



Admission Policy of St. Macartan's College Monaghan

Roll number: 64810V

School Patron: Bishop Larry Duffy, Bishop of Clogher

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 on May 29th 2020. 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 St. Macartan's College 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

St. Macartan's College is a Catholic all boys Voluntary Secondary School with a Catholic ethos under the trusteeship of the Bishop of Clogher.

"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 school provides religious education 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Macartan's College 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.

In St. Macartan's College we seek to provide an environment where the Christian values of mutual respect, tolerance, care and justice are encouraged and nurtured. Our school complements the efforts of parents and parishes in the fostering of a living faith.

Each student is unique, and has different gifts and different needs. Our school strives to provide a broad, balanced and relevant curriculum which develops the individual's talents and abilities.

St. Macartan's College encourages self-discipline and responsibility, and fosters the development of skills which enable students to use their leisure time positively and creatively.

It is our wish that students share fully in the life of the school and leave St. Macartan's College as caring and capable young adults who will contribute positively to their community.

3. Admission Statement

St. Macartan's College 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.

St. Macartan's College is an all-boys school and does not discriminate where it refuses to admit a student of another gender applying for admission to this school.

St. Macartan's College 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 Catholic student in preference to others.

St. Macartan's College is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with ASD and may refuse to admit to the class (Seomra "16) a student who does not have the category of needs specified.

Students who are eligible to join St. Macartan's

Having reached the required age: 12 on the 1st January in the calendar year following the boy's entry into First Year and having completed Sixth class in Primary School or the equivalent standard of education.

Be willing to accept the school ethos.

Be willing, with parents/guardians, to accept the school Code of Behaviour. Confirmation, in writing, that parents/guardians and their son accept the Code of Behaviour will be required.

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

St. Macartan's College with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD. A special Admissions Policy for the ASD class 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 and that s/he shall make all reasonable efforts to ensure compliance with such code by the student

St. Macartan's College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

St. Macartan's College is a Catholic school and may refuse to admit as a student a person who is not of the Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

The special ASD class (Seomra "16) 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. The application to join this class will require the necessary supporting documentation as outlined by the Department of Education and Skills to access the ASD class .

6. Oversubscription

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:

In the event of the school having more applications than places available, the following criteria will apply in order:

- **Brother to current student**
- **Brother to past pupil**
- **Son of a teacher at St. Macartan's College**
- **Nephew of Trustee**
- **Son / grandson of a past pupil (to a maximum of 25% of the places available as set out in the school's annual admission notice)**
- **Whether the student attended a St. Macartan's College feeder primary school (see Appendix 1).**

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:

Where two or more applications are tied in the foregoing selection process, St. Macartan's College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

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) the payment of fees or contributions (howsoever described) to the school;
- (b) a student's academic ability, skills or aptitude;
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (e) the date and time on which an application for admission was received by the school,

Decisions on applications

All decisions on applications for admission to St. Macartan's College 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

Only selection criteria in our school admission policy will be used to make a decision on an application for a place in our school.

8. 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).

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

In accepting an offer of admission from St. Macartan's college, 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.

10. 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. Macartan's College 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.
- (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.

11. 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.

12. 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 St. Macartan's College 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. Macartan's College 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.

13. 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.

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

St. Macartan's College recognises that transfers to the school are at times unavoidable. As a matter of general policy 'transfer' into St. Macartan's College is discouraged. It is school policy not to accept transfers during the school year except in very exceptional circumstances.

Application of a student to transfer to St. Macartan's College

Academic Year 2022 / 2023

1. An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area, or from a student who makes an application after the 30th September of the academic year.
2. It is the policy of St. Macartan's College not to accept transfers from students already enrolled in other local post primary schools, except in exceptional circumstances. Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which include any ongoing statutory appeals procedures in accordance with the Education Act 1998 or the Education (Welfare) Act 2000. Where the Board of Management of St. Macartan's College is satisfied with the exceptional circumstances do exist, the following conditions and procedures will apply:
3. The parent(s)/guardian(s) of the student (or the student who is over 18 years of age) must complete the Application to Transfer form. This form should be accompanied by a letter outlining clearly the reason(s) for the application.
4. The parent(s)/guardian(s) of the student (or the student who is 18 years of age) must sign the Student Enquiry form.
5. The Principal of the school that the student is currently attending or last attended must return the completed Student Enquiry form.
6. St. Macartan's College also reserves the right to request a confidential reference from the authorities in previous schools.
7. Applications must also be accompanied by the following documentation:
 - Two written references, dated within one month of the date of application, from a local Youth or Sports Club or similar and/or a member of the Garda Síochána or upstanding member of the community
 - Any psychological/educational reports
 - The Application Form must be completed in full

- A letter of application from the applicant stating why he wishes to become a student at St. Macartan's College.

