



etb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlaigh
*Kilkenny and Carlow
Education and Training Board*



Muine Bheag, Co. Carlow

POLICY FOR ADMISSION TO SCHOOL YEAR 2021/2022

Coláiste Aindriú 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 Aindriú is responsible for the implementation of this Admission Policy.

INTRODUCTION TO COLÁISTE AINDRIÚ

Mission Statement

Coláiste Aindriú endeavours to cater for the personal, social and educational development of the students.

Thus, we seek:

- to develop the full potential of each student
- to nurture respect for themselves, their peers and the community as a whole
- to encourage self-reliance, initiative and individuality
- to facilitate the moral, social, academic and emotional development of each student by closely monitoring their progress and providing appropriate support when necessary

School Ethos

Coláiste Aindriú believes that the Personal and Social Development of each member of the school community is important. Education flourishes in an environment where good relationships are encouraged, where people feel valued and respected and where there is genuine tolerance, fairness and support for those in difficulty. This philosophy underpins and informs all the work we do and is central to this policy document.

Geographical Location

Coláiste Aindriú occupies an important position in the town of Muine Bheag and its environs. Muine Bheag today is a thriving industrial, commercial and marketing town. The many engineering companies in the area provide steady employment for young school leavers.

School Description

Coláiste Aindriú is a second level school under the auspices of Kilkenny and Carlow Education and Training Board. The school is multi-denominational. Kilkenny and Carlow ETB provides finances for the school from funding received annually from the Department of Education and Science. Kilkenny and Carlow ETB is the patron of Coláiste Aindriú. The school also has a Board of Management, which is a sub-committee of Kilkenny and Carlow ETB.

The school operates within the regulations laid down from time to time by the Department of Education and Science and follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act 1998.

Curricular Programmes

Coláiste Aindriú provides a range of learning opportunities including curricular and extra-curricular activities that helps students to explore their talents and to achieve their potential. It prepares them for active participation in society and for living fully in all areas of life including the world of work. It encourages them to take increasing responsibility for their own learning and decision-making.

The School follows the curricular programmes prescribed by the Department of Education & Skills (DES), which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998. We provide a six-year curriculum consisting of a three-year Junior Certificate Programme, a one-year Transition Year Programme and a two-year Leaving Certificate Programme. (Transition Year is compulsory for all pupils.) The school depends on the grants and teacher resources provided by the Department of Education and Skills to Kilkenny and Carlow ETB and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

Extra-Curricular Opportunities

All students are encouraged to participate in all areas of school life, both in the classroom and beyond. A wide range of extracurricular activities is offered to students including;

- Gaelic Football
- School Tours
- Debating
- Basketball
- Orienteering
- Kayaking
- Soccer
- Rowing
- Athletics

- Horse Riding
- Pitch and Putt
- Public Speaking
- Badminton
- GAISCE
- Green Schools
- Comhairle na nÓg

Community Links

Coláiste links in with the local community in a number of ways including:

- Hosting of Bank of Ireland Business Expo
- Classes provided by HSCL Officer for parents of students during this academic year
- Carlow GAA – provides coaching sessions to students
- Continuous link with local sports clubs who rent out the school hall in the evenings
- Membership of local Pitch & Putt Club
- Skills at Work Programme for students in connection with Keenan's of Borris
- Students partaking in the Folk Choir in the local church at Christmas

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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 Aindriú.

‘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 Aindriú 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 in Coláiste Aindriú in respect of the person on whose behalf the application is being made. The catchment area for Coláiste Aindriú is defined as: that including the primary schools listed as ‘feeder primary schools’ below.

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

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

1.1	St Bridget’s Monastery National School	Muine Bheag, Co. Carlow
1.2	Queen of the Universe National School	Muine Bheag, Co. Carlow
1.3	St. Marys National School	Dunleckney, Co. Carlow
1.4	Newtown Dunleckney Mixed National School	Muine Bheag, Co. Carlow
1.5	Scoil Bhríde	Paulstown, Co. Kilkenny
1.6	St Lazerian's National School	Leighlinbridge, Co. Carlow

1.7	Scoil Molaise	Old Leighlin, Co. Carlow
1.8	Myshall National School	Myshall, Co. Carlow
1.9	Ballinkillen National School	Ballinkillen, Co. Carlow
1.10	Ballon National School	Ballon, Co. Carlow
1.11	Drumphea National School	Muine Bheag, Co. Carlow
1.12	Ballinabranna National School	Ballinabranna, Co. Carlow

‘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 Aindriú has a Special Class, 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

ETB schools are state, co-educational, multidenominational 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 Aindriú 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. 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 Aindriú shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

Under Section 15(1) of the Education Act 1998 the board of management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff. Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

3 LEGAL FRAMEWORK

KCETB 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 Aindriú 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.

