

IMPORTANT NOTE – THE TEMPLE CARRIG SCHOOL ADMISSIONS POLICY 2018 IS SET OUT IN THIS POLICY DOCUMENT AND IN THE GUIDE TO THE ADMISSIONS PROCESS 2018 AS APPROVED BY THE BOARD OF MANAGEMENT – BOTH DOCUMENTS SHOULD BE READ TOGETHER



**TEMPLE
CARRIG
SCHOOL**

Admissions Policy for students entering first year in September 2018

Adopted by the Board of Management on 14th September 2016

1. Introduction

Temple Carrig Secondary School ("the School") was established to provide secondary education for children in the Greystones/Delgany area and also to make some provision for children attending primary schools under Church of Ireland patronage from outside the immediate catchment area. The Patron of the school is the Church of Ireland Archbishop of Dublin and Bishop of Glendalough and the Board of Management is accountable to the Patron for upholding the particular ethos of the school. ¹

2. Enrolment Policy – 1st Year – September 2018

All applications for places at the School should be submitted on the approved online application form (available at templecarrigschool.ie/application2018.html) by 5pm on Friday 28th October 2016. If you do not have access to the online form, please contact the school office at the address below by post in order for a hardcopy form to be sent to you. A completed hardcopy form should be returned to the School Office at Temple Carrig School, Greystones, Co. Wicklow by **5pm on Friday 28th October 2016**. If you have submitted an application online already and received an acknowledgement from the school, you do not need to submit a hardcopy form.

Only completed forms (online or hardcopy) received by the School by 5pm on Friday 28th October 2016 shall be considered by the School when allocating places. **It is the applicant's responsibility to ensure their application has been received by the school on time and a copy of the acknowledgement email from the school should be retained by the applicant as proof.**

To be eligible for admission to the school, pupils should have completed sixth class in primary school, or its equivalent, and should have reached the age of 12 years by 31st December in 1st Year.

¹ Refer to School Ethos Statement, acceptance of which is a condition of entry to Temple Carrig Secondary School.

3. Admission Categories

The Board of Management shall prioritise the allocation of places for 1st year in September 2018 according to the following categories:

Category 0: Children of permanent teachers and staff of Temple Carrig Secondary School.

Category 1: Children attending one of the following schools who permanently reside in the Greystones/Delgany catchment area (as delineated by area of the Church of Ireland parishes of Greystones and Delgany) at the date of application:

Gaelscoil na gCloch Liath	Educate Together NS Greystones
St Brigid's NS Greystones	St Laurence's NS Greystones
St Kevin's NS Greystones	Delgany NS
St Patrick's NS Greystones	Greystones CNS

Within this category, priority shall be afforded to:

(i) applicants who are siblings of children who attend the School currently or who have received and accepted an offer of a place in the School for September 2017 or September 2018 provided the applicants meet all other admission criteria within this category at the date of application, then to

(ii) applicants with an active parish affiliation (as defined below in Appendix 1) with the Church of Ireland parishes of Greystones or Delgany provided the applicants meet all other admission criteria within this category at the date of application, then

(iii) places shall be offered to all other applicants who meet the admission criteria in this category subject to random selection in the event of oversubscription for remaining places available.

The number of places to be allocated to children from Category 1 for admission in September 2018 shall not exceed 132.

Category 2: Children other than those coming within Categories 0 and 1 who permanently reside in the area delineated by the Church of Ireland parishes of Greystones, Delgany, Bray, Newcastle with Newtownmountkennedy and Calary, and Powerscourt with Kilbride and attend any of the following primary schools under the patronage of the Church of Ireland at the date of application:

St Patrick's NS, Greystones	Delgany NS
St Andrew's NS Bray	Powerscourt NS, Enniskerry
St Francis NS, Newcastle	

Within this category, priority shall be afforded to:

(i) applicants who are siblings of children who attend the School currently or who have received and accepted an offer of a place for September 2017 or September 2018 in the School provided the applicants meet all other admission criteria within this category at the date of application, then to

