



Admission Policy of Dominican College Muckross Park

School Address: Marlborough Road, Donnybrook, Dublin 4

Roll number: 60710U

School Patron: Le Chéile Schools Trust clg

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 6th May 2021. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Dominican College Muckross Park'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.

It should be noted that the policy sets out temporary interim provisions for the 2023/24-2025/26 school years, inclusive, for the admission of students from St Mary's National School, Donnybrook. These arrangements will cease to have effect in 2025/26 and the provisions for admission as set out in the policy will apply with effect from the 2026/27 school year.

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

Dominican College Muckross Park is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our Le Chéile / Dominican school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past, tracing its originating vision to the charisma of the Dominican Sisters who founded the school, and to St Dominic Guzman.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. Our school welcomes students of all faiths and none while maintaining a Catholic ethos. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Dominican College Muckross Park 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.

The general objectives of all Le Chéile schools include:

Welcome recognises the unique dignity and worth of each person.

Wisdom is the pursuit of a greater understanding and appreciation of the world.

Witness comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

DOMINICAN COLLEGE MUCKROSS PARK

Motto: VERITAS

VISION AND MISSION STATEMENT

Dominican College Muckross Park 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.

Dominican College Muckross Park is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Dominican College Muckross Park 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 Roman Catholic faith in preference to others.

Dominican College Muckross Park 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Dominican College Muckross Park will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

Dominican College Muckross Park will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

3. Admission of Students

Students eligible for admission to First Year

To be eligible for admission to First Year, applicants must:

- Have reached the age of 12 years by 1st January of the calendar year following entry to First Year (as required by the Department of Education and Skills regulations)
- Have completed Sixth Class in Primary School or its equivalent
- Submission of a valid Application Form within the time period in the Annual Admission Notice

This school shall admit each student seeking admission except where:

- a) the school is oversubscribed (please see [Section 5](#) 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

Dominican College Muckross Park provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

Dominican College Muckross Park is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

Dominican College Muckross Park welcomes applications from parent(s)/guardian(s) of students with special education needs.

4. 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. Places will be allocated to eligible applicants in the following categories in the following order of priority:

1. Siblings of Current or Former Students

The selection criteria for this category of applicant, apply to siblings of a current or former student of Dominican College Muckross Park. A current student may also include an applicant who has been offered and who has accepted a place in first year but who has not yet started school.

A former student is a student who has completed, in full, fifth year and sixth year (the Senior Cycle) and the Leaving Certificate Examination at Dominican College Muckross Park.

2. Daughters of Former Students

The selection criterion for this category of applicant, applies to daughters of former students who attended Dominican College Muckross Park and who completed, in full, fifth year and sixth year (the Senior Cycle) and the Leaving Certificate Examination at Dominican College Muckross Park. Please note that evidence of completion of Leaving Certificate at Dominican College Muckross Park is required to be provided by applicants in this category. The school can only apply this criterion to a maximum of 25% of the available spaces as set out in the school's Annual Admission Notice.

In the event that there are more applicants in this category than available spaces, the selection of applicants in this category shall be determined by lottery. Those applicants who are not selected by way of lottery may still be allocated a place under a subsequent category for which they qualify.

3. Daughters of Current Staff

The selection criterion for this category applies to daughters of current staff, who are employees. Current means a member of staff who on the first day of September of the year

in which the place is being offered has been a member of staff/employee of Dominican College Muckross Park for at least three continuous years prior to this date.

4. Students from the following primary schools (listed in alphabetical order and not in order of priority)

- Gaelscoil Lios na nÓg, Ranelagh
- Ranelagh Multi-Denominational School, Ranelagh
- Saint Mary's National School, Donnybrook
- Sandford Parish National School, Ranelagh
- Scoil Bhríde 1917, Ranelagh
- Scoil Mhuire Girls National School, Sandymount

Having allocated places under Categories 1, 2 and 3 above, if the number of places available is less than the number of applicants from the schools listed above (the feeder schools), the selection process is as follows. The number of places offered will be on a percentage pro rata basis directly proportional to the number of applications received from each of the schools.

Categories 1, 2 and 3 have been allocated a total of 70 of the 120 available places. (Please note that the figures used are for example only). This leaves 50 places available. If there are a total of 90 applications from ALL of the feeder schools not yet allocated on the basis of categories 1, 2 or 3, and there are 45 applications from School "X", then applications from School "X" will be allocated the percentage of $45/90/100 = 50\%$ of those 50 places = 25 places. In the event that this process results in an uneven outcome the number of places to be allocated will be rounded down.

There will be six containers one for each feeder school.

The name of each applicant will be placed in the appropriate container applicable to their feeder school. A random selection process will be used to select those applicants from each feeder school to whom an offer of an available place will be made. The order in which the applicants' names are drawn from each container will be recorded on a numbered list. Places will be offered in the order in which the names are drawn from the container until the allocated number of places for each feeder school have been filled.

