



Millstreet Community School
Pobalscoil Sráid a 'Mhuilinn
(029) 70087
www.millstreetcommunityschool.ie
Twitter: @MillstreetCS

Admission Policy

Admission Policy Millstreet Community School

**School Address: Coomlogane,
Millstreet Town,
Co.Cork**

Roll number: 91390F

**School Patron/s:
Millstreet Community School
operates under the Joint Patronage of the
Diocese of Kerry,
C.E.I.S.T. (on behalf of the Presentation Order) and
Cork Education and Training Board (CETB)**

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 patrons on 5th September 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 the Millstreet Community School admission process are set out in the 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

Millstreet Community school is a co-educational multi-denominational post-primary school under the joint patronage of Bishop of Kerry, C.E.I.S.T. (on behalf of the Presentation Sisters) and Cork Education and Training Board.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on 01.09.1973. The values of Cork ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Bishop of Kerry and the Presentation Sisters and are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Millstreet Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Millstreet Community School, provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Millstreet Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

3. Admission Statement

Millstreet Community 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.

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

Millstreet Community School is committed to ensuring full entitlement and access for pupils with special education needs, to a quality education with a broad, balanced and relevant curriculum, in order that they, as all other pupils, may reach their full potential.

As a mainstream school, with a very significant record of inclusion, we are committed to educating pupils with learning difficulties, where possible, alongside their peers, within the standard curriculum.

Due consideration is given to the appropriate wishes of their parents and the necessity to meet individual needs.

In order to identify and assess pupils with learning difficulties as early as possible and to ensure that we can adequately address those needs, Millstreet Community School will communicate with parents and the former school/s attended by the pupil in a timely manner.

The school will request, at this time, all relevant information and reports to assist in identifying and assessing needs.

Based on this assessment, Millstreet Community School, will request the Department of Education and Skills to provide resources such as personnel, assistive technology, specialised furniture, adequate accommodation, equipment, etc. to enable the school to adequately fulfil its duty to provide the best second level schooling possible and to assist in furthering the social, moral and physical development of the child.

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

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:

Selection Criteria in the order in which they will be applied:

Students who attend the feeder Primary schools in the catchment area: Millstreet B.N.S., Presentation NS Millstreet, St Brendan's NS Rathcoole, Kilcorney NS, Derrinagree NS, Cloghula NS, Carriganima NS, Cullen NS.

Students who live in the catchment area.

Students who have siblings currently attending the school will be considered.

Students who are from outside of the Millstreet area but who are changing domicile into the Millstreet catchment area will be considered.

Students whose parents, grandparents attended the school will then be considered. (Max 25%)

Students who are children of staff employed in the school will be considered

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 Board of Management will oversee this process. The allocation of places will be conducted in the presence of an independent observer.

1. Applications will be divided into categories based on the criteria for allocation of places stated in the policy.

2. Starting with category Number 1, places will be offered to applicants. Where there are sufficient places to offer a place to all applicants who qualify under category Number 1, this will be done and the process of offering places will move on to criterion number 2.
3. The process outlined above will be repeated for the subsequent categories until the process reaches a category where the remaining number of places available is less than the number of applicants within this category.
4. Where the remaining number of available places is less than the total number of applicants within a category, the remaining places will be offered by means of a lottery involving all the applicants within this category.
5. When all available places have been allocated, the remaining applicants within the category will be placed on a waiting list in rank order based on the lottery.
6. The process of placing applicants on the waiting list in rank order will then be repeated for each subsequent category until all unsuccessful applicants have been allocated a place on the waiting list.
7. The waiting list will be recorded on school headed paper and the record will be signed in the presence of the Board of Management by the Chairperson of the Board of Management and the independent observer.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
(other than, in 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

Decisions on enrolment will be made by the Board of Management of the school through those to whom it delegates this task.

All decisions on applications for admission to Millstreet Community 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).

Acceptance of Student for Enrolment

All First Year students accepted for enrolment will be informed of the admission date.

In order to be validly enrolled as a student of Millstreet Community School, the student, initially accompanied by parent/guardian must

(i) in accordance with section 23 (4) of the Education Welfare Act 2000 sign that you have read, understood and accept the Code of Behaviour and will make all reasonable efforts to ensure compliance with the code by the student.

(ii) attend the school in person on the date specified for admission and attend such meetings and assessments as may be provided.

and thereafter to

(iii) attend school regularly and punctually, being absent only for good reason and with parental permission.

(iv) to follow the timetable assigned, being absent from class only with prior permission of the teacher concerned

(v) to work and study to the best of one's ability and to conscientiously attempt all assignments set.

(vi) to be neat and tidy in appearance, to wear the prescribed school uniform without modification and to abide by the regulations regarding the wearing of jewellery and ornament.

(vii) to treat teachers and fellow pupils with respect and to refrain from interference with the person/property of others or the school.

See APPENDIX 1

Acceptance of a Student to Another Year During the School Year

The student accepted for enrolment will be informed of the date upon which they may begin to attend Millstreet Community School.

