Monaghan Collegiate School

Admissions Policy
Corlatt, Monaghan, H18X027
64830E

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, (The Board of Governors) on 25th May 2020 and reviewed on 27th September 2021. 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 Monaghan Collegiate 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

Monaghan Collegiate School is under joint patronage of the Church of Ireland and the Presbyterian Church in Ireland. The Board of Governors is the custodian of the ethos of the school with the chair of the Board of Governors being the Bishop of Clogher and the vice-chair being the senior Presbyterian Cleric in Monaghan. Monaghan collegiate School is a co-educational secondary school.

In the context of the traditions and characteristics of the Church of Ireland and the Presbyterian Church in Ireland, the school aims to promote:

- The education of the whole person regarding their spiritual, physical, intellectual, social, emotional aesthetic and moral development.
- The service to the local community as an out-working of the Gospel imperative to reach out to all people in a spirit of engagement and invitation to "come and see" (John 1:39.)
- The Scriptural values of the faith community, in a positive and encouraging student-centred understanding of living life in the Spirit of God (Gal. 5:25).
- The formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith.
- Intellectual diversity of thought, encouraging 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 Church of Ireland and Presbyterian traditions the School encourages parental involvement, highlighting the importance of the family in the social and emotional development of the child, and more broadly, the community of the school and church.

The Core Values of school might be characterised as comprising of:

1. Faith: Living out the life-changing implications of a belief in the Divine, the person of Jesus Christ and recognising that every person is made in the image and likeness of God; conveying the reassurance and stability of Christian values in the life of the believer.
2. Excellence: Striving to ensure that standards of teaching and the delivery of the curriculum is at the highest level of quality. Pursuing high standards in all things.
3. Justice: Looking for fairness in our dealings with others, seeking to order our lives and the world around us in a context of equality for all people and to address unjust imbalances of power. To embrace compassion for our fellow human beings and to do all we can to make ourselves, our communities and our society conscious of the necessity for compassion, the cause of right and truth.
4. Reflexivity: Open to continually being self-reflective, combatting our own biases, desires and motivations and engaging with pluralism of thought.
5. Affirming: Conscious of the importance of affirming to all students and staff that they are valued, supported and loved. That they are unique in themselves, are entitled to live their own lives and not to be judged by any external standards, other than how we all engage with those around them and the world.
6. Caring: Focusing on the experience of the young person to ensure that their experience of their time in school is accepting, happy and positive.

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Monaghan Collegiate School shall uphold, and be accountable to the patron (The Board of Governors of Monaghan Collegiate School) 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.

Mission Statement

Monaghan Collegiate School is dedicated to providing a quality education service, within a caring Christian environment, in which all work together to create a cohesive milieu within which the individual can develop and fulfil their full potential.

“Obair le Chéile (Working together) - Flourish as Individuals”

It is our aspiration, that the learning experiences of our young people will equip each of them with the academic, cultural and spiritual maturity necessary to enable them to flourish as adults with a capacity for lifelong learning.

3. Admission Statement

Monaghan Collegiate 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.

Monaghan Collegiate 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 the reformed Protestant faith in preference to others,
- or where it refuses to admit as a student a person who is not of the reformed Protestant faith and it is proved that the refusal is essential to maintain the ethos of the school.

4. Categories of Special Educational Needs catered for in the school/special class **(This section does not apply to Monaghan Collegiate School)**

The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

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

Monaghan Collegiate School is a school with a reformed Protestant ethos and may refuse to admit as a student a person who is not of a reformed Protestant ethos where it is proved that the refusal is essential to maintain the ethos of the school.

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:

1. Applicants who have attended a Protestant ethos primary schools.
2. Brother/Sister attending Monaghan Collegiate School at the time of application.
3. Brother/Sister are past pupils of Monaghan Collegiate School.
4. Mother/Father attended Monaghan Collegiate School, or Grandmother/Grandfather attended Monaghan Collegiate School. (Only 25% of the total places available can be awarded on this criteria)
5. Mother/Father is a member of staff of Monaghan Collegiate 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:

The names of the tied applicants will placed on a list and randomly selected to fill the remaining places.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

(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;
(other than in relation to a fee charging school, which Monaghan Collegiate School is.)
(c) a student's academic ability, skills or aptitude;
(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 the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria 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,

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

8. Decisions on applications

All decisions on applications for admission to Monaghan Collegiate 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 Monaghan Collegiate 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 Monaghan Collegiate 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 Monaghan Collegiate 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 Monaghan Collegiate 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.

Applicant students whose applications are received after the closing date outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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

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:

Applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place in the relevant class if a place is available. In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

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:

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

16. Declaration in relation to the non-charging of fees **(Not applicable to Monaghan Collegiate School as it is a fee charging school)**

This rule applies to <u>all</u> schools.

The board of Monaghan Collegiate 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,

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

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

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 instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardians or the student, as the case may be, to discuss how the request may be accommodated by the school.

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 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.

Signed  Date 25/09/2023

Board of Management

Signed  Date 25/09/2023

Board of Governors