



Gaelcholáiste Charraig Uí Leighin Admission Policy

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 Gaelcholáiste Charraig Uí Leighin is responsible for the implementation of this Admission Policy.

This policy should be read in conjunction with the following Gaelcholáiste Charraig Uí Leighin policies and legislative documents;

- 1) College Mission and Ethos;
- 2) Code of Behaviour;
- 3) Health and Safety Policy;
- 4) Policy for spoken Irish;
- 5) Data Protection Policy;
- 6) Data Management Policy;
- 7) Records Retention Schedule;
- 8) Child Protection Policy, and
- 9) The Education Act 1998.

Introduction to Gaelcholaiste Charraig Uí Leighin

Gaelcholáiste Charraig Uí Leighin is an all-Irish co-educational multi-denominational post-primary school operating under the patronage of Cork Education and Training Board. All subjects (except other languages) are taught through the medium of Irish. The College is inclusive in its intake and offers a broad curriculum. It is a community of learning excellence where every child is supported and challenged to achieve their potential academically, personally and socially, and is underpinned by core values of respect, fairness and integrity. Irish language and culture are central to every aspect of College life.

TABLE OF CONTENTS

PART A – General Information for All Applicants

1. Glossary of terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions

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

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 Gaelcholáiste Charraig Uí leighin.

'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 Gaelcholáiste Charraig Uí Leighin; a person is only regarded as a student of Gaelcholáiste Charraig Uí Leighin 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.

'Feeder Primary Schools' refers to the primary schools of preference for application to Gaelcholáiste Charraig Uí Leighin. The feeder primary schools for Gaelcholáiste Charraig Uí Leighin are:

- 1.1. Gaelscoil Charraig Uí Leighin;
- 1.2. Gaelscoil na Dúglaise;
- 1.3. All other Gaelscoileanna;
- 1.4. Other Primary Schools.

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, **'Sibling'** refers to full siblings, half-siblings, foster-siblings and step-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 wider definition of sibling in the second of the two paragraphs 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.]

'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.

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

2. Admission Statement

Cork Education and Training Board is the patron of Gaelcholáiste Charraig Uí Leighin. Gaelcholáiste Charraig Uí Leighin is a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in Education
- Care
- Equality
- Community

- Respect

As a state provider of education, Cork Education and Training Board defines a 'multi-denominational' school in the following way:

In Cork Education and Training Board 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.

Gaelcholáiste Charraig Uí Leighin provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes 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 Gaelcholáiste Charraig Uí Leighin 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, Gaelcholaiste Charraig Uí Leighin shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant.
- 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.

Gaelcholáiste Charraig Uí Leighin shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3. Legal Framework

Cork 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 Gaelcholáiste Charraig Uí Leighin 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. 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.

Gaelcholáiste Charraig Uí Leighin school offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks. It

facilitates the intellectual, social, emotional, spiritual, values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

It is important to understand that our school does not provide '*religious instruction*' and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. There is an important distinction between '*religious instruction*' and '*religious education*':

- *Religious instruction* is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a **particular** religion or denomination for pupils of that religious tradition.
- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are 'multi-denominational', Gaelcholáiste Charraig Uí Leighin supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs.

Gaelcholáiste Charraig Uí Leighin will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Gaelcholáiste Charraig Uí Leighin will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4. General Admission Provisions

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

- a) the implementation of this Admission Policy,
- b) the annual Admission Notice of the school, and the
- c) information provided by the Applicant in the application for admission.

In processing an application Gaelcholáiste Charraig Uí Leighin **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:
 - evidence of same is furnished by the Applicant as evidence of the Student's level of fluency in the Irish language and the school is oversubscribed;
- 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, or having 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.

Gaelcholáiste Charraig Uí Leighin **will consider** the offer of a place to every Student seeking admission to the school, **unless**

- 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;

Where Gaelcholáiste Charraig Uí Leighin 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.

PART B - Information for Specific Categories of Applicants

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. Pupils wishing to repeat First Year
- 5.1.6. Second/third-round offers of a place
- 5.1.7. Acceptance of a place
- 5.1.8. Refusal
- 5.1.9. Withdrawal of an offer
- 5.1.10. 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 review by the Board of management

5.1 Admission Provisions (First Year Group)

Where Gaelcholáiste Charraig Uí Leighin is not oversubscribed, all Students will be offered a school place, subject to section 4.7.

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 Gaelcholáiste Charraig Uí Leighin 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

Gaelcholáiste Charraig Uí Leighin will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 Brothers and sisters of pupils who are attending or who have attended Gaelcholáiste Charraig Uí Leighin;
- 5.1.2.2 The children of college staff members;
- 5.1.2.3 Pupils who have attended Gaelscoil Charraig Uí Leighin and Gaelscoil na Dúglaise;

5.1.2.4 Pupils who have attended other Gaelscoileanna;

5.1.2.5 Pupils from other primary schools not included in 1-4 above.

5.1.2.6 Any applicant not covered within the above criteria.

5.1.3 Selection process

Gaelcholáiste Charraig Uí Leighin 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, Gaelcholáiste Charraig Uí Leighin will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

In the instance where the number of applicants for a place exceeds the number of places in the school the following process should apply. The Board of Management will oversee this process. The allocation of places will be conducted at a Board of Management meeting, in the presence of an independent observer.

1. Applications will be divided into categories based on the criteria for allocation of places stated in the policy.
2. Starting with category Number 1, places will be offered to applicants. Where there are sufficient places to offer all applicants who qualify under category Number 1 a place,

this will be done and the process of offering places will move on to criterion number 2.

