

ACCS Executive 2020/21

Munster: (3) Denis Ring Fergal McCarthy Noel O' Sullivan	Dublin: (3) Pat Mc Kenna Brenda Kelly Antoinette Nic Gearailt
Connaught: (2) Adrian Jackson Tomás Ó Nidh	Comprehensive Schools: (2) Craig Petrie David Leahy
Ulster: (2) Maeve Sweeney Patrick Mc Vicar	Leinster: (3) Mary Jackson Phil Bowe Denis Magner



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An Roinn Oideachais
agus Scileanna
Department of
Education and Skills



Coronavirus Covid-19 Advice

for schools, pre-
schools and third-
level institutions



An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade

For the moment, we are advising against non-essential travel to the regions of Lombardy, Veneto, Piedmont and Emilia-Romagna.



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Executive Motions

1. As a matter of urgency, the ACCS Executive identifies the reason(s) why Community or Comprehensive Schools have not been established under the two most recent patronage processes.
2. That ACCS prioritises the establishment of new Community and Comprehensive Schools through engagement with Patrons, the Department of Education and Skills and other relevant stakeholders and identifies means of promoting the Community and Comprehensive school as a vibrant model for Irish education.




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Strategy 3

Managing the Evolution of ACCS and Promoting the Community and Comprehensive Sector



Embracing Diversity

Deed of Trust

“a comprehensive system of post-primary education open to all the children of the community”

Admissions Policy

ACCS Info 10/20

Key Dates:

- **1st February 2020** – Schools have 3 months from this date to draft their admission policy
- **30th April 2020** – The draft admission policy must be submitted to the patron for approval by this date
- **15th September 2020** – The date by which the admission policy must be fully approved and returned to the Board by the patron
- **1st October 2020** – The first day that schools can start accepting applications for the intake group for the 2021/22 school year



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Admissions Policy

Supporting Documentation

Supporting Documentation

1. Admissions Policy
2. Template Admissions Notice
3. Commencement of certain sections of Education (Admission to Schools) Act 2018 – FAQs



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Admissions Policy

Character Spirit

2. Characteristic spirit and general objectives of the school

This section must be completed by all schools.

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Admissions Policy

Character Spirit

The Deed of Trust:

- the object of providing a comprehensive system of post-primary education open to **all the children of the community**
- **ongoing education** for persons
- contributing towards the **spiritual moral mental and physical well-being** and development of the said Community

*CL 0013/2018: Community School – **Multidenominational Basis***



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Admissions Policy

Admission Statement

Consists of a standard statement applicable to all schools.

Additional information must be provided for:

- Single Gender Schools
- Denominational Schools



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Admissions Policy

Special Class

(b) In the case of a mainstream school with a SEN class attached

[School Name] with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with (insert details of category or categories of SEN the special class caters for).



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Admissions Policy

Admission of Students

Section 5

Consists of a standard statement and a menu of options to be selected appropriate to the school.

Section 6

In the event the school is oversubscribed insert the selection criteria.

The arrangements that apply in the event two or more students are tied

Section 7

What will not be taken into account



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Admissions Policy

Sections 8 - 14

Sections 8 – Section 14

These are standard statements that will be included in all Admission Policies to ensure they are compliant with legislation.



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Admissions Policy

Other admissions/fees

Section 15

Procedures for admission of students to other years and during the school year – (insert schools procedures)

Section 16

Declaration in relation to the non-charging of fees.
(Adopt as provided)



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Admissions Policy

Religious Instruction

Section 17

Arrangements regarding students not attending **religious instruction**

Section 30(2) Education Act 1998

Without prejudice to the generality of *subsection (1)*, the Minister—

(e) shall not require any student to attend instruction in any subject which is contrary to the conscience of the parent of the student or in the case of a student who has reached the age of 18 years, the student.



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Admissions Policy

Religious Instruction

Section 18

Reviews and Appeals

Two stage process:

1. Review of decisions by the board of Management
2. Right of appeal

must request a review by BOM prior to making an appeal



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New Admissions Procedure

2-step process:

1. Part 1 Application Form for 6th class students.

Basic information gathering on student and family.
Information required to assist in allocation of places.
Contains Data Protection notice.

