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POLICY FOR ADMISSION

Scoil Aonghusa Community National 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 Scoil Aonghusa Community National School is responsible for the implementation of this Admission Policy.



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Introduction to Scoil Aonghusa Community National School

Scoil Aonghusa Community National School (CNS) is a multi-denominational, co-educational vertical Primary School, under the patronage of Cork Education and Training Board. Scoil Aonghusa CNS was established in 2014 and moved into a brand-new school building in January 2018. Scoil Aonghusa CNS is located in Kingsfort Avenue, Castlepark Estate, Mallow.

Mission

Our mission is to provide a new model of primary education that reflects Ireland in the 21st Century. We welcome each child in the community we serve and aim to provide a high standard of education in a setting of diversity and inclusion. We aim to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual.



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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 Child who has made an application for admission to Scoil Aonghusa CNS

‘Child’ means the person in respect of whom the application is being made.

‘Student’ means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

‘Sibling’ means brother/ sister or stepbrother/stepsister who is resident at the same address as the child

‘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 Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

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

‘Special Class’ means a class that has, with the approval of the Minister of Education 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. Scoil Aonghusa CNS has two Special Classes, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders.

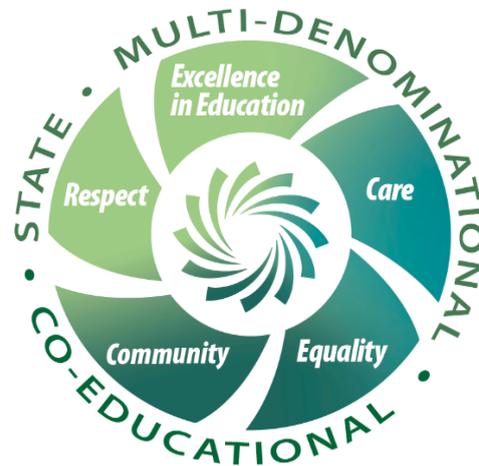
‘Relevant Professional’ means a professional/team of professionals who is/are qualified to diagnose Autism as outlined in ‘*Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools*’, National Council for Special Education (NCSE). Examples include professionals such as psychologist/psychiatrist or teams of professionals including psychologist/psychiatrist **and** a professional such as speech and language therapist

‘Junior Infants’ means the intake group of Students for the most junior class in a school but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

2. ADMISSION STATEMENT

Scoil Aonghusa is a Cork ETB school. ETB schools are state, multi denominational, co-educational 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 ‘multi denominational’ school in the following way:

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

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

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

Accordingly, Scoil Aonghusa CNS shall not discriminate in its admission of a Child based on the following grounds:

2.1. Gender of the Child or Applicant.



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- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Child or Applicant;
- 2.4. Sexual orientation of the Child or Applicant;
- 2.5. Religion of the Child or Applicant;
- 2.6. Disability of the Child or Applicant;
- 2.7. Race of the Child or Applicant;
- 2.8. The Child's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Child 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 Child who does not have the specified special educational need(s).

Scoil Aonghusa CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.



3. LEGAL FRAMEWORK

Scoil Aonghusa CNS was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including establishing and maintaining recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Scoil Aonghusa CNS 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 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant 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 requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

However, if a parent wishes to opt their child out of GMGY, the parent/guardian must make a written request to the Principal in the first instance. The request should outline the reasons that s/he is seeking an opt-out. The Principal will then arrange to meet with the parent(s) to discuss the request. If after that meeting the parent still wishes to opt-out of the subject, the school will facilitate this in the following way: Students will remain in the classroom and will undertake alternative work, as assigned by class teacher, while GMGY is being taught.



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, Scoil Aonghusa CNS 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 2020, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Scoil Aonghusa CNS **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Child's academic ability, skills or aptitude; unless it is necessary to ascertain whether or not the Child 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 Child's Parent(s).
- 4.4 A Child's prior attendance at a preschool or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission.
- 4.6 A Child'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 Child concerned attending, or having attended, the school
- 4.7 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 that academic year.