In order to be validly enrolled as a student of Millstreet Community School, the student, initially accompanied by parent/guardian must

(i) in accordance with section 23 (4) of the Education Welfare Act 2000 sign that you have read, understood and accept the Code of Behaviour and will make all reasonable efforts to ensure compliance with the code by the student.

(ii) attend the school in person on the date specified for admission and attend such meetings and assessments as may be provided.

and thereafter to

(iii) attend school regularly and punctually, being absent only for good reason and with parental permission.

(iv) to follow the timetable assigned, being absent from class only with prior permission of the teacher concerned

(v) to work and study to the best of one's ability and to conscientiously attempt all assignments set.

(vi) to be neat and tidy in appearance, to wear the prescribed school uniform without modification and to abide by the regulations regarding the wearing of jewellery and ornament.

(vii) to treat teachers and fellow pupils with respect and to refrain from interference with the person/property of others or the school.

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

In accepting an offer of admission from Millstreet Community 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 Millstreet Community 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.

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 Millstreet Community 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 Millstreet Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

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 The following apply to a student who is currently or has been enrolled in another second level school, who makes an application after the start of the school year:

Where a student wishes to transfer from another second level school, the correct application form must be completed and submitted to the Principal/Deputy Principal.

All relevant information should be furnished to Millstreet Community School – including the following:-

Most recent Academic Progress reports;
Behaviour report;
Reference from the Principal of the previous school

Reference will be made and consideration given to availability and suitability of subject choices.

Millstreet Community School reserves the right to contact the previous school/s in order to assess the application.

Student will be requested to formally meet with personnel in Millstreet Community School on two separate occasions – dates and times of these appointments will be determined by Millstreet Community School.

All applications will be subject to Millstreet Community School being satisfied with the reason for the transfer.

The application will be considered on the basis of the references received.

If a student's behaviour is unacceptable in their previous school, the Principal may decide not to accept the student in the interest of general Health and Safety and/or the educational interest of the school community.

The application can only be accommodated subject to a place in the relevant year group or class being available.

In the event of the application being successful, the applicant may only accept the position in the year group or class designated by Millstreet Community School. The appropriate year group class is determined by Millstreet Community School

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:

The reason for the application after the commencement of the school year, must be clearly stated.

All relevant information should be furnished to Millstreet Community School – including the following:-

Most recent Academic Progress reports;
Behaviour report;
Reference from the Principal of the previous school

Reference will be made and consideration given to the availability and suitability of subject choices.

Millstreet Community School reserves the right to contact the previous school/s in order to assess the application.

Student will be requested to formally meet with personnel in Millstreet Community School on two separate occasions – dates and times of these appointments will be determined by Millstreet Community School.

The application can only be accommodated subject to a place being available in the relevant year group or class.

In the event of the application being successful, the applicant may only accept the position in the year group or class designated by Millstreet Community School.

The appropriate year group class is determined by Millstreet Community School.

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

The Board of Millstreet Community School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

Millstreet Community School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust.

It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities.

In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between '*religious education*' and '*religious instruction*':

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

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: Mary Fitzgerald

M. Fitzgerald, Chairperson Board of Management

Date: 02.10.20

Signed: Pat Ó Síodhcháin

P. Ó Síodhcháin, Principal

Date: 02.10.20

APPENDIX 1

Induction Programme for Incoming First Years

October/November	Principal and Deputy Principal visit the feeder Primary schools. A welcome pack and invitation to pupils from fifth and sixth classes and their parents/guardians to Millstreet Community School's Open night.
December	Millstreet Community School Open Night
January	Students receive a letter of acceptance of application
February	Principal and Deputy Principal visit the feeder schools a second time to inform pupils about the CAT4 assessment date. Students who have accepted the offer of enrolment, are asked to attend CAT4 assessment in Millstreet Community School. This assessment takes place on a Wednesday in March.
March	CAT4 assessment administered by Special Education Needs Co-Ordinator Where numbers warrant it, Millstreet Community School provides a bus for schools outside of the town, to transport the Sixth class pupils to and from the assessment. Teachers from the feeder Primary schools accompany the Sixth class pupils to Millstreet Community School. Students are given light refreshments at this time.
April	Parents/Guardians are invited to accompany their son/daughter to a meeting with the Principal/Deputy Principal.
April/May	Principal and Deputy Principal meet with the Sixth class pupil and their parents/guardians to help the Sixth class pupil to get to know school management and to afford the student the opportunity to identify their friends and any concerns they might have.
August	Only First Year students attend school on the first day. Students are assigned classes. Pupils meet their Tutors. Pupils meet the Pastoral Care Team. Pupils receive their Journals. Millstreet Community School's core value of respect, respect for self, respect for others and respect for the school environment, is highlighted and explained and is tied into the school's anti-bullying policy. School rules are explained. Timetables are distributed and explained.

	Relaxation exercises, planting and some art work are undertaken.
September	Transition Year students undertake a Peer Mentoring programme with the new First Years Information Night for pupils and their Parents/ Guardians followed by Mass for those who wish to remain.