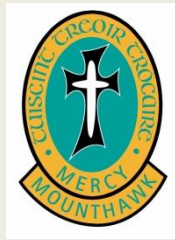


Admission Policy of Mercy Secondary School Mounthawk

School Address: Mounthawk, Tralee, Co. Kerry

Roll number: 68070E

School Patron/s: CEIST



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, students and with parents of children attending the school.

The policy was approved by the school patron on 19th August 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 Mercy Secondary School Mounthawk 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. (*See Appendix 2*).

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

Mercy Secondary School Mounthawk is a Catholic Co-educational Voluntary Secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Mercy Secondary School Mounthawk shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

“Catholic Ethos” in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

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

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

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

Mercy Secondary School Mounthawk draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder(s) Catherine McAuley of the Mercy Religious Order who began this school is of very significant importance in the life of the school.

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

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

Mercy Secondary School Mounthawk is inspired by the words of Jesus Christ to his disciples, “I have come that they may have life and have it to the full” (Jn 10:10). Because of this, Mercy Secondary School Mounthawk provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice. *Please see Appendix 1 for more details on the nature of the school and programmes available.*

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

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

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

Based on the Catholic tradition of the school our school community in Mercy Mounthawk has developed the following Mission statement as a guiding statement for our work in this school:

‘Mercy Mounthawk Catholic Voluntary Secondary School is a witnessing community which fosters:

- *The full potential of all staff and students*
- *A positive partnership between all members of the school and wider community*
- *The highest standards of teaching, learning and performance.’*

3. Admission Statement

Mercy Secondary School Mounthawk 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.

Post-primary denominational schools

Mercy Secondary School Mounthawk 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 Catholic Denomination in preference to others.

All denominational schools

Mercy Secondary School Mounthawk is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not a member of the Catholic Denomination 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

Mercy Mounthawk does not currently have a special class.

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
- c) Mercy Secondary School Mounthawk is a Catholic Voluntary Secondary School and may refuse to admit as a student a person who is not of the Catholic Denomination 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 in section 6.3 to those applications that are received within the timeline for receipt of applications as set out in the school’s annual admission notice:

6.1 Application.

Parents and guardians who wish to have their child considered for enrolment as a first year student must complete a Registration Form on or before the closing date for applications. *(Please see the Annual Admissions Notice for 2023/24).*

- The Registration Form for 1st year enrolment 2023/24 will be available from 17th October
- either (a) from the school office in hard copy or (b) for download from the school website at:
- The forms must be fully completed and signed by parents/guardians before submission.
- In the case of siblings, a separate application form (and ticket) will be issued for each applicant.¹
- **Registration Forms must be submitted by 2:00pm on 21st November 2022**
- Forms to be returned by e-mail to the following address: admissions23@mercymounthawk.ie (please scan forms to e-mail them). If you have any difficulty with this process, please ring the school at 066 7102550 or email admissions23@mercymounthawk.ie for assistance.
- Once processed, you will receive a confirmation of receipt of the application to the e-mail address that you have sent it from. If you do not receive this confirmation, please contact the school to inquire.
- Applications received before the closing date for applications will be considered as valid applications. *(see section 14 below regarding late applications).*

6.2 Open Day

An Open Day will be held, and will be advertised in the local community.

6.3 Process of Offer of Places for applicants to 1st year

Where the number of applicants exceeds the number of places available, (see the Annual Admissions notice), places will be offered in accordance with these criteria in the following order of priority :

1st . Siblings of current students of Mounthawk and siblings of students who completed their post-primary education in Mounthawk, Balloonagh and Moyderwell Secondary Schools.

2nd. Children and grandchildren of Board Members and of staff members who are directly employed by the Board of Management on the date of enrolment and on the 1st of September of the student's year of entry. *(See section 7f below)*

3rd. Students who are registered in 6th class in Balloonagh and Moyderwell Primary schools at the time of application.

80% of the places remaining after the allocation of places under the 1st and 2nd criteria will be allocated to students in this category. The number of places will be allocated to each school in proportion to the number of applicants from each school. For each school, places will be allocated on the basis of number of years enrolled in the school, as follows:

¹ In relation to twins, the following choice will be offered to parents: either the names of the two students will be entered on the same ticket for the selection process, in which case when the ticket is pulled, both students will be offered places at that point in the sequence OR the names can be entered separately on two tickets, in which case each twin will be treated separately and the offer of a place to one will not automatically mean the offer of a place to the other. A memo recording the choice will be signed by parents.