The remaining names in the six containers will then be placed in a single container. A second random selection process will take place. Any place(s) available as a result of rounding down will be selected and then names will be drawn from this single container to establish the waiting list. Applicants will be given a number on the waiting list in the order in which they are selected.

5. Other Applicants

In the event that there are insufficient places left for the number of applicants after Categories 1,2,3 and 4, all other applicants in Category 5 will be selected by way of lottery. Applicants in this category will be placed on the waiting list in the order in which their names are drawn by lottery. They will follow those names already on the waiting list from Category 4.

Please Note:

- The waiting list for a school year shall remain valid for that school year only.
- Parents/Guardians are asked to ensure that in the case of an application for two or more sisters, they are submitted within one Application Form.
- Any application for two or more sisters for admission to any year group in the school will be treated as a single application for the purposes of this policy. In the event that there are insufficient places left in the relevant category, the name of the remaining sibling(s) will be placed automatically at the beginning of the waiting list.
- For the purposes of this Admission Policy, any lottery or random selection process will be appropriately managed by the school and will be overseen by the Principal, Chairperson of the Board of Management and an independent observer appointed by the Board of Management
- It is the responsibility of parents/guardians to inform the school, in writing, on the Application Form, to clearly indicate which priority category applies to their daughter.
- It is important for parents/guardians to clearly indicate on the Application Form (if applicable) which of the listed schools in Category 4 their daughter attends at the time of application.
- Failure by a parent/guardian to denote the specific priority category on their Application Form for which they believe their daughter qualifies will not result in a re-assessment and/or re-allocation following the closure date as set out in the Annual Admission Notice.
- Reference to “days” in this policy means calendar days.

5. What will not be considered or taken into account

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

- (a) the payment of fees or contributions (howsoever described) to the school;
 - (b) a student’s academic ability, skills or aptitude;
 - (c) the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
 - (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
 - (e) 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,
- (1) siblings of a student attending or having attended the school as defined at Category 1 of Section 5 above and/or
 - (2) daughters of a past pupil as defined at Category 2 of Section 5 above.

- (f) 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.

6. Decisions on applications

All decisions on applications for admission to Dominican College Muckross Park 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 13](#) below in relation to applications received outside of the admissions period and [Section 14](#) 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.

7. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admission 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 17](#) below for further details).

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

In accepting an offer of admission from Dominican College Muckross Park, the parents must indicate:

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

- (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents 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.

9. 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 Dominican College Muckross Park 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 9](#) above.
- (v) the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education. The 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.

10. 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).

11. 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 Dominican College Muckross Park were unsuccessful due to the school being oversubscribed will be compiled and will remain valid only for the school year in which admission is being sought.

Placement on the waiting list for admission to First Year will be in the order of priority assigned to the students' applications after the school has applied the selection criteria set out at Section 5 above in accordance with this Admission Policy.

12. 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 the school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

13. 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:

Where parents wish to make an application for their daughter to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form in accordance with the timeframe set out in the school's Annual Admission Notice.

An acknowledgement of such application will be provided by the school within 21 days of receipt of a complete application. The parents must confirm their acceptance in writing of an offer of a place within 10 days of the date of the offer of a place. An offer of a place can only be made if there is space in the year group in question. Such applications will be placed on a waiting list, until the number of available places in the relevant year group is established by the Principal.

The same criteria which apply to First Year entry will also apply to admission to other years and places allocated in accordance with the criteria set out at Section 5 above.

Application for admission to fifth year at Dominican College Muckross Park is conditional upon an applicant having completed transition year at post primary level.

Parents are asked to note that the fact that there may be a space in a year group does not automatically mean that there is a place available in a particular subject class at the level required by the student, as class size is limited in certain subjects.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

The parents must confirm their acceptance in writing of an offer of a place within 10 days of the date of the offer of a place.

In accepting an offer of admission from Dominican College Muckross Park, the parents must indicate:

- (j) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
- (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents 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.

Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:

An offer of admission may not be made or may be withdrawn by Dominican College Muckross Park 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 within 10 days of the date of the offer of a place;
- (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;
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;
- (vi) the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education. The 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;

Sharing of Data with other schools:

Applicants should note that the provisions of [Section 11](#) above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

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

The Board of Dominican College Muckross Park 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.

15. Arrangements regarding students not attending religious instruction

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

A parent of a student, or a student who has reached the age of 18, who wishes to attend Dominican College Muckross Park 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 the request might be accommodated by the school.

16. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This policy was ratified and adopted by the Board of Management of Dominican College Muckross Park.

The Board of Management reserves the right to amend this policy at any time, whether in response to legislative requirements or otherwise.