2. Part 2 Application Form for completion at enrolment stage



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New Admissions Procedure

- Form
- Part 1:

Part 1

**ASSOCIATION OF COMMUNITY AND COMPREHENSIVE SCHOOLS STANDARD
SCHOOL APPLICATION FORM for Admission 1st Year 2020/2021**
[insert school name and logo here]

PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY APPLICANT.
PLEASE FILL OUT DETAILS IN BLOCK CAPITALS
Closing date for receipt of application form is [DATE AND TIME]

Data Protection
The personal data required from you on this admissions form (part 1) is required for the purposes of:-

- fulfilling our legal obligation as conferred on us by the Datastudent enrolment and student registration
- allocation of teachers and resources to the school
- school administration
- to fulfil our other legal obligations
- to process appeals, resolve disputes and defend litigation etc.

1. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information please see our school Data Protection Policy on our website [link]. Should you wish to discuss anything in regard to Data Protection, please contact the Principal via the school office email - [email]

**OFFICE RECEIPT DATE STAMP
AND TIME**

1. PERSONAL DETAILS (required for stage 1 of application process)	
Student Surname	
Student First Name	
Home Address	
	EIRCODE:

New Admissions Procedure

Part 2

- Form
- Part 2:

ASSOCIATION OF COMMUNITY AND COMPREHENSIVE SCHOOLS STANDARD
Application for Admission 1st Year 2020/2021

PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY APPLICANT.
PLEASE FILL OUT DETAILS IN BLOCK CAPITALS

Thank you for completing Part 1 of the enrolment process. The acceptance data sheet attached shows the record we have currently on file (as stipulated by you in Part 1 of the application process). Please check this document carefully for accuracy and make any necessary amendments, sign and return this acceptance of the offer.

This Admissions form (Part 2) is to be completed by the lawful father/mother/LEGAL GUARDIAN of the 6th class student. Please note that both Parents/Legal Guardians must sign the form unless in case of sole guardianship. ***This form must be fully completed (including all supporting documentation where relevant) in order for the enrolment process to be complete.***

Closing date for receipt of acceptance of offer and completed Part 2 form is
No later than noon on Friday, 29th November, 2020



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New Admissions Procedure

- Retention of Forms

As per Data Retention Schedule for Enrolment Forms,
i.e.

Records relating to pupils/students	Comments
Enrolment Forms	18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)



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New Admissions Procedure

Exceptions to consider:

1. Where students may have completed Part 1 of the admission process but were not offered a place and therefore did not complete Part 2;
2. Students were offered a place but did not accept it and therefore did not enrol and therefore did not complete Part 2;
3. Students enrolled but did not start in the school;
4. Students enrolled, started and then left;
5. Students on waiting lists.



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New Admissions Procedure

Exception 1.

Where students may have completed Part 1 of the admission process but were not offered a place and therefore did not complete Part 2.

Those forms and data need only be kept where the school has a purpose for keeping them and only for so long as that purpose exists.



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New Admissions Procedure

Exception 2.

Students were offered a place but did not accept it and therefore did not enrol and therefore did not complete Part 2;

Same as exception 1. Those forms and data need only be kept where the school has a purpose for keeping them and only for so long as that purpose exists.



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New Admissions Procedure

Exception 3.

Students enrolled but did not start in the school.

Same as exception 1 and 2. Those forms and data need only be kept where the school has a purpose for keeping them and only for so long as that purpose exists.



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New Admissions Procedure

Exception 4.

Students enrolled, started and then left.
(Not really an exception for retention purposes!)

While these students are an exception to the norm, they were in fact part of the school system and therefore their forms and data must be kept as per the Data Retention Policy:

Records relating to pupils/students	Comments
Enrolment Forms	18 is age of majority plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)



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New Admissions Procedure

Exception 5.

Students on Waiting Lists

Those forms and the data need only be kept for that purpose and for so long as that purpose exists (1 year)



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Data Sharing Transparency

Personal Data Sharing with PPOD

1. Data Protection principles oblige you to be transparent about your use of personal data.
2. Students/parents need to be made aware that data is shared with PPOD.



