



# **Central Model Senior School**

## **Admission Policy 2024**

Central Model Senior School

Marlborough Street

Dublin 1

Roll Number: 00752A

School Patron: Minister for Education and Skills

### **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 (date TBC). It is published on the school's website and will be made available in hardcopy, to any person who requests it.

The relevant dates and timelines for Central Model Senior School's 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 to any person who requests it.

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

Central Model Senior School is a co-educational, inclusive school community, under the patronage of the Minister for Education.

We aim to provide a happy, secure learning environment where children, parents/guardians, teachers, ancillary staff and Board of Management work in partnership, where each individual is valued, encouraged and respected for their uniqueness and facilitated to reach their full potential in a positive atmosphere.

We seek to foster an appreciation and celebration of the different religious and cultural backgrounds represented in our school.

In Central Model Senior School all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our school strives to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status. Our school provides a safe physical and social environment that reinforces a sense of belonging to the school and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values. In Central Model Senior School, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs. We help prepare Roman Catholic students who wish to celebrate sacraments in 2<sup>nd</sup> and 6<sup>th</sup> classes without prejudicing those of other faiths.

## **3. Admission Statement**

Central Model Senior School 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 Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Central Model Senior School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Central Model Senior 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/special class**

There are currently no special classes in Central Model Senior School.

#### **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**

Students start in Central Model Senior School in 2<sup>nd</sup> class.

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:

- I. Children from First Class in Central Model Infants' School.
  - II. Siblings of students currently enrolled in the school.
  - III. Children living in the parish of St. Mary's Pro- Cathedral.
  - IV. Children of past-pupils of Central Model Senior School (up to a maximum of 25% of the available spaces, as stated on the school's Admission Notice).
  - V. Children applying for places in 2<sup>nd</sup> class who have completed 1<sup>st</sup> class in other Infant schools in Dublin 1.
  - VI. Children applying for places in 2<sup>nd</sup> class who have completed 1<sup>st</sup> class in other schools.
  - VII. Children applying for places in 3<sup>rd</sup> class.
  - VIII. Children applying for places in 4<sup>th</sup> class.
  - IX. Children applying for places in 5<sup>th</sup> class.
  - X. Children applying for places in 6<sup>th</sup> class.
- . All children will be placed in age appropriate classes. The upper age limit for acceptance into 6<sup>th</sup> class applies to any child who reaches their 13<sup>th</sup> birthday before 1<sup>st</sup> March. Therefore, the maximum age for a student arriving into 6<sup>th</sup> class is 12 years and 6 months on 1<sup>st</sup> September of that school year.
- . 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 will be conducted in the event of two or more children being tied on age grounds.

- . The names of all applicants who are not allocated a place will be placed on a waiting list in the order determined by the criteria set out above. Any additional places that become available prior to the commencement of the relevant school year will be allocated from the waiting list.

## **7. What will not be considered or taken into account**

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (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; However, we will offer places to children of parents who attended Central Model Senior School, to a maximum of 25% of the available spaces as set out in the school's admission notice and siblings of students currently enrolled will be offered a place as per Section 6 (ii) above.
- (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 31<sup>st</sup> January 2026 only).

## **8. Decisions on applications**

All decisions on applications for admission to Central Model Senior School will be based on the following:

- Our school's admission policy.
- The school's annual admission notice.

- 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. Information provided may need to be verified by our school.

(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's 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 Central Model Senior 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 Central Model Senior 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 Central Model Senior 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 Central Model Senior 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 for admission of students to other years are as follows:

- I. All applications for places in 3<sup>rd</sup> to 6<sup>th</sup> class will be considered.
- II. If there is a place available in the relevant class, the student will be admitted.

- III. If there are more applications than places available, the criteria listed in Section 6 will be used.
- IV. If there are no places available, the applicant's name will be placed on a waiting list and his/her parents will be notified.
- V. 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:
  - i. All applications for places after the commencement of the school year will be considered.
  - ii. If there is a vacancy in the relevant class, the student will be admitted provided there is no child on the waiting list for that class.
  - iii. If there are more applications than places available, the criteria listed in Section 6 will be used.
  - iv. If there are no places available, the applicant's name will be placed on a waiting list and his/her parents will be notified.

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

The board of Central Model Senior 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**

The teachers in Central Model Senior School help Roman Catholic children in 2<sup>nd</sup> and 6<sup>th</sup> classes to prepare for sacraments in St. Mary's Pro- Cathedral, Marlborough Street. All other children are taught Ethical Education based on the Learn Together programme taught in Educate Together schools.

#### **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.

### **Consultation**

We have consulted with parents and staff via email/text/website/staff meetings.

**Date of Approval of the Board:** 3<sup>rd</sup> December 2024.

**Date of submission to patron:** 4<sup>th</sup> December 2024.

**Amendments noted by patron:**

**Date of patron's approval:**

**Date of implementation:**

**Review date:** October 2025.

**Reviewed and Ratified by BOM:**

**Signed:** \_\_\_\_\_ **Date: 3/12/2024**  
Paul Brady (Chairperson)

**Signed:** \_\_\_\_\_ **Date: 3/12/2024**  
Deirdre Gartland (Principal)