



Coláiste na Carraige

Doiciméad Polasaí

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Foreword

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 na Carraige is responsible for the implementation of this Admission Policy.

Introduction to Coláiste na Carraige

Coláiste na Carraige is co-educational, non-denominational, post primary school located in South East Donegal and was established in 1950. Our school is administered by County Donegal Education & Training Board and Coláiste na Carraige is currently taking part in the Gaeltacht Recognition Scheme.

Mission Statement

Coláiste na Carraige welcomes all members of our community and strives to provide an excellent education service based on the principles of respect, partnership, hard work and kindness.

Coláiste na Carraige has a current enrolment of 234 students (2023/24). There are two base classes in first, second, third, fifth and sixth year. The Transition Year (TY) programme is offered as an option basis for students completing their Junior Cycle. Traditionally there is only one TY group each year. Coláiste na Carraige offers the Junior Cycle, Leaving Certificate and Leaving Certificate Vocational Programmes. The Leaving Certificate Applied programme has been offered in the past but it is not currently on offer in the school.

Coláiste na Carraige values the involvement of all education partners. Coláiste na Carraige has active Student Council and Parents Associations. We continue to foster and develop links with all community and business groups.

Coláiste na Carraige has a strong focus on student support and aims to encourage all students to achieve to the best of their ability in a happy, safe and caring environment. *Further information on school activities can be found on the school social media platforms and the school website.*



Contents

Foreword	1
Introduction to Coláiste na Carraige	1
Part A - General Information for All Applicants	4
1. 1. Glossary of Terms	4
2. 2. Admission Statement	5
3. 3. Legal Framework	5
4. 4. General Admission Provisions	6
Part B - Information for Specific Categories of Applicants	8
5. Application to the First-Year Group	8
5.1. Admission Provisions (First Year Group)	8
5.1.1. <i>Oversubscription</i>	8
5.1.2. <i>Selection criteria in order of priority</i>	8
5.1.3. <i>Selection process</i>	8
5.1.4. <i>Late applications</i>	9
5.1.5. <i>Second/third-round offers of a place</i>	9
5.1.6. <i>Acceptance of a place</i>	9
5.1.7. <i>Refusal</i>	9
5.1.8. <i>Withdrawal of an offer</i>	10
5.1.9. <i>Appeals</i>	10
5.2. Appeals	10
5.2.1. <i>Appeal where refusal was due to oversubscription:</i>	10
5.2.2. <i>Appeal where refusal was for a reason other than oversubscription:</i>	11
5.2.3. <i>Basis for appeal:</i>	11
6. Application to All Year Groups Other Than First-Year	11
6.1. Admission Provisions (Other Than First-Year)	11
6.1.1. <i>Oversubscription</i>	11
6.1.2. <i>Selection criteria in order of priority</i>	12
6.1.3. <i>Selection process</i>	12
6.1.4. <i>Late applications</i>	12
6.1.5. <i>Second/third-round offers of a place</i>	13
6.1.6. <i>Acceptance of a place</i>	13
6.1.7. <i>Refusal</i>	13
6.1.8. <i>Withdrawal of an offer</i>	13
6.1.9. <i>Appeals</i>	14
6.2. Appeals	14
6.2.1. <i>Appeal where refusal was due to oversubscription</i>	14
6.2.2. <i>Appeal where refusal was for a reason other than oversubscription:</i>	14



6.2.3. <i>Basis for appeal</i>	15
7. Application to the Special Class(es)	15
7.1. Admission Provisions for the Special Class(es)	15
7.1.1. <i>Oversubscription</i>	15
7.1.2. <i>Selection criteria in order of priority</i>	16
7.1.3. <i>Selection process</i>	16
7.1.4. <i>Late applications</i>	16
7.1.5. <i>Second/third-round offers of a place</i>	17
7.1.6. <i>Acceptance of a place</i>	17
7.1.7. <i>Refusal</i>	17
7.1.8. <i>Withdrawal of an offer</i>	17
7.2. Appeals	18
7.2.1. <i>Appeal where refusal was due to oversubscription</i>	18
7.2.2. <i>Appeal where refusal was for a reason other than oversubscription</i>	18
7.2.3. <i>Basis for appeal</i>	19
7.2.4. <i>Complying with directions under Section 37A and section 67</i>	19



Part A - General Information 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 na Carraige.

'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 an application or acceptance of offer makes him/her a student of Coláiste na Carraige; a person is only regarded as a student of Coláiste na Carraige once s/he is enrolled on his/her first day of attendance.

'Enrolled' means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

'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.

'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.

'Special Class' means a class that has, with the approval of the Minister of Education, 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. Coláiste na Carraige has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders, Moderate General Learning Disability, Mild General Learning Disability, Severe Profound General Learning Disabilities, Specific Speech and Language Disorder, Hearing Impairment, Emotional Disturbance, Multiple Disabilities.

