscribed, and all of the above criteria being equal, a lottery will take place. Such a draw, if required, will take place at a Board Management meeting. Admission to this class will be refused where the student concerned does not have the specified



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category of special educational needs provided for in this class. Each students place in the special class will be reviewed annually.

## 6. Oversubscription

In the event that the school is oversubscribed, 120 first year places, (where the number of applicants exceeds the number of available places), 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 admissions notice.

- a) students who live in the catchment area of St Mary's Secondary School, Newport. This does not apply to the special class. \*Our feeder primary schools are listed in Appendix 1 at the end of this document
- b) siblings of present students. If there are places still available, these will be for students outside the catchment area who have siblings currently attending St Mary's Secondary School, Newport
- c) children of staff members
- d) students who had siblings who attended the school in the past
- e) students of parents/legal guardians who attended the school in the past, up to a maximum of 25%
- f) all other applicants

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 shall be held which will be overseen by the Board of Management.



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## **Waiting List**

The selection criteria set out above will be applied in descending order. If the number of applicants exceeds the number of places remaining at any stage of the criteria, place will be decided by lottery. The remaining applicants from that criterion will form the waiting list in the order that they are drawn. Each subsequent outstanding selection criterion will be drawn by lottery in order, and applicants placed on the waiting list in order of the draw.

Those 'on time' applicants to whom the school is not able to offer a place, will be placed on the waiting list.

The order of the waiting list will be determined by the drawing of lots in the presence of the Chairperson / acting Chairperson of the Board of Management, a parent representative on the Board and the Principal.

## **Late Applications**

Late applicants will be placed on a 'Late Application Waiting List' on a first come, first served basis. An application must be complete to be added to this list. There must be compliance with the selection criteria. The Waiting List takes precedence over the Late Applications Waiting List. Only after the Waiting List of 'on time' applicants has been exhausted, will places then be offered to those on the Late Applications Waiting List. Late applicants will then be offered places in order of receipt of their completed application.

## **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 students' prior attendance at a pre-school or pre-school service, including naíonraí
- b. The payment of fees or contributions to the school
- c. A Student's academic ability, skill or aptitude



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- 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, subject to the special provisions for Transferring Students set out below
- f. A student's connection to the school by virtue of a member or his or her family attending or having previously attended the school; other than, the selection criteria based on siblings of a student attending, or having attended the school and/or parents of a student having attended the school. In relation to parents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces, as set out in the school's annual admission notice
- g. The date and time on which an application for admission was received by the school (subject to the provisions in relation to late applications set out below)

This is subject to the application being received at any time during the period specified for receiving applications, as set out in the annual admissions notice of the school, for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up to 31<sup>st</sup> January 2025 only).

## **8 Decisions on applications**

All decisions on applications for admission to St Mary's Secondary School Newport will be based on the following:-

- our school's admissions 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 admissions notice for receiving applications. Late application forms will be considered, but only after all application forms submitted on time have been fully processed.

(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).



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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 will be communicated in writing to the applicant.

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 St Mary's Secondary School, Newport, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.



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## **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 St Mary's Secondary School, Newport where—

- a. it is established that information contained in the application is false or misleading.
- b. 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.
- c. the parent/guardian/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.
- d. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.
- e. the Board of Management has a duty of care to ensure, as far as is practicable, the welfare, 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 to students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education, and/or the right to bodily integrity of both students and staff.





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## 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 data 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 for the school year concerned than places available, a Waiting List of applicants whose applications for admission to St Mary's Secondary School, Newport 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 St Mary's Secondary School, Newport 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.



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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 which the students have been placed on the list.

## **14 Late Applications**

A Late Application is defined as one received after the closing date, as outlined in the annual admission notice. Late Applications will be considered and decided upon in accordance with our school's admissions policy, the Education (Admissions to Schools) 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, subject to selection criteria, if there is a place available. In the event that there is no place available, the name of the applicant will be added to the Late Applications Waiting List.

## **15 Transferring students**

Procedures for admission of transferring students i.e. applicants other than intake students, and applications to other years and/or during the school year.

An application to transfer (a transferring student is one other than an Intake Applicant) is defined as one from a student who has previously enrolled in another school in or outside the catchment area. Applications from parents/guardians of students previously enrolled in other second level schools will be considered, provided there is a vacancy in the appropriate subject-group/class/year to which the applicant is applying.

Application must be made on a St Mary's Transfer Application Form, which can be obtained from the school on request. The Transfer Application Form must be accompanied by a written reference from the previous school, and the two most recent school reports. Parents/Guardians who request a place for their daughter/son may be asked to attend for



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interview, with the Transfer Applicant, before the Principal makes a decision on the transfer application. Places are not guaranteed.

NB: Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school, which includes any ongoing statutory procedures, in accordance with relevant legislation/regulations in force.

## **Each Transfer Application will be considered in conjunction with the following:**

- That the school authorities are satisfied, in the first instance, that acceptance of the applicant would not adversely impact on existing students of St Mary's and, secondly, that acceptance is in the best interests of the applicant.
- The possible problems and disruption of studies when moving into an established class and Year Group will be considered. The situation may arise where a student may have to take up or discontinue a subject/subjects.
- That space is available in the school, in particular with specialist classes where the capacity is limited.
- That the school authorities are provided with all relevant information from the applicant's former school(s). To this end, information will be required from the student's former/present school, concerning attendance, behaviour record, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer etc.
- Overall compliance with the school's enrolment, admissions and behaviour policies.
- The student complies /fulfils any conditions laid down by the Department of Education and Skills.
- A suitable vacancy exists in the school.

