Admission Policy 26-27

Coláiste Iósaef

Coláiste Iósaef Admission Policy 26/27

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 Iósaef school is responsible for the implementation of this Admission Policy.

INTRODUCTION TO COLÁISTE IÓSAEF

Coláiste Iósaef was established in 1998 and represents a coming together of the two traditions in post-primary education – the secondary and the vocational.

The current school was created as Coláiste Iósaef under a model agreement from an amalgamation of St. Joseph's Secondary School under the auspices of the Sisters of Charity of St. Paul the Apostle and St. Peter's College which was under the patronage of Co. Limerick VEC. The college sits on the grounds of St. Josephs on the outskirts of Kilmallock, a town where the history of education dates to the Dominican Abbey built almost seven hundred years ago.

The Sisters of Charity of St. Paul the Apostle founded the Secondary Boarding School in 1933. In 1998 the school building was expanded to create the building we use today. As a listed building, we do our utmost to preserve the integrity of this rare and beautiful building and our students find themselves lucky to attend school in such a notable learning environment.

Patronage

Coláiste Iósaef is a Limerick and Clare Education and Training Board multidenominational and co-educational post-primary school.

Limerick and Clare Education and Training Board schools provide an inclusive, student-centred and holistic education to students in our communities. Our schools, through excellence in education, aim to enable every student to realise their potential through the provision of highly supportive school communities that nurture students' intellectual, cultural, personal, social, emotional, moral, spiritual and physical development.

Limerick and Clare Education and Training Board schools recognise, respect and celebrate the identity of all of our students equally and are acknowledged as having a significant influence in promoting diversity – reflective of our changing society.

Educational Values

Our school recognises the following as core values in the education of all our students.

Excellence in Education

Our students are provided with a student-centred education that caters for their intellectual, physical, cultural, moral and spiritual needs.

We recruit the highest calibre of teacher who will challenge our students at an appropriate level and guide their learning in a manner appropriate to their individual needs.
Our students will experience the curriculum in the most innovative, stimulating ways to enhance their love of learning.

Our students will be engaged in an environment that nurtures their well-being and personal development.

Equality

All students will be treated with dignity and respect and learn how to live harmoniously in a diverse society.

All students will learn and appreciate that every human being is equally important and that we have a right to be treated fairly and a responsibility to treat others fairly.

Community

Experience a school environment that encourages parental involvement in all aspects of school life.

Benefit from the support and expertise of the wider community.
Enjoy the resources available in the community to enhance their educational experience.

Curriculum

Coláiste Iósaef follows the curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).

Junior Cycle:

Junior Cycle Programme / Junior Certificate Schools Programme.

Coláiste Iósaef offers both the traditional Junior Certificate Programme (curriculum outlined above) and, subject to demand and resources, the Junior Certificate Schools Programme.

This Junior Certificate Schools Programme is an intervention within the Junior Certificate. It provides a curricular framework, which will assist the school and individual teachers in adopting a student-centred approach to the Junior Certificate. It provides an opportunity for each student to obtain a Junior Certificate recording his/her level of attainment.

Senior Cycle:

Leaving Certificate

At Senior Cycle level students may follow the Traditional Leaving Certificate Established (curriculum outlined above) or the Leaving Certificate Applied (LCA) programme.

Leaving Certificate Applied

The school may offer an alternative programme, subject to demand and resources, to the traditional Leaving Certificate called the Leaving Certificate Applied Programme. Some students will find this programme a very suitable route to pursue at senior cycle, and the school will consider applications from students and their parents on completion of Junior Cycle. This is a two-year programme incorporating a work experience module.

Leaving Certificate Vocational Programme (LCVP)

LCVP is a Senior Cycle Programme of the Department of Education and Skills, designed to give a strong vocational dimension to the Leaving Certificate Established. The programme combines the virtues of academic study with a new and dynamic focus on self-directed learning, enterprise, work and the community.

Transition Year:

The Transition Year is a one-year programme which comes immediately after completion of Junior Cycle.

The aim of the programme is:

- to provide a good academic basis for beginning the senior-cycle course
- to develop aspects of the curriculum which tend not to be catered for elsewhere in the school curriculum
- to develop teamwork through task oriented-projects
- to develop links between the school and the wider community
- to encourage students to become self-motivated learners
- to provide an opportunity for students to develop an understanding of how learning occurs generally, and with particular reference to their own learning styles

There are currently 505 students in the school.

Junior Cycle	**Senior Cycle**
1st Year – 3 Base Classes 2nd Year – 3 Base Classes 3rd Year – 4 Base Classes	TY – 3 Base Classes 5th Year – 3 Base Classes 6th Year – 3 Base Classes LCA 1 – 1 Class LCA 2 – 1 Class
Special Classes	ASD Class – Rang Fionn & Rang Oisin DHH Class – Rang Danu

Extra-Curricular:

There is a wide range of sporting and extracurricular activities available in the school. Both boys and girls can play hurling, camogie, football, soccer, rugby, athletics, cross country and basketball. Music and drama are also a big part of school life with students entering talent and choir competitions every year.

