



Educate  
Together

December 11<sup>th</sup> 2014

Dear Parents, Students, Friends, Supporters and Contributors,

**Re: Admissions Policy for Stepside Educate Together Secondary School,**

Thank you for expressing your interest, participating in consultations and general support in any way towards the development of Stepside Educate Together Secondary School's Admissions Policy. The Policy and Enrolment Procedures have been finalised and are enclosed with this letter.

In accordance with our core principles of equality, participation and inclusion, we asked stakeholders to make submissions to the development of the Admissions Policy. We were pleased to receive submissions from parents/guardians, boards of management of local primary schools, school Principals and others, all of whose views have been carefully considered.

This Admissions Policy will guide the school's Interim Board of Management until the school opens its doors to 1<sup>st</sup> Year students in September 2016. In the meantime, it will be reviewed in September 2015 to ensure that policy and procedures are working effectively. Following the establishment of the school in September 2016, it is anticipated that the Board of Management will review the Admissions Policy on an annual basis.

The Admissions Policy states that places will be offered in the following priority order:

**Priority 1**

Children living in the Stepside geographical area as defined in the attached Department of Education and Skills map. Places will be offered on a first come first served basis.

Students who satisfy the above criterion have automatic access if places are available in the school.

**Priority 2**

Should places remain available following the enrolment of Priority 1 applicants, applications will be considered from students who, at the time of application attend Ballinteer ETNS, Rathfarnham ETNS and Stepside ETNS.

**Priority 3**

Should places remain available following the enrolment of Priority 1 and Priority 2 applicants, applications will be considered from students who, at the time of application attend any Educate Together National School.

**Priority 4**

Should places remain available following the enrolment of Priority 1, Priority 2 and Priority 3 applicants, applications will be considered from all other applicants. Places will be offered on a first come first served basis.

In making our decisions on the above Admissions Policy, we considered the following: the Educate Together Charter; local catchment area; demand from parents/guardians whose child(ren) attend(s) Educate Together national school(s); and demand from parents/guardians of children resident in other areas and attending other school types.

**Priority 1**

It is important to note that patrons of the new second-level schools sanctioned by the Department of Education and Skills (DES) in 2014 gave a commitment to meet certain criteria that were laid down by the DES. One criterion was to confirm our "*willingness to enrol children in the area for whom the Department has identified the need for a school.*" By defining the local catchment area for the school, we have fulfilled this criterion. Families who reside in the local catchment area are eligible to apply for places at the school under Priority 1 in the Admissions Policy, as there is an identified need for a new post-primary school in the area.

**Priority 2**

We also considered the views of parents/guardians whose children currently attend Ballinteer, Rathfarnham and Stepside Educate Together National Schools, and who want the choice to continue into a second-level school of the same ethos for their child(ren). At present, no other school in the area provides pupils leaving Educate Together primary schools with continuity of ethos as they make the important transition to second-level.

As Stepside Educate Together Secondary School will be one of the first Educate Together second-level schools in the country, we are responding to the wishes of parents/guardians for choice in their child(ren)'s education. Priority 2 in the Admissions Policy, therefore, is to provide students attending Ballinteer, Rathfarnham and Stepside Educate Together National Schools with the opportunity to enrol in this school.

**Priority 3**

We also considered the views of parents/guardians whose children currently attend Educate Together national schools, and who want the choice to continue into a second-level school of the same ethos for their child(ren). At present, no other school in the area provides pupils leaving Educate Together primary schools with continuity of ethos as they make the important transition to second-level.

As Stepside Educate Together Secondary School will be one of the first Educate Together second-level schools in the country, we are responding to the wishes of parents/guardians for choice in their child(ren)'s education. Priority 3 in the Admissions Policy, therefore, is to provide students attending Educate Together national schools with the opportunity to enrol in this school.

**Priority 4**

In the Expressions of Interest collected prior to our application for patronage of this school, it was clear that this model of second-level education had broad appeal. Many expressions of interest were received from families whose children do not attend an Educate Together national school, or who do not reside in the immediate local area. With this in mind, we have included Priority 4 in the Admissions Policy to enable applicants from any area and any type of school to have the opportunity to enrol in this new second-level school.

To join the mailing list for Stepside Educate Together Secondary School, and to keep up to date with developments, please visit the website [www.educatetogether.ie](http://www.educatetogether.ie), email [ballinteerstepaside@gmail.com](mailto:ballinteerstepaside@gmail.com) or call 01 429 2500.

Yours sincerely,

*Niall Wall*

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Niall Wall  
Project Manager

*Sallie Ennis*

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Sallie Ennis,  
Chairperson, Start-up Group



Educate  
Together

**Stepaside Educate Together  
Secondary School  
Roll Number 68241F**

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11/12 Hogan Place  
Dublin 2

[www.educatetogether.ie](http://www.educatetogether.ie)

**Enrolment / Admissions Policy**

# **ADMISSIONS POLICY**

## **INTRODUCTION**

Stepaside Educate Together Secondary School (Stepaside ETSS) is a multi-denominational, co-educational secondary school recognised by the Department of Education and Skills (DES). As such, it operates within the regulations laid down by the DES. The school follows the curricular programmes prescribed by the Department, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998.

## **VISION**

Our vision is for a new model of second-level school, one that places the student – your child – at its centre. We aim to create a vibrant, welcoming school community to which every student feels a real sense of belonging. We use the best teaching and learning methods to enable each individual student to reach their full academic and social potential.

## **AIM**

Stepaside ETSS aims to provide an education that will enable all students to contribute meaningfully to their communities, embrace the rights and responsibilities of citizenship in a democratic society and develop the knowledge and skills necessary to live their lives and to build their careers in the 21<sup>st</sup> century.

## **OUR ETHOS**

Educate Together Schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, multi-denominational, co-educational and run democratically. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an ethical curriculum, which includes learning about different religions and belief systems. Our ethos provides a strong moral, ethical and spiritual framework for the whole school community, and

informs all policies and practices in the daily life of the school.

In exercising this policy making and decision making responsibilities the School Manager upholds the characteristic spirit of the school.

## **Admissions Policy**

The Admissions Policy for the school has been published in accordance with the requirements of the Education Act, 1998.

The admissions policy of Stepside ETSS will reflect at all times the educational philosophy and aims of Educate Together. The admissions policy will also, at all times, reflect the school's mission and the ethos upon which the school has been founded.

Applicants must have reached twelve years of age by January 1<sup>st</sup> of their first year in Stepside ETSS, that is, 1<sup>st</sup> January 2017 and should be no older than is appropriate to their peers. For September 2016, applications will be accepted from students who are in 5<sup>th</sup> Class in primary school during 2014/15 school year or equivalent for repeating students in sixth class.

Students should have completed a primary school programme including 6<sup>th</sup> Class or equivalent.

It is the policy of the school NOT to accept transfer students from other schools.

The applicant's original birth certificate and two passport photos must accompany applications.

Places will be offered to applicants in the following priority order:

### **Priority 1**

Children living in the Stepside geographical area as defined as such in the attached DES map (see appendix 1). Students who satisfy the above criterion have automatic access if places are available in the school.

Priority 1 places will be offered on a first-come-first-served when there is a lesser amount of applications than places. If the number of applications is greater than the places available then all of the Priority 1 places will be allocated based on a random selection. The children who do not receive offers based on this selection will be placed on a waiting list based on the hierarchy established by the random selection.

### **Priority 2**

Should places remain available following the enrolment of Priority 1 applicants, applications will be considered from students who, at the time of application, attend Ballinteer ETNS, Rathfarnham ETNS, Stepside ETNS. Places will be offered on a first come first served basis.

### **Priority 3**

Should places remain available following the enrolment of Priority 1 and Priority 2 applicants, applications will be considered from students who, at time of application, attend an Educate Together National School. Places will be offered on a first come first served basis.

### **Priority 4**

Should places remain available following the enrolment of Priority 1, Priority 2 and Priority 3 applicants, applications will be considered from all other applicants. Places will be offered on a first come first served basis.

**NB: Proof of residence** – where residency is a criterion for enrolment according to Priority 1, proof of residence may be sought (2 utility bills, ESB, Gas, Eircom, UPC etc.).

Parents/guardians and /or students over 18 years of age may appeal a decision to refuse to enrol to the School Manager and failing this to The Secretary General of the Department of Education under Section 29 of the Education Act, 1998. Such appeals

should be in writing and made within 42 days of the notification of such a decision c(Ref. DES. Circular M48/01.

### **Special Needs**

Students with special educational needs, who meet the above criteria for admission, are welcome to apply to the school.

Stepaside ETSS is committed, within its resources, to do all that is reasonable to accommodate students with special needs.

The Board of Management must be made aware of any special needs as early as possible so that these needs can be assessed and addressed where possible.

To assist the Board of Management in meeting needs it is essential that the Board is fully informed of the student's educational history and the resources required to provide an educational service appropriate to the applicant's best interests.

**Ratified on 11<sup>th</sup> November 2014**

## **Procedure for Student Entry, September 2016**

- Enrolment application forms will be made available from Monday 11th May 2015.
- Enrolment application forms will only be accepted in respect of first year entrants, i.e. students starting second-level in September 2016.
- Forms can be obtained from the Educate Together National Office, 11-12 Hogan Place, Dublin 2 from Monday 11th May 2015.
- Forms can also be downloaded from the Stepside ETSS website [www.ballinteerstepasidessecondary.ie](http://www.ballinteerstepasidessecondary.ie), or from the Educate Together website [www.educatetogether.ie](http://www.educatetogether.ie), from Monday 11th May 2015.
- The closing date for completed application forms will be Friday 25th September 2015.
- Offers of places will begin on Monday 28th September 2015.
- Failure to respond to an offer of a place in writing within 14 days of the offer being made will result in the place being forfeited.
- Places will be offered in order of priority i.e. Priority 1, Priority 2, Priority 3 and Priority 4.
- Anyone applying after Friday 25th September 2015 will be placed on a waiting list and offered a place only after the 4 priority categories have been cleared.



# Appendix 1

## Proposed Post-Primary School Ballinteer / Stepside

