

Midleton College



ADMISSIONS POLICY

Roll number: 62370J

School Patron: Board of Governors of the The Midleton Endowed School

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 September 6th, 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 Midleton College admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Midleton College is a coeducational, day & boarding, voluntary secondary school with a Protestant ethos under the trusteeship of The Midleton Endowed School. It is outside the free scheme and is therefore a fee-paying school.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Midleton College 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 school ethos can be found in Appendix 1 of this document.

3. Admission Statement

Midleton College 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.

Midleton College 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 who is a member of the Church of Ireland or is a member of a Protestant church traditionally served by the College in preference to others.

Midleton College 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 Church of Ireland or is a member of Protestant churches traditionally served by the College, and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

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
- c) Midleton College is a Protestant school and may refuse to admit as a student a person who is not a member of the Church of Ireland or is not a member of a Protestant churches traditionally served by the College where it is proved that the refusal is essential to maintain the ethos of the school.

5. 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 to those Day applications and Boarding applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Selection criteria for Day applications

- (i) Applicants who are members of the Church of Ireland or are members of Protestant churches traditionally served by the College; or where a parent, or both, is a member of one of those churches.
- (ii) Siblings of current pupils.
- (iii) Children of members of school staff.
- (iv) Siblings of past pupils.
- (v) Children or Grandchildren of past pupils (subject to limit of 25% of available places).
- (vi) Children currently attending a Protestant primary school or other minority faith primary school.

Selection criteria for Boarding applications

- (i) Applicants for Boarding places must attend and successfully complete an interview to determine suitability.
- (ii) Applicants who are members of the Church of Ireland or are members of Protestant churches traditionally served by the College; or where a parent, or both, is a member of one of those churches.
- (iii) Siblings of current pupils.
- (iv) Children of members of school staff.
- (v) Siblings of past pupils.
- (vi) Children or Grandchildren of past pupils (subject to limit of 25% of available places).
- (vii) Children currently attending a Protestant primary school or other minority faith school

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:

After due consideration of the admission criteria above, should the number of applicants exceed the number of remaining places in that selection criteria, a lottery of those applicants in that selection criteria will be held to assign places..

6. 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
- (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) requirement that a student, or his or her parents, attend an interview, open day or

other meeting as a condition of admission - other than in the case of admission to a boarding place.

- (e) 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.

7. Decisions on applications

All decisions on applications for admission to Midleton College will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(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.

8. 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 17 below for further details).

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

In accepting an offer of admission from Midleton College, 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.

10. 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 Midleton College 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.

11. 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).

12. 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 Midleton College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Midleton College is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

13. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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 waiting list.

14. 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:

In determining admission to classes or years other than the school's intake group (Day & Boarding places) any decision will be based on all the relevant circumstances, including interview.

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:

Admission is considered in exceptional cases only; any decision by the school to admit in such cases will be based on all the relevant circumstances, including interview.

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

The Board of Management of Midleton College 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.

16. 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 Midleton College without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how the request may be accommodated by the school.

17. 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.

18. Declaration in accordance with Section 62 of the Education Act 1998

Midleton College 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.

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

Midleton College



ANNUAL ADMISSION NOTICE FOR 2024/25

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2024/25 school year are available at www.midletoncollege.ie or by email from admissions@midletoncollege.ie or by writing to Midleton College, Midleton, Co. Cork.

1. Application and Decision Dates for admission to 1st Year for 2024/25

1.	The school will commence accepting applications for admission on Applications for Boarding places may be made in advance of this date.	1st October 2023
2.	The school will cease accepting applications for admission on	22nd October 2023
3.	Applicants will be notified in writing of the decision on their application by	29th October 2023
4.	Applicants must confirm acceptance of an offer of admission by	7th November 2023

Failure by an applicant to accept an offer by the 7th November 2023 may result in the offer being withdrawn.

2. Number of places being made available in the 2024/25 school year

The number of places being made available in Form I is	72
The number of day places is	62
The number of boarding places is Any boarding places not filled, may be reallocated as day.	10

3. Number of places in 1st year for the 2024/25 school year which were offered and accepted before 1 February 2020

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	0
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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 2023/24 school year was

Total breakdown of places allocated for 1st year for the 2023/24 school year:	
Number of places available	72
Number of applications received	139
Offers made and accepted under each criteria	Boarding Interview: 10 Members of Protestant Churches: 25 Siblings of current students: 13 Children of Staff: 0 Siblings of past pupils: 0 Children/Grandchildren of past pupils: 3 Protestant primary school or other minority faith school: 1 Other: 21 Unfilled: 0
Number of names placed on waiting list for the school year concerned	67

The total number of applications for admission received by the school for admission to the residential element of the school for 1st year in the 2023/24 school year was 10.

Breakdown of residential places allocated for 1st year for the 2023/24 school year:	
Number of places available	10
Number of applications received	10
Number of Offers made and accepted under each criteria	Successfully completed interview: 10
Number of names placed on waiting list for the school year concerned	0

The total number of applications for admission received by the school for admission as a day student of the school for 1st year in the 2023/24 school year was 129.

Breakdown of day pupil places allocated for 1st year for the 2023/24 school year:	
Number of places available	62
Number of applications received	129
Number of Offers made and accepted under each criteria	Members of Protestant Churches: 25 Siblings of current students: 13 Children of Staff: 0 Siblings of past pupils: 0 Children/Grandchildren of past pupils: 3 Protestant primary school or other minority faith school: 1 Other: 21
Number of names placed on waiting list for the school year concerned	67