Coláiste Aindriú is a multi-denominational school and offers religious education to all students. If a parent has a query about their student's participation in religious education/events, they should contact the principal.

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 Aindriú 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 Aindriú **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

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 Aindriú **will consider** the offer of a place to every Student seeking admission to the school, **unless 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 and Skills in respect of that class.

Where Coláiste Aindriú 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***
- 6. Application to All Year Groups Other Than First Year***
- 7. Application to the Special Class – ASD Unit***

SECTION 5

APPLICATION TO THE FIRST YEAR GROUP

5 APPLICATION TO THE FIRST YEAR

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
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5.2 Appeals

- 5.2.1 Appeal where refusal was due to oversubscription
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- 5.2.3 Basis for appeal

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Coláiste Aindriú 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 Aindriú 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

Coláiste Aindriú 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 attended a catchment feeder school
- 5.1.2.3 All other applicants

5.1.3 Selection Process

Coláiste Aindriú will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered to those who meet any of the identified criteria.

5.1.4 Late Applications

An application received by Coláiste Aindriú 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 Aindriú 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 Aindriú 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 Aindriú 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. 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, 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 Aindriú ;
- 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 and 4.8 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.

5.1.8 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 Aindriú 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 by the Board of Management of the school **prior** to taking a Section 29 Appeal. This request must be in writing. The request for review must be made within 21 calendar days of the date of the decision to refuse admission. The Board of Management has 42 calendar days from the date of the decision to refuse the place to respond and review matters.

A section 29 Appeal must be made in writing, using the DEC Section 29 Appeal Form no later than 63 calendar days from date of decision to refuse. This appeal will be examined within 21 days of receipt of application

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

An Applicant who was refused admission to Coláiste Aindriú for a reason other than the school being oversubscribed may, but is not required to, request a review by the board of management of the decision to refuse admission. The request for a review by the board of management must be made within 21 calendar days of the date of the decision to refuse admission and must: (a) be based on the implementation of the school's admission policy and (b) set out the grounds of the request.

The Board of Management has 42 days from original decision to refuse, to either hold the review or refuse it.

If the applicant wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form no later than 63 calendar days from date of decision to refuse. This appeal will be examined within 21 days of receipt of application.

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

- 6.3.1. Appeal where refusal was due to oversubscription
- 6.3.2. Appeal where refusal was for a reason other than oversubscription
- 6.3.3. Basis for appeal

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST YEAR)

Where Coláiste Aindriú 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 Aindriú 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

Coláiste Aindriú 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 has attended a catchment feeder school
- 6.1.2.3 All other applicants

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 Aindriú 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 any of the selection criteria.

6.1.4 Late Applications:

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

Where Coláiste Aindriú 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 Aindriú is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Aindriú, 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 Aindriú 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 Aindriú ,
- 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 and 4.8 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.

6.1.8 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 Aindriú 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 request a review by the Board of Management of the school **prior** to taking a Section 29 Appeal. This request must be in writing. The request for review must be made within 21 calendar days of the date of the decision to refuse admission. The Board of Management has 42 calendar days from the date of the decision to refuse the place to respond and review matters.

A section 29 Appeal must be made in writing, using the DEC Section 29 Appeal Form no later than 63 calendar days from date of decision to refuse. This appeal will be examined within 21 days of receipt of application.

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

An Applicant who was refused admission to Coláiste Aindriú for a reason other than the school being oversubscribed may, but is not required to, request a review by the board of management of the decision to refuse admission. The request for a review by the board of management must be made within 21 calendar days of the date of the decision to refuse admission and must: (a) be based on the implementation of the school's admission policy and (b) set out the grounds of the request.

The Board of Management has 42 days from original decision to refuse, to either hold the review or refuse it.

If the applicant wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form no later than 63 calendar days from date of decision to refuse. This appeal will be examined within 21 days of receipt of application.

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 ASD UNIT

7 APPLICATION TO THE ASD UNIT

7.1 Admission Provisions for the ASD Unit

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7.1 ADMISSION PROVISIONS FOR THE ASD UNIT

Coláiste Aindriú has an ASD Unit, 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 ASD Unit will be considered.

