



Admissions Policy



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**School Patron/s: Board of
Governors**

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Approved: May 2024

Review Date: May 2025

Admission Policy

SCHOOL MISSION STATEMENT & GUIDING PRINCIPLES

“We nurture, inspire and empower our students to strive for excellence in all that they do as responsible global citizens.”

We are committed to:

- Fostering a sense of identity and self-worth in each of our students.
- Developing life-long learners with skills, attitudes, sensibilities and personal initiative that will allow each to grow into a well-rounded, confident adult.
- Promoting the well-being of the whole person in a caring, inclusive, innovative, safe and secure, multi-cultural environment.
- Striving for high academic standards and promoting rich co-curricular opportunities and in so doing we seek to support and challenge each of our students to recognise and maximise their full potential.
- Promoting respectful intercultural relations, increasing tolerance and acceptance of difference and fostering in our students the ability to perceive, welcome and respect diversity, while at the same time fostering an appreciation of Irish culture in which the school is rooted.
- Promoting awareness of and facilitating our students’ ability to participate in, and contribute to, contemporary issues at local, national and global levels as informed, engaged, responsible and responsive global citizens.
- Honouring our duty of care to and protective responsibility for all students in achieving the realisation of the rights of the child.

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 2 June 2023. 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 Sutton Park 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.

2. Characteristic spirit and general objectives of the school

Sutton Park School is a multi-denominational, co-educational, fee-paying school. The School is divided into a Junior, Intermediate and Senior School. The School strives to provide the maximum educational experience to support academic achievement and personal development, leading to a purposeful and satisfying life. Sutton Park School prepares students for entrance into the best universities in Ireland and abroad. Good communication amongst teachers, parents and students is essential to assuring a successful experience for each student. The admissions policy applies to the intake group and to all other students regardless of their entry point.

The School encourages a sense of individual and collective responsibility. Pupils are made aware of their own worth, and encouraged to show concern for and tolerance of, others. Pupils are given skills and strategies to withstand external pressures, whether from peers or other sources, which may hinder their personal and/or academic development. Sutton Park School is committed to a coherent programme of moral development. A programme of relationship and sexuality education spanning both Primary and Secondary divisions stresses the essentially human aspects of sexuality and promotes individual responsibility. A programme of community action projects enriches the school community and develops an awareness of the wider community.

1. INTELLECTUAL DEVELOPMENT

Sutton Park School aims to foster in its students the attainment of academic excellence appropriate to individual ability and is committed to encouraging intellectual awareness and curiosity. In order to achieve these aims the Board, Head of School and staff of Sutton Park School will:

- a. accept primary responsibility for meeting the intellectual needs of the individual student by teaching the basic skills of learning, critical thinking and problem-solving and by the provision of a challenging and broad academic curriculum;
- b. recognise its responsibility to work in co-operation with parent/guardians/caregivers and other relevant social agencies towards meeting the intellectual, physical and emotional needs of the student;

- c. base its teaching on the conviction that every human being is valuable and deserves the opportunity to strive for his/her best self-realisation as an individual and as a member of society;
- d. hold high academic standards individually applied to bring out the best in each student;
- e. permit self-expression within the limits of the school's standards of personal conduct;
- f. direct all its resources towards ~~an~~ effective teaching/learning opportunities balancing financial resources equitably between academic staffing, curriculum and practical requirements;
- g. strive towards a continuity of the curriculum throughout all the divisions of the School using up to date teaching methods and materials;
- h. employ the latest technological innovations to inform teaching and learning in the classroom.

2. INSTRUCTIONAL GOALS AND OBJECTIVES

The School will strive to provide quality education that will permit and assist every student:

- a. to acquire the greatest possible understanding of themselves and an appreciation of his/her worth as an individual and as a member of society;
- b. to acquire an understanding and appreciation of persons belonging to the many social, cultural, ethnic and national groups different from his/her own;
- c. to acquire, to the fullest extent possible, a mastery of the basic academic skills;
- d. to acquire a positive attitude towards education and the learning process as a life-long activity;
- e. to acquire the practices and attitudes associated with responsible citizenship;
- f. to acquire an understanding of and develop the habits necessary for maintaining one's physical, mental and emotional well-being;
- g. to receive the opportunity and the encouragement to be successful and creative in one or more fields of endeavour;
- h. to understand the opportunities, open to him or her for a productive, happy life, and enable him or her to take full advantage of life's rewarding opportunities;
- i. to understand and appreciate human achievement through the natural sciences, the social sciences, the humanities, and the Arts;

- j. to prepare for and live in a world of rapid change and unforeseeable demands in which continuing education throughout his/her adult life will be a normal expectation.

