



06 June, 2018

Re: Invitation to apply for the establishment and patronage of new post-primary schools to open in 2019

Dear Patron/prospective Patron,

As you may be aware, the Minister for Education and Skills, Richard Bruton, T.D. announced plans for the establishment of 42 new schools over a four-year period from 2019 to 2022. This announcement follows nationwide demographic exercises carried out by the Department into the current and future need for primary and post-primary school places across the country.

The Patronage Process for the four post-primary schools to be established in September 2019 is due to commence and I am writing to you in this context.

Details of the four new post primary schools due to be established in September 2019 are as follows:

County	School Planning Area(s) to be served	School Size (pupils)	Year of Opening
Dublin	Donaghmede_Howth_D13 (Belmayne/Clongriffin area)	1,000	2019
Galway	GalwayCity & Oranmore (Regional solution)	1,000	2019
Louth	Laytown & Drogheda (Regional solution)	600	2019
Wicklow	Wicklow	600	2019

Parental preferences are central to the patronage process. The process is designed to be fair, transparent and open to all patron bodies and prospective patrons to apply for patronage of any planned new school under this process, provided they meet the minimum requirements set down by the Department.

An Online Patronage Process System (OPPS) is currently being developed by the Department to provide objective information to all parents which will allow them to make an informed choice about their preferred model of patronage for their child's education. Parents are also given an opportunity to express a preference for their child to be educated through the medium of Irish or English. Parental preferences will be submitted by parents online.



The new Online Patronage Process differs from the previous process, in that, patron bodies will no longer be required to collect parental preferences and make a submission at the end of the process. The new process will require the patron body to complete an application form at the beginning of the process, which will provide information for parents on the OPPS website.

The Patronage Process for new schools is overseen by an external independent advisory group, the New Schools Establishment Group (NSEG). Following their consideration of the Department's assessment reports, the NSEG submits a report with recommendations to the Minister for consideration and final decision. The assessment reports and the NSEG recommendations for all such patronage processes are made available on the Department's website.

Please find attached (**Enclosure 1**), for information, a copy of the document "Arrangements for the establishment and patronage of new post-primary schools due to open in September 2019". This document also contains general information for applicants (**Appendix A**) who are not already patrons of existing schools with regard to the requirements which must be satisfied in relation to any application under the patronage process. Please note that meeting the requirements in this document does not confer any automatic right to become a patron of a new school. However, failure to meet these requirements by date of application may mean that you cannot be included in the process.

Information on the mandatory Code of Conduct for prospective patron bodies relating to canvassing parents for their particular preferred model of patronage, is provided (**Enclosure 2**). A breach of same may render the prospective patron's application invalid and result in elimination from the current patronage process. Please note that the code contains maximum expenditure limits applicable over the period of the process.

Each of the four schools is being established to meet a projected demographic need to cater for children living within the school planning area(s) to be served by the school and who are due to commence their post-primary education from 2019 onwards. Please see attached maps of each of the relevant school planning area(s) to be served.

It is the applicant's sole responsibility to:

- read in its entirety and understand all of the information provided; and
- ensure that their application is complete and is in compliance with the mandatory requirements and criteria as published.

If you wish to become a patron in any of the areas outlined above, you must complete the attached Patron Application Form in full. The deadline for receipt of applications, together with any required supporting documentation is **4:30 p.m. on the 13th June 2018**. Completed applications may also be scanned and emailed to patronapps@education.gov.ie. The original hard copy of the application form can follow by post to the below address and should be received no later than one week after the closing date.

The Department will not commence the assessment process of the Patron Application Forms until after the closing date for receipt of applications (13th June 2018) and further contact cannot be made with applicants regarding the substance of their application after the closing date.



If you have any queries in relation to the above, please e-mail them to patronapps@education.gov.ie.