3. The process outlined above will be repeated for the subsequent categories until the process reaches a category where the remaining number of places available is less than the number of applicants within this category.
4. Where the remaining number of available places is less than the total number of applicants within a category, the remaining places will be offered by means of a lottery involving all the applicants within this category.
5. When all available places have been allocated, the remaining applicants within the category will be placed on a waiting list in rank order based on the lottery.
6. The process of placing applicants on the waiting list in rank order will then be repeated for each subsequent category until all unsuccessful applicants have been allocated a place on the waiting list.
7. The waiting list will be recorded on school headed paper and the record will be signed in the presence of the Board of Management by the Chairperson of the Board of Management and the independent observer.

5.1.4 Late applications

An application received by Gaelcholáiste Charraig Uí Leighin 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 Gaelcholáiste Charraig Uí Leighin 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, subject to section 4.7, and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Gaelcholáiste Charraig Uí Leighin 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 section 4.7 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 Pupils wishing to repeat First Year

Consideration will only be given to pupils wishing to repeat First Year in exceptional circumstances and for reasons acceptable to the Department of Education & Skills as set out in circular letters M57/87, M33/89, M47/93 and M2/95.

5.1.6 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Gaelcholáiste Charraig Uí Leighin 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.

5.1.7 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.

5.1.8 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 Gaelcholáiste Charraig Uí Leighin;
- 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.

In addition to the conditions for consideration of an application as set out at 4.7, an offer of admission may not be made where:

- 5.1.7.5. The information contained in the application is false or misleading in a material respect.

5.1.9 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).

5.1.8.4. 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.

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.

5.1.10 Appeals

For information relating to an Applicant's right to appeal a decision of Gaelcholáiste Charraig Uí Leighin 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 request a review of that decision by the Board of Management, in writing, via a BOMR1 Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Gaelcholáiste Charraig Uí Leighin. Such a review must be sought by the applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing donnchadh.ocroinin@corketb.ie.

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. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Gaelcholáiste Charraig Uí Leighin for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the Board of Management, via a BOMR Form, available from

the school office and on the school's website, for it to be reviewed by the board of management of Gaelcholáiste Charraig Uí Leighin. Such a review must be sought by the applicant within twenty-one 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 after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing donnchadh.ocroinin@corketb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by 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 under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3 Basis for review by the Board of Management:

As required by section 29 C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission 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)

- 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. Applications to Repeat a Year
- 6.1.6. Second/third-round offers of a place
- 6.1.7. Acceptance of a place
- 6.1.8. Refusal
- 6.1.9. Withdrawal of an offer
- 6.1.10. 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 review by the Board of Management

6.1 Admission Provisions (Other Than First-Year)

Where Gaelcholáiste Charraig Uí Leighin is not oversubscribed, all Students will be offered a school place, subject to section 4.7.

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 Gaelcholáiste Charraig Uí Leighin 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.

Where the Transition Year Programme in Gaelcholáiste Charraig Uí Leighin is oversubscribed, a Student applying for admission to such programme in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this programme.

6.1.2 Selection criteria in order of priority

Gaelcholáiste Charraig Uí Leighin will apply the following criteria for admission to a year-group other than First-Year:

- 6.1.2.1 Brothers and sisters of pupils who are attending or who have attended Gaelcholáiste Charraig Uí Leighin;
- 6.1.2.2 The children of past and present college staff members;
- 6.1.2.3 Pupils who have attended Gaelscoil Charraig Uí Leighin and Gaelscoil na Dúglaise;
- 6.1.2.4 Pupils who have attended other Gaelscoileanna;
- 6.1.2.5 Pupils from other primary schools not included in 6.1.2.1 to 6.1.2.4 above.
- 6.1.2.6 Any applicant not covered within the above criteria.

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

Gaelcholáiste Charraig Uí Leighin 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, Gaelcholáiste Charraig Uí Leighin 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 Gaelcholáiste Charraig Uí Leighin after the closing date published by Gaelcholáiste Charraig Uí Leighin, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Gaelcholáiste Charraig Uí Leighin 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 subject to section 4.7.

Where Gaelcholáiste Charraig Uí Leighin is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Gaelcholáiste Charraig Uí Leighin, subject to section 4.7, 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 Pupils wishing to repeat a year

Consideration will only be given to pupils wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education & Skills as set out in circular letters M57/87, M33/89, M47/93 and M2/95.

6.1.6 Second/third-round offers of a place

Where a student is in receipt of an offer of a place within Gaelcholáiste Charraig Uí Leighin 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.

6.1.7 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.

6.1.8 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 Gaelcholáiste Charraig Uí Leighin,
- 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.

In addition to the conditions for consideration of an application as set out at 4.7, an offer of admission may not be made where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect.

6.1.9 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.

6.1.10 Appeals:

For information relating to an Applicant's right to appeal a decision of Gaelcholáiste Charraig Uí Leighin 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 first request a review by the board of management in writing, via a BOMR Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Gaelcholáiste Charraig Uí Leighin. Such a review must be sought within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing priomhoide@gaelcholaistecul.ie.

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. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Gaelcholáiste Charraig Uí Leighin for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a BOMR Form, available from the school office and on the school's website, for it to be reviewed by the board of

management of Gaelcholáiste Charraig Uí Leighin. Such a review must be sought by the applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing priomhoide@gaelcholaistecul.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by 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 under section 29A of the Education Act 1998 as outlined in the immediately preceding paragraph.

6.2.3 Basis for review by the Board of Management:

As required by section 29 C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission 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.

This policy is available on the school website.

It will be reviewed annually or as deemed necessary.

This policy was reviewed by the Board of Management on January 10th 2023.