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

7.1.1 Oversubscription:

Where the number of students who apply is greater than the number of places available in the ASD classes:

In the event that the number of studentren that apply for a place is greater than the number of places such places will be filled on review of Enrolment Applications received in the following order of priority:

- A:** *Students already within the school awaiting an available place in the ASD class*
- B:** *Siblings of students currently attending Coláiste Aindriú*
- C:** *Students living within the catchment*
- D:** *All other students*

7.1.2 Selection Criteria

Subject to sufficient places being made available in the class for students with ASD, the criteria for enrolment to the class for students with ASD, incorporating the Dept. of Education and H.S.E. policies are as follows:

1. An Enrolment Application Form provided by the school should be fully completed by the parents/guardians on behalf of the student.
2. This Enrolment Application Form should be accompanied by an original birth certificate and all other Supporting Documentation as per standard admissions.

3. A letter requesting a place in the ASD class should accompany the enrolment form. This should be complete on or before the closing date for admissions.
4. A report containing a diagnosis from a psychiatrist, psychologist, or a member of a Multi-Disciplinary team that has assessed and classified the student as having autism or autistic spectrum disorder according to DSM-V or ICD 10 criteria or equivalent and a recommendation for a placement in a special class within a mainstream school. The student must have a primary diagnosis of Autism/Autistic Spectrum Disorder without significant intellectual impairment made using the DSM-V or ICD 10 by the psychologist or a member of the Multi-Disciplinary Team. If the student also presents with a general learning disability, it must fall within the mild range (this diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure.)
5. There must be a recommendation by a psychologist/psychiatrist in the report that a special class placement in a mainstream school is both necessary and suitable for the student.
6. The parents of the student must accept and agree to the school's Code of Behaviour and the terms of this policy

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.

7.1.3 Selection Process:

Each application will be considered by the Admissions Team. The team will include the School Principal, the Senior Management Team and/or the Special Education coordinator. The Admissions Team will be advised by the NEPS psychologist. A recommendation will be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

Where an applicant is deemed to have met the criteria by the admissions team an application will be made, with the parents permission and support, to the NCSE using

Form 7 – Notification of enrolment to a special class form, which will be sent to the local Special Educational Needs Officer. Once we have received formal instructions from the SENO that enrolment is approved or denied the parents will be informed as to the final decision.

7.1.4 Late Applications:

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

Where Coláiste Aindriú 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 Aindriú is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Aindriú, 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 Aindriú 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:

Once a parent/guardian has made an application to the school for a place in the class for students with ASD on behalf of a student, the Principal will undertake to communicate to the parent/guardian the decision of the Board of Management within two calendar months of the application. The decision should be communicated to the parents in writing.

- The parents of a student being offered a place in the class for studentren with ASD will be invited to visit the school to meet with a member of the Special Ed. Team and the Principal of the School. Any information requested by the parents will be provided at this meeting
- The parents may be requested by the school to consent to a visit by the staff to a student's pre-school/ school/home setting to observe the student.
- The parents / guardians will be invited on another occasion to come with their student to the class to meet with staff and see the classroom.
- After placement in the class a relevant Individual Education Plan will be provided for the student. This plan will have an input from all parties involved with the education of the student and will be supported by a psychologist from the N.E.P.S. (National Education Psychology Service) team.
- The S.E.N.O. (Special Education Needs Officer) will also be made aware of the plan.
- The plan will be updated on a regular basis
- A student may be phased in gradually to the special class through a mutually agreed transition process between the school and the parents of the student. It is important that every student gets the best possible start in the class.
- Mainstream integration will be encouraged and enabled to whatever extent is feasible for each given student.

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 a offered a place in Coláiste Aindriú;
- 7.1.7.2 Details of the Student's place on the waiting list, if applicable; and
- 7.1.7.3 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 and 4.8 an offer of admission may not be made where:

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

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 request a review by the Board of Management of the school **prior** to taking a Section 29 Appeal. This request must be in writing. The request for review must be made within 21 calendar days of the date of the decision to refuse admission. The Board of Management has 42 calendar days from the date of the decision to refuse the place to respond and review matters.

A section 29 Appeal must be made in writing, using the DEC Section 29 Appeal Form no later than 63 calendar days from date of decision to refuse. This appeal will be examined within 21 days of receipt of application

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

An Applicant who was refused admission to Coláiste Aindriú for a reason other than the school being oversubscribed may, but is not required to, request a review by the board of management of the decision to refuse admission. The request for a review by the board of management must be made within 21 calendar days of the date of the decision to refuse admission and must: (a) be based on the implementation of the school's admission policy and (b) set out the grounds of the request.

The Board of Management has 42 days from original decision to refuse, to either hold the review or refuse it.

If the applicant wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form no later than 63 calendar days from date of decision to refuse. This appeal will be examined within 21 days of receipt of application.

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.

