



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board



Coláiste Chiaráin, Croom, Co. Limerick

POLICY FOR ADMISSION TO SCHOOL YEAR 2023/2024

COLÁISTE CHIARÁIN POST-PRIMARY SCHOOL

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of Coláiste Chiaráin is responsible for the implementation of this Admission Policy.

Date Ratified: 7th May 2020

Date of most recent review: DRAFT For BOM Ratification - September 2022

Date of next Review: September 2023

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INTRODUCTION TO COLÁISTE CHIARÁIN

Coláiste Chiaráin, Croom, Co. Limerick is situated just fifteen minutes from Limerick city. Coláiste Chiaráin is a multi-denominational and co-educational post-primary ETB School with a current enrolment of 800¹. Coláiste Chiaráin operates under the patronage of Limerick and Clare Education and Training Board. Limerick & Clare Education and Training Board schools, through excellence in education, aim to enable every student to realise their potential through the provision of highly supportive school communities that nurture students' intellectual, cultural, personal, social, emotional, moral and physical development. Coláiste Chiaráin offers full-time education to boys and girls from first year to Leaving Certificate level, ranging in age from twelve to nineteen years. Our new school building and 22 acre campus opened in January 2021. The current leadership team, Mr. Gerard O'Sullivan (Principal), Ms. Evelyn Canty (Deputy Principal) and Mr. James O'Shaughnessy (Deputy Principal) were appointed in September 2018.

Coláiste Chiaráin vision statement:

- We are a learning community bound by strong values and traditions.
- We are innovative, constantly learning & evaluating our practice to find and create better ways of pursuing our goals and achieving excellence.
- We are all engaged and committed to life-long learning staff and students alike.
- We are committed to the holistic development of young people who will be of service to their community and society.

Coláiste Chiaráin mission statement:

It is our mission to create a school community that is:

¹ Projected Enrolment 2022/2023 Academic year

- A place to achieve their full potential in their personal, academic, creative and skills development.
- A friendly and caring environment which values the contribution of each student with their unique natural talents and gifts.
- A place of inclusion and justice where students learn respect for themselves and respect for others.
- A responsible partnership between teachers, students, parents where in a spirit of service we work for a better community.

Coláiste Chiaráin offers a high quality and progressive educational programme, particularly with its emphasis on the sciences, languages, information & communication technology and overall commitment to innovation, in all that it does. At Coláiste Chiaráin we offer a wide curriculum in accordance with our mission statement. In addition to the traditional Leaving Certificate, Junior Cycle and Transition Year programme we also offer the following programmes: Junior Certificate Schools Programme, Leaving Certificate Vocational Programme and the Leaving Certificate Applied Programme.

Coláiste Chiaráin has developed a strong reputation for its innovative approach to curricular provision. This is reflected in a comprehensive curricular offering. Over the years Coláiste Chiaráin has been a leader in ICT developments in education, this innovative spirit continues and now extends to the broad area of STEM (Science, Technology, Engineering and Mathematics). Since 2017 all Junior Cycle students study a STEM Junior Cycle Short Course that introduces them to the areas of STEM and the opportunities that STEM careers present in 21st century Ireland. The school continues to build strong links with industry and third level education to further support student learning and opportunities in these areas.

Coláiste Chiaráin promotes a wide range of extra-curricular activities, in particular offering a wide variety of team sports and cultural trips/experiences. These cultural, social and recreational pursuits aim to develop our students' interests and skills so that their experiences in school will take them further in life.

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PART A

General Information for All Applicants

- 1. Glossary of terms*
- 2. Admission Statement*
- 3. Legal Framework*
- 4. General Admission Provisions (for all Applicants)*

1 GLOSSARY OF TERMS

‘**Applicant**’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Coláiste Chiaráin.

‘**Student**’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That

is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Coláiste Chiaráin by virtue of application alone.

‘Gender’, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male and the other is female*”. This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘Catchment Area’ refers to the designated residential area for application to all classes including the Special Class in Coláiste Chiaráin in respect of the person on whose behalf the application is being made. The catchment area for Coláiste Chiaráin is defined by Coláiste Chiaráin, Croom, Co. Limerick and the Department of Education and Skills and includes those who are eligible to avail of the Bus Eireann School Transport Scheme.

