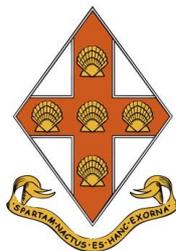


# Midleton College



## ENROLMENT POLICY

### Introduction

This Enrolment Policy should be read in conjunction with the *Ethos Statement of Midleton College* and the *College Code of Behaviour*.

### Process

In order to comply with statutory requirements, the enrolment of a pupil at Midleton College takes place in six stages. The stages are:

- (i) Notice of Intention to Apply
- (ii) Open Day
- (iii) Formal Application
- (iv) Meeting with the Principal or his/her Representative
- (v) Offer of a Place
- (vi) Acceptance of a Place

Only applications on the approved forms will be eligible for consideration. All applicants for 1<sup>st</sup> Form must have attained their 12<sup>th</sup> birthday by 31<sup>st</sup> December in the year of enrolment.

#### **(i) Notice of Intention to Apply**

The process begins by completing a *Notice of Intention to Apply* form.

Parents or guardians should contact Midleton College and request a *Notice of Intention to Apply* form (NOI) as soon as practicable; ideally no later than 31<sup>st</sup> July in the year preceding the proposed admission (14 months prior to the proposed start date at the College).

A non-refundable Registration Fee of €90 per application should be returned with each submitted *NOI* along with a copy of the candidate's Birth Certificate.

The College will issue a written receipt for a completed *NOI*.

It is the responsibility of parents or guardians to notify subsequent changes of address or other contact information to the College.

#### **(ii) Open Day**

Each parent or guardian and the applicant pupil, on whose behalf a *NOI* was completed and returned to Midleton College, will be invited to attend an Open Day at Midleton College in the year preceding the proposed admission.

This is an informal opportunity for the families to view the College campus and meet with staff members.

### **(iii) Formal Application**

During September in the year preceding enrolment, those who have returned a *NOI* will be sent an Application Form For Admission.

The *Application Form For Admission* should be completed and signed for return to Midleton College along with a copy of the candidate's most recent school report. Only applications which have been fully completed and signed will be considered.

Completed and signed Application Forms (accompanied by the relevant documentation) should be received in the College Office by the 30<sup>th</sup> September in the year preceding the proposed enrolment.

Submission of an Application Form is not a guarantee of a place at Midleton College.

### **(iv) Meeting with the Principal or his/her Representative**

Upon receipt of the Application Form, each family is invited to visit the College to meet with the Principal or his/her Representative. This meeting is optional. But where parents/guardians choose to avail of this meeting, the applicant must also attend.

All family meetings with the Principal or his/her Representative will have concluded no later than 1<sup>st</sup> December in the year preceding the proposed enrolment.

All applicants will have had an opportunity to visit the College and/or meet with the Principal or his/her Representative at this stage.

Late applications are not generally considered during the course of the school year, but may be dealt with on a case by case basis at the discretion of the Principal. This discretion will apply, for example, in the case of a family relocating.

### **(v) Offer of a Place**

The Board of Management of Midleton College will respond to all applications as soon as practicable after 1<sup>st</sup> December, but not later than 21 days after the conclusion of stage (iv). Notification in writing of the Offer of a Place will be posted to all successful applicants accompanied by a Pupil Registration Form.

A waiting list may be drawn up comprised of applicants not offered places at this stage of the process. The waiting list does not carry forward from one year to another.

A subsequent review of a decision by the Board of Management may be requested, generally only on the grounds of additional information not previously submitted at the time of application. Such applications will be considered at the next meeting of the Board of Management.

In accordance with Section 29 (1) (c) of the Education Act 1998, the parents or guardians of an unsuccessful applicant may appeal the decision to the Secretary General of the Department of Education and Skills.

While Midleton College is committed to meeting the identified requirements of applicants who have a disability or who have other special educational needs, the College reserves the right to enrol such applicants only in cases where it is satisfied, having regard to the resources available to

Midleton College at the time of application/proposed date of enrolment, that the provision of education appropriate to the applicant's abilities and needs is practicable. (Ref: Education Act 1998 section 6 (a) and (b) and section 9)

#### **(vi) Acceptance of a Place**

Applicants who are offered a place at Midleton College are required to enrol within two weeks of the offer of the place by completing and returning the *Pupil Registration Form*.

A non-refundable Deposit of €400 is payable upon formal acceptance of a place for an enrolling applicant. This Deposit will be credited to the parent or guardian account in June of the year of the pupil's completion of 6<sup>th</sup> Form at Midleton College. At that time, any outstanding costs will be deducted and any balance returned. In accepting a place in the College, parents or guardians are also acknowledging their on-going liability for the payment of fees to provide for their child's education.

In the case of withdrawal of a successful application, the Deposit remains non-refundable.

Completion and return of a Pupil Registration Form together with payment of the Deposit guarantees a place at Midleton College for the specific year of application/offer.

At the time of enrolment, parents or guardians are required to declare that they have read and understood both the *Ethos Statement* and the *Code of Behaviour* for Midleton College, and that they undertake to support the College in their implementation.

### **Criteria**

The Board of Management will, in the light of sections 6 (e), 9 (m) and 15 (2) (d) of the Education Act 1998, give consideration to the following factors:

- ❖ Whether an applicant and his/her parents or guardians are sympathetic to the ethos and traditions of the College.
- ❖ The number of available places in the College, which in turn involves:
  - the number of pupils expected to leave the school
  - the deployment of teachers
  - the resources of the school
  - the balance between boarders and day pupils
  - the balance between boys and girls
  - the nurturing of the international dimension of the College.
- ❖ Religious denomination (as outlined below) based on the foundation and Ethos Statement of the College.
- ❖ Whether an applicant is a sibling of another pupil already attending the College, or is the child of a past pupil, a member of the College staff or a member of one of the College Boards.

In relation to religious denomination, the following priority is followed:

- (i) Students who are members of the Church of Ireland or are members of Protestant churches traditionally served by the College; or where their parents are members of one of those churches.
- (ii) Students who are adherents of other Christian denominations.

**Adopted May 2007**

**Revised February 2011**

**Approved by the Board of Governors as Patron February 2011**

**Revised by the Board of Management April 2012**

**Revised & Ratified by the Board of Management April 2014**