8. When the requirements of 6.4, 6.5, 6.6 and 6.7 are complied with, the parent(s)/guardian(s) of the student (or the student who is over 18 years) must attend for interviews with the Principal and other relevant personnel of St. Macartan's College

9. Having due regard to the statutory and constitutional rights of parent(s)/guardian(s) and their children, the Board of Management of St. Macartan's College reserves the right to refuse any application in particular circumstances which might include but not exclusively confined to the following:

- An established prior record of poor behaviour
- Lack of adequate resources to cater for particular needs
- Insufficient educational attainment to participate in a particular course

10. If the Board of Management of St. Macartan's College is satisfied that the applicant has provided full and accurate information and, mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant, whilst not infringing the rights of the students already attending the school, then a place may be offered to the applicant. The Board of Management of St. Macartan's College reserves the right to refuse to admit a student where full disclosure of information has not been provided or where inaccurate, false or misleading information has been provided.

11. Applications to transfer into St. Macartan's College will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space and resources. Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

12. In a case where a student has been permanently excluded from a school, the application may not proceed before the parent(s)/guardian(s) (or a student who is over 18 years) have been advised of their right to appeal the decision of the previous school with regard to the student. If a student was expelled from St. Macartan's College, application to re-enrol will not be permitted.

13. The school will inform the parent(s)/guardian(s) (or a student who is over 18 years) of this right. The school can provide an appeal application form in this regard.

14. Where a student, who has left St. Macartan's College voluntarily to take up employment or to attend another educational establishment, subsequently makes a formal application for readmission to the school, the Board of Management of St. Macartan's College shall, upon review, take a decision as to whether or not to re-admit a student to the school. Such a review would incorporate the student's previous record in the school in relation to application to work, participation in school activities, attendance, behaviour, records from previous schools. The parent(s)/guardian(s) and the student will be interviewed as part of the re-entry procedure.

15. St. Macartan's College reserves the right to request other details relevant to the

enrolment process. Decisions will be notified within 21 days after the parent(s)/guardian(s) or students over 18 years have provided all relevant data as per Section 19 Education Welfare Act 2000.

16. The following factors will be considered in respect of applications:

- Class size
- Availability of staff
- Availability of appropriate accommodation
- The rights of applicants
- The rights and welfare of existing students/staff within the school
- The educational attainment of the applicant in regard to the programme they wish to enrol in
- The previous record of attendance and behaviour of the applicant

17. Prior to admission to St. Macartan's College, students will be required to sign a form indicating their acceptance of the school's Code of Behaviour.

18. 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.

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:

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. Declaration in relation to the non-charging of fees

The board of St. Macartan's College 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.

16. Arrangements regarding students not attending Religious Education

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending Religious Education in the school. These arrangements will not result in a reduction in the school day of such students:

Students must remain in the Religious Education class under the supervision of the teacher assigned to that particular class. The student will be given appropriate work to complete during that class by the principal. Homework may not be completed during Religious Education classes.

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)

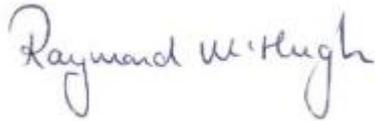
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of

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.

This policy was ratified by the Board of Management on September 23rd 2021



Signed

Date September 23rd 2021

Appendix 1

Feeder School List

Deravoy N.S.
Edenmore N.S.
Gaelscoil Ultain
*Gransha N.S., Clones
Scoil Bhríde, Leitrim
Garron N.S.
*Killeevan N.S.
Knockconan N.S.
Latnamard N.S.
St. Dymphna's Tydavnet
St. Joseph's, Knockatallon
St. Mary's, Clontibret
St. Mary's, Glaslough
St. Mary's, Magherarney
St. Mary's Boys, Monaghan
St. Mary's, Threemilehouse
St. Michael's, Corcaghan
St. Michael's, Rackwallace
St. Patrick's, Clara
St. Patrick's, Corracrin
Urbleshanny N.S.
The Model School Monaghan