

# Patronage Assessment Report Primary Schools (2021)

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#### **Foreword**

Chairperson,

New Schools Establishment Group (NSEG).

Dear Chairperson,

On the 13<sup>th</sup> April 2018, the Government announced plans for the establishment of 42 new schools over the next 4 years (2019 to 2022). This announcement followed nationwide demographic exercises carried out by the Department into the current and future need for primary and post-primary school places across the country, with 26 new schools announced at primary level and 16 new schools announced at post-primary level. A small number of additional schools were announced in the interim bringing numbers to 47 new schools.

Following the completion of the first step of a demographic review at primary level, and having regard to updated information on demographics and additional residential development, the Minister for Education approved a number of changes to the list of primary schools to be established in 2021, as follows:

The establishment of the schools that were due to be established in the following school planning areas are deferred:

- Bray/Woodbrook Shanganagh
- Clondalkin D22
- Gurranbraher CorkCity
- Naas
- Kilkenny/City, Western Environs

The following school will proceed as planned:

Sallynoggin Killiney DLR/North

The following schools, while announced as 16 classroom schools as part of the 2018 announcement will initially be established as 8 classroom schools:

- Donaghmede\_Howth\_D13
- Dublin 2\_Dublin\_4

As a result of the implementation of measures to increase access to Irish-medium education as part of the patronage process announced on 3rd September 2019, the new schools in Donaghmede\_Howth\_D13 and Dublin 2\_Dublin 4 have been designated as Irish-medium primary schools. Accordingly, parents in these areas were given the opportunity to express their preference for the patronage of the schools but language preferences were not sought as part of the OPPS for these areas.

On the 12<sup>th</sup> November 2020, the Minister for Education, Norma Foley, invited applications for the patronage of the three new primary schools due to be established in September 2021 in the following areas:

School Planning Area	School Size*
Donaghmede_Howth_D13	8 classrooms

Dublin 2_Dublin 4	8 classrooms
Sallynoggin_Killiney_DLR/North	8 classrooms

<sup>\*</sup>The size of the schools is based on current identified need but will be responsive to patronage or demographic demand.

The Department had postponed the patronage process for the schools due to open in 2021 from earlier in the year, given the Covid-19 related restrictions. As the year unfolded, it became clear that restrictions would remain in place for the foreseeable future. The Department decided that the OPPS process for the post-primary schools should commence in October 2020 and the OPPS process for the primary schools should commence as soon as possible thereafter (November 2020), despite the continuing situation with regard to Covid-19. This decision was taken as it was considered important that the 2021 patronage process was completed in order that the successful incoming school patrons would have sufficient time to make the necessary preparations for the schools' opening in 2021 and to provide certainty and clarity for incoming patrons, parents and children alike in respect of the patronage of the schools to be established in September 2021.

The Department was conscious that, given the restrictions in place nationally as well as the impact of remote working arrangements generally, it would not be possible for patrons to engage in the normal way with communities, and much of the patronage campaigns would have to take place in an online environment. In light of the remote working arrangements in place for most organisations in a similar way to the earlier patronage process for the 2021 post-primary schools some adjustments were made to the application process, e.g. removal of the requirement for applicant patrons to submit hard copy application forms and supporting documents which were required to be submitted to the Department by e-mail only.

The closing date for receipt of applications from applicant patron bodies was 19<sup>th</sup> November 2020. On 26<sup>th</sup> November 2020, the Online Patronage Process System (OPPS) website went live for parents to express their parental preferences in respect of the above schools and the OPPS website closed at 10am on 21<sup>st</sup> December 2020.

The applicant patrons for each school are as follows:

School Planning Area	Applicant Patrons	
	An Foras Pátrúnachta	
Donaghmede_Howth_D13	Dublin and Dún Laoghaire Education and Training Board (DDLETB)	
	An Foras Pátrúnachta	
Dublin 2_Dublin 4	City of Dublin Education and Training Board (CDETB)	
	An Foras Pátrúnachta	
Sallynoggin_Killiney_DLR/North	Dublin and Dún Laoghaire Education and Training Board (DDLETB)	
	Educate Together	

#### **Code of Conduct**

In relation to the Patron Code of Conduct, one complaint was received in relation to this process from an applicant patron. Details in this regard are provided in Section 2 of this report for consideration and discussion at the NSEG meeting.