3. THE CURRICULUM

To achieve these goals, the curriculum of Sutton Park School will reflect the following guidelines:

- a. The Senior School curriculum is directed towards the Irish Leaving Certificate Higher Level Examination. The curriculum within the Junior & Intermediate Schools is based upon that prescribed for the national primary schools in Ireland and the senior curriculum follows that issued by the Irish Department of Education for Secondary Schools. Where possible, the curriculum shall show an awareness of developments and trends in international education.
- b. Academic excellence, within the parameters of individual ability, is a priority and the School uses a robust mentoring system to ensure student progression.
- c. The curriculum in each subject area reflects an orderly progression through the grades. Particular attention is given to curriculum co-ordination between the transition points:

Grade 3 – Grade 4

Grade 6 – First Year Seniors

Transition Year – 5th & 6th Years

- d. Within the limits of our resources the curriculum will
 - 1. Offer educational opportunities for exceptional students;
 - 2. Offer additional help and resources for students with special needs;
 - 3. Offer an EFL (English as a Foreign Language) programme.
- e. The curriculum is continuously reviewed by the professional staff and periodically evaluated to ensure that it meets the needs of all our students and to support the identification and implementation of best practice.

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

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3. Non-Discrimination

Sutton Park School is a non-profit Charitable Trust governed by a Board of Governors, which is co-educational and multi-denominational in character, and which accepts pupils from the Irish and international community regardless of race, nationality or creed.

Sutton Park School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

Sutton Park School will comply with any direction served on the Board or the patron under section 37A and 67(4)(b).

Non-discrimination affirmation

The school will not discriminate against an applicant for admission on the grounds of:-

- (I) the student's gender;
- (II) the student having a disability or special educational need;
- (III) the student's sexual orientation;
- (IV) the student's family status;
- (V) the student being a member of the Traveller community;
- (VI) the student's race;
- (VII) the student's civil status;
- (VIII) the student's faith or religious tradition or;
- (IX) the student having no faith.

4. Admission of Students

The 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 will make all reasonable efforts to ensure compliance with such code by the student.

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:

Places are allocated in the following priority list

- 1. Students from our Intermediate School
- 2. Siblings of current Students
- 3. Children of existing staff
- 4. International and returning international applicants.

After this, places are allocated by lottery. The waiting list is also compiled by lottery.

5. What may not be taken into consideration

- (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; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)

(c) a student's academic ability, skills or aptitude; (other than in relation to:
- admission to (a) a special school or (b) 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; (other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)

(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.

The waiting list is compiled by lottery.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision.

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

In accepting an offer of admission from Sutton Park 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.

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.

7. 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 Sutton Park 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 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 6.

8. 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 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).

9. 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 Sutton Park

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 Sutton Park 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. The position on the waiting list is decided by lottery.

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.

10. 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.

11. Procedures for admission of students to other years and during the school year

Sutton Park is always welcoming of applications throughout the years of the school and are used to the movement of students. Places will be offered in line with our criteria previously outlined.

For the Purpose of the school year 2025/26, the Year Numbers will be limited as follows

1st Year 84

2nd Year 84

3rd Year 84

4th Year 84

5th Year 80

6th Year 72

The Annual Admission Notice is attached to this policy and reflects the numbers and deadlines referred to in this document.

Sutton Park School

Annual Admission Notice for 2025/26

Copies of the School's Admission Policy and the on-line Application Form for admission for the 2025/26 School year are available as follows:-

On our website, www.suttonparkschool.com.

A URL link will be posted on the Admissions Page on 1 October 2024 for 1st Year Entry in August 2025. Paper submissions are no longer accepted.

1. Application and Decision Dates for admission to 1st Year for 2025/26

1.	The school will commence accepting applications for admission on	1 October 2024
2.	The school will cease accepting applications for admission on	22 October 2024
3.	Applicants will be notified in writing of the decision of their application by	12 November 2024
4.	Applicants must confirm acceptance of an offer of admission by	Date stated in offer letter

Failure by an applicant to accept an offer by the date stated in the offer letter may result in the offer being withdrawn.

2. Number of places being made available in the 2025/26 school year.

The number of places being made available in 1st Year is 84.

3. Number of places in 1st Year for the 2025/26 school year which were offered and accepted before 1 February 2020

The number of places for 1st Year that were offered and accepted prior to the coming into operation of Section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is 0.

4. Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year)

The total number of applications for admission received by the school for admission in 1st Year in the 2024/25 school year was 231

Breakdown of places allocated for 1st year for the 2024/25 school year:	
Number of places available:	80
Number of applications received	231
Offers made and accepted under each criteria	Criteria 1: 39 offered, 36 accepted Criteria 2: 18 offered, 16 accepted Criteria 3: 3 offered, 3 accepted
Number of names placed on waiting list for the school year concerned	126