Scoil Aonghusa CNS will consider the offer of a place to every Child seeking admission to the school, **unless one of the following applies:**

- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school
- 4.9 The Child 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 Scoil Aonghusa CNS considers an application, each Child 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 Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

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



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PART B

Information for Specific Categories of Applicants

- 5. *Application to the Junior Infant Group***
- 6. *Application to All Classes Other Than Junior Infants***
- 7. *Application to the Special Classes***



SECTION 5

APPLICATION TO THE JUNIOR INFANT GROUP

5. APPLICATION TO THE JUNIOR INFANT GROUP

5.1 Admission Provisions (Junior Infant 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

5.2 Appeals

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



5.1 ADMISSION PROVISIONS (JUNIOR INFANT GROUP)

Where Scoil Aonghusa CNS is not oversubscribed, all Children will be offered a school place, subject to sections 4.8 and 4.9.

A Child applying for the Junior Infant Group but seeking admission to the Special Class should see section 7 of this Admissions 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 Scoil Aonghusa CNS 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 Children have been placed on the waiting list.

For the avoidance of doubt, if a Child 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 class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants 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 Child is admitted to the school.

5.1.2 Selection criteria

Scoil Aonghusa CNS will apply the following criteria for admission to the Junior Infant Group:

- 5.1.2.1** Children who are at least four years of age on June 1st in the year that they begin school **and** have a sibling currently enrolled in the school
- 5.1.2.2** Children who are at least four years of age on June 1st in the year that they begin school **and** have a sibling who was previously enrolled in the school
- 5.1.2.3** Children who are at least four years of age on June 1st in the year that they begin school **and** who currently reside within the catchment area (see attached map)
- 5.1.2.4** Children who are at least four years of age on June 1st in the year that they begin school **and** who reside outside the catchment area

5.1.3 Selection process

Scoil Aonghusa CNS 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, Scoil Aonghusa CNS will apply a random lottery, overseen by an independent third party, to assign any available places in the school, or on the waiting list, to those applicants.

5.1.4 Late applications

An application received by Scoil Aonghusa CNS 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 Scoil Aonghusa CNS 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 Applicants who are at least 4 years of age on June 1st in the year that they begin school, will be offered a place based on date on application (earliest application first).

Where Scoil Aonghusa CNS is not oversubscribed and it receives a late application, Applicants who are 4 years of age on June 1st in the year that they begin school, will receive an offer of a place within the school, subject to sections 4.8 and 4.9 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 Child is in receipt of an offer of a place within Scoil Aonghusa CNS 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 Child 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 Child 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 Child 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 Child was not offered a place in Scoil Aonghusa CNS.
- 5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed.
- 5.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Child 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 Child shall be treated as a late application in line with section 5.1.4 above.



5.2 APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aonghusa CNS at Kingsfort Avenue, Castlepark Village, Mallow, scoilaonghusa@corketb.ie. Such an appeal must be brought 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 and Skills after the publication of this Policy, same shall apply instead.

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

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

An Applicant who was refused admission to Scoil Aonghusa CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aonghusa CNS. Such an appeal must be brought 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 and Skills after the publication of this Policy, same shall apply instead.

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

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

5.2.3. Basis for appeal:

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



SECTION 6

APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS

6 APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS

6.1 Admission Provisions (other than Junior Infants)

- 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

6.2 Appeals

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

6.1 ADMISSION PROVISIONS (OTHER THAN JUNIOR INFANTS)

Where Scoil Aonghusa CNS is not oversubscribed, all Children will be offered a school place, subject to sections 4.8 and 4.9

A Child applying for admission to a class other than Junior Infants but seeking admission to the Special Class should see section 7 of this Admissions 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 Scoil Aonghusa CNS 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 Children have been placed on the waiting list.

For the avoidance of doubt, if a Child 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 class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants 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 Child is admitted to the school.

6.1.2 Selection criteria

Scoil Aonghusa CNS will apply the following criteria for admission to all classes other than Junior Infants:

- 6.1.2.1 Children who have a sibling currently enrolled in the school
- 6.1.2.2 Children who have a sibling who was previously enrolled in the school
- 6.1.2.3 Children who currently reside within the catchment area (see attached map)
- 6.1.2.4 All other children

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

Scoil Aonghusa CNS 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, Scoil Aonghusa CNS will apply a random lottery, overseen by an independent third party, to assign any available places in the school, or on the waiting list, to those applicants.

6.1.4 Late applications:

An application received by Scoil Aonghusa CNS 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 Scoil Aonghusa CNS 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. Applicants will be offered a place based on date on application (earliest application first).