Places will be offered first to students who have spent 8 years on the DES roll for the school (i.e. from junior infants), next to those who have spent 7 years, 6 years down to those who have spent 1 year. In following this process, if and when at any point the number of applicants, with the same number of years in the school, exceeds the number of places remaining, these remaining places will be distributed by lottery among these students. Any remaining applicants who do not qualify for this lottery will be included under the 4th criterion.

4th. The remaining 20% of places will be allocated to all other applicants (including applicants from Balloonagh and Moyderwell who did not qualify for inclusion in the lottery under the 3rd criterion) on the basis of a lottery among all the valid applicants – *(as defined in section 6.1 above)*.

6.4 Operation of the random selection process

The random selection process (lottery) will be overseen by a panel appointed by the Board of Management consisting of a representative of the Board (the Principal), a representative of the Parents' Council and an independent scrutineer appointed by the Board.

The name of each student entitled to participate in this selection process will be included in a separate draw for each of the two schools under the 3rd criterion and for applicants from other schools under the 4th criterion).

A member of the panel will draw names from each container, one by one, until the maximum number of places allocated for each school under criterion 3 and all the schools in under criterion 4 is reached.

The order in which the names are drawn from each container will be recorded on a numbered list. Places will be offered in the order in which names are drawn from the container until the allotment of places in each category has been filled.

The remaining names on each list (i.e. those students who have not received places in that category) will remain on a waiting list within the category and will be offered places in order should such places become available within the category. These waiting lists will remain in place until the ending of the last day that the school is open for tuition in that academic 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:

In following this process under 6.3 (third criterion), if and when at any point the number of applicants, with the same number of years in the school, exceeds the number of places remaining, these remaining places will be distributed by lottery among these students. Any remaining applicants who do not qualify for this lottery will be included under the 4th criterion.

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 other than those connections specified under section 6.3 above in the 1st and 2nd criteria. *(Please note that under the act, numbers under the 2nd criterion can only apply 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. *(All such applications are considered valid).*

8. Decisions on applications

All decisions on applications for admission to [school name] 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 Mercy Secondary School Mounthawk 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.

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

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 Mercy Secondary School Mounthawk 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.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a Patron or another Board of Management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;

- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school than places available, a waiting list of students whose applications for admission to Mercy Secondary School Mounthawk 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 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.

This Waiting List will remain active until the ending on the last day that the school is open for tuition in that academic year.

Offers of any subsequent places that become available during the academic year in 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 this Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants 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 will be added to the waiting list to be considered after the applications from valid applicants have been dealt with. (Valid applicant are those which have been received before the closing date in accordance with the details of the Annual admissions Notice). This waiting list will function under the procedures outlined in section 13 above.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application.

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

15.1 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:

15.1.a Where a student wishes to transfer from another second level school *at the start of the school year*, or is currently not in a school or has been removed from a school, an application must be made using the correct application form to the Principal. This form must be processed with the P or DP and a receipt issued for the application.

The reason for the requested transfer or application must be clearly stated (see the application form). The application should be accompanied by appropriate references to include (a) a progress report and (b) a reference from the Principal of the previous school as per section 20 of the Education Welfare Act. The school reserves the right to consult with the school(s) from which the student is transferring.

15.1.b Applications in this category are considered following the order in which they are received by the school. In offering places the following sequence will be implemented:

(i) Priority is given to applications from students who are from outside the Tralee catchment area and are changing domicile into the Tralee catchment area and who do not have a second level educational place within the Tralee catchment area at the time of the change of domicile.

(ii) Next offers are made to students with siblings already in the school subject to the criteria outlined in 15.1.d below.

(iii) Next offers are made to students who have no school place and who live within the Tralee catchment area.

(iv) Next offers are made to applicants for transfer from other schools within the Tralee catchment. Applications from students who have educational places in the Tralee area will be processed for the start of a new school year only.

15.1.c The allocation of a place shall not cause the overall number of students in the school to exceed the overall number set by the Board of Management as a cap/quota and submitted to the DES at the time of application.

Should the overall number in the school (current or projected – in the case of applications for the next school year) be below the number set, applicants can then be considered based on the sequence outlined above. In each case a transfer(s) can only be accommodated subject to a place in the relevant year group or class being available. Reference will also be made to availability and suitability of subjects or course choices in the relevant year group.

