

Admission Policy of Terenure College

School Address: Templeogue Road, Dublin, D6W DK72

Roll number: 60570H

School Patrons: The Irish Province of Carmelites

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 21st August 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 Terenure 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

Terenure College is a Catholic, all boys, fee-charging, voluntary secondary school with a Catholic ethos under the trusteeship of the Irish Province of Carmelites.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Terenure 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.

Terenure College, as a Catholic School, has been recognised over the years as a centre of learning and a community of faith where the traditions of the Carmelite Order are enshrined. Whatever changes may occur in educational structures and methods the Carmelite Order seeks to retain and promote the following values in the College:

- the intellectual formation of our students through the provision of a curriculum to the highest academic standards, mindful of the diverse God-given abilities and talents;
- the spiritual and religious formation of our students leading to an awareness of God and of a relationship with him through Jesus Christ within the traditions of the Catholic Church;
- the social formation of our students whereby they are enabled to take their place in society as confident and caring persons committed to the pursuit of Truth and Justice;
- the physical and sporting formation of our students through a wide-ranging sports programme promoting physical fitness, team spirit, sportsmanship and participation;
- the formation in our students of the aesthetic sense through the creative arts, through an appreciation and understanding of our Irish and other cultures and traditions, through the call to an ecological awareness.
- the formation of our students for life in the world of further study and work by developing in them integrity, self-reliance, adaptability, loyalty, creativity and a positive attitude to work;

3. Admission Statement

Terenure 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.

Terenure College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Terenure 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 of Roman Catholicism in preference to others.

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

Terenure College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

Terenure College is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholicism where it is proved that the refusal is essential to maintaining the ethos of the school.

5. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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 applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Brothers of a student attending or having attended the school;
2. Sons and grandsons of a student having attended the school (to a maximum of 25% of the available spaces);
3. Sons of employees of Terenure College;
4. Nephews and grandnephews of members of the Carmelite Order;

5. Applicants whose names were placed on a list maintained by the school prior to 1st of February 2020 for the purposes of allocating places in the school year concerned in order of their priority on that list;
6. A lottery system will be used to allocate the remaining places.

Separate to Points 1 to 6 above, the Board of Management will decide each year how many places will be made available in 1st Year for those who will be in receipt of a scholarship from the Terenure College Past Pupil Union's Scholarship Trust. The offer of these places will be made in accordance with the procedures of the Scholarship Trust.

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:

If one student satisfies more than one of the criteria they shall be awarded the place.

Beyond this, a lottery system will be used to ensure fair, random selection.

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, including naíonraí,
- (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) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school, other than as specified in Section 5;
- (f) 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

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

- Our school's admission policy
- The school's annual admission notice (where applicable)

- 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

Applicants must accept, in writing, an offer of admission from Terenure College on or before the date set out in the annual admissions notice of the school.

In accepting an offer of admission from Terenure 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 Terenure College where:

- (i) it is established that information contained in the application is false or misleading;
- (ii) an applicant fails to confirm acceptance, in writing, 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;
- (v) The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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 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 Terenure 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 Terenure 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. Late applications will be added to the bottom of the waiting list in order of the date of receipt of their application.

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 years other than the school's intake group (*i.e. Years other than 1st Year*) are as follows:

- The school will decide each year how many places are being made available for each Year Group for the following year;
- The school will accept applications during the month of April preceding the school year an applicant wishes to join;
- An applicant who is in 3rd Year when they apply may only be offered a place in Transition Year for the following school year;
- Before accepting the offer of a place in the school the parents and their son are strongly advised to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their son. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason parents and their son are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of their son given the curricular provision, subject choices/levels and facilities available at the time.
- In the event of the school being oversubscribed for a particular Year Group, the following criteria will apply:
 1. Brothers of a student attending or having attended the school;
 2. Sons and grandsons of a student having attended the school;
 3. Sons of employees of Terenure College;
 4. Nephews and grandnephews of members of the Carmelite Order;

5. A lottery system will be used to allocate the remaining places.

- In the event that there are two or more students are 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;
- If one student satisfies more than one of the criteria, they shall be awarded the place;
- Beyond this, a lottery system will be used to ensure fair, random selection;
- Applicants will be notified in writing of the decision on their application within 3 weeks of the last day of April;
- Applicants must accept, in writing, an offer of admission from Terenure College within 3 weeks from the date of the offer being made;
- In accepting an offer of admission from Terenure College, the parents must indicate:
 - (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and;
 - (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.
- Parents 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.

Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:

An offer of admission may not be made or may be withdrawn by Terenure College where:

- it is established that information contained in the application is false or misleading;
- an applicant fails to confirm acceptance of an offer of admission within three weeks of the date of the offer of a place;
- 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;
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;
- The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board

has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

In the event of there being more applications to the Year Group concerned than places available, a waiting list of students whose applications for admission to Terenure College were unsuccessful due to the Year Group 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 Terenure 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 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.

All applications for admission received after the last day of April will be considered a late application. 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. Late applications will be added to the bottom of the waiting list in order of the date of receipt of their application.

Sharing of Data with other schools:

Applicants should note that the provisions of [Section 11](#) above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

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:

- The school will not accept applications 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, other than in cases where the student is changing his residence;
- Such applications can be made at any stage during the school year;
- Applicants will be notified in writing of the decision on their application within 3 weeks of the receipt of their application;
- An applicant may only be offered a place in a Year Group depending on there being a place available in the relevant Year Group;
- Applicants must accept, in writing, an offer of admission from Terenure College within 3 weeks from the date of the offer being made. Failure to do so may result in the offer being withdrawn;
- The provision of Section 10 above apply.

15. Declaration in relation to the charging of fees

Terenure College is a fee-charging school specified in the list of fee-charging schools published by the Minister from time to time, as referred to in section 64 of the Education Act 1998, as amended.

The Board of Management of Terenure College determines annually the fees for the following:

- (a) an application for admission of a student to the College;
- (b) the deposit payable on acceptance of a place in the College;
- (c) the fees and charges payable each year.

Up to date payment of school fees and charges is a condition of continued enrolment in the College.

16. Arrangements regarding students not attending religious instruction

Terenure College offers *religious education* in all year groups.

In this context it is important to understand the distinction between '*religious education*' and '*religious instruction*':

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

All students are required to attend and engage in Religious Education in all Year Groups.

1st to 3rd Year students study the Junior Cycle Religious Education course. For Senior Cycle classes (i.e. 4th, 5th and 6th Years) the religious education programme may include some elements of religious instruction in some modules. Please note that the Senior Cycle Relationship and Sexuality Education Programme is taught as part of the Senior Cycle religious education programme.

A parent of a student, or a student who has reached the age of 18, who wishes to attend Terenure 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. These arrangements will not result in a reduction in the school day of such students. Any timetabled periods of religious education that the student does not attend may not be used for extra study/homework. The student will participate in all the other elements of the religious education programme for the relevant Year Group.

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.

