



Malahide Portmarnock Educate Together Secondary School
ANNUAL ADMISSION NOTICE
in respect of admissions to the 2026-27 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2026-27 school year are available from October 1st October 2025 on our website: **www.mpetss.ie**

A copy of the school's Admission Policy can be made available on request:

By emailing **studentapplications@mpetss.ie** or

In writing to **Malahide Portmarnock Educate Together Secondary School, Swords Enterprise Park, Feltrim Road, Drinan, Swords K67 W9Y8.**

PART 1 - Admissions to the 2026-2027 school year

Application and decision dates for 1st Year admission to 2026-27

The following are the dates applicable for admission to 1st Year:

The school will commence accepting applications for admission at 10am on	01/10/2025
The school shall cease accepting applications for admission at 10am on	22/10/2025
The date by which applicants will begin to be notified of the decision on their application is 6pm:	12/11/2025
The period within which applicants offered before Monday February 16 th 2026 must confirm acceptance of an offer of admission is:	1 weeks
The period within which applicants are offered on or after Monday February 16 th 2026 must confirm acceptance of an offer of admission is:	5 days

IMPORTANT

Offers of places & enrolment are sent from 'support@uniqueschool.ie' to the email address you supplied in the Application Form ONLY

All queries regarding applications are sent from 'studentapplications@mpetss.ie'

We strongly advise that you check the email inbox address you supplied on the application form daily. This includes spam/junk/trash mail filters. This is your responsibility as missed offers due to late acceptance will be considered forfeited and will not be the school's responsibility.

Note: the school will consider and issue decisions on late applications in accordance with the MPETSS school's Admission Policy.

Number of places being made available in 2026/2027

The number of places being made available in First Year is:	144
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Application forms will only be accepted in respect of First Year entrants, i.e. students starting second-level in September 2026.

Malahide Portmarnock ETSS reserves the right to limit the number of incoming students each year, if it is deemed necessary. While every effort will be made to cater for all eligible applicants, the school is dependent on the accommodation provided to it by the Department of Education and Skills.

We regret that we will not have a new Autism Class in 2026-27. Queries regarding any places that become available should please see Admissions Policy section 7 – Oversubscription (b) Autism Class.

Procedure for 1st Year Student Entry September 2026-2027

The process of admission to Malahide Portmarnock ETSS will include a number of stages:

- Information regarding the commencement of the enrolment procedure will be communicated on the school website and social media.
- Application forms will be made available online on our website www.mpetss.ie from Wednesday 1st October 2025 at 10am.

Completing your child's application:

All aspects of the application form and accompanying documentation must be provided by the Parents/Guardians of the student being enrolled. (The information sought therein complies with the regulations of the various Data Protection Acts and will be managed in accordance with these acts.)

1. Complete all questions in the Application Form
2. Ensure you choose the correct Criteria Priority 1 – 4 as stated on page 6 of the Admissions Policy.
3. Submit documentation where indicated. Emailed information will not be accepted
 - a. Supply of 2 x full page original and current UTILITY bills (past 4 months) addressed to the Parent(s) / Guardian(s) as proof of your current residential address.

Only full page colour household utility bills from 2 DIFFERENT providers will be accepted. These will be available in your provider's online account if you do not receive in the post.

- Gas
- Electric
- Waste
- Home Broadband
- Home Insurance
- **In cases of rented properties, a copy of the letting agreement with a minimum of 1 year Residential Tenancy Agreement in addition to correspondence from an Irish State Agency will be accepted. (Eg. Child Benefit, Revenue letter)**

NO bank statements, mobile phone bills or other documents can be accepted as they do not prove residence at your address.

4. Full Page Colour original of Student Birth Certificate (no passports accepted)
5. The form must be completed and submitted online before 14:00 on Wednesday 22nd October 2025 as agreed by the Board of Management. Applications received after that time are considered late applications. See Section 8 in the Admissions Policy

IMPORTANT!

The information that you provide will be our only way to contact you. An acknowledgment email will be issued to the applicant detailing the information received. This communication will be from support@uniqueschool.ie and will be the only communication at the application time.

It is the responsibility of the Parent / Guardian to ensure that the email addresses stated above are saved in their email to avoid our emails going to 'Junk' or 'Trash' folders.

The Board of Management reserves the right to verify the information provided by the Parents / Guardians where an issue arises as to the residence status of a child applying in a particular year. It will be the responsibility of the Parent / Guardian to satisfy the Principal and/or Board of the status of the child's principal residence and further documentation may be requested by the school for this reason.

Failure to provide all correct documentation as set out in our Admissions Policy or to respond to an offer of a place within the time stated above, will result in the place being forfeited. The place will then be offered to the next applicant on the waiting list. This decision cannot be reversed. A new application form will need to be completed, to be reconsidered for a place.

Malahide Portmarnock ETSS reserves the right to limit the number of incoming students each year, if it is deemed necessary. While every effort will be made to cater for all eligible applicants, the school is dependent on the resources provided to it by the Department of Education and Skills.

The number of places that were available in First Year 2025 was 144.
 The number of places that were available in First Year 2024 was 144.
 The number of places that were available in First Year 2023 was 144.
 The number of places that were available in First Year 2022 was 144.
 The number of places that were available in First Year 2021 was 96.

a) PART 2 - Admissions to other year groups – Second to Sixth year

Application and Decision Dates for admission to 2026-27 for year groups other than first year.

The following are the dates applicable for admission to other year groups:

The school will commence accepting applications for transfer on	01/05/2026
The school shall cease accepting applications for transfer on	30/09/2026

The period within which applicants will be notified of the decision on their application is	2 weeks
The period within which applicants must confirm acceptance of an offer of admission made before 30 th June 2026 is	2 weeks
The period within which applicants must confirm acceptance of an offer of admission after 30 th June 2026 is	5 days

- Students must be moving to the next year group if the application is for the coming September or, to the same year group if applying to move during the school year.
- Students coming from 3rd Year in another school in the State must transfer to Transition Year (4th Year)
- Exception may be made for those families who move into the area, have proof of residence and no existing school place.
- Applications will only remain valid for the academic year for which the application was made.

PART 2 - Admissions to the 2025-26 school year

Information regarding the admission process for the Intake Group for 1st Year for the (2025-26) school year

In respect of the 2025-26 school year, the total number of applications for admission received by the school was 593

Breakdown of places allocated for the 2025-26 school year:	
Number of places available:	144
Number of applications received:	593
Number of Offers made and accepted under each criteria:	Priority Criteria 1: Siblings 59 applicants and 59 places offered. 53 applicants accepted places 6 declined

	Priority Criteria 2: Catchment 139 applicants and 139 offered. 37 applicants accepted places 102 Declines Priority Criteria 3: Outside Catchment 139 applicants and 139 offered places. 40 applicants accepted places 99 Declines Priority Criteria 4: Late Applications 74 Applicants and 63 offered places 14 applicants accepted 49 Declines
Total number of offers made	400
Number of names placed on waiting list for the school year concerned.	11

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