'Relevant Report', as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

'Aonad Lán-Gaeilge' offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school.

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



2. Admission Statement

Coláiste na Carraige is a state, co-educational, multi-denominational post-primary school underpinned by the core values of:

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



Accordingly, Coláiste na Carraige 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).

Coláiste na Carraige shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3. Legal Framework

Donegal ETB 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 na Carraige 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 admit a student. 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.

As the state provider of education, the ETB sector defines a 'multi denominational' 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.

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 na Carraige 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 na Carraige 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 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.
- 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 na Carraige **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 needs specified by the Minister of Education in respect of that class.

Where Coláiste na Carraige 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 Class.



Part B - Information for Specific Categories of Applicants

5. Application to the First-Year Group

5.1. Admission Provisions (First Year Group)

Where Coláiste na Carraige 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.

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 na Carraige 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, subject to the provisions of section 7.1.1 regarding the Special Class.

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 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 na Carraige will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1. If the Student resides in the Catchment Area;
- 5.1.2.2. If the Student has siblings currently enrolled in the school;
- 5.1.2.3. If the Student has siblings who were previously enrolled in the school;

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

5.1.3. *Selection process*

Coláiste na Carraige will apply the selection process as follows:

An Applicant will be offered a place in Coláiste na Carraige 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 na Carraige 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 na Carraige 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 na Carraige 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 na Carraige 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 na Carraige but does not accept the offer, or fails to accept within the specified time period, 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 refusal 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:



- 5.1.7.1.1. The reasons that the Student was not offered a place in Coláiste na Carraige;
- 5.1.7.1.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.1.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.1.4. 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 na Carraige 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 and on the school's website, for it to be reviewed by the board of management of Coláiste na Carraige at Carrick, Co Donegal, 074 9739071, cnc@donegaletb.ie. Such an appeal must be brought within twenty-one calendar days 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 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 na Carraige 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 na Carraige. Such an appeal must be brought within twenty-one calendar days 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 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.

6. Application to All Year Groups Other Than First-Year

6.1. Admission Provisions (Other Than First-Year)

Where Coláiste na Carraige 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 na Carraige 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, subject to the provisions of section 7.1.1 regarding the Special Class.

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

- 6.1.2.1. If the Student resides in the catchment area;
- 6.1.2.2. If the Student resides in the Catchment Area;
- 6.1.2.3. If the Student has siblings currently enrolled in the school;

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

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 na Carraige will apply the selection process as follows:

An Applicant will be offered a place in Coláiste na Carraige 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 na Carraige 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 na Carraige after the closing date published by Coláiste na Carraige, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste na Carraige 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 na Carraige is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste na Carraige, 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 na Carraige but does not accept the offer, or fails to accept within the specified time period, 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 refusal 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 na Carraige,
- 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 or 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 na Carraige 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 na Carraige at Carrick, Co Donegal, 074 9739071, cnc@donegaletb.ie. Such an appeal must be brought within twenty-one calendar days 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 na Carraige 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 na Carraige. Such an appeal must be brought within twenty-one calendar days 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.

7. Application to the Special Class(es)

7.1. Admission Provisions for the Special Class(es)

Coláiste na Carraige has a Special Class, 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. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within the 24 months immediately preceding the Student's application to the Special Class.

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

In line with section 4.9, where the Special Class in Coláiste na Carraige 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 na Carraige 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 subject to there being a place in the relevant mainstream year group.

If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, i.e. if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, if a place becomes available in a given mainstream class group, before that place is offered to a Student on the waiting list for that mainstream year group, the waiting list for the Special Class shall be reviewed and if there is a place available in the Special Class and



there is a Student on the waiting list who would be able to take-up the place due to the available place in the given mainstream year group, that Student will be offered the place in the Special Class (thereby removing the place in the mainstream year group). This is in the interest of ensuring that the scarce resources of the Special Class are never under-utilised.

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:

- 7.1.2.1. If the Student resides in the catchment area;
- 7.1.2.2. If the Student resides in the Catchment Area;
- 7.1.2.3. If the Student has siblings currently enrolled in the school;

7.1.3. Selection process

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

Where Coláiste na Carraige 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 na Carraige is not oversubscribed and it receives a late application, the



Student seeking admission will receive an offer of a place within Coláiste na Carraige, 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 na Carraige but does not accept the offer, or fails to accept within the specified time period, 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 refusal 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 na Carraige;
- 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 or 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 na Carraige at Carrick, Co Donegal, 074 9739071, cnc@donegaletb.ie. Such an appeal must be brought within twenty-one calendar days 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 na Carraige 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 na Carraige. Such an appeal must be brought within twenty-one calendar days 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.

7.2.4. Complying with directions under Section 37A and section 67

Coláiste na Carraige will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. Coláiste na Carraige will comply with as required with any direction served on the board or the patron under section 37A and 67 (4) b).

Signed: _____
Chairperson of BOM

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: _____