(ii) applicants with an active parish affiliation (as defined below in Appendix 1) with one of the Church of Ireland parishes of Greystones, Delgany, Bray, Newcastle with Newtownmountkennedy and Calary or Powerscourt with Kilbride and attend St Patrick's NS Greystones or Delgany NS provided the applicants meet all other admission criteria within this

category at the date of application (where there is an excess of applicants within this category, places available shall be offered on the basis of random selection), then to

(iii) applicants with an active parish affiliation (as defined below in Appendix 1) with one of the Church of Ireland parishes of Greystones, Delgany, Bray, Newcastle with Newtownmountkennedy and Calary or Powerscourt with Kilbride and attend St Andrew's NS Bray or Powerscourt NS Enniskerry or St Francis NS Newcastle provided the applicants meet all other admission criteria within this category at the date of application (where there is an excess of applicants within this category, places available shall be offered on the basis of random selection), then

(iv) places shall be offered to all other applicants who meet the admission criteria in this category subject to random selection in the event of oversubscription for remaining places available.

Category 3: Children who permanently reside in the Greystones/Delgany catchment area, at the date of application, who do not attend the schools listed in Categories 1 or 2.

Category 4: Children who permanently reside in the area covered by the Church of Ireland parishes of Bray, Newcastle with Newtownmountkennedy and Calary and Powerscourt with Kilbride and attend the following primary schools at the date of application:

Gaelscoil na gCloch Liath	Educate Together NS Greystones
St Brigid's NS Greystones	St Laurence's NS Greystones
St Kevin's NS Greystones	Greystones CNS

Category 5: All other children.

4. The allocation of places

Priority will be afforded to children in Category 0 and then sequentially to each subsequent category within the terms of each category.

Where there is an excess of applicants within a category, any priority afforded within that category will first be applied and remaining places available shall be offered on the basis of random selection from qualifying applicants within that category.

Sibling Priority

If a child who has accepted a place for 2017 or 2018 does not take up that place, a sibling afforded priority as a sibling of that child under Category 1 or 2 shall lose that priority and shall be deemed to have forfeited their place and the place shall be offered to another applicant without further notice. To avoid this situation arising an applicant may choose not to claim sibling priority at the time of applying for a place for 2018 by emailing or delivering an express written instruction to that effect to the School Office by 5pm on Friday 28th October 2016. However, that applicant may fail to secure a place without the benefit of sibling priority as he or she may be subject to a random selection process.

Active Parish Affiliation

Priority for active parish affiliation (as defined below in Appendix 1) shall only apply where an applicant has completed an Active Parish Affiliation form and returned it to the School Office by 5pm on Friday 28th October 2016 and that form is subsequently verified by the relevant Rector.

Siblings Applications

Where two or more siblings, who meet the admission criteria within same category at the date of application, apply to the School for admission to 1st Year in September 2018, and where a separate and complete application form has been submitted on time for each sibling, such applications will be deemed to be one application (albeit for two places) in the event that the applications are included in a random selection process during the admissions process. This provision is intended to facilitate families with twins or siblings of close age who are applying for entry in September 2018.

Total Allocation

The total number of places to be allocated to children for admission in September 2018 as determined by the Board of Management shall not exceed 144.

Decisions on all applications are at the discretion of the Board of Management.

5. Holding places in other voluntary, community and comprehensive schools

Where an applicant is offered a place in Temple Carrig School and that person has also been offered a place in any of the following voluntary, community or comprehensive schools (“the listed schools”), the applicant, through their parent or guardian will, if accepting a place in Temple Carrig School, formally release or relinquish any place offered or held in any of the listed schools within 21 days of the offer a place in Temple Carrig School and confirm this by declaration when submitting any documentation when accepting the place in Temple Carrig School. Any applicant who has not released or relinquished their place in the listed school on accepting a place in Temple Carrig School shall forfeit the place in Temple Carrig School and that place shall be offered to another applicant without further notice.

