



Mount Temple Comprehensive School

All Different, All Equal

Admission Policy

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Our Ethos

Mount Temple Comprehensive School was established in Clontarf in 1972. It is a co-educational Church of Ireland school with its origins in five much older schools founded between 1766 and 1896. Three of these schools were charitable foundations which educated orphaned and poor children. Mount Temple is one of 14 comprehensive schools in Ireland.

It offers a broad curriculum enabling learners to engage with and excel in both academic and practical subjects, and to develop their sporting, creative and altruistic interests. While Mount Temple continues to have a particular remit to serve the Protestant community of north Dublin and its environs, the school balances this role with a long-standing commitment to the inclusion and welcome of all.

Our Mount Temple commitment is 'all different, all equal' and we strive to live this as a core value by:

Valuing universal, inclusive, high-quality teaching and learning to develop well-rounded, reflective members of the community:

- We hold high expectations for all members of the school community to fulfil their potential.
- We commit to supportive teaching and learning relationships.
- We commit to broad, comprehensive curricular and co-curricular activities.
- We are committed to educational and social innovation, with a local and global outlook about our place in the world that fosters service and altruism.

Committing to the holistic flourishing and resilience of all:

- We respect all members of the school community as partners.
- We are committed to a culture of open dialogue, transparency, listening, collaboration and creativity.
- We prioritise the voices of students and staff, freedom of expression and fairness for all.
- We aim to empower the leadership capacity of all members of the community.

Respecting and valuing all members of the community:

- The sense of community cohesion is achieved through constructive and respectful relationships.
- We serve a broad demographic, and we prioritise building up a sense of belonging for everyone.
- We commit to respecting, appreciating, celebrating and valuing difference, which we strive to achieve through fairness, accountability and transparency.
- Our community values its links with past pupils and staff and celebrates its heritage and history.

This statement of Mount Temple's ethos was developed through a consultation process conducted by the Board of Management with parents, patrons, staff and students in 2025. The Board is committed to periodic review of the school's ethos statement and will conduct a review in the school year 2029/30.



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 Acts 2000 to 2018. In preparing this revised draft policy, the Board of Management has consulted, or will consult, with the school patron, school staff and parents of students attending the school in accordance with applicable requirements.

This revised policy will take effect only when it has been approved by the school patron and published by the Board of Management.

The relevant dates and timelines for Mount Temple'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 hard copy on request to any person who requests it.

2. Characteristic Spirit and General Objectives of the School

Mount Temple Comprehensive School operates under the patronage of the Church of Ireland Archbishop of Dublin and has, as a primary objective, the provision of state-funded second level education to the Protestant population of North Dublin.

The school is a recognised school under the Education Act 1998 and, as such, is dependent on the resources, financial and human, provided by the Department of Education and Youth. Accordingly, school policy must necessarily have regard to the resources and funding available to the school.

As a recognised school, Mount Temple follows the curriculum prescribed under the Education Act 1998, as amended from time to time.

In accordance with the Education Act 1998, the Board of Management has regard to the principles of a democratic society and promotes respect for diversity of values, beliefs, traditions, languages and ways of life in society. It also upholds, and is accountable to the patron for upholding, the characteristic spirit of the school.

3. Admission Statement

Mount Temple will not discriminate in its admission of a student to the school on any of the following grounds:

- the gender ground of the student or the applicant in respect of the student concerned;
- the civil status ground of the student or the applicant in respect of the student concerned;
- the family status ground of the student or the applicant in respect of the student concerned;
- the sexual orientation ground of the student or the applicant in respect of the student concerned;
- the religion ground of the student or the applicant in respect of the student concerned;
- the disability ground of the student or the applicant in respect of the student concerned;
- the ground of race of the student or the applicant in respect of the student concerned;
- the Traveller community ground of the student or the applicant in respect of the student concerned; or
- the ground that the student or the applicant in respect of the student concerned has special educational needs.

As provided for in section 61 of the Education Act 1998, the terms used in the admission statement are construed in accordance with section 3 of the Equal Status Act 2000.

Mount Temple Comprehensive 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.

Mount Temple Comprehensive School has, with the approval of the Minister and sanction of the National Council for Special Education, established a special class for students with autism. The school may refuse admission to that special class where a student does not have the specified category of special educational needs for which the class has been approved.



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Mount Temple Comprehensive 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 1998.

Mount Temple is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of a Protestant religious denomination in preference to others, in accordance with law.

Mount Temple is also a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of Protestant faith and it is proved that the refusal is essential to maintain the ethos of the school, in accordance with law.

4. Admission of Students

This school shall admit each student seeking admission except where:

- (1) the school is oversubscribed. Please see section 5 below for further details;
- (2) the application is for admission to an approved special class and the student does not have the specified category or categories of special educational needs for which that class has been approved; or
- (3) 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 that Code by the student.

