

# Temple Carrig School

## Higher Years Admissions Policy 2016

Temple Carrig 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.

In September 2016, enrolment for First Year students will operate in accordance with the general Admissions Policy for the School <sup>1</sup> Applications for places in higher year groups, however, shall operate in accordance with the terms of this Policy and its Appendix A *Guide to the Temple Carrig School Higher Years Admissions Procedures*.

### Enrolment Policy – 2<sup>nd</sup> Year 2016

Places will only arise in higher year groups in September 2016 if the school receives written notice of the withdrawal of an existing student. The Board has determined that the maximum number of students in each year group in September 2016 shall be 132 students.

All applications for places at Temple Carrig School must be submitted on the approved application form. The application form may be downloaded from the School website or requested from the School Office. Applicants for places in higher year groups in September 2016 should also include copies of recent school reports. These reports will be used to gauge whether the applicant would integrate well into the School, but will NOT be used to select candidates on the basis of academic merit or to eliminate candidates with special educational needs.

The Application Period for places in higher year groups in September 2016 shall open on 1<sup>st</sup> April 2016 and close on 1<sup>st</sup> June 2016. Any applications received after this date shall be deemed to be late and will not be considered by the School until places have been offered to all timely applications. The Board of Management insist that it is the responsibility of the applicant to ensure their application is received on time.

On 1<sup>st</sup> April 2016 all previous applications (including applications for places in First Year 2015) shall be deemed to have lapsed. If a family wishes their child to be considered for a place in higher year groups in September 2016 a new application must be made in writing to the school.

When considering the admission of any student the Board will take account of its obligations under health and safety legislation.

---

<sup>1</sup> Refer to the *Temple Carrig School Admissions Policy 2016* which should be read in conjunction with *A Guide to the Temple Carrig School Admissions Procedures*, copies of which are available on the School Website or from the School Office.

## Allocation of Places in Higher Years

The School will endeavour to review applications and offer any available places by 21<sup>st</sup> June 2016. All places are offered at the discretion of the Board of Management.

In respect of applications for places in higher year groups in September 2016 several criteria shall apply. After the Closing Date, a Higher Years Admissions Committee will meet to consider all applications. The applications will be marked according to these criteria as follows:

**1. Primary Residence**

10 points shall be awarded to any child living inside the Greystones/Delgany Catchment Area<sup>2</sup>

**2. Sibling connection to the school**

10 points shall be awarded to any child who has a sibling who is attending, or has accepted a place in, the School

**3. Previous application to the School**

5 points shall be awarded to any child for whom an application has been made in any previous calendar year.

**4. Capacity to Integrate into the School**

0-15 points shall be awarded at the discretion of the Higher Years Admissions Committee based on their view of the capacity of the child to integrate into the School by reference to existing school attendance, discipline record and teachers' feedback about involvement and effort.

**5. Potential to Contribute to the Life of the School**

0-10 points shall be awarded at the discretion of the Higher Years Admissions Committee in respect of any special qualities or abilities that might add to the life of the School.

References/performance at interview shall NOT count for points.

Once the Higher Years Admissions Committee have marked the applications, the Board of Management will allocate places to those with the highest points, according to how many withdrawals there have been from the year group. For example, if there are three withdrawals, the three highest scoring applicants will be offered places. If an applicant chooses not to accept a place, the fourth-placed candidate will be offered the place and so on until the places are filled.

## Acceptance of Places in Higher Years

Acceptance of an offer of a place in the School will be conditional on the School receiving, within the specified time period, a signed Acceptance of Offer form as well as any other documentary evidence that may be required and payment of an admissions bond, which shall be refundable upon the child taking up a place offered in the School. Failure to provide these details or the provision of details which are false or misleading will lead to the loss of a place in the School.

Acceptance of a place is taken as acceptance of all School policies<sup>3</sup>. Upon the offer of a place in the School, students and parents/guardians will be required to sign a copy of the School Code of Conduct indicating acceptance of current School rules regarding discipline and other

---

<sup>2</sup> As defined by the Church of Ireland parishes of Greystones and Delgany.

<sup>3</sup> These may be found on the School website, [www.templecarrigschool.ie](http://www.templecarrigschool.ie)

matters. Refusal to sign the Code of Conduct or to accept School disciplinary procedures will lead to the loss of a place in the School.

### Appeals

Appeals against the school's failure to enrol a student should be made in writing to the Board of Management who may decide that 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. If applicants are in any way dissatisfied with the School's handling of their application, they are entitled (within a period of 42 days) 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. The contact phone number for this Unit is 044 9337008 and the email address is section29@education.gov.ie. Further information is available on the website [www.education.ie](http://www.education.ie).

### 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, 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 Temple Carrig School will participate in all areas of 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. All students in Temple Carrig School will be expected to own and use an iPad as part of their studies.

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 Temple Carrig 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.<sup>4</sup>

Reviewed and approved by the Board of Management:

25<sup>th</sup> February 2016

---

<sup>4</sup> Refer also to the School Code of Conduct and Disciplinary Procedures, copies of which are available from the School Office or on [www.templecarrigschool.ie](http://www.templecarrigschool.ie).

## APPENDIX

# **A Guide to the Applications Process in Temple Carrig School**

## **Applying for a place in Higher Years in September 2016**

Temple Carrig School is lucky to enjoy a substantial demand, and this makes it difficult to secure a place in the School. 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 adhere rigidly to the *Higher Years Admissions Policy 2016* (which can be requested from the School office or found on the School website [www.templecarrigschool.ie](http://www.templecarrigschool.ie)).

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

### **Requesting an Application Form**

The process begins when a family requests an application form from the School. This request can be made directly to the School office, or downloaded from the School website. The school does NOT retain a record of how many application forms have been sent out to each family, however. Applications will only be considered once they have been returned on the official form.

### **Cost of application**

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

### **Closing Date for Applications**

The Closing Date for Applications for a place in Second Year in September 2016 is 1<sup>st</sup> June 2016. All applications, including all supporting documentation, must be received on or before this date.

### **Marking of Applications**

Places only arise in Higher Years if the School receives written notice of the withdrawal of an existing student. In September 2016, the School will only be offering First, Second and Third Year – there are no older year groups in the School yet.

After the Closing Date, a Higher Year Admissions Committee will meet to consider all applications for higher year groups. The applications are marked according to various criteria. These are outlined in the Higher Years Admissions Policy and it is strongly recommended that applicants familiarise themselves with them.

Once the Higher Year Admissions Committee have marked the applications, places will be offered to those with the highest points, according to how many withdrawals there have been from the year group.

**TIP!**

Clearly, it is important to score well in all the various categories. If you fail to submit up-to-date reports, your application will lose possible points. Likewise, if your child has the potential to make a special contribution to the life of the School and you fail to tell us, they will miss out on possible points. Make sure you send in all the supporting documentation so that we can give your child the maximum points they deserve!

**Acknowledgement of your application**

All completed application forms received by the school are logged and dated, together with the accompanying supplementary information. You will receive a letter/email to confirm that this has happened.

We insist that it is the family's responsibility to retain proof of an application having been received because every year we encounter people who are "sure they applied ages ago". It is up to the applicant family to contact the school if they feel there may be a problem. If you don't hear from us within 14 days of making an application, please contact the school office immediately to confirm your application has been received.

**Applying in Subsequent Years**

If you are unsuccessful in getting a place for September 2016, you will need to re-apply for the following year if you are still interested. However, reapplying will be a very quick and easy process – it's simply a mechanism for letting us know that you continue to seek a place.

**Admissions Policy**

The Temple Carrig School Admissions Policies are available upon request from the School Office, or on the website [www.templecarrigschool.ie](http://www.templecarrigschool.ie)

**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. If you are in any way dissatisfied with the School's handling of your application, you are entitled (within a period of 42 days) 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. The contact phone number for this Unit is 044 9337008 and the email address is [section29@education.gov.ie](mailto:section29@education.gov.ie). Further information is available on the website [www.education.ie](http://www.education.ie).

# Frequently Asked Questions

**FAQ:** Our circumstances have changed. Our child has new school reports, or we now wish to be considered as a local application (and have the required documentary evidence). What should we do?

**Ans:** Once it's before the Closing Date, simply contact the School with the new information and this can easily be added to your child's file.

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

**Ans:** Prior to 1<sup>st</sup> June 2016 there isn't a Waiting List. Applications are simply stored carefully until this date, after which they will all be marked together.

**FAQ:** Is it possible that my child will NEVER get a place in Temple Carrig School?

**Ans:** Unfortunately, yes. The School faces an extraordinary demand, and it's becoming harder and harder to get a place. We sincerely wish that this wasn't the case, and that we could take every applicant, but capacity restrictions and health and safety considerations mean that we have to set a limit on places in every year. You may indeed fail to secure a place for your child, but it's not something we're happy about.

**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 and get us the necessary information, there is NOTHING further you can 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.)