St David’s Holy Faith School, Greystones	Loreto Bray
Colaiste Craobh Abhainn, Kilcoole	Presentation College Bray
East Glendalough, Wicklow Town	Colaiste Raithin, Bray
Newpark Comprehensive, Blackrock,	Educate Together Secondary School Bray

This requirement is included with a view to ensuring that the offering of a place in Temple Carrig Secondary School does not undermine existing second level provision in other non-fee paying schools locally and to facilitate applicants who do not have a place in any other of the listed schools. By applying to Temple Carrig School you consent to the School consulting with the Principals of the above listed schools for the purposes of determining the status of your child’s application to such schools.

6. Acceptance of a place

Acceptance of an offer of a place in the School will be conditional on the School receiving, within the specified time period:

- a signed and completed Acceptance of Offer Form,
- affirmation from the school principal confirming that the child is a current pupil of a feeder school (Category 1,2, & 4).

- Two original documents showing proof of address, dated within the last 90 days, demonstrating permanent residence in the area (Category 1,2, 3 & 4. One must be a recent utility bill within the last 90days (electricity, gas, phone or water) and the second must be a Bank, Credit Union, Post Office or Building Society statement dated within the last 90 days. The Board of Management reserve the right to make any and all enquiries considered necessary to verify the residential address.
- a copy of the School's Code of Conduct (enclosed with the offer letter), signed by the Applicant and his/her parents/guardians indicating acceptance of the School's rules on discipline and other matters.²
- payment of an Admission Bond (please see the Guide to the Admissions Process 2018 document for details) which shall be refundable upon the child taking up the place offered in the School.

Failure to provide evidence to support the inclusion of an application in an admission category or the presentation of evidence which is false or misleading will invalidate the application and lead to the loss of a place in the school.

Acceptance of a place in the school is taken as acceptance of all school policies.³ Refusal to sign the Code of Conduct or to accept school disciplinary procedures will invalidate the application and lead to loss of place in the school.

7. Appeals

Appeals against the school's failure to enrol a student should be made in writing to the Board of Management who may decide if an oral hearing is necessary.

Section 29 Appeals

Section 29 of the Education Act, 1998, gives parents (and students who have reached the age of 18) the right to appeal decisions made by a school's Board of Management relating to expulsions, suspensions or refusals to enrol a student. Subsequent to a decision of any appeal of the refusal to enrol to the Board of Management, if applicants are in any way dissatisfied with the School's handling of their application, they are entitled to address an appeal to the Secretary General of the Department of Education & Skills via the Section 29 Appeals Administration Unit, Department of Education & Skills, Friar's Mill Road, Mullingar, Co Westmeath. This appeal should be lodged with the Department within 42 days of the Boards refusal to enrol. The contact phone number for this Unit is 076 110 8588 and the email address is section29@education.gov.ie. Further information is available on the website www.education.ie.

8. Student Participation

The School is a voluntary co-educational day school, offering a broad Christian education through a wide curriculum of subjects approved by the Department of Education and Skills, together with sports and extra-curricular activities.

Religious Education and Assemblies are an integral part of the ethos and educational structure of the school. It is expected that students attending the School will participate in all areas of

² The Code of Conduct is available on the School Website

³ All School Policies will be available on the School website templecarrigschool.ie before the offer of places is made.

the school curriculum and pupils are encouraged to participate as fully as possible in the extra-curricular life of the school.

Students attending the School complete six years of schooling before sitting the Leaving Certificate. Requests to repeat or omit a year will only be considered in exceptional circumstances. Transition Year is compulsory for all students.

As specified under the Education Welfare Act 2000 all students registered at the School are obliged to attend school on a regular basis and parents/guardians also have obligations in this respect.

The Board of Management of the School is committed to excellence in education and the welfare of all students in its care. Once enrolled a student is subject to the discipline of the school and is entitled to remain as a pupil for as long as the discipline and rules of the school are obeyed. These rules apply in school, on school activities and where life in school is affected.⁴

9. Enrolment to 2nd to 6th Years 2018

Applications for enrolment to years other than 1st year, commencing in September 2018, will be subject to the School's Higher Years Admission Policy 2018 which will be published before the end of the academic year 2017/2018.

10. Enrolment to 1st Year 2019 and subsequent years

This Admissions Policy applies to the intake of students in the School for 1st Year in September 2018 only. The terms of the policy will be reviewed by the Board of Management on an annual basis and the Board retains discretion to affirm, amend or otherwise alter the terms as they deem appropriate. No assumption should be made that the Admissions Policy for entrants in 2019 or subsequent years will be in the same terms as this Admissions Policy.