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Data Sharing Transparency

Circular **0040/2019**

“Fair Processing Notice to explain how the personal data of students in post-primary schools on the Post-Primary Online Database (P-POD) will be recorded, processed and shared”

Linked on the Admissions Form Part 2



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New Admissions Procedure

Waiting Lists

Education (Admission to Schools) Act 2018

Section 62(7)(i)

*provide, where a school is oversubscribed, that the school shall compile **a waiting list of students** whose applications for admission to the school were unsuccessful due to the school being oversubscribed, **which shall remain valid for the school year in which admission is being sought** subject to*



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Education (Admission to Schools) Act 2018

Co-operation between boards

Section 66(1)

The Minister** may, from time to time, subject to subsection (2), and following consultation with the patron or patrons and the boards of the schools concerned, **direct 2 or more boards to co-operate with each other in relation to the admission processes of the schools concerned.



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Education (Admission to Schools) Act 2018

A list provided by the board under paragraph (a) may include all or any of the following details:

- (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 or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).



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Coronavirus

ACCS Info 12/20

- For people with **no symptoms**, there is no need for them to stay off work or isolate themselves. There are **no restrictions regarding work or other social activities**
- If they develop **symptoms** within 14 days of return (**fever, cough, breathing difficulties**), then they should **isolate themselves** (stay away from other people) and **contact their GP/Doctor** straight away **by phone** for advice. They should inform their GP/Doctor of their recent travel history and of their symptoms



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- **Sets out:**
 - the purpose and nature of the SLAR process within Junior Cycle;
 - the key principles that inform the SLAR process;
 - what happens during the SLAR process;
 - the roles of those involved in the SLAR process;
 - the conditions that support the SLAR process;
- **Specifies four options**, A - D, one of which schools must use to make arrangements for the holding of all its SLAR meetings;
- **Schools choosing Option D MUST notify DES by 16th March 2020** as this will reduce the teacher allocation to the school by the equivalent of 8 hours per full-time teacher, with a pro-rata reduction for part-time teachers.

Option A

- Schools may choose to maintain or implement a timetable having **four long days and one shorter day**.
- This timetable will facilitate SLAR and other meetings relating to Junior Cycle to be held in the period **following the conclusion of tuition on the shorter day**, or **at another time** that does not impinge on student tuition time.
- A SLAR meeting will be a single meeting of **approximately 2 hours** duration.



Option B

- An agreement is reached at school level between teachers and management that SLAR meetings will be held **at a time suitable to the teachers in the subject groups without impinging on tuition time.**
- Should circumstances allow, **a meeting, or portion thereof, may take place within normal school tuition hours.**
- A SLAR meeting will be a single meeting of **approximately 2 hours** duration.



Option C

- The SLAR process will constitute **40 minutes of preparation time** from within a teacher's professional time, and a collaborative portion of **a minimum of 80 minutes' duration**, the latter to be held as a single meeting at a time suitable to the teachers in the subject group.
- In preparation for the collaborative portion of the SLAR process, **each teacher will submit appropriate samples of students' work, provisional assessments and reasons for these** to the Facilitator.
- **The Facilitator** will assemble and make available the appropriate examples of student work and attached notes supplied by the subject teachers some days prior to the commencement of the collaborative portion of the SLAR process.
- Teachers will use 40 minutes of their professional time **to access** this material, **examine the samples and attached notes**, and **familiarise** themselves with their content.



Options A – C

- Schools will be required to maintain the currently defined levels of student contact time, i.e. 28 hours per week.
- Schools must not incur any additional costs through Substitution.
- **Supervision and Substitution** must not be used in facilitating SLAR meetings.



Option D

- **SLAR meetings are held entirely during normal school tuition hours.**
- The teacher allocation for professional time to the school **is reduced to remove the equivalent of 8 hours of professional time** per full time teacher (and pro-rata amounts for part-time teachers).
- **Additional paid substitution is provided** to facilitate attendance of teachers at SLAR meetings.
- Supervision and Substitution must not be used in facilitating SLAR meetings.
- The reduction in teacher allocation to the school **may result in the loss of teaching posts** in the school. Normal teacher re-deployment arrangements will apply.
- The allocation to individual teachers of teacher professional time available to the school may be prioritised by **giving professional time to teachers of Junior Cycle only.**
- A SLAR meeting will be a single meeting of **approximately 2 hours duration.**