‘Parent’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

‘Feeder Primary Schools’ refers to the primary schools of preference for application to Coláiste Chiaráin. The feeder primary schools for Coláiste Chiaráin are:

Athlacca N.S.	Knockea N.S.	Scoil Naomh Iosaf, Adare
Ballingarry N.S.	Manister N.S	Shountrade N.S.
Banogue N.S.	Salesian N.S.	Scoil Naomh Iosef
Carnane N.S.	Presentation N.S	St. Brigid’s N.S.
Christ the King N.S.	Mary Queen of Ireland N.S	St. John the Baptist N.S.
Crecora N.S.	Meelick N.S.	St. Mary’s B.N.S. Island Road
Croagh N.S.	Milford N.S.	St. Mary’s G.N.S. Island Road
St. Mary’s N.S Croom	Our Lady of Lourdes N.S.	St. Nessan’s N.S.
Fedamore N.S	Our Lady Queen of Peace Janesboro	St. Patrick’s B.N.S., Dublin Road
Donoughmore N.S.	Our Lady’s Abbey N.S., Adare	St. Patrick’s G.N.S., Dublin Road
Gaelscoil an Raithin	Parteen N.S.	St. Patrick’s N.S. Bruree
Gaelscoil Sáirseal	Patrickswell N.S.	St. Paul’s N.S. Dooradoyle
Galvone N.S.	Scoil an Spioraid Naomh, Adare	Limerick Educate Together, Mungret
Granagh N.S.	Scoil Dean Cussen, Bruff	Scoil Ide, Corbally
JFK N.S.	Scoil Mháthair De	

Kilfinny N.S.		
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SIBLINGS

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, **‘Sibling’** refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

Note: the definition of sibling in the paragraph immediately above is for the purpose of facilitating families who are required to do more than one drop-off and/or collection to/from the school.

‘Special Class’ means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills . Coláiste Chiaráin has 2 Special Classes, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

‘First-Year’ means the intake group of Students for the most junior class or year in a school.

2 ADMISSION STATEMENT

DEFINITION OF A ‘MULTIDENOMINATIONAL SCHOOL’ IN AN ETB CONTEXT

ETB schools are state, co-educational, multid denominational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.

As the state provider of education, the ETB sector defines a ‘multidenominational’ school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Coláiste Chiaráin shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2. Civil status of the Student or Applicant;

- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).
- 2.10. Coláiste Chiaráin shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

Limerick and Clare Education and Training Board was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Coláiste Chiaráin is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

If there is a request to opt-out of the NCCA Religious Education course, the Parent/Student over 18 must make a written request to the Principal in the first instance. The request should outline the reasons that s/he is seeking to opt-out. The Principal will then arrange a meeting to discuss the request. If after that meeting the parent/student over 18 still wishes to opt-out of the subject, the school will put in place suitable arrangements to facilitate this request.

4 GENERAL ADMISSION PROVISIONS

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- Information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Coláiste Chiaráin had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Coláiste Chiaráin **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
 - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Student concerned attending the school
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Coláiste Chiaráin **will consider** the offer of a place to every Student seeking admission to the school, **unless one of the following applies**:

- 4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;
- 4.8 The Student seeking admission to a Special Class in the school does not have the category of special educational need specified by the Minister of Education and Skills in respect of that class.

Where Coláiste Chiaráin considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.

PART B

Information for Specific Categories of Applicants

- 5. Application to the First-Year Group***
- 6. Application to All Year Groups Other Than First-Year***
- 7. Application to the Special Classes***

SECTION 5

APPLICATION TO THE FIRST-YEAR

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year Group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals

5.2 Appeals

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal

ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Coláiste Chiaráin is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8 .

A Student applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy.

The Limerick Area Post-Primary Schools Common Application System (CAS)

The Limerick Area Post-Primary Schools Common Application System is the process by which the transfer of sixth class primary school students to the participating post-primary schools is managed.

Coláiste Chiaráin is part of the Limerick Common Applications System. In this regard, all applications to 1st Year are processed through this centralised application system. Parents will be provided with the relevant procedures and dates relating to the CAS system. Further information in relation to the Common Application System can be requested from our school office by emailing: admin@cco.ie.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Chiaráin is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

5.1.2 Selection criteria in order of priority

Coláiste Chiaráin will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 If the Student has **siblings currently** enrolled in the school who have indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form;
- 5.1.2.2 **Children of present staff** of Coláiste Chiaráin who have indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form.
- 5.1.2.3 If the Student **resides in the immediate locality** of the school and has indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form. The following areas are considered as immediate locality for this interpretation: Croom, Fedamore, Athlaca, Banogue, Adare, Manister, Crecora, Carnane, Meanus, Granagh, Ballingarry, Kilfinny, Patrickswell, Ballyneety, Bruff.
- 5.1.2.4 **Children from the following traditional feeder schools** who have indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form.

Athlaca N.S.	Knockea N.S.	Scoil Naomh Iosaf, Adare
Ballingarry N.S.	Manister N.S	Shountrade N.S.
Banogue N.S.	Salesian N.S.	Scoil Naomh Iosef
Carnane N.S.	Presentation N.S	St. Brigid's N.S.
Christ the King N.S.	Mary Queen of Ireland N.S	St. John the Baptist N.S.
Crecora N.S.	Meelick N.S.	St. Mary's B.N.S. Island Road

Croagh N.S.	Milford N.S.	St. Mary's G.N.S. Island Road
St. Mary's N.S Croom	Our Lady of Lourdes N.S.	St. Nessan's N.S.
Fedamore N.S	Our Lady Queen of Peace Janesboro	St. Patrick's B.N.S., Dublin Road
Donoughmore N.S.	Our Lady's Abbey N.S., Adare	St. Patrick's G.N.S., Dublin Road
Gaelscoil an Raithin	Parteen N.S.	St. Patrick's N.S. Bruree
Gaelscoil Sáirseal	Patrickswell N.S.	St. Paul's N.S. Dooradoyle
Galvone N.S.	Scoil an Spioraid Naomh, Adare	Limerick Educate Together, Mungret
Granagh N.S.	Scoil Dean Cussen, Bruff	Scoil Ide, Corbally
JFK N.S.	Scoil Mháthair De	
Kilfinny N.S.		

5.1.2.5 **Children normally residing in the Catchment Area** who have indicated Coláiste Chiaráin as their first preference choice in the Limerick Area Post-Primary Schools Common Application System Form. The term "Catchment Area" is defined by Coláiste Chiaráin, Croom, Co. Limerick and the Department of Education and Skills and includes those who are eligible to avail of the Bus Eireann School Transport Scheme.

Note: See section 7 for selection criteria applicable to admission to the Special Class.

5.1.3 **Selection process**

Coláiste Chiaráin will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Chiaráin will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Coláiste Chiaráin after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Chiaráin is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Coláiste Chiaráin is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7, and 4.8, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Chiaráin but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy,

the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.1.7 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Student was not offered a place in Coláiste Chiaráin;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
 - and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Coláiste Chiaráin regarding admission to the First-Year Group, see section 5.2.

5.2. APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office for it to be reviewed by the board of management of Coláiste Chiaráin, Croom, Co. Limerick (061-397700). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Coláiste Chiaráin for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office, for it to be reviewed by the board of management of Coláiste Chiaráin. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer
- 6.1.9. Appeals

6.2 Appeals

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for appeal

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where Coláiste Chiaráin is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for admission to a year-group other than First-Year but seeking admission to the Special Class should see section 7 of this Admission Policy.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Chiaráin is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all years other than the First Year Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

6.1.2 Selection criteria in order of priority

Coláiste Chiaráin will apply the following criteria for admission to a year-group other than First-Year:

- 6.1.2.1 If the Student has **siblings currently** enrolled in the school
- 6.1.2.2 **Children of present staff** of Coláiste Chiaráin
- 6.1.2.3 If the **Student resides in the immediate locality** of the school. The following areas are considered as immediate locality for this interpretation:
Croom, Fedamore, Athlacca, Banogue, Adare, Manister, Crecora, Carnane, Meanus, Granagh, Ballingarry, Kilfinny, Patrickswell, Ballyneety, Bruff.
- 6.1.2.4 Children normally **residing in the Catchment Area**. The term “Catchment Area” is defined by Coláiste Chiaráin, Croom, Co. Limerick and The

Department of Education and Skills and includes those who are eligible to avail of the Bus Eireann School Transport Scheme.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

6.1.3 Selection process

Coláiste Chiaráin will apply the selection process as follows:

An Applicant will be offered a place in Coláiste Chiaráin based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Coláiste Chiaráin will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.1.4 Late applications:

An application received by Coláiste Chiaráin after the closing date published by Coláiste Chiaráin, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Chiaráin is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Coláiste Chiaráin is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Chiaráin subject to sections

4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Chiaráin but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

6.1.6 Acceptance of a place:

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

6.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1. The reasons that the Student was not offered a place in Coláiste Chiaráin,

- 6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 6.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

6.1.9 Appeals:

For information relating to an Applicant's right to appeal a decision of Coláiste Chiaráin regarding admission to a year-group other than First-Year, see section 6.2

6.2 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Chiaráin, Croom, Co. Limerick (061-397700). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Coláiste Chiaráin for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Chiaráin. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision

SECTION 7

APPLICATION TO THE SPECIAL CLASS

7 APPLICATION TO THE SPECIAL CLASS

7.1 Admission Provisions for the Special Class

- 7.1.1. Oversubscription
- 7.1.2. Selection criteria in order of priority
- 7.1.3. Selection process
- 7.1.4. Late Applications
- 7.1.5. Second/third-round offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. Withdrawal of an offer

7.2 Appeals

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for appeal

7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASSES

Coláiste Chiaráin has 2 Special Classes, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered.

Criteria for enrolment to the Coláiste Chiaráin ASD Class

- Department of Education/NCSE policy outlines that all ability levels should be catered for within the ASD (Autistic Spectrum Disorder) Class. The Board of Management supports such a policy unless the nature and degree of the needs of the student are such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for other students with whom the student concerned is to be educated. Students with severe behavioural difficulties will not be enrolled.
- Under guidelines from the Department of Education and Skills the number of places in an Autism Class is limited to six students. The ASD Unit in Coláiste Chiaráin has been established to cater for two Special Classes.
- The child is recommended for enrolment based on consultation with the National Council for Special Education (NCSE).
- Referral from external agency stating that a placement is essential. This must include a Multi-disciplinary diagnosis and report dated within two years of *entry* date.
- Educational Psychology report dated within two years of *entry* date.
- Students should be engaged with on-going external services.
- Priority will be given to those students who are, in the judgement of Coláiste Chiaráin ASD Admissions Committee, most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the Coláiste Chiaráin ASD Programme.
- Students in the Special Class are subject to the school's Code of Behaviour

Where the Special Class in Coláiste Chiaráin is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to sections 4.7, and 4.8.

In line with section 4.8, where the Special Class in Coláiste Chiaráin is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 4.7.

7.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Chiaráin is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications made to all years other than the First-Year Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

7.1.2 Selection criteria in order of priority:

Applications to the Special Class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

- Applicants with siblings already in the school.
- Applicants who are the eldest in their family and are residing in the school's catchment area.
- Applicants for whom this ASD Class would be their nearest facility.
- Applicants not in any of the above categories will be prioritised based on the date of receipt of all application documentation.

7.1.3 Selection process:

Coláiste Chiaráin will apply the selection process as follows:

Having met the criteria for admission to the Special Class, an Applicant will be offered a place in Coláiste Chiaráin based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Coláiste Chiaráin will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

7.1.4 Late applications:

An application received by Coláiste Chiaráin after the closing date published by Coláiste Chiaráin, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Chiaráin is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Coláiste Chiaráin is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Chiaráin, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Chiaráin but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

7.1.6 Acceptance of a place:

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

7.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 7.1.7.1 The reasons that the Student was not offered a place in Coláiste Chiaráin;
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable; and
- 7.1.7.4 Details of the Applicant's right to appeal the decision

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 7.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 7.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 7.1.4 above.

7.2 APPEALS

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Chiaráin, Croom, Co. Limerick 061-397700. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

7.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Coláiste Chiaráin for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Chiaráin. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

7.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school’s Admission Notice and also set out the grounds of the request to appeal the decision.

Date Ratified: 7th May 2020

Date of most recent review: DRAFT For BOM Ratification - September 2022

Date of next Review: September 2023

Signed

Mr. Tony Brasil
Chairperson, Board of Management

Mr. Gerard O’Sullivan
Principal/Secretary BOM

Date: _____

Date: _____