

Coláiste Cois Siúire



POLICY FOR ADMISSION TO SCHOOL YEAR 2024/2025



kcetb

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

POLICY REVIEW HISTORY

DATE	COMMENT
April 2020	Drafted
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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 Cois Siúire is responsible for the implementation of this Admission Policy.

INTRODUCTION TO COLÁISTE COIS SIÚIRE

Coláiste Cois Siúire was established in 1935 as Mooncoin Vocational School. The school is a modern, co-educational, non-denominational secondary school that provides quality education to all, under the patronage of Kilkenny and Carlow ETB.

Our school Vision is *Education Through Respect & Innovation*

Our school Mission Statement is

Coláiste Cois Siúire is committed to providing quality education in a safe, mutually respectful and innovative learning environment. The school recognises that each student is unique and encourages its students to become enthusiastic and determined learners. It is the aim of the school to facilitate all of its students in fulfilling their academic and social potential.

Coláiste Cois Siúire is set on a spacious four-acre campus in the picturesque village of Mooncoin, Co. Kilkenny with whom we share close links. Our historical school building is enhanced with a full suite of modern technologies to facilitate an innovative and contemporary approach to learning and teaching.

Our staff pride themselves on knowing the learning styles of each and every student in our care, identifying their aspiration for the future and aiding them in achieving their goals.

The patron of Coláiste Cois Siúire is Kilkenny and Carlow Education and Training Board. ETB schools are state, co-educational, multi-denominational schools underpinned by the core values of:

- excellence in education
- care
- equality
- community and
- respect.



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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 Cois Siúire.

‘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 Cois Siúire; a person is only regarded as a student of Coláiste Cois Siúire 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.

‘Catchment Area’ refers to the designated residential area for application to Coláiste Cois Siúire in respect of the person on whose behalf the application is being made. The catchment area for to Coláiste Cois Siúire is defined as: villages and townlands in the geographical area of south Kilkenny, south Tipperary, and Waterford City and County, such as, but not limited to, Mooncoin, Carrigeen, Kilmacow, Fiddown, Piltown, Mullinavat, Portlaw, Ferrybank and Waterford.

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

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

- A. Scoil Mhuire Mooncoin

- B. Carrigeen National School
- C. St. Senan's NS, Kilmacow
- D. St Patrick's NS, Strangsmills
- E. Piltown National School
- F. St. Beacon's NS, Mullinavat

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.

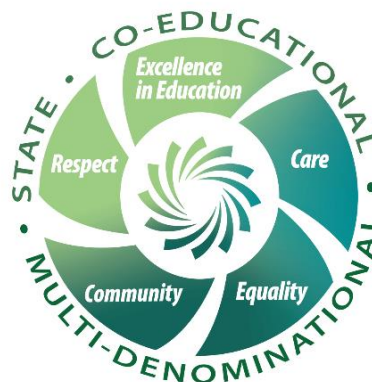
'**Special Class**' means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education. Coláiste Cois Siúire does not have such a special class.

'**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 Cois Siúire shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Sex or gender of the Student or Applicant. However, where a school admits students of one sex only, it is not discriminatory to refuse to admit Students of any other sex;
- 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.

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

3 LEGAL FRAMEWORK

Kilkenny and Carlow Education and Training Board (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 Cois Siúire 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 (Admissions 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 5.4 in respect of applications made to the First-Year group and in section 6.4 in respect of applications made to all year other than the First-Year group.

If a parent has a query about their child's participation in religious education/events, they should contact the principal.

Coláiste Cois Siúire 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.

Coláiste Cois Siúire 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:

- 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 Education (Admission to Schools) Act 2018 coming into effect, Coláiste Cois Siúire had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for a particular school year up to and including the academic year 2020/2021, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Coláiste Cois Siúire **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude;
- 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, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's admission notice for that academic year.

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 admissions notice for 2020/2021.