15.1.d All applications above will be subject to the following criteria:

- The application will be considered if the school is satisfied with the reason for transfer.
- 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.

15.1.e A decision on the application will be made in accordance with this policy and will be communicated to the parent/guardian within 21 days of the receipt of the written application. Any refusal of an application may be appealed in accordance with procedures in section 18 below. A waiting list for admission to years (other than the intake group) will be established from the start of the school year and remain in place until the last day the school is open for tuition in that academic year.

Pursuant to the provisions of Section 20 of the Education (Welfare) Act 2000, where the Principal registers a student who is already registered in another recognised school, he/she is obliged to give written notification of the transfer to the Principal of the school in which the student was previously registered and the Principal of that other school must notify the Principal of any problems relating to school attendance that the student concerned had while attending the other school and such other matters relating to the student's educational progress as he or she considers appropriate.

Students who opt to transfer to another 2nd level school will have no automatic right of re-entry should they change their mind and indicate a wish to return to Mercy Secondary School Mounthawk. However priority will be given to such students who are returning from outside the catchment area in accordance with 5.1.b.(i) above.

15.2 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:

15.2.a Where a student wishes to transfer from another second level school *during the school year*, or is currently not in a school or has been removed from a school, an application must be made using the correct application form to the Principal. This form must be handed in person to the Principal or Deputy and signed on submission.

The reason for the requested transfer must be clearly stated (see the application form). The application should be accompanied by appropriate references to include (a) a progress report and (b) a reference from the Principal of the previous school as per section 20 of the Education Welfare Act. The school reserves the right to consult with the school(s) from which the student is transferring in order to request a confidential reference, thereby to assess the application.

15.2.b In deciding on applications the following sequence will be followed.

- (i) Priority is given to applications from students who are from outside the Tralee catchment area and are changing domicile into the Tralee catchment area and who do not have a second level educational place within the Tralee catchment area at the time of the change of domicile.
- (ii) Next offers are made to students with siblings already in the school subject to the criteria outlined in 15.1.d below.
- (iii) Next offers are made to students who have no school place and who live within the Tralee catchment area.
- (iv) Next offers are made to applicants for transfer from other schools within the Tralee catchment. Applications from students who have educational places in the Tralee area will be processed for the start of a new school year only.

15.2.c The allocation of a place shall not cause the overall number of students in the school to exceed the overall number set by the Board of Management as a cap/quota and submitted to the DES at the time of application.

Should the overall number in the school (current or projected – in the case of applications for the next school year) be below the number set, applicants can then be considered based on the sequence outlined above. In each case a transfer(s) can only be accommodated subject to a place in the relevant year group or class being available. Reference will also be made to availability and suitability of subjects or course choices.

15.2.d All applications above will be subject to the following criteria:

- The application will be considered if the school is satisfied with the reason for transfer.
- 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.

15.2.e A decision on the application will be made in accordance with this policy and will be communicated to the parent/guardian within 21 days of the receipt of the written application. Any refusal of an application may be appealed in accordance with procedures in section 18 below.

A list for admission to years (other than the intake group) will be established from the start of the school year and remain in place until the last day the school is open for tuition in that academic year.

Pursuant to the provisions of Section 20 of the Education (Welfare) Act 2000, where the Principal registers a student who is already registered in another recognised school, he/she is obliged to give written notification of the transfer to the Principal of the school in which the student was previously registered and the Principal of that other school must notify the Principal of any problems relating to school attendance that the student concerned had while attending the other school and such other matters relating to the student's educational progress as he or she considers appropriate.

Students who opt to transfer to another 2nd level school will have no automatic right of re-entry should they change their mind and indicate a wish to return to Mercy Secondary School Mounthawk. However priority will be given to such students who are returning from outside the catchment area in accordance with 5.2.b.(i) above.

15.3 Application to Repeat a Year

Parents/guardians of students who wish their child(ren) to repeat a year must apply in writing to the Principal of the school before the 1st of May in the current academic year. The closing date for applications is 31st May as per Department of Education circular M2/95

In allocating places to repeat a year, the school will follow the details of circular M2/95 from the department. When filling the application form, parents must provide supporting documentation.

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

The Board of Mercy Secondary School Mounthawk or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

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

18. Reviews/appeals

18.1 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.