5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria sequentially in the order listed below to applications received within the timeline for receipt of applications set out in the school's Annual Admission Notice.

5.1 Selection Criteria

Places will be offered based on the following criteria, applied sequentially in the order listed:

- (i) Applicants who are Protestants.*
- (ii) Applicants who are siblings of present or past students.
- (iii) Applicants who are children of current school employees.**
- (iv) Applicants who are children of former students, subject to the statutory limit that this criterion may not account for more than 25% of the available places as set out in the Annual Admission Notice.
- (v) Applicants attending any of the designated feeder primary schools.***
- (vi) All other applicants from the catchment area.
- (vii) All other applicants.

* For the purpose of this criterion, an applicant seeking priority must establish eligibility as a member of a Protestant Christian denomination recognised for the purposes of this policy and the school's Category One confirmation process. Eligibility must be indicated on the official application form and supported by the confirmation or documentation prescribed by the school and approved by the Patron, submitted by the closing date for applications. A general letter of support, commendation, attendance or association will not, of itself, establish eligibility under this criterion. The school may seek clarification or verification of information or documentation submitted by the closing date.

** Employees require at least four years of service.

*** The designated feeder primary schools currently are:

Burrow National School
Drumcondra National School
Dublin 7 Educate Together
Educate Together Glasnevin

Lindsay Road National School
North Dublin National School Project
North Bay Project School
Old Borough National School, Swords

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Finglas Parochial National School
Glasnevin National School
Greenlanes National School
Howth Road National School
Castleknock National School

Springdale National School
St Andrew's National School
St Columba's North Strand

5.2 Random Selection Where Applicants are Tied

Where two or more applicants are tied for a place or places within any of the selection criteria above, and the number of tied applicants exceeds the number of remaining places, places will be allocated by an independently witnessed random selection process. The arrangements for that process will be determined by the Board of Management and recorded at the time. A written record of the process, the witness, the applicants included and the outcome will be retained by the school.

5.3 Special Class Places

The school has an approved special class for students with autism. The number of places available in the special class for the school year concerned will be set out in the Annual Admission Notice.

An applicant may apply for a mainstream place, a special-class place, or both. Mainstream and special-class applications and waiting lists are dealt with separately. Where an applicant applies for both and is successful in one but not both, the application or waiting-list position in the other will continue to be dealt with separately under this policy.

Admission to the approved special class for students with autism is limited to students who meet the applicable Department/NCSE eligibility criteria for that class. To establish eligibility, applicants must provide the relevant NCSE eligibility letter for the admission year concerned and any documentation required under applicable Department/NCSE criteria. The school will not require professional reports to have been completed within the previous two years and will not request reports or documentation beyond what is required to establish eligibility.

A student already enrolled in Mount Temple who seeks a place in the special class must meet the same eligibility requirements, including the relevant NCSE eligibility letter for the admission year concerned, before being considered for a special-class place.

Where the number of eligible applications for the special class received, exceeds the number of available places in that class, places will be allocated by applying the following selection criteria sequentially in the order listed:

- (i) Eligible students already enrolled in Mount Temple Comprehensive School.
- (ii) Eligible applicants from Mount Temple's catchment area in the Northside of Dublin who are Protestants.
- (iii) Eligible applicants from Mount Temple's catchment area who are siblings of present or past students.
- (iv) Eligible applicants who are children of current school employees.
- (v) Eligible applicants who are children of former students, subject to the statutory limit that this criterion may not account for more than 25% of the available places as set out in the Annual Admission Notice.
- (vi) Eligible applicants attending any of the designated feeder primary schools.
- (vii) All other eligible applicants from Mount Temple's catchment area.
- (viii) All other eligible applicants.



Late applications for the special class will be dealt with in accordance with section 13 of this policy.

6. What Will Not Be Considered or Taken into Account

In accordance with section 62(7)(e) of the Education Act 1998, 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 student's prior attendance at a pre-school or pre-school service, including a national school, except where expressly permitted by law and included as a criterion in this policy;
- the payment of fees or contributions, howsoever described, to the school;
- a student's academic ability, skills or aptitude, except where it is necessary to ascertain whether or not the student has the category or categories of special educational needs concerned for admission to an approved special class;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school, other than as expressly provided for in section 5 of this policy and subject to any applicable statutory limit; or
- the date and time on which an application for admission was received by the school, provided it was received within the relevant application period.

This section is subject to the application being received during the period specified for receiving applications in the Annual Admission Notice for the school year concerned, or, where applicable, at another time permitted under law.

This section is also subject to the operation of any waiting list for the school year concerned in accordance with section 12 of this policy.

7. Decisions on Applications

All decisions on applications for admission to Mount Temple will be based on:

- the school's Admission Policy;
- the school's Annual Admission Notice, where applicable; and
- the information provided by the applicant in the school's official application form and accompanying documentation received before the closing date set out in the Annual Admission Notice or, where appropriate, by a date otherwise determined by the school in accordance with law.