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

4.7 The student seeking admission will not have attained at least 12 years of age on the 1st day of January of the school year for which s/he is seeking to be enrolled or has not completed a full course of primary education or the equivalent, as are both required under section X of the Department of Education Rules and Programme for Secondary Schools 2004/05;

4.8 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 Coláiste Cois Siúire 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

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

SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year group)

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

5.2 Appeals

- 5.2.1 Appeal where refusal was due to oversubscription
- 5.2.2 Appeal where refusal was for a reason other than oversubscription
- 5.2.3 Basis for a review by the board of management

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

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

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 for the school year in respect of which the applications are made. Where Coláiste Cois Siúire is in a position to offer further school places that become available for and during the 2020/2021 school 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 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 Cois Siúire will apply the following criteria for admission to the first-year group:

- a. If the Student has siblings currently enrolled in the school;
- b. If the Student resides in the catchment area;
- c. Whether the Student attended feeder primary school A;
- d. Whether the Student attended feeder primary school B;
- e. Whether the Student attended feeder primary school C;
- f. Whether the Student attended feeder primary school D;
- g. Whether the Student attended feeder primary school E;

- h. Whether the Student attended feeder primary school F;
- i. If the Student has siblings who were previously enrolled in the school;
- j. If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);

5.1.3 Selection process

Coláiste Cois Siúire will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Coláiste Cois Siúire 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 Cois Siúire after the closing date published by Coláiste Cois Siúire, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

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

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 operated *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 Cois Siúire 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 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.

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 Cois Siúire;

- 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:

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

5.1.8 Withdrawal of a place

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 Cois Siúire 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 first request a review 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 Coláiste Cois Siúire. Such a review must be sought by the Applicant 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. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@colaistecoissiuire.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 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 Coláiste Cois Siúire 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 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Cois Siúire. Such a review must be sought by the Applicant 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. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@colaistecoissiure.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, that 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 a review by the board of management:

As required by section 29C(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 review the decision.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

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

6.2 Appeals

- 6.2.1 Appeal where refusal was due to oversubscription
- 6.2.2 Appeal where refusal was for a reason other than oversubscription
- 6.2.3 Basis for a review by the board of management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

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

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 Cois Siúire 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 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 Coláiste Cois Siúire is oversubscribed, a Student applying for admission to the 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

Coláiste Cois Siúire 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 siblings currently enrolled in the school;
- 6.1.2.3 If the Student has siblings who were previously enrolled in the school;
- 6.1.2.4 If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);

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 Cois Siúire will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Coláiste Cois Siúire 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 Cois Siúire after the closing date published by Coláiste Cois Siúire, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Cois Siúire 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 sections 4.7 and 4.8.

Where Coláiste Cois Siúire is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Cois Siúire, 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 Cois Siúire 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 Cois Siúire.
- 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 Cois Siúire regarding admission 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 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Cois Siúire. Such a review must be sought by the Applicant 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. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@colaistecoissiuire.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 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 Coláiste Cois Siúire 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 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Cois Siúire. Such a review must be sought by the Applicant 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. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@colaistecoissiuire.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, that 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 a review by the board of management:

As required by section 29C(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 review the decision.

SECTION 7

WITHDRAWAL FROM ANY YEAR GROUP FOLLOWING A PERIOD OF ENROLMENT

7 WITHDRAWAL FROM ANY YEAR GROUP FOLLOWING A PERIOD OF ENROLMENT

7.1 Procedure for Withdrawal from Coláiste Cois Siúire (under 18 years)

Should a parent/guardian wish to withdraw their son/daughter from Coláiste Cois Siúire following a recognised period of enrolment, it is the policy of the school to invite the parent/guardian to attend a meeting with school management and/or their representative(s) to discuss the particulars around the withdrawal. By mutual agreement of all concerned, third parties may be invited to attend this meeting. Such third parties may be, but not limited to, representatives of the School Completion Programme, the Educational Welfare Officer, the National Educational Psychological Service, representatives of TUSLA/TESS, etc.


7.2 Procedure for Withdrawal from Coláiste Cois Siúire (over 18 years)

Should a student over 18 years of age wish to withdraw their own place in Coláiste Cois Siúire following a recognised period of enrolment, it is the policy of the school to invite the student to attend a meeting with school management and/or their representative(s) to discuss the particulars around the withdrawal. By mutual agreement of all concerned, third parties may be invited to attend this meeting. Such third parties may be, but not limited to, a parent/guardian or person of the choosing of the student concerned, representatives of the School Completion Programme, the Educational Welfare Officer, the National Educational Psychological Service, representatives of TUSLA/TESS, etc.

This policy has been adopted as the official Admissions Policy for Coláiste Cois Siúire by the School Board of Management at its meeting on the following date. Please refer to the review schedule at the start of this document.

Signed: 
Chairperson

Date: 2 September 2024

Signed 
Principal

Date: 2 September 2024