11. Waiting List

Once all places have been allocated under this Admissions Policy a Waiting List will be established for unsuccessful and late applicants. A separate Waiting List Policy will be published by the Board of Management which will govern the operation of this list.

⁴ Refer also to the School Code of Conduct and Disciplinary Procedures, copies of which will be made available on the School Website before places are offered.

Appendix 1 – claiming an active affiliation to a Church of Ireland parish

Applicants with an active parish affiliation are children who are certified to the School in a prescribed form (available from the School Office) by the Rector for the time being of their parish as meeting **each** of the following three criteria;

- *their immediate families (parents and siblings) are currently enrolled on the parish register, and*
- *with their families they attend church services (in particular Family Services) at their parish church frequently, and*
- *they and their immediate families are involved currently in the faith life of the church locally.*

If you think that your child qualifies for an active parish affiliation, you should make contact with the school office (or send an email to admissions2018@templecarrigschool.ie), to receive an Active Parish Affiliation form which should be completed and returned to the school office directly. The obligation rests with applicants to complete this form and return it to the school office within the time indicated on the form. The school office will then forward the form to the relevant Rector for verification.

Priority for active parish affiliation shall only apply where an applicant has completed an Active Parish Affiliation form and returned it to the School Office by 5pm on Friday 28th October 2016 and where that form has subsequently been verified by the relevant Rector.

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Approved by Board of Management,
Temple Carrig Secondary School
14th September 2016

**IMPORTANT NOTE – THIS GUIDE TO THE ADMISSIONS PROCESS SHOULD BE READ IN
CONJUNCTION WITH THE ADMISSIONS POLICY 2018**



**TEMPLE
CARRIG
SCHOOL**

Guide to the Admissions Process in Temple Carrig Secondary School

Applying for a place in 1st Year 2018

The process of applying for a post-primary school place can be daunting and confusing for parents, so we strongly recommend that you read through this guide to familiarise yourself with the way it works in Temple Carrig Secondary School (the School).

The demand for places in the School in each year has been high and we expect a substantial demand for 2018 places which may make it difficult to secure a place. Conscious of this, as well as of the disappointment this can cause for families who are unsuccessful, the Board of Management are extremely careful to ensure that places are allocated as fairly as possible and will adhere rigidly to the Admissions Policy (which can be found on the school website templecarrigschool.ie or be requested from the School office). It is important that you familiarise yourself with the Admissions Policy before making an application for a place for your child.

This guide has been produced to help applicants understand how the process works, and to maximise their chances of securing a place.

How to apply for a place in the School

1. Please read the Admissions Policy 2018 document and Statement of Ethos before making an application for a place for your child for entrance to first year in September 2018. The Statement of Ethos sets out the beliefs and values that the School embraces in its operations. The Admissions Policy sets out the basis on which places will be allocated in the school. It is important to note that it is a key founding principle of the school that parents of pupils attending the school commit to active participation in the school life through involvement in the Parent Teacher Association and the active support of their children.
2. Please fully complete the online Admissions Application Form (templecarrigschool.ie/application2018.html) in respect of your child, including all

relevant details in relation to your child. The Application form will be available online from 12pm Monday 10th October 2016, or a hard copy can be obtained by writing to the Admissions Officer of the Board of Management at the School Office.

3. Completed applications should be submitted online or returned to the School Office so that they are received no later than **5pm on Friday 28th October 2016**. You do NOT have to return any supporting documentation at this stage, unless you are claiming an active parish affiliation with the local Church of Ireland parish. If you are claiming such an affiliation you need to obtain a parish affiliation declaration form from the School Office, complete the part relevant to your child and send the hard copy back to the school office before the closing date for Applications, no later than **5pm on Friday 28th October 2016**.
4. A valid email address must be included with your application. This will enable us to let you know your application has been received. Unless you have received an email confirming that your application has been received within 24 hours of making the application, you should not assume that the application has been received – please contact admissions2018@templecarrigschool.ie if in doubt.
5. Once all applications have been received they will be assessed by reference to the Admissions Policy and places will be allocated to applicants by reference to the admission categories set out in the Policy on a sequential basis.
6. The first round of offers will be made to successful applicants by post on **Thursday 10th November 2016**. Parents wishing to take up their offers of a place will have to return the required form and supporting documentation to the school within 14 days (to be received no later than **5pm Friday 25th November 2016**) together with the payment of the Admission Bond.
7. By the week commencing **28th November 2016**, if places are still available, a second round of offers will be made to applicants by reference to the categories set out in the Admissions Policy. Any additional places will be offered by category on a sequential basis over the following weeks until all places are filled.
8. In the week commencing **5th December 2016**, we will contact all unsuccessful applicants to let them know that they have not achieved a place in the School and asking if they would like to be placed on the Waiting List.
9. The school will aim to meet these dates, but reserves the right to vary this schedule if circumstances require some adjustments or delays.

Admission Bond

An Admission Bond must be paid when accepting an offer of a place in the School. The payment must accompany the Acceptance Form and the School reserves the right to refuse to acknowledge the Acceptance Form and return it to the Applicant where the Admission Bond is not paid.

The Admission Bond shall be refundable upon the child taking up the place offered in the School in September 2018. Parents may elect to offset this amount against the first year parental voluntary contribution to the school. Persons accepting the offer of a place, but who

fail to take that place up in September 2018 shall forfeit the bond. The purpose of the Admission Bond is to ensure that the Applicant is serious about taking up the place offered and is not unfairly blocking a place which could go to another applicant on the waiting list.

For 2018 the Admission Bond for one child is €300.00, €500.00 if there are two siblings accepting places for 1st Year 2018 or €600.00 if there are three siblings accepting places for 1st Year 2018.

Any person who is unable to pay this amount on being offered a place can contact the Treasurer of the Board of Management to make necessary arrangements in respect of payment of this bond.

Cost of application

There is NO charge for making an application for a place in the school.

Categories of Application

The Admissions Policy contains a detailed explanation of the various categories.

Claiming Sibling Priority

Applicants who qualify under Category 1 or Category 2 who are siblings of children who attend the School currently or who have received and accepted an offer of a place for September 2017 or September 2018 in the School shall be afforded priority provided the applicants meet all other admission criteria within their category at the date of application.

If a child who has accepted a place for 2017 or 2018 does not take up that place, a sibling afforded priority as a sibling of that child under Category 1 or 2 shall lose that priority and shall be deemed to have forfeited their place and the place shall be offered to another applicant without further notice.

If it is believed that there is a risk that a place may be forfeited due to a sibling not taking up a place in 2017 or 2018, that applicant may choose not to claim sibling priority by emailing or delivering a written instruction to that effect to the School Office by 5pm on Friday 28th October 2016. However, that applicant may fail to secure a place without the benefit of sibling priority as may be subject to a random selection process.

Where two or more siblings apply

Where two or more siblings apply for admission to 1st Year in September 2018 the applications will be deemed to be one application in the event that the applications are included in a random selection process during the admissions process. The purpose of this provision is to ensure that the applications are considered together during the admissions process. The effect will be that if one sibling secures a place the other sibling(s) will secure a place too.

Claiming an Active Parish Affiliation

The Admissions Policy for 2018 entrants provides that applicants with an active parish affiliation will be afforded priority on entry in the event of oversubscription of applicants within the relevant category. This priority has been introduced to ensure that children of

parishioners with an active affiliation to the relevant Church of Ireland parishes secure entry to the school – the Board believes that it is in the interests of the maintenance of the ethos of the school that children and parents that actively participate in that ethos of the Church of Ireland at local parish level should be a key part of the school community.

The grounds for claiming the priority that have been introduced are both specific and exacting and require applicants to meet certain objective criteria to demonstrate active parish affiliation. This in turn is subject to certification for the School Board by the Rector of the parish concerned.