Yours sincerely,

Lorraine Reilly
Assistant Principal Officer
Forward Planning Section

Enclosures:

- **Enclosure 1:** Arrangements for patronage in the establishment of new post-primary schools due to open in September 2019
 - Appendix A - General Information for Prospective Patrons
- **Enclosure 2:** Code of Conduct



Enclosure 1 - Arrangements for the Establishment and Patronage of New Post-Primary Schools due to open in September 2019.

Need For New School

The following essential conditions apply to the establishment and approval of a new post-primary school to meet demographic need:

- The demographics of the area must support the need for the establishment of a new school - a new school would not impact negatively on the enrolment of schools in the catchment, other than perhaps the establishment of an all-Irish school and the impact of this on an existing Aonad.
- If the demographics require the establishment of a school, then the process for the selection of the type of school should allow for different patrons/bodies to be considered as the patron of a new school.

New School Process

The process will involve the following steps for a new post-primary school:

- Identification of locations of new schools and sizes of new schools by the Department. Most new second-level schools must have a student enrolment capacity of 600 – 1,000 students. A lower threshold of 400 students may apply to Gaelcoláistí, having regard to the alternative of establishing an Aonad within a school.
- Written applications from prospective patrons addressing all of the criteria.
- Consideration of the applications by Department officials and report drafted for consideration by the New Schools Establishment Group.
- Consideration by Group of report and endorsement by Group or identification of need for further analysis by Department and subsequent consideration by Group.
- Report from the Group submitted to the Minister for consideration.
- Decision by the Minister.

Criteria Considered in the Patronage Assessment Process

The main criterion for the decision on patronage in an area where there is already at least one second-level school will be the following:

Whether the establishment of the proposed school model would result in greater diversity and plurality of second-level school patronage and provision in the area (having



regard to neighbouring areas) where there is demand for such diversity and plurality. In this context individual patron bodies from the one faith group will be regarded as representing the same school patronage type for assessing plurality.

As part of the examination of this criterion regard would be had for:

- Whether there is a school of the same or similar patronage in the same catchment area (having regard to neighbouring areas) and whether there is additional demand for such patronage;
- The extent to which the establishment of the school would result in greater diversity and plurality of patronage in the area (having regard to neighbouring areas) where there is demand for such plurality and diversity;
- Effectiveness of mechanisms planned to ensure that the proposed school will expand to the size range of 600 to 1,000 pupils, including;
- planned possible measures if expansion is not happening as fast as planned; and
- Planned collaboration with existing second-level schools in the catchment area.

Where an area is to be served by a single new school, the key criteria will be the following:

- Whether the school can cater for the needs and requirements of all of the pupils in the area.
- Having regard to neighbouring areas, whether the establishment of the proposed school model would result in greater diversity and plurality of second-level school patronage and provision where there is demand for such diversity and plurality. In this context individual patron bodies from the one faith group will be regarded as representing the same school patronage type for assessing plurality.

As part of the examination of these criteria regard would be had for:

- The effectiveness of the manner in which the patron proposes to determine the requirements of all pupils / groups of pupils regarding pupils of a particular faith; pupils of no faith.
- The extent to which these requirements are to be met.
- Effectiveness of the manner in which a comprehensive and broad curriculum is proposed to be offered during the start-up phase.
- Effectiveness of the manner in which a comprehensive and broad curriculum is proposed to be offered when the school is past the start-up phase.
- Effectiveness of the manner to which a comprehensive and broad curriculum is proposed to be offered to all students, e.g., supporting gender integration into all subjects.
- The extent of demand in the area for the applicant patrons.



- Having regard to neighbouring areas, whether the establishment of the proposed school model would result in greater diversity and plurality of second-level school patronage and provision where there is demand for such diversity and plurality.

Most new school provision will be co-educational in nature and patronage decisions will be made on that basis. There may be a small number of instances where single-gender provision will need to be made if there is an identified imbalance between the capacities of single-gender schools. Any such identification would be made in advance of seeking applications from patrons.

An applicant who is not already an existing school patron will need to ensure they have put certain requirements in place in advance of making an application for patronage under the new school process. In this regard, Appendix A outlines general information for prospective patrons on the requirements to be put in place.