Given the benefit in engaging with Patrons in the Patron Workshop including on the Code of Conduct, which took place in April 2019, it was intended that the Department would conduct a further workshop in 2020 to continue this useful stakeholder engagement and feedback process, however, due to the ongoing pandemic and related restrictions, such a workshop was not held in 2020. The Department hopes to be in a position to hold a workshop in 2021.

The role of the NSEG is to oversee the patronage decision making process and to ensure that the process is implemented correctly and in line with the published criteria. Following consideration of the Department's patronage assessment reports, the NSEG is tasked with submitting a report with recommendations to the Minister for consideration and final decision.

Consistent with the arrangements governing the patronage process for new schools announced by the Minister in June 2011, the Department has completed its assessment of the applications received for patronage of the new primary schools to be established in 2021. This is the resulting report for the New Schools Establishment Group, which is submitted for consideration by the Group. A detailed assessment of each individual area is attached and forms part of this report.

Jill Fannin
Principal Officer
Forward Planning Section - Department of Education
February 2021

#### 2. Code of Conduct

Prior to the patronage process for the post-primary schools to be established in 2020, a number of amendments were made to the Patron Code of Conduct on foot of discussions between the NSEG and the Department arising from consultation with the patrons at the patron workshop in 2019. Prior to commencement of the patronage process for the post-primary schools to be established in 2021, an additional line was added to the Code of Conduct to clarify that the Code of Conduct covers the use of online/social media/virtual activity in addition to more traditional means of engaging with parents in light of the increased online engagement resulting from the impact of the Covid-19 pandemic. There were no further amendments/additions made to the Code of Conduct prior to the commencement of the primary OPPS process. The Code of Conduct is attached at Appendix C.

#### > 2.1 Patron Expenses

The Code of Conduct requires that patrons agree to maintain expenditure on promotional material within overall limits established for each identified area and provide statements of expenditure for the purpose of satisfying these requirements. The expenditure limits are €500 (incl. VAT).

None of the applicant patrons exceeded the limit set out in the Code of Conduct. All of the supporting documentation was submitted in this regard.

#### **2.2** Issues raised in relation to the Code of Conduct

There was one alleged breach of the Code of Conduct brought to the Department's attention by an applicant patron.

Patron body	School Planning Area	Summary of Issues Raised
Dublin and Dún Laoghaire Education and Training Board	Donaghmede_Howth_D13	An applicant patron, An Foras Pátrúnachta, has alleged that another applicant patron, Dublin and Dún Laoghaire Education and Training Board, breached the patron Code of Conduct in the above patronage process. The substance of the complaint relates to representatives of DDLETB allegedly advising parents that special classes will be sanctioned in the new school if the school is under the patronage of DDLETB.

The Department welcomes the opportunity to discuss the above in detail with the NSEG at the meeting of the Group and will provide the relevant correspondence and response received from the applicant patron in this regard.

#### 3. Parental Preferences

Parental preferences for patronage and language of instruction (with the exception of the schools which were designated as Irish-medium gaelscoileanna in advance of the OPPS), from parents of children who reside in the school planning areas concerned, together with the extent of diversity currently available in these areas, are key to decisions in relation to the outcome of this process. The OPPS website allows parents to access the appropriate survey for their area, to input the details of the eligible child(ren) and to select their preferred patron and language of instruction (where applicable).

#### > 3.1 Eligible Cohort

In the 2020/21 school year, the estimated overall cohort of children in respect of whom a preference could have been expressed was some 6,003 children across the school planning areas for the three new primary schools. However, not all of these will wish to or be eligible to express a preference. In many cases, parents may intend sending their child to an existing primary school in the area and as a result would not have considered it necessary to express a preference with regard to patronage of the new school.

The Department is satisfied that the percentage of valid preferences expressed in relation to the three new primary schools to be established in 2021 (ranging from some 1% to 6% of the eligible cohort), while low, is of a comparable level to valid preferences expressed in relation to the previous primary patronage processes for schools that were established between 2014 and 2020 (ranging from some 1% to 47% of the eligible cohort).

In the current patronage process for the three primary schools to be established in 2021, there were between 22 and 103 valid preferences for each of the three areas, in comparison with valid preferences of between 18 and 1,137 valid preferences received in relation to the new primary schools established between 2014 and 2020.

#### > 3.2 Verification of Preferences

Invalid preferences in each of the areas were discounted where:

- the parent submitted duplicates of preferences in relation to an individual child (in which
  instance the last complete preference was considered the final preference in respect of
  that child to allow for parents who may subsequently have changed their
  mind/preference);
- the PPSN was not a valid PPSN or was not a valid PPSN relative to the information provided in the survey;
- the parent did not complete and submit their preferences; and / or
- the parent did not select a preferred patron.

The percentage of invalid preferences has decreased from an average of 22% invalid preferences in the previous primary patronage process to some 10% for the current process.

#### 4. Language

As previously outlined to the NSEG, on 3<sup>rd</sup> September 2019, the Minister for Education announced measures to increase access to Irish-medium education as part of the patronage process for primary schools. As part of these measures, the Minister amended the criteria which

are considered in determining the ethos and language of instruction of new primary schools as part of the patronage process for new schools.

In this regard, the following applies:

- If there is no existing Irish-medium provision in a school planning area, and a new primary school is being established to meet demographic demand, the new school will be designated as a gaelscoil before the Online Patronage Process System for that area opens. This will happen unless there are particular local circumstances where this would not be appropriate.
- Where a number of new primary schools are due to be established in the same school planning area during the period 2019-2022, at least one of these schools in that school planning area will be Irish-medium, unless there are particular local circumstances where this would not be appropriate.

In cases other than the above, the language of instruction will be determined following a patronage process.

In this context, the Minister announced that five new primary schools being established from 2020-2022 are being designated for Irish-medium education.

As part of the 2019 announcement, the Minister confirmed that the Department has developed a framework to provide more opportunities to increase the provision of Irish-medium education at primary level through new schools and expansion of existing gaelscoileanna.

#### The framework includes:

- 1. Designating the language of the school as Irish in some circumstances, prior to running the OPPS;
- 2. Testing (on a pilot basis) the potential to cater for demand for English and Irish medium provision through, for example, delivering two 8-classroom schools (one English-medium and one Irish-medium) in a shared building/campus rather than delivering one 16-classroom school, subject to factors such as demand and site conditions;
- 3. Exploring the potential to expand existing Irish-medium schools to meet unmet demand in an area;
- 4. Providing opportunities for patrons of existing schools to change the language of instruction from English to Irish, such as is envisaged as part of the Schools Reconfiguration for Diversity process.

In situations where there may be some unmet demand for Irish-medium education, albeit not at a level where the outcome of the patronage process would be a Gaelscoil, the measures outlined above provide a framework of factors to be considered and avenues to be explored in this regard.

The Department applied this approach for the patronage process for the primary schools to be established in September 2021 and two of the new schools (in Donaghmede\_Howth\_D13 and Dublin 2 Dublin 4) were designated as Irish-medium primary schools in advance of the OPPS.

The outcome of the patronage process for the school which was not designated as a gaelscoil prior to the running of the OPPS (Sallynoggin\_Killiney\_DLR/North) indicates that the language

of instruction should be English. There was a relatively low level of preference for Irish-medium education, which is expected to be met by existing and oncoming provision.

#### 5. Summary of Assessments

The criteria considered in the patronage assessment process was notified to applicant patrons in Enclosure 1 of the Patron Invitation Letter (included in Appendix A to this report). This criteria includes *inter alia* consideration of parental preferences as well as the extent or range of diversity of patronage, including ethos and language of instruction, offered across existing schools in the area. The patron application form is attached at Appendix B to this report and an assessment of each area is also attached. A summary of the outcome of each assessment is set out in the table below:

Area	Proposed Patron	Proposed Language of Instruction
Donaghmede_Howth_D13	An Foras Pátrúnachta	Designated Irish*
Dublin 2_Dublin 4	An Foras Pátrúnachta	Designated Irish*
Sallynoggin_Killiney_DLR/North	Educate Together	English

<sup>\*</sup>These two schools were designated as Irish-medium in advance of the OPPS commencing in accordance with the framework to provide more opportunities to increase the provision of Irish-medium education at primary level announced in September 2019.

#### **Appendix A – Patron Invitation Letter**

An Roinn Oideachais agus Scileanna Department of Education and Skills



12th November, 2020

# Re: Invitation to apply for the establishment and patronage of new primary schools to open in 2021

Dear Patron/prospective Patron,

As you may be aware, in April 2018 the Government announced plans for the establishment of 42 new schools over a four-year period from 2019 to 2022. This announcement followed nationwide demographic exercises carried out by the Department into the current and future need for primary and post-primary school places across the country. Since the 2018 announcement, two additional new primary schools established in 2019 and 2020 have been announced as well as the establishment of a new Gaelcholáiste in 2020 (following an assessment of need in the relevant area and the growth of an Aonad in an existing post-primary school), and the establishment in 2021 of two additional post-primary schools bringing total numbers of new schools for demographic purposes from 2019 to 2022 to 47 schools.

The Department has recently completed the first step of a demographic review at primary level having regard to updated information on demographics and additional residential development. Following this review the Minister for Education has approved a number of changes to the list of primary schools to be established in 2021, as follows:

The establishment of the schools that were due to be established in the following school planning areas are deferred:

- Bray/Woodbrook Shanganagh
- Clondalkin D22
- Gurranbraher CorkCity
- Naas
- Kilkenny/City, Western Environs

The following school will proceed as planned:

Sallynoggin\_Killiney\_DLR/North

The following schools, while announced as 16 classroom schools as part of the 2018 announcement will initially be established as 8 classroom schools:

- Donaghmede Howth D13
- Dublin 2 Dublin 4

As you may be aware, as a result of the implementation of measures to increase access to Irishmedium education as part of the patronage process announced in September 2019, the new schools in Donaghmede\_Howth\_D13 and Dublin2\_Dublin4 have been designated as Irish-medium primary

schools. Accordingly, parents in these areas can express their preference for the patronage of the schools but language preference will not be sought as part of the OPPS for these areas.

I am writing to you in relation to the commencement of the Patronage Process for the following three primary schools to be established in September 2021:

County	School Planning Area(s) to be served	School Size*	Year of Opening	Language Position
Dublin	Donaghmede_Howth_D13	8 classrooms	2021	Designated Gaelscoil
Dublin	Dublin2_Dublin4	8 classrooms	2021	Designated Gaelscoil
Dublin	Sallynoggin_Killiney_DLR/North	8 classrooms	2021	To be determined as part of the OPPS

<sup>\*</sup>based on current projected need but will be responsive to patronage or demographic demand

The Department is conscious that given the restrictions currently in place nationally, as well as the impact of remote working arrangements generally, that it will not be possible for patrons to engage in the normal way with communities, and much of the patronage campaigns are likely to take place in an online environment. It is anticipated that this, and other factors, may have an impact on parental engagement with this particular process. However, despite the continuing situation with regard to Covid-19, it is important that the 2021 primary patronage process gets underway as soon as possible in order that the successful incoming school patrons have sufficient time to make the necessary preparations for the schools' opening in 2021. The Department has removed the requirement for applicant patrons to submit hard copy application forms and supporting documents. Completed application forms and supporting documents should be sent by e-mail only to patronapps@education.gov.ie

Each of the three 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 primary education from 2021 onwards. Please see attached maps of each of the relevant school planning area(s) to be served.

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) has been developed by the Department to provide objective information to parents which will allow them to make an informed choice about their preferred model of patronage for their child's education. In the case of the new schools for the Donaghmede\_Howth\_D13 and Dublin 2\_Dublin 4 school planning areas, these school are designated as Irish-medium gaelscoileanna and parents of eligible children resident in these school planning areas

can express a preference on the patronage of the schools. In the case of the new school for the Sallynoggin\_Killiney\_DLR/North school planning area, parents can indicate their patronage preference and 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 Online Patronage Process differs from the earlier processes, in that, patron bodies are no longer required to collect parental preferences and make a submission at the end of the process. The Online Patronage Process requires 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 primary schools due to open in September 2021". 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 a prospective patron cannot be included in the process.

Patron bodies will be requested to confirm that they will adhere to the Code of Conduct in order for their application to be finalised.

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 **5p.m. on the 19th November 2020**. As staff in the Department are currently working remotely given the Covid-19 related restrictions all applications must be sent electronically via email to <a href="mailto:patronapps@education.gov.ie">patronapps@education.gov.ie</a>.

The Department will not commence the assessment process of the Patron Application Forms until after the closing date for receipt of applications (19th November 2020) 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 <u>patronapps@education.gov.ie</u>.