The grounds on which priority admission can be claimed are as follows;

Applicants with an active parish affiliation are children who are certified to the School in a prescribed form (available from the School Office) by the Rector for the time being of their parish as meeting each of the following three criteria;

- *Their **immediate** families are currently enrolled on the parish register, and*
- *With their families they attend church services (in particular Family Services) at their parish church frequently, and*
- *They and their **immediate** families are actively involved in the faith life of the church locally.*

If you think you may be eligible to claim an active parish affiliation please contact Admissions at admissions2018@templecarrigschool.ie to request the form and an information note on claiming an active parish affiliation.

Before you seek to claim priority for your child on the basis of active parish affiliation it is important that you review the criteria listed above and assure yourself that you qualify. The School Board, in light of the pressure for spaces and the particular broad community based catchment that Temple Carrig School serves in the Greystones/Delgany area, will be insisting that candidates seeking priority achieve each of the criteria set down above.

Priority for active parish affiliation shall only apply where an applicant has completed an Active Parish Affiliation form and returned it to the School Office by **5pm on Friday 28th October 2016** and where that form has then been subsequently verified by the relevant Rector.

Tips and advice

Tip 1: Make sure you apply before the deadline! There will be heart-breaking stories of genuine Category 1 children who miss out on a place because their parents forgot to return the application in time. Late applications will lose all priority – don't let this happen to your child! Equally if you receive an offer of a place for your child it is important that you respond before the deadline – this is entirely your responsibility.

Tip 2: It is up to you to retain evidence of making the application. As mentioned previously, if you include an email address, we will send you an email confirmation that your application has been received. This email should be printed and kept safely as proof of your application being received in the school. If you don't hear from the School **within 24 hours** of making your application, contact the Admissions Officer of the Board of

Management at admissions2018@templecarrigschool.ie. We insist that it is the family's responsibility to retain proof of an application having been made.

Section 29 Appeals

If your child has not been enrolled in the school following the admissions process you are entitled to make an appeal to the Board of Management seeking the enrolment of your child. If the Board of Management refuses to uphold your appeal, Section 29 of the Education Act, 1998, gives parents (and students who have reached the age of 18) the right to appeal decisions made by a school's Board of Management relating to expulsions, suspensions or refusals to enrol a student. If you are in any way dissatisfied with the School's handling of your application, you are entitled to address an appeal to the Secretary General of the Department of Education & Skills via the Section 29 Appeals Administration Unit, Department of Education & Skills, Friar's Mill Road, Mullingar, Co Westmeath. Appeals must be lodged with the Department within 42 days of the Board of Management's decision on appeal not to enrol your child. The contact phone number for this Unit is 076 110 8588 and the email address is section29@education.gov.ie. Further information is available on the website www.education.ie.

Frequently Asked Questions

FAQ: Our circumstances have changed and we now wish to be considered as a Category 1 application. What do we do?

Ans: Notify the School in writing that you wish to change the details on your application. (As outlined above, it's then up to YOU to ensure that the School has received this notification.) If the change of details arrives before the closing date, your application will be then be treated as if it had always been a Category 1 application. However, unfortunately, if it arrives after the closing date it can only be treated as the original application.

FAQ: Can I contact the school to find out where we stand on the Waiting List?

Ans: Before the admissions process, there is no Waiting List. A Waiting List will only come into play after all places have been filled. At that stage you are welcome to contact the school and we will tell you where you stand.

FAQ: Who looks after the 1st Year applications process in the school?

Ans: The process will be overseen by an Admissions Officer, who has been appointed and fully authorised to act on behalf of the Board of Management of the School. However, the final decision regarding reserving and offering places is made solely by the Board of Management of the school. The Principal is not involved in this process, and does NOT deal with 1st Year applications.

FAQ: What can I do to improve my chances of securing a place in the school for my child?

Ans: Aside from making sure you apply on time, there is NOTHING further you can or should do. The process is absolutely clear-cut and meeting the Principal, offering financial support or other assistance to the school, contacting politicians or clergy, etc

make no difference to your child's application. (On the other hand, you can take comfort that your child cannot be queue-jumped by anyone else using such tactics either.)

For further information on the any aspect of the Admissions Process please contact us by email at admissions2018@templecarrigschool.ie.