18.2 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 18.1 above*)

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.

19. Policy review and ratification

The school reserves the right to continue to monitor the patterns of enrolment and amend this policy further at any time, if deemed necessary in order to management enrolment numbers.

This policy will be reviewed on an annual basis – in particular the Annual Admissions *Notice* (*see Appendix 2 below*).

Original policy ratified by the Trust body, CEIST - 19th August 2020

Policy updated and ratified by the Board of Management: 24th August 2022

Appendix 1 - School Information

1. Management:

Members of the Board of Management

Chairperson of the Board: Ms Margaret McCormack

Parents' nominees: Mr Louis Byrne, Mrs Cathy Williams

Teachers' nominees: Ms Betty Farrell and Mr Diarmuid Murphy

Trustees' nominees: Sr Bernadette Costello, Mr. Rory O'Halloran, Mr Pat McGarty and Ms. Margaret McCormack.

Secretary to the Board: Mr John O'Roarke

Principal: Mr John O'Roarke

Deputy Principals: Ms Sinead Muldoon Walsh, Mr Pat Fleming, Mr Shane Kissane.

In school councils: Parents' Council, Students' Council.

2. Teaching Resources and Curriculum

Programmes (summary):

The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998. The following programmes are offered:

The Junior Certificate Examination at the end of the third year. Core subjects are English, Irish, Maths, History, S.P.H.E., C.S.P.E. and P.E. All students take Religious studies. Students may choose from the following options: History, geography, French, Spanish, German, Business Studies, Science, Design Communication Graphics, Materials Technology Wood, Materials Technology Metal, Music, Art.

We have introduced the option of allowing students to take 10 full subjects, 9 subjects and 2 short courses or 8 subjects and 4 short courses (with an IEP). In tandem with this we have launched a series of short course options in PE, SPHE and CSPE, Coding and Digital media literacy, Artistic Performance, Geography, History and Philosophy.

The Leaving Certificate Examination: at the end of a two-year Senior Cycle. Core subjects in the Leaving cert programme are English, Irish, Maths, Religion, S.P.H.E. and P.E. Students may choose from the following options: French, Spanish, German, Accounting, Economics, Business Studies, Physics, Chemistry, Biology, Applied Maths, Music, Art, Home Economics, Technical Graphics Design Communication Graphics (DCG), Building Construction and Engineering.

Leaving Cert Applied: a two-year senior Cycle programme which is available to students who wish to follow a practical or vocationally oriented programme. L.C.A. is a modular programme with continuous assessment over the two-year period.

Transition Year: Transition Year offers a broader educational experience to students focusing on taster courses and work experience.

Special Needs teachers:

The school has a dedicated Special Needs Department, who in conjunction with the three career guidance teachers look after the special educational needs of students in the school in accordance with the SEN policy.

3.5 Extra-Curricular Activities

As part of the holistic philosophy of education of the Mercy Order, the school offers a range of extra-curricular activities in order to promote the full personal development of the students. Each student in the school is encouraged to participate in extra-curricular activities.

Activities offered include: Public Speaking and Debating in English, Irish and German, Quiz teams in science, maths and general knowledge, Drama, Choir, coaching in leadership skills with the Rotary and Lions clubs.

In sports, Gaelic Football, Hurling, Basketball are organised for both boys and girls Participation in Golf, Athletics, Swimming, Handball, Badminton, Rugby and Soccer are also facilitated in the school

3.6 Administrative Information:

The school day runs from 9.005 to 3.40 Monday to Friday. Details of the weekly timetable are attached in Appendix 9.

The school Office hours are from 8.30 to 4.15 daily.

The school can be contacted on 066 7102550 during office hours.

e-mail: admin@mercymounthawk.ie

web site: www.mercymounthawk.ie

Appendix 2

MERCY SECONDARY SCHOOL MOUNTHAWK ANNUAL ADMISSION NOTICE FOR 2023/24

Copies of the school's **Admission Policy** for the 2023/24 school year are available as follows: –
To download at: <http://www.mercymounthawk.ie/information/school-policies/>

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2023/24 are available on request: By emailing admin@mercymounthawk.ie or writing to: **Admin, Mercy Secondary School Mounthawk, Mounthawk, Tralee, Co. Kerry.**

1. Application and Decision Dates for admission to 1st Year for 2023/24

1.	The school will commence accepting applications for admission on	17 th October 2022
2.	The school will cease accepting applications for admission on	2:00pm on 21 st November 2022
3.	Applicants will be notified in writing of the decision on their application by	by the 9 th December 2022
4.	Applicants must confirm acceptance of an offer of admission by	By the 9 th December 2022

Failure by an applicant to accept an offer by the 9th December 2020 may result in the offer being withdrawn.