Where Scoil Aonghusa CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 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 Child is in receipt of an offer of a place within Scoil Aonghusa CNS 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 Child 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 Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

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

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late



application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

6.1.7 Refusal:

Where a Child 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 Child was not offered a place in Scoil Aonghusa CNS;
- 6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 6.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 6.1.7.6. 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
- 6.1.7.7. 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 Child 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 Child shall be treated as a late application in line with section 6.1.4 above.

6.2 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aonghusa CNS at Kingsfort Avenue, Castlepark Village, Mallow. Co. Cork. Such an appeal must be brought 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 and Skills after the publication of this Admission Policy, same shall apply instead.

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

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

An Applicant who was refused admission to Scoil Aonghusa CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aonghusa CNS. Such an appeal must be brought 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 and Skills after the publication of this Policy, same shall apply instead.

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

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

6.2.3. Basis for appeal:

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



SECTION 7

APPLICATION TO THE SPECIAL CLASSES

7.1 APPLICATION TO THE SPECIAL CLASSES

7.2 ADMISSION PROVISIONS FOR THE SPECIAL CLASSES

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

7.2. Appeals

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



7.1 ADMISSION PROVISION FOR THE SPECIAL CLASSES

Scoil Aonghusa CNS has two Special Classes, established to cater for the special educational needs of students with Autism/Autistic Spectrum Disorders

Only applications in respect of Children whose needs fall within the category of special educational needs provided for by the Special Class will be considered. Applications to the Special Class will only be considered where the child has a report from a relevant professional or team of professionals (for example, psychologist, psychiatrist or team including psychologist/psychiatrist and a speech and language therapist) stating that:

- 1 S/he is a student with Autism/ Autistic Spectrum Disorder and
- 2 S/he has complex or severe learning needs that require the support of a special class setting and the reasons why this is the case.

The professional report must meet DES requirements for the special class. Under no circumstances should a school place a student in a special class without such a professional report.

Where the Special Classes at Scoil Aonghusa CNS are not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to sections 4.8 and 4.9

7.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scoil Aonghusa CNS 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 Children have been placed on the waiting list.

For the avoidance of doubt, if a Child 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 class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants 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 Child is admitted to the school.

7.1.2 Selection criteria in order of priority:

Subject to the requirement at 7.1 above, in the event of oversubscription, the following criteria for admission to the Special Class will apply:



- 7.1.2.1 Children who are currently enrolled in a mainstream class in Scoil Aonghusa
- 7.1.2.2 Children who have a sibling currently enrolled in the school
- 7.1.2.3 Children who have a sibling who was previously enrolled in the school
- 7.1.2.4 Children who currently reside within the catchment area (see attached map)
- 7.1.2.5 All other children

7.1.3 Selection process:

Scoil Aonghusa CNS will apply the selection process as follows:

Having met the criteria for admission to the Special Class, 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, Scoil Aonghusa CNS will apply a random lottery, overseen by an independent third party, to assign any available places in the school, or on the waiting list, to those applications.

7.1.4 Late applications:

An application received by Scoil Aonghusa CNS 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 Scoil Aonghusa CNS 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. Applicants who meet the criteria for enrolment in the Special Class will be offered a place based on date on application (earliest application first).

Where Scoil Aonghusa CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections and 4.9 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.

7.1.5 Second/third-round offers of a place



cetb

Bord Oideachais agus
Oiliúna Chorcaí
Cork Education and
Training Board



Where a Child is in receipt of an offer of a place within Scoil Aonghusa CNS 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 Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

7.1.6 Acceptance of a place:

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

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

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

7.1.7 Refusal:

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

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

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

- (ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child 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 Child shall be treated as a late application in line with section 7.1.4 above.

7.2 APPEALS

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aonghusa CNS at Kingsfort Avenue, Castlepark Village, Mallow, Co. Cork. Such an appeal must be brought 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 and Skills after the publication of this Policy, same shall apply instead.

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

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

An Applicant who was refused admission to Scoil Aonghusa CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aonghusa CNS. Such an appeal must be brought 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 and Skills after the publication of this Policy, same shall apply instead.

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

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

7.2.3. Basis for appeal:

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

Appendix 1: Geographical Catchment Area