Supporting documentation required to establish eligibility or priority under any selection criterion must be submitted by the closing date unless otherwise specified by the school in accordance with law.

The school may seek or accept clarification, verification or correction of information or documentation in connection with an application where the school is satisfied that it is fair, reasonable and capable of objective verification.

Selection criteria that are not included in this Admission Policy will not be used to make a decision on an application for a place in the school.

Please see section 13 below in relation to applications received outside the standard admissions period and section 14 below in relation to applications for places in years other than the intake group or during the school year.



8. Notifying Applicants of Decisions

Applicants will be informed in writing of the decision of the school within the timeline outlined in the Annual Admission Notice.

Where a student is not offered a place, the reasons for the decision will be communicated in writing to the applicant. Where the refusal is due to oversubscription, the written notification will include the information required by law.

Applicants will be informed of the right to seek a review and, where applicable, the right of appeal in accordance with section 16 below

9. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Mount Temple, an applicant must indicate:

- (i) whether or not he or she has accepted an offer of admission for another school or schools and, if so, must provide details of the offer or offers concerned; and
- (ii) whether or not he or she has applied for and is awaiting confirmation of an offer of admission from another school or schools and, if so, must provide details of the other school or schools concerned.

10. Circumstances in Which Offers May Not Be Made or May Be Withdrawn

An offer of admission may not be made or may be withdrawn by Mount Temple where:

- (i) it is established that information contained in the application is false or misleading in a material respect;
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice or another applicable date communicated by the school in accordance with law;
- (iii) 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 that Code by the student; or
- (iv) an applicant has failed to comply with the requirements for acceptance of an offer as set out in section 9 above.

11. Sharing of Data with Other Schools

Section 66(6) of the Education Act 1998 permits a school to provide a patron or another board of management with a list of 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; and
- (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.

Any sharing of personal data will be carried out in accordance with applicable legal and data protection requirements.



12. Waiting List in the Event of Oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Mount Temple were unsuccessful due to the school being oversubscribed will be compiled and will remain valid only for the school year in which admission is being sought.

Placement on the waiting list 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. Where applicable, mainstream year-group waiting lists and special-class waiting lists will be maintained and operated separately.

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 students on the relevant waiting list in accordance with the order of priority in which they have been placed on that list.

Applicants may be asked to confirm whether they wish to be considered for any subsequent offer that may arise. Where an applicant indicates that they do not wish to be considered, fails to respond to an offer within the period specified by the school, or fails to comply with the acceptance requirements set out in this policy, the school may proceed to the next applicant on the relevant waiting list.

Applicants on the waiting list will be contacted by the school if and when an offer arises for them in accordance with this policy.

13. Late Applications

All applications for admission received after the closing date set out in the Annual Admission Notice will be considered and decided upon in accordance with this Admission Policy, the Education (Admission to Schools) Act 2018 and any applicable statutory or regulatory requirements.

This includes, where relevant, applications for admission to the approved special class.

14. Procedures for Admission to Other Years and During the School Year

Applications for admission to years other than First Year and applications received during the school year will be accepted and processed in accordance with this Admission Policy, the Education (Admission to Schools) Act 2018 and any applicable statutory or regulatory requirements.

Applications for years other than First Year will be considered using the same criteria as for First Year, insofar as applicable. An applicant will be offered a place in the relevant year where a place is available and the application is successful under this policy.

Where no place is available, or where the number of applications exceeds the number of available places, the applicant will be placed on the relevant waiting list in accordance with section 12. Where the application is received after any applicable closing date, section 13 will apply insofar as relevant.

Applicants seeking places for a year other than First Year or during the school year will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application, subject to any applicable legislative or regulatory requirements.

It is the responsibility of the parent or guardian to provide the relevant official application form and any supporting documentation required under this policy.



15. Declaration in Relation to the Non-Charging of Fees

The Board of Management of Mount Temple, or any person 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.

16. Reviews and Appeals

16.1 Review of Decisions by the Board of Management

The parent of a student, or in the case of a student who has reached the age of 18 years the student, may request the Board of Management to review a decision to refuse admission. Such requests must be made in accordance with section 29C of the Education Act 1998 and the applicable procedures determined by the Minister.

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 for 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.

The Board will conduct reviews in accordance with the applicable procedures determined under sections 29B and 29C of the Education Act 1998.

16.2 Right of Appeal

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 to a reason other than the school being oversubscribed.

The timeline within which 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 and published by the Department of Education and Youth.

Appeals under section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister.

17. Monitoring, Approval and Review

The Board of Management will review this Admission Policy when appropriate to do so, including where required by legislation, Department requirements or operational experience of the admissions process.

Any revised Admission Policy will be prepared, approved and published in accordance with statutory requirements.

Signed:  (Chairperson, Board of Management)

Signed:  (Principal)

Date approved by Patron: September 9th, 2026