Department of Education and Skills

June 2018



Appendix A – General Information for Prospective Patrons

Patronage Responsibility

A school patron has significant responsibilities which relate to the whole school community comprising teachers, students, parents and the wider community served by the school. A prospective school patron therefore needs to be able to demonstrate sufficient structure, continuity and reliability to conduct the responsible functions of a patron:

Patronage Functions

- Appointment of the school's board of management
- Suspension, if necessary, of the board of management
- Responsibility for the school's characteristic spirit, for which the board of management is accountable to the patron
- Ultimate responsibility/liability for industrial relations
- Responsibility for school property (and insurance)
- Financial matters – annual budgets and reports
- Decisions on school status such as extension, amalgamation, closure

Status of Patron Body

A prospective Patron needs to be able to demonstrate a capability to conduct the Patron responsibilities in an ongoing way.

For an individual or group that is not a statutory body or otherwise formed with a constitution providing satisfactorily for succession and continuity, it would be considered necessary to establish a corporate entity, such as a company limited by guarantee. The patronage body should articulate its educational philosophy and educational objectives in a memorandum and articles of association, or other constitutional documentation. Three persons should be provided as directors or trustees. A patron body should be registered for charitable status with the Charities Regulatory Authority.

Meeting the requirements above does not confer any automatic right to become a patron of a new school.

Education Act, 1998

The role of the school patron is referenced throughout the Education Act, 1998 and prospective patrons should ensure that they are familiar with all aspects of the Act, in particular, Parts 2 and 4 of the Act, which relate to schools and to boards of management respectively.

<http://www.oireachtas.ie/documents/bills28/acts/1998/a5198.pdf>

Disclaimer:

Please note that this information is not intended as a legal interpretation of the Education Act 1998. It is intended as general information only.



Enclosure 2: Patron Code of Conduct

Please note that this Code of Conduct is MANDATORY

In this code, the term “patrons” refers to existing registered school patrons and prospective new patrons.

Patrons agree to provide factual information in respect of the underpinning ethos of schools under their patronage.

In describing the ethos of schools under their patronage, patrons may identify agreed and well-understood distinguishing features of that ethos. No reference to, subjective statements about, direct commentary on, or description of, schools under other forms of patronage will be made.

Patrons agree to maintain expenditure on promotional material within overall limits established for each identified area where the new schools are to be established in 2019. A limit of €300.00 (incl of VAT) per patron will be maintained for expenditure in each area for which a new school is to be established. Where a group of organisations is engaged in a joint application or applications, the collective expenditure of the groups should not exceed €300.00 (incl. of VAT) in an individual area.

Patrons agree to provide statements of expenditure for the purpose of satisfying these requirements. Patrons should be able to produce any necessary documentation, if requested to do so by Department officials, for the purposes of verification of expenditure incurred in connection with this application process. This could include for example relevant receipts, invoices and the corresponding transactions as they appear in the organisation’s accounting and payment systems and bank account.

Patrons may seek to directly canvass parents to encourage them to express a preference on the Online Patronage Preference System (OPPS).

The role of representatives of patrons should be to provide factual public information on their form of patronage. Contentious commentary, value statements or descriptions of schools under other forms of patronage will not be made.

While the limitation of the influence of patrons is recognised, nevertheless, it is expected that patrons will encourage schools and other groups affiliated to them to abide by the spirit of this code of conduct.

A breach of this Code of Conduct may render the Patron’s application invalid and result in their elimination from the patronage process on this occasion.



The process is as follows:

- An alleged breach may be brought to the attention of the Department.
- An alleged breach will be brought to the attention of the relevant patron by the Department.
- The relevant patron will be given an opportunity to respond and remedy the situation as appropriate.
- Any alleged breaches and responses will be dealt with in the relevant area assessment report.
- The New Schools Establishment Group (NSEG) will consider the matter in the context of the report.

Department of Education and Skills

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