Yours sincerely,

#### Fidelma Lyons

Fidelma Lyons
Assistant Principal Officer
Forward Planning Section

Department of Education Portlaoise Road Tullamore Co. Offaly R35 Y2N5

#### **Enclosures:**

□ **Enclosure 1:** Arrangements for the establishment and patronage of new primary schools due to open in September 2021

Appendix A - General Information for Prospective Patrons

# Enclosure 1 - Arrangements for the Establishment and Patronage of New Primary Schools due to open in September 2021.

#### **Need For New School**

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

- The demographics of the area must support the need for the establishment of a new school or where meeting demographic need through the extension of existing schools would leave an unmet demand for diversity of patronage.
- 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 primary school:

- The Department will proactively identify the areas where significant additional school accommodation is required.
- Identification of locations of new schools and sizes of new schools by the Department.
- In concluding as to whether a demographic need might be met through extension projects in local schools, the Department should not seek to extend accommodation in existing schools of a certain patronage, where there is a certain level of demand for patronage of a different type in that area.
- Written applications from applicant patrons addressing all of the criteria.
- Consideration of the applications by Department officials and a report drafted for consideration by the New Schools Establishment Group (NSEG).
- Consideration by Group of the report and endorsement by Group or identification of need for further analysis by Department and subsequent consideration by the Group.
- Report from the Group submitted to the Minister for consideration.
- Decision by the Minister.

#### Criteria Considered in the Patronage Assessment Process

The criteria considered in the patronage assessment process are the following:

- The development already achieved by recently-established schools of a particular patronage in the identified area and the potential for future growth of these schools;
- The extent or range of diversity of patronage offered across existing schools in the identified area, having regard to the views of parents;
- The proximity of schools of similar ethos to those proposed by the applicant patrons;
- How the proposed schools under the respective patrons would provide for extending or strengthening diversity of provision in each area, having regard to the views of parents;
- Parental demand for the school that an applicant patron is willing to establish;

- The extent to which schools of similar patronage in the area have already expanded to at least three streams (subject to space on an existing site etc.);
- In an area to be served by a single school, the extent to which the needs of all pupils in the area can be met by the school.

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 applicant patrons.

For most new schools, parents will be surveyed on language of preference. New schools will be designated as an Irish-medium Gaelscoil if there is no existing Irish-medium provision in the school planning area, or where a number of new schools are due to be established in the same school planning area, at least one of these schools will be designated as an Irish-medium school, unless there are particular local circumstances where this is not considered appropriate.

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 November 2020

#### 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.

Department of Education November 2020



# **An Roinn Oideachais**Department of Education

# PATRONAGE APPLICATION FORM

(2021 PRIMARY SCHOOLS)

## SECTION A – APPLICANT PATRON(S) DETAILS

	APPLICANT DETAILS		
TRON			
	Patron body name:		
	Patron address:		
	Contact name:		
	Contact email:		
	Contact number:		
	Year of establishment:		
	Number of primary schools currently under your patronage:		

## **SECTION B – AREAS / SCHOOLS**

#### Please select **ONE AREA/SCHOOL ONLY**

☐ Where applying for patronage of more than one school/area, a separate application form must be completed.

County	School Planning Area to be served	School Size (Classrooms)*	Year of Opening	Please tick the area for which you wish to apply for patronage
Dublin	Donaghmede_Howth_D13 (gaelscoil)**	8 classrooms	2021	
Dublin	Dublin2_Dublin4 (gaelscoil)**	8 classrooms	2021	
Dublin	Sallynoggin_Killiney_DLR/North	8 classrooms	2021	

<sup>\*</sup>based on current projected need but will be responsive to patronage or demographic demand

#### SECTION C - PATRONAGE MODEL PROPOSED

		English-medium	Irish-medium
Language of Instruction	PROPOSING:		
(where not	ALSO	English-medium	Irish-medium
designated as a Gaelscoil abov			
Ethos	Denominational	Multi-Denominational	Non-Denominational

<sup>\*\*</sup>Applications for areas in which a gaelscoil is to be established will be taken to indicate that the patron body is proposing Irish as the language of instruction

#### **SECTION D - PATRONAGE COMMITMENTS\***

Doe	s the Applicant Patron(s) confirm commitment to:	Y/N
1	Operate by the rules and regulations laid down in various Department of Education circulars and operating procedures and to follow the prescribed curriculum?	
2	Operate the school within the resourcing and policy parameters established by the Department of Education?	
3	Prioritise enrolment of children in the area(s) for which the Department has identified the need for a school?	
4	Accept and open special education facilities?	
5	Have up to three streams subject to demand for the school?	
6	Enter into the appropriate standard lease agreement with the Department of Education?	
7	Share school buildings with other schools as may be determined by the Department should the building not be in full use?	
8	Be part of a campus development with other primary or second-level schools as identified by the Department?	
9	Identify and source suitable interim accommodation, where deemed necessary by the Department, within the parameters set by the Department?	

<sup>\*</sup> Specific acceptance of each of the Patron commitments as set out above is required for your application to be assessed. Without this, your application may be deemed invalid and not be assessed further as part of the process.

## SECTION E - SUPPORTING DOCUMENTATION

CHECKLIST	Please Tick to confirm documentation enclosed
Fully complete and signed application form	
Your Patron body logo for use on the OPPS website	
If the applicant is not already an existing school Patron and is not (or otherwise formed with a constitution providing satisfactorily for continuity), the application must include:	
<ul> <li>Evidence of being established as a corporate entity, such as a company limited by guarantee (including Company Registration Number)</li> </ul>	
<ul> <li>Memorandum and articles of association (or other documentation) articulating the educational philosophy and educational objectives of the applicant patron(s)</li> </ul>	
☐ The names of at least three directors or trustees must be supplied	
<ul> <li>Evidence of charitable status with the Charities</li> <li>Regulatory Authority must be supplied (including Charity</li> <li>Registration Number)</li> </ul>	

## **SECTION F – DECLARATIONS**

I/We declare that:	Please Tick to confirm Declaration
I/We have confirmed that I/we will comply with the Patronage Commitments as set out in Section D of this form	
I/We will comply with the Patronage Code of Conduct as set out in Enclosure 2 to the 'Invitation Letter to Patrons'	
I/We meet the Patronage Requirements at the date of application as set out in the 'Status of Patron Body' section of the 'General Information for Prospective Patrons' as set out in Appendix A of Enclosure 1 to the Invitation Letter to Patrons	
I/We consent to the use of our Patron body logo(s) on the OPPS website	
The details given with this application are accurate and I/we have enclosed all the necessary supporting documentation as set out in Section E of this form	

TROI	APPLICANT DECLARATION		
	Patron body:		
	Authorised Representative Name:		
	Authorised Nepresentative Name.		
	Authorised Representative Title:		
	Signature:		
	Date:		

#### **Appendix C: 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.

Please note that this Code of Conduct covers online/social media/virtual activity in addition to more traditional means of engaging with parents.

#### PROVISION OF INFORMATION TO THE PUBLIC

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

Patrons and their representatives 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. 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.

Enrolment policies are a matter for a school's Board of Management in the first instance. Accordingly, securing the patronage of a new primary school in the area to be served does not automatically confer rights of transfer to any particular post-primary school. This means that regardless of the patronage decision for new primary schools, pupils will have transfer rights to post-primary schools in the area in the normal way. Patrons will not make any statement or provide information which may give the impression that enrolment in a particular primary school will confer entitlement to enrolment in any post-primary school.

Similarly, in respect of post-primary schools, patrons will not make any statement or provide information which may give the impression that securing patronage of the post-primary school will guarantee rights of access for students of any particular primary schools in the area.

#### **EXPENDITURE**

Patrons shall contain expenditure on promotional activities within an overall limit for each school. A maximum limit of €500 (incl. of VAT) per patron will be observed for expenditure in each area for which a new school is to be established.

The limit incorporates the total spend on promotional activities i.e. this amount is to include a notional monetary value for any goods or services provided as benefit-in-kind to the patron by a person, company or organisation as well as for the costs of services provided from existing resources available to the patron. Where a group of organisations is engaged in a joint application or applications, the collective expenditure of the groups shall not exceed €500.00 (incl. of VAT) in an individual area.

Given that there can be a significant period between the announcement of the establishment of new schools and the commencement of patronage processes, it is reasonable that patrons

will wish to publicise their intention to apply for patronage of schools at an early stage and to keep interested parties informed. Accordingly, the costs of providing and maintaining 'static' or general information or electronic mailing lists on websites, and similar, are outside the scope of the expenditure limit. However, the cost of any targeted promotional material or events such as leaflets, meetings, advertisements, social media 'pushes' etc. should be included.

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 and an outline of the notional cost of services provided from within existing resources and benefits-in-kind.

#### **BREACH OF 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:

- o 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 and may make recommendations accordingly.

Department of Education November 2020