Following consideration by the school authorities of an individual Transfer Application, where the school authorities have good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students/staff to accept such a transfer, it is the policy of the school to refuse to enrol such applicants, subject to any rights of appeal

A student will not be admitted where he has an established track record of repeated violent and/or disruptive behaviour towards students and/or staff in a previous school.



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## **Admission to Transition Year – Transfer Students**

- Students seeking to enrol into the school for Transition Year will be treated under the above provisions relating to Transfers.
- The student must apply and fulfil the criteria for general entry to the school
- The student must follow the application and selection process for Transition Year applicants. Ty application form available from the school office.
- Preference will be given to students who have completed the Junior Certificate in St Mary's Secondary School.
- The school must be satisfied that joining Transition Year is in the best interests of the student him/herself, and of the Transition Year group she/he is hoping to join.
- The maximum number of places available in the Transition Year group is decided annually based on the resources available to the school. For example, Transition year 2021/22, the number of places was 72 students.
- In the event of the maximum number not being filled by the existing students of St Mary's Secondary School, consideration will then be given to applicants applying from other schools.

## **Repeat of Leaving Certificate**

Students of the school may repeat Leaving Certificate Year 2, subject to the following conditions being fulfilled:

- the Department of Education's regulations must be fulfilled, and a suitable vacancy must exist in the school
- the student must apply and fulfil the criteria for general entry to the school
- applicants must accept that not all current subject combinations may suit repeat students; an applicant may not be able to take all subjects of their choice, if the timetable or class numbers do not permit
- students must attend all classes and activities scheduled for them
- the student's record in the school (conduct, work-ethic and attendance) must be satisfactory
- repeat students who may not be timetabled for some subjects, will be required to be in a supervised situation during all class periods
- external students seeking to enrol into St Mary's Secondary School for Repeat of Leaving Certificate, will be treated under the above provisions, relating to Transfers



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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:-

- a) completion of a full application for
- b) signing up to our School Code of Behaviour
- c) invitation to meet with the Principal

All decisions on applications for admission to St Mary's Secondary School, Newport, will be based on the following:

- our school's admission policy
- the school's annual admission notice (where applicable)
- 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.

All applications will be considered in conjunction with the enrolment criteria set out in this policy. Decisions to enrol shall be taken on the basis of there being capacity in the year group to enrol new students, and on the applicant giving a written undertaking to sign up to our School Code of behaviour.

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

- A. Completion of a full application form
- B. Signing up to our School Code of Behaviour
- C. Invitation to meet with the Principal

All decisions on applications for admission to St Mary's Secondary School, Newport will be based on the following:

- our school's admission policy
- the school's annual admission notice (where applicable)
- 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.
- all applications shall be considered in conjunction with the enrolment criteria set out in this policy. Decisions to enrol shall be taken on the basis of there being capacity in the year group to enrol new students, and on the applicant giving a written undertaking to sign up to our School Code of behaviour.



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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.

The Board of Management has delegated authority to the Principal to consider, and deal with, all applications for admission in the first instance, subject to any right of review/appeal. The Principal, acting on behalf of the Board of Management, reserves the right to refuse an application for admission, in accordance with this policy.

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

The Board of Management of St Mary's Secondary School, Newport, or any persons acting on its behalf, shall not, except in accordance with section 64 of the Education Act 1998, 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**

A parent of a student, or a student who has reached the age of 18, who wishes to attend St Mary's Secondary School, Newport without attending religious instruction, should make a written request to the Principal. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.





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## **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.

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 to 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



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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.



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## Relevant dates for this policy:

Approval by the school patron: 19th August, 2020

Considered and approved by the Board of Management: 24th September, 2020

Review of policy: August/September, 2022

Consultation with Parents Council: 30th August, 2022

Consultation with School Staff: 6th September, 2022

Reviewed and Amended by Board of Management: 14th September, 2022

Policy approved and ratified by Board of Management: 14th September, 2022

Policy amended in line with Commencement of the Education (Provision in respect of Children with Special Educational Needs) Act 2022, and Commencement of remaining sections of the Education (Admission to Schools) Act 2018: 30th November, 2022


Amended policy approved by CEIST: 30<sup>th</sup> January, 2023

Consultation with School Staff and Parents' Council : 16<sup>th</sup> November, 2023

Policy approved and ratified by Board of Management: 18<sup>th</sup> January, 2024

Signed:   
Chairperson, Board of Management

Date: 18/1/2024

Signed:   
Principal, St Mary's Secondary School

Date: 18/01/2024



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## Appendix 1

### List of feeder schools

#### PRIMARY SCHOOLS

*In no particular order.*

Newport Girls

Newport Boys

Lackamore

Rearcross

Kilcommon

Birdhill

Ballinahinch

Castleconnell

Lisnagry Ahane

Murroe

Killinure