2. Number of places being made available in the 2023/24 school year

The number of places being made available in 1 st year is	232
The number of residential places is (boarding schools only)	n/a
The number of non-residential places is (boarding schools only)	n/a
The number of places being made available in the special class catering for students with [insert category or categories of SEN catered for in the special class] is	n/a

(If the school has more than one class that caters for different categories of SEN, details of the number of places for each of the classes must be provided.)

3. Number of places in 1st year for the 2022/23 school year which were offered and accepted before 1 February 2022

The number of places for 1 st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	216
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4. Breakdown of applications in the previous year

The total number of applications for admission received by the school for admission in 1st year in the 2022/23 school year was 339

Breakdown of places allocated for 1st Year for the 2022/23 school year:	
Number of places available	232
Number of applications received	345
Offers made and accepted under each criteria	Criteria 1: 127 offers - 111 accepted Criteria 2: 4 offers - 4 accepted Criteria 3: 44 offers – 36 accepted Criteria 4: 146 offers - 81 accepted
Number of names placed on waiting list for the school year concerned	24 on waiting list

Appendix 3 Enrolment procedure for September 2023

Addendum to section 6.1 of the Policy:

The following procedures will be adopted in relation to enrolment for the 2023/24 academic year.

1. **Availability of forms:**

(i) The Registration Form for 1st year enrolment will be available from 17th October either (a) from the school office in hard copy or (b) for download from the school website at: <http://www.mercymounthawk.ie/incoming-1st-years-page/>

(ii) Forms will also be circulated in hard copy through the Primary schools.

(iii) Any applicant having difficulty in accessing forms on-line can ring the school office on 066 7102550 to have a form sent to them by post.

The school will hold an **OPEN DAY** in the school this year on **Saturday 12th November** in accordance with section 6.2 of the policy.

2. **Filling and return of forms:**

The Registration Form must be *fully completed* and be *signed* by a parent/guardian of the applicant. Unsigned forms cannot be processed.

Forms should be returned (i) by e-mail to admissions23@mercymounthawk.ie

Submitted forms will receive a receipt when returned by e-mail

(ii) by post to Admissions, Mercy Secondray School Mounthawk, Mounthawk, Tralee. Co. Kerry. You must retain certificate of postage in order to be able to establish postage should the need arise.

Forms cannot be submitted by hand to the school office

Registration Forms will be accepted from Monday 17th October 2022 but MUST BE SUBMITTED by 2:00pm on 21st November 2022 in order to be considered valid applications.

3. Following registration, the procedures in section 6 to 14 of the School's Admissions Policy will apply.
4. In accordance with section 9, a letter notifying applicants regarding their application will be issued, at the latest, by 9th December 2022.
5. In accordance with section 10, offers of a place must be accepted in writing at the latest by 9th December 2022. Failure by an applicant to accept an offer by the 9th **December 2022** may result in the offer being withdrawn in accordance with section 11.
In accepting the application, students must complete the **Student Enrolment Form** (which will be sent to you with the letter of offer). This form includes a Health Information Section, detailed information including the Student PPS No and information as required by the Department of Education & Skills. It also contains a form confirming parent/guardian and student commitment to abide by the School's Code of Behaviour and to accept the Ethos of the school. A parent/guardian must advise the school of their acceptance of the offer of Admission in writing on or before **9th December, 2022 at 4.00 pm**, by completing/signing the Acceptance Forms and returning these documents to the Administration office, **by POST only, by 4.00 pm on Friday 9th December, 2022**. We require original, signed versions of these forms for valid enrolment.
6. In accordance with section 13, in the event of oversubscription, a waiting list will be put in place.
7. Please note that, in accordance with section 12, the school may contact and share information with other schools in order to complete the enrolment process as is detailed in the Admissions Policy.

8. On completion of the enrolment process a request will be made for all relevant information to be made available from the student's previous school, including such matters as attendance record, behaviour issues, special education needs etc. This will assist the school in making appropriate education provision for each student.