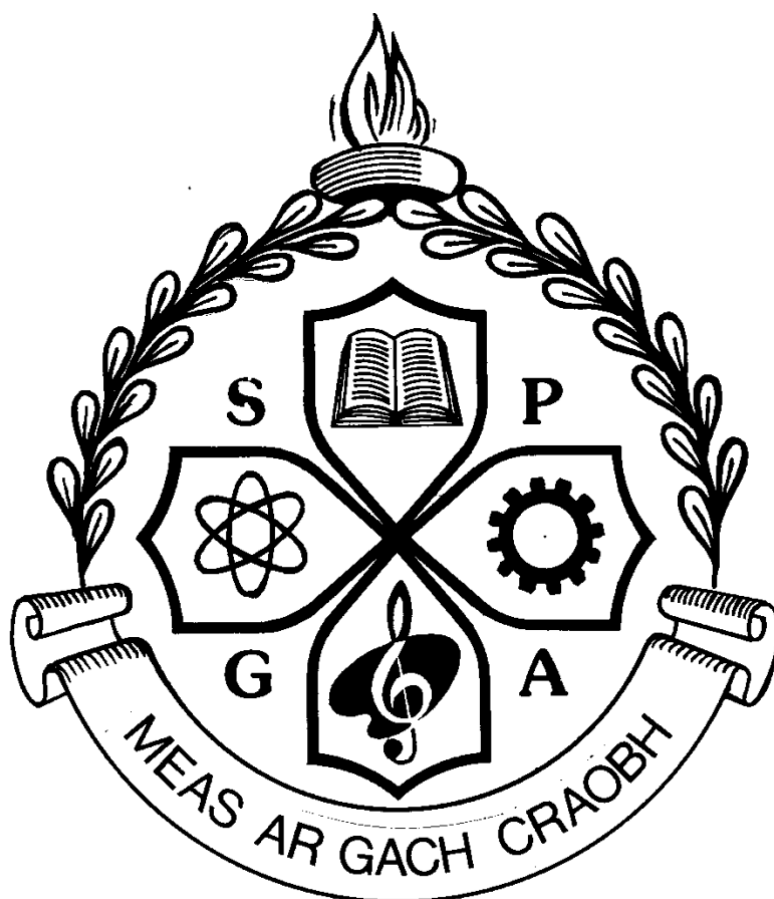


Admissions Policy of Mayfield Community School

School Address: Old Youghal Road, Mayfield, Cork

Roll number: 91400F

School Patrons: Cork ETB and the Bishop of Cork & Ross



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 our 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. 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 Mayfield Community School 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

Mayfield Community School is a co-educational, multi-denominational Community school established with the object of providing a comprehensive system of post primary education, combining instruction in academic and practical subjects and ongoing education for the purpose of contributing towards the spiritual, moral, mental and physical well-being and development of the Community. (Deed of Trust: Second schedule 2, Articles of Management).

The Board defines the community as that served by our main feeder Primary Schools as listed in this policy and those resident within the town land of Mayfield.

Since its foundation one of the features of Mayfield Community School has been our wish to create an environment -

- Where pupils could, according to their ability, learn, grow and develop through adolescence so that they could cope with the world beyond school.
- Where teachers could fulfil their roles as 'imparters of information, 'facilitators' and 'enablers' and could take responsibility for the school and be accountable for their functions within it.
- Where parents could be involved and could share their legitimate concerns regarding the education and training of their children and where they would be welcome and accepted.

Our **MISSION STATEMENT** can be understood in the following words:

Together We Learn

Together We Care

Together We Respect

Objectives of our School:

- To provide a well ordered, sensitive, caring environment where the intellectual, spiritual, creative, physical, moral and cultural needs of the pupils are identified and addressed
- To promote a curriculum designed to accommodate individual learning styles so that all may experience success
- To create the environment where pupils develop a love of learning and acquire a wide range of learning skills that help them become independent and self-sufficient adults who will succeed and contribute responsibly in a global community
- To encourage pupils to take ownership and responsibility for their behaviour and learning
- We see personal discipline as central to achieving a well ordered, sensitive and caring atmosphere in which learning can take place
- To ensure opportunity is provided for pupils to participate in a variety of physical activities and experience a sense of well-being and self confidence that arises from good health and fitness
- To promote and facilitate further education for the local and wider community
- To empower teachers to fulfil their roles as educators and to promote a sense of community and support among staff
- To give due recognition to all religious beliefs and to reflect and reinforce the Christian Ethos of the community we serve
- To show appreciation of our diverse heritage, traditions and cultures
- To show respect in regard to self, to one another, to property and to our environment
- To nurture in our students a reverence for all of creation and a care for the earth

We believe this vision is best summarised in our motto –

Meas ar Gach Craobh

Respect for All

3. Admission Statement

Mayfield Community School 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.

Mayfield Community School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Mayfield Community School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4. Categories of Special Educational Needs catered for in the school/special class

Mayfield Community School with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with ASD.

5. Admission of Students

- Application for enrolment is carried out by the completion in full of the approved application form, duly signed by parent(s) / guardian(s).
- Each year the Board of Management will decide on the date on which the school shall commence accepting applications for admission to the school and the date on which the school shall cease accepting applications for admission to the school for the school year concerned.
- The process of enrolment, including the closing date for the receipt of applications, will be made public by means of an annual admission notice distributed to all feeder primary schools and on our website, www.mayfieldcscs.ie.

- Our local feeder schools are:
 - Scoil Mhuire agus Eoin
 - New Inn Primary School
 - St Marks Primary School
 - St. Patricks Boys Primary School
 - St. Patricks Girls Primary School
 - St Brendans GNS
 - Gaelscoil an Ghoirt Alainn
 - Scoil Olibhéar
 - St Killian's Special School
- This annual admission notice will also be available on our Open night / Oíche Oscailte.
- Parent(s) or guardian(s) seeking to enrol a child in first year in Mayfield Community School are requested to return a completed enrolment application form, with all necessary accompanying documentation, to the main school office before the closing date.
- Application forms will be available from the school's main office, from all feeder primary schools and downloadable from www.mayfieldcs.ie.
- The first day that our school can start to accept application forms for the intake group of 2024 / 25 will be the 1st October 2023.
- An open night (mid/late September) at the school will occur prior to the closing date.
- While recognising the right of parent(s) or guardian(s) to enrol their child in the school of their choice, the Board of Management of Mayfield Community School seeks to balance this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the students already enrolled in the school.

Admission Criteria for admission to ASD Special Class in Mayfield Community School

- Mayfield Community School requires that all applications are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with an Autistic Spectrum Disorder by an approved specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry / paediatrics. The school require that parents/guardians of applicant pupils provide it with a full, written original diagnostic history. Psychological reports/ Occupational Therapy

reports/ Speech and Language Therapy reports, or any other reports, which *refer* to the original diagnosis, will not be accepted in lieu of the original written diagnosis.

- Applicants must have copies of a most recent psychological/cognitive/multi-disciplinary etc. assessment and this should recommend placement in an ASD class in a mainstream post-primary setting. This documentation being in-date (in the previous 3 years) can be a determining factor in the allocation of places. It must be supplied with the application.
- Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-VI/DSM-V/ICD 10) and supporting original documentation in order to be considered for enrolment in the MCS ASD Classroom.
- Priority will be given to students who are currently enrolled in our school who receive a new ASD diagnosis. Only applications from 6th Class Primary School will be considered.
- Students who apply must, in the judgement of the MCS, have an ability to meaningfully participate in mainstream classes in order to be considered for enrolment in the MCS ASD Classroom.
- Students applying who have a general learning disability, will only be considered for enrolment if:
 - Their diagnosis is no greater than ‘Mild’
 - The ASD Classroom is deemed suitable to meet their needs.
- In order to determine the suitability of MCS for a student, it is strongly recommended that applicant students have School Transition Reports completed by a psychologist in conjunction with the feeder school and parents/guardians. This is especially important for applicant students whose most recent psychological, cognitive, multi-disciplinary, educational, developmental, clinical assessment etc. are more than three years in the year of application. In its absence a School Transition Report must be completed by the Primary School.
- Where a School Transition Report is not available applications should have a “Statement of Need” from the relevant HSE service. In this instance the student’s current school will also be asked to complete a School Transition Report. Applications without a “Statement of Need” or school completed School Transition Report where needed may be affected by their absence.
- In order to determine the suitability of MCS for a student, it is required that the Principal and/or selected member/members of the ASD Classroom staff are facilitated in meeting and engaging with the Principal of the feeder school and/or any other school personnel (such as mainstream Teachers, Resource Teachers and Special Needs Assistants)

- To determine the suitability of the school for the student, the enrolment process requires that the parents/guardians of the applicant pupil, and the Principal of the feeder school, agree to facilitate a selected member(s) of the ASD team, in conducting as many observations as appropriate of the pupil in his/her current educational placement.
- The enrolment process also requires that the feeder school, with parental permission, supply MCS ASD Classroom staff with copies of the applicant students' work and their most recent IEP.
- Parents/guardians of students offered a place in the MCS ASD Classroom will inform MCS of their decision to accept or turn down a place in the MCS ASD Classroom within ten working days of offer letter being posted
- Once a pupil has been offered a place on the programme they will be invited to participate in a transition programme. MCS regard pupils' participation in the transition programme to be essential in ensuring their smooth transition to their new environment, as well as in facilitating ASD Classroom staff in making any necessary academic/other reasonable accommodations for the pupil in a pre-emptive and responsible manner.
- Should a place in the ASD Classroom become available during the school year the following procedure will take place
 - A designated member of the ASD classroom staff will visit and observe the applicant in his/her current educational placement.
 - A visit by the applicant to the ASD Classroom at MCS.
 - A meeting with ASD classroom staff and management to determine the suitability of the applicant according to the criteria outlined in the admissions policy.

ON-GOING REVIEW OF STUDENTS IN THE ASD CLASSROOM

- In reviewing the students' progress and the ability of the ASD Classroom to meet their needs and deliver the most beneficial educational programme, the following model of evaluation will be used:
Regular assessing of:
 - The academic, social and behavioural benefits of the student being enrolled in the MCS ASD Classroom.
 - The level and quality of mainstream participation.
 - Students' progression through IEPs.
- In cases where it is the professional opinion of ASD Classroom staff and school management that a student is not benefitting from their place in the MCS ASD Classroom this will be discussed with parents and referred to the Board of Management to assess suitability for continuance on the programme.

- In cases where the attendance of a student enrolled in the ASD Classroom is of a nature that causes the ASD Classroom staff and school management to be significantly concerned about their commitment and engagement to the programme, the impact on the attendance/non-attendance on the progress of the other students enrolled in the programme, and the possibility that a place is being denied to a more suitable applicant, the case for the students removal from the programme will be referred to the Board of Management.

Mayfield Community School shall admit each student seeking admission except where –

- a) the school is oversubscribed
- 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) The special class attached to Mayfield Community School provides an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.
- d) In certain circumstances the school may refuse admission if it cannot provide an appropriate education or if the student's behaviour may constitute a threat to the Health, Safety or Education of existing students.
- e) An offer of enrolment may be revoked if the enrolment process is not complied with or if the school authorities become aware of vital or significant information relating to the applicant's academic history, health, behaviour and/or any other matter being withheld.
- f) An established prior record of poor or unsatisfactory behaviour
- g) Where enrolment would clearly have a demonstrable negative impact on the capacity of the school to deliver programmes to other students
- h) Where enrolment would constitute a risk to the health and safety or well-being of other students enrolled in Mayfield Community School
- i) In exceptional cases the Board of Management reserves the right to refuse to enrol a student where that student has special needs which this school cannot meet or where s/he poses an unacceptable risk to her/himself or other students and/or staff and where such placement does not have the support or recommendation of a Multi-Disciplinary Team.
- j) Any refusal to enrol may be appealed to the Board of Management of the school. Appeals should be addressed to the Secretary to the Board.
- k) The Board of Management shall make every effort to comply with legislative requirements in its admission processes so that it can ensure that each student admitted can avail of an education appropriate to his/her needs and abilities.

6. Oversubscription

In the event that the school or one of our classrooms for students with ASD 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:

In the event that the number of children seeking enrolment in any year exceeds the number of places available, the criteria outlined in the table below will be used to prioritise children for enrolment. Applicants in all subsequent categories will be placed in order on the waiting list, based on a lottery within each category. Applications received after the closing date will be considered only after all applications received before the closing date, have been accommodated. The waiting list for each particular year will cease to exist on the last working day prior to the opening of the school for the next new school year. A condition of enrolment is that the application form be completed in full and be factually correct. Any incomplete application form will be considered invalid. Parent(s)/guardian(s) and the child applying for a place must give their consent in writing, to the school's Code of Conduct.

Criteria determining maximum number for enrolment.

1. Brothers and sisters of students who are attending or who have attended & completed their full education at Mayfield Community School.
2. Children who are the eldest in the family and attend one of the named feeder Primary Schools below.
3. Children who are not the eldest in family and attend one of the named feeder Primary Schools
4. Children whose parent(s)/guardian(s) attended Mayfield Community School and who continue to live in the Mayfield area (limited to a maximum of 25% of available spaces).
5. The children of current school staff members.
6. Any applicant not covered within the criteria 1-5.

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, when any one of the categories below is reached, the full quota of places available would be exceeded if all applicants within that category were accepted the remaining available places will be filled by means of a lottery involving all the applications within that category. This lottery will be conducted in the presence of a member of the school's Board of Management. Any applicant not offered a place will then be placed on a waiting list based on that lottery.

7. 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) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
 - other than an admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
 - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) 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, in the case of our school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, our school will only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (g) 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

8. Decisions on applications

All decisions on applications for admission to Mayfield Community School / Gaelcholáiste Ghoirt Aláinn 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 14](#) below in relation to applications received outside of the admissions period and [section 15](#) 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.

9. 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 18](#) below for further details).

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

In accepting an offer of admission from Mayfield Community School, 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.

11. 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 Mayfield Community School / Gaelcholáiste Ghoirt Alainn 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 10](#) above.

12. 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 certain information between schools in order to facilitate the efficient admission of students.

13. 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 [school name] 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 [school name] 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.

14. 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.

15. 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, after the commencement of the school year in which admission is sought, are as follows:

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy transfers into the school are discouraged in the overall interests of the continuity of the applicant's education. An application to transfer is defined as one from a student who has previously enrolled in another Irish post primary school in or outside the catchment area or from a student who makes an application after the commencement of the autumn school term.

There are exceptions, in general it is not the policy of the Board of Management to accept transfer applications from students previously enrolled in other local post primary schools. It is not the policy of the Board of Management to accept transfer applications from students during the school year except in exceptional circumstances such as a transfer of residence. Transfer requests for students in an examination year are not considered.

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

This rule applies to all schools.

The board of Management of Mayfield Community School or any persons acting on its behalf will not 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, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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:

Our school follows the Religious Education programme as devised by the National Council Curriculum & Assessment (NCCA). In the case of any liturgical events during the school year, the parent or the student if they have reached the age of 18 is advised to discuss arrangements with the School Principal.

18.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.

Date ratified by the Board of Management: Thursday 22nd August 2024

Chairperson: Mary Shields

Secretary to the Board of Management: Kieran Golden