Our annual school musical is now regarded as one of the highlights of the year in terms of stage production.

Students also regularly get an opportunity to preform informally throughout the year.

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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 Iósaef.

'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 Iósaef; a person is only regarded as a student of Coláiste Iósaef once s/he is enrolled on his/her first day of attendance. It does not include a person who was formally enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

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

'Gender', in line with the definition of "the gender ground" in the Equal Status Act 2000, is such that "one is male and the other is female". This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

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

'Feeder Primary Schools' refers to the primary schools of preference for application to Coláiste Iósaef.

The feeder primary schools for Coláiste Iósaef are:

Scoil Mocheallog	Kilmallock, Co. Limerick
Scoil Dean Cussen	Bruff, Co. Limerick
Athlacca NS	Athlacca, Co. Limerick
Bruree NS	Bruree, Co. Limerick
Bulgaden NS	Bulgaden, Kilmallock, Co. Limerick
Effin NS	Effin, Kilmallock, Co. Limerick
Martinstown NS	Martinstown, Kilmallock, Co. Limerick
ArdPatrick NS	Ardpatrick, Kilmallock, Co. Limerick

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, fostersiblings 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, stepsiblings and students who reside in the same household.

[**Note:** the wider definition of sibling in the second of the two paragraphs immediately above is for the purpose of facilitating families who are required to do more than one dropoff and/or collection to/from the school.]

'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 Iósaef has Special Classes, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders (ASD) and for those with Deaf & Hard of Hearing (DHH).

'Relevant Report', as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report, based on an assessment by a relevant professional, which:

(a) provides detailed evidence of the Student's needs,

(b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and

(c) makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

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

2 ADMISSION STATEMENT

Coláiste Iósaef is a designated Community College. Designated Community Colleges are established by the signing of a model agreement between an ETB and the local Catholic Bishop and/or a religious congregation. Limerick & Clare ETB is the patron of the school. The model agreement provides for the participation of the Sisters of Charity of St. Paul the Apostle in the organisation and management of the community college on an ongoing basis.

Coláiste Iósaef is a state, co-educational, multi-denominational school underpinned by the core values of:

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

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

Our school provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes a fully inclusive education which 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.

Our school is multi-denominational. We welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's

mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

Accordingly, Coláiste Iósaef shall not discriminate in its admission of a student based on the following grounds:

2.1. Gender of the student or applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit students not of that gender

2.2. Civil status of the student or applicant

2.3. Family status of the student or applicant

2.4. Sexual orientation of the student or applicant

2.5. Religion of the student or applicant

2.6. Disability of the student or applicant

2.7. Race of the student or applicant

2.8. The student's or applicant's membership of the Traveller community

2.9. Special educational needs of the student or applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a student who does not have the specified special educational needs

Coláiste Iósaef shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a student.

3 LEGAL FRAMEWORK

Limerick & Clare ETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Coláiste Iósaef is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to admit a student. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

Coláiste Iósaef offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

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

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

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

Parents or students over the age of 18 who wish to opt-out of *religious education* must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the following way: The Principal or Deputy will allow the student to study in the back of religion class or assign the student to a different class depending on each individual circumstance.

Coláiste Iósaef 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 Iósaef 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.

In processing an application Coláiste Iósaef School **shall not consider**:

4.1 The payment of fees or contributions to the school;

4.2 A Student's academic ability, skills or aptitude; unless:

- it is necessary to ascertain whether or not the student has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a special class;

4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);

4.4 A requirement that a student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

4.5 A student's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the student concerned attending 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 Admission Notice for that academic year.

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

4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the student

4.8 The student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class.

Where Coláiste Iósaef 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 Classes.

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***

SECTION 5
APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year Group)

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5.2 Appeals

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5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Coláiste Iósaef 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/es should see section 7 of this Admission Policy. If the student is also applying for a place in the mainstream First-Year Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

Incomplete applications received by the school will not be processed under this 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 Iósaef is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the applicant accepts the place in the group to which the student was successful.

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

5.1.2.1. If the Student has siblings currently enrolled in the school;

5.1.2.2. If the Student has siblings who were previously enrolled in the school;

5.1.2.3. Whether the Student, at the time of application, is attending one of the Feeder Primary Schools and has been enrolled there for at least one full academic year;

5.1.2.4. Children of Staff Members in Coláiste Iósaef

5.1.2.6. Other Applicants

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

5.1.3 Selection process

Coláiste Iósaef school 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 against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Iósaef school will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to student(s) from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process for

the mainstream year group and the number of students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

Conduct of Lottery

- The lottery will be supervised by at least three of the following; member of the Garda Siochána, the Principal, the Chairperson of the Board of Management, the Chairperson of the Parents Council.
- Siblings (e,g. twins or triplets) will be treated as joint applicants and allocation of a place to one guarantees allocation of a place to another.
- Names will be drawn until all places are filled.
- When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
- If a vacancy arises it will be offered to the applicant highest on the waiