Mountmellick Community School

Roll No: 91426A

Trustees:

Diocese of Kildare & Leighlin

The Presentation Order / CEIST

Laois and Offaly Education and Training Board

Admissions Policy

*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 initially approved by the school patron on 1st July 2020. It was published on the school's website in September 2020 and was made available in hardcopy, on request, to any person who requested it.

The relevant dates and timelines for Mountmellick Community School's 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.
This policy is reviewed on an annual basis.

*2. **Characteristic spirit and general objectives of the school***

<u>Mission Statement of Mountmellick Community School</u>
To provide a caring community which will foster the development of the whole pupil empowered to lead effective lives in the wider society. To this end we provide opportunities to promote the fulfilment of academic potential, while fostering healthy emotional adjustment, encouraging growth, interpersonal skills and self-esteem. We also provide opportunities to promote physical and spiritual development, while training pupils in responsibility and discipline, at the same time celebrating our school and its successes.

<u>Statement on Characteristic Spirit</u>
Mountmellick School Community School is a co-educational, multi-denominational, post-primary school under the joint patronage of The Presentation Order/CEIST, The Diocese of Kildare and Leighlin, and Laois and Offaly Education and Training Board (LOETB).

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of

students within their community**.** Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened in September 1990 arising from the amalgamation of St. Mary's College and Mountmellick Vocational School. The values of LOETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of The Presentation Sisters and The Diocese of Kildare and Leighlin are enshrined in the characteristic spirit, in the life of our school and are respected, and cherished. The core values of Mountmellick Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere that is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school Mountmellick Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Mountmellick Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Mountmellick Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

3. Admission Statement

Mountmellick Community School is a school that promotes certain religious values. It 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.

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

Mountmellick 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.
It 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.

Mountmellick Community School with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Autism.

The special class attached to Mountmellick Community School provides an education exclusively for students with Autism 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.

The following evidence is required in support of such an application:

Professional report(s) outlining:

- Diagnosis of Special Educational Needs *(e.g. Autism: DSM IV/V or ICD 10/11; psychologist, psychiatrist, multi-disciplinary report)*

  AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

  AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

  AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Autism

*5. **Admission of Students***

This school shall admit each student seeking admission except where –

a) The school is oversubscribed (please see section 6 below for further details)

b) A Parent/Guardian 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 school does not have the necessary facilities, resources, specialised classes, staffing to cater for the needs of the applicant

d) Where the student concerned does not have the specified category of special educational needs provided for in this class.

e) Where a student is less than 12 years of age in first year on the 1st January of the school year concerned. Students should reach 12 years of age by 1st January in their first year in second-level school

f) Where a student is more than 20 years of age at the time of enrolment or is of such an age that he / she will be more than 20 years of age before concluding his / her time on our school.

g) Requirements of the Admissions policy are not adhered to

6. ***Oversubscription***

(A) General Oversubscription: 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:

Category 1	Siblings of current or past students
Category 2	Children who have at least one Parent/Guardian whose primary / fulltime place of work has been in our school for at least one year prior to application
Category 3	Other students from the traditional feeder schools (feeder schools listed below)
Category 4	Other Applicants
Category 5	Late Applicants

(B) *Oversubscription for the Autism Specific class(es)* 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:

Category 1	Siblings of current or past students
Category 2	Children who have at least one Parent/Guardian whose primary / fulltime place of work has been in our school for at least one year prior to application

Category 3	Other students from the traditional feeder schools (feeder schools listed below)
Category 4	Other Applicants
Category 5	Late Applicants

Procedures relating to (A) and (B)

Feeder schools as of September 2020, in no particular order

- St. Joseph's Girls N.S. Mountmellick
- Scoil Padraig Naofa, N.S. Mountmellick
- The Rock N.S. Mountmellick
- Clonaghadoo N.S.
- Barnashrone N.S.
- Cloneygowan N.S.
- St.Paul's N.S. Mountmellick
- Emo N.S.
- Derrylamogue N.S.
- Cloneyhurke N.S
- Rosenallis N.S.
- Ballyfin N.S.
- The Gaelscoil, Portlaoise

It is the responsibility of the applicant to inform our school of their entitlement to be included in Categories 1, 2 or 3 by fully completing the application form / process rather than the school's responsibility to establish same.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (if the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Places will be filled by category. If all available places are filled and there are still applicants within that category the school will organize all remaining categories in order of preference and compile a waiting list beginning with categories in descending order.

In the case that the school is over-subscribed at any stage of the above order process a waiting list will be compiled following the order of categories. Available places will be allocated according to the waiting list. A lottery may be necessary to rank within a category and if so will take place. This lottery will take place in the school in the presence of senior management, Board of Management members, including the Chairperson and an independent adjudicator appointed by the Board of Management.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

(a) a student's prior attendance at a pre-school or pre-school service.

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student's academic ability, skills or aptitude;

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;

(e) a requirement that a student, or his or her parents/guardians, 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 the 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)
Mountmellick Community School will only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice. For the academic year 2025/2026, the number of places is 25% of the 120 places available which equates to 30 places.

(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 (up until 31st January 2026 only).

8. Decisions on applications

All decisions on applications for admission to Mountmellick Community School 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 Mountmellick 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 Mountmellick Community School 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/guardian 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 Mountmellick Community School 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 Mountmellick Community School 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 / class groups or year groups other than the school's intake group at the start or end of a particular year are as follows:

15.1 Applications for transfer from other post primary schools are considered where the following conditions are met;

- The full set of subjects and appropriate levels available are suitable to the applicant and the applicant is willing to attend classes in all subjects provided for the class group he/she is joining.

- There is sufficient space in the classes / year group / subjects (i.e. using the maximum class size guidelines as issued by the Department of Education and Science).
- Our school having sufficient and appropriate resources to meet the needs of the applicant.

To assist with the process of transfer of students, applicants from other Post Primary Schools must provide written details of:

- Reasons for transfer.

- Report on attendance, punctuality and behaviour and any previous disciplinary sanctions in transferring school.
- Copies of all school and State Examinations Commission Examination Results.

- Furnish a letter of reference from the Principal of the transferring school to support the application.

Mountmellick Community School reserves the right to refuse an application for admission where:

- The school believes that admitting the student is not in the best interest of the student.

- The school believes that admitting a student would adversely affect the education of the students in its care.

- The student has displayed a significant disregard for the student's previous school's code of behavior;

- The student has engaged in illegal activity
- The school believes that admitting the student would pose serious risks to the health and safety of the students in its care or staff members.

- Misleading or inadequate information was provided to the school.

- Parents / relevant personnel refuse to engage in appropriate communication as required by the school to facilitate transition to the school

This list is not exhaustive.

In this instance, the school refers to the Principal / School management or to the Board of Management as per the level of application of this policy.
Students transferring to Mountmellick Community School after the 1st November are usually only considered unless relevant factors including relocation renders it impossible to continue in their current school

15.2.1 The school will enrol students into Transition Year following a review of the application form and an interview process designed to ascertain the suitability of the applicant for T.Y. In certain cases, a second interview may be required. Any combination of the following will interview the applicants: The Programme Coordinator, Principal, Deputy Principal, 3rd Year Head. The school will also take into account the student's experience in school-life to date. A student can be transferred from Transition Year to Fifth Year up until October 1st of the academic Year. The cost of Transition Year will be outlined as soon as is possible to parents and a deposit and installment scheduled will be set up. The circumstances in which a reduction in cost / partial refund can apply is as follows

- Where a student joins the TY programme late or leaves early (normally due to a relocation of home / mid-year transfer of school etc)
- Where a hospital consultant documents a student's short term inability to take part in a portion of the TY programme, for example, due to a broken limb or serious short term illness
- Bereavement, due to the passing of a direct relative

15.2.2 The school will enrol students into Leaving Certificate Applied following a review of their application form and an interview process designed to ascertain the suitability of the applicant for LCA. In certain cases, a second interview may be required. Any combination of the following will interview the applicants; Programme Coordinator/ Guidance Counsellor/ Year Head/ member of Senior Management. The cap on admissions for LCA in 2025/2026 is twenty four students.

15.3 It is current practice in this school to encourage students who are suitable for LCVP to participate in the subject.

15.4 Entry to specific subjects at Senior Level will be determined by the subject choice process, where students indicate their preferred options and the school allocates classes. Subjects will only be offered if there are a minimum number of applicants for it. In normal circumstances this will be a minimum of 10 students but exceptions can be made. Other criteria to be used include

- The student's previous performance at that subject.
- The student's performance in the State Exams where available will also be considered.

15.5 Entry to specific subject levels will be determined by the student's previous performance at that subject; their results in State examinations where available will also be considered. Subject departments may hold exams to ascertain appropriate levels which made lead to a change of level.

15.6 (i) In the event of a student seeking to transfer from one class to another (eg. Move from 2A to 2C) or drop a subject (complete 6 subjects for Leaving Certificate instead of 7) or seek a reduced time table/ subject load - a medical note from a suitably qualified person or relevant report supporting the parent's request is helpful in expediting and facilitating this request.

(ii) In the event of a student/ parent requesting a reduced time table/ subject load, a meeting with the student, parent and Guidance Counsellor will commence before any decision is made. Thereafter, relevant personnel will sign a form similar to the change of level/subject form. Reduced time tables are temporary and will be reviewed after six weeks.

(iii) Assigning base class groups;

- Incoming first years - base classes are assigned following consultation with parents and considering other relevant information available. These base classes will remain the same for Junior Cycle (unless in exceptional circumstances).
- Transition Year - base classes are assigned by the Transition Year Coordinator taking a multitude of factors into account.
- Fifth year- as Senior students are in a base class for four periods a week out of twenty eight, assignment of students is done alphabetically. The base class remains the same for fifth and sixth year (unless in exceptional circumstances).

- Core subjects (Irish/ English/ Maths) - The compilation of class groups in these subjects will occur following feedback received from parents/ students and subject departments.

15.7 The school strongly discourages changes of chosen option subjects and it is best if all research of subjects by students is done before the start of the school year. The school will allow subject choice changes in 1st year and in 5th year up until the second Tuesday in October only. Any work missed out on due to a subject change is the responsibility of the students to complete and the teacher that accepts the late entrant can specify the work needed to be completed by a reasonable date. The student must make a commitment to complete any work missed as part of the acceptance into the new class. In exceptional circumstances, with the Board of Management's approval, a student may change options after the above dates.

15.8 The school will make every effort to accommodate students who wish to repeat the Leaving Certificate. However, this will be subject to:

- The repeat year being in the best interest of the student
- The required subject options being available.
- The curricular restrictions of each subject area.
- Being in accordance with Department of Education and Science Circular M02/95
- The student completing a full "set" of subjects

Student's will not be considered to repeat the Leaving Certificate after October 1st of the academic year. Students wishing to repeat the Leaving Certificate should submit a letter of application outlining the reasons for wishing to do so. An interview will take place with the applicant to discuss the matter and to determine if it is in the best interests of the student and the school to facilitate the application. The commitment outlined at the interview must be maintained, if admitted, during the course of the year. Parents / Guardians are required to submit the name, address and phone no. of the previous second level school attended by the relevant prospective student.

Prospective students who have completed the Leaving Cert. in another school will be required to submit a copy of their results if published, before admission is granted. If the results are pending, these results must be submitted the day after they are published by the Department of Education and Skills.

In deciding whether a student will be allowed to repeat, the following will also be considered:

- The student's application to his/her academic studies during his time in the school / previous school.

- Any previous breaches of health & safety regulations or codes of behaviour.
- Any previous interference with the learning of other students.

In general, repeat students will have access to extra and co-curricular activities and will carefully consider their involvement in same to facilitate academic improvement. At the start of the year an individual student may submit a request in writing to the repeat Leaving Certificate interview sub-committee, which will include any combination of the Year Head, Principal and Deputy Principal, outlining why it is in the best interest of the student to be granted access to no more than two extra/co-curricular activities. Factors to be considered by the sub-committee will include attendance, punctuality, application, compliance and progress during the course of the year. As is the case in all year groups, catching up on work missed due to absence caused by their participation in these activities is the responsibility of the student. This is achieved primarily by students finding out about, completing and submitting the homework that was assigned while they were absent and is compulsory if involvement is to continue. 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:

15.9 International students may be accepted for enrolment, upon application, provided the school has verified the identity of the student and that the application is made by a parent/guardian. Applicants will be accepted on the basis of the information provided by parents/guardians or by relevant agencies, on the same basis as for other international students. Additional English language teaching will be provided only where the Department of Education and Science provide relevant additional teaching resources.

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

The Board of Mountmellick Community School or any persons acting on its behalf will not charge fees for or seek payment or contributions 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

Mountmellick Community School offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the

Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

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.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels, the legal requirement to advise of the option to opt-out of religious instruction does not arise.

18. ***Reviews/appeals***

Review of decisions by the board of Management

The parent/guardian 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/guardian 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.

Ratified by the Board of Management: 2nd September 2026

MOUNTMELLICK COMMUNITY SCHOOL

ANNUAL ADMISSION NOTICE
in respect of admissions to the 2027 / 2028 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2026/2027 is available as follows: –
To download at: www.mountmellickcs.ie
On request:
By emailing: office@mountmellikcs.ie
or writing to: Mountmellick Community School,
Mountmellick,
Co Laois
R32AO99

PART 1 - Admissions to the 2027 / 2028 school year

Application and Decision Dates for admission to 2027 / 2028

The following are the dates applicable for admission to First Year

The school will commence accepting applications for admission on	**1st October 2026**
The school shall cease accepting applications for admission on	**23rd October 2026**
The date by which applicants will be notified of the decision on their application is	**5th November 2026**
The period within which applicants must confirm acceptance of an offer of admission is	**20th November 2026**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Special Class Application and Decision Dates for admission to 2026 / 2027

The following are the dates applicable for admission to the school's Special Class which caters for children with [insert details of category/categories of SEN catered for in the class] -

The school will commence accepting applications for admission to the special class on	**1st October 2026**

The school shall cease accepting applications for admission to the special class on	**23rd October 2026**
The date by which applicants will be notified of the decision on their application for admission to the special class is	**5th November 2026**
The period within which applicants must confirm acceptance of an offer of admission is	**20th November 2026**

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Number of places being made available in 2027 / 2028

The number of places being made available in first year is	**120**
The number of residential places is (boarding schools only)	**N/A**
The number of non-residential places is (boarding schools only)	**N/A**
The number of places being made available in the special class* catering for children with [insert category or categories of SEN catered for in the special class] is	**0**

(***Note:** If school has a number of classes that cater for different categories of SEN, details of the numbers of places for each SEN class must be provided)

PART 2 - Admissions to the 2027 / 2028 school year

(This section should only be completed if your school intake group/ special class was oversubscribed in the previous school year)

Information regarding the admission process for the Intake Group for 1st year for the 2026 / 2027 school year

In respect of the 2026 / 2027 school year, the total number of applications for admission received by the school was 169

Breakdown of places allocated for the 2026 / 2027 school year:	
Number of places available:	120
Number of applications received:	156
Number of Offers made and accepted under each criteria:	*Applicants with siblings attending our school*, 62 applicants, 62 places offered, 62 accepted *Children of staff members*, 3 applicants, 3 offered, 3 accepted *Other applicants from feeder schools*, 65 applicants, 55 places offered, 55 accepted *Other applicants from non- feeder schools*, 14 applicants, 0 places offered *Late applicants*, 12 applicants, 0 places offered
Total number of offers made	120
Number of names placed on waiting list for the school year concerned.	36

Ratified by the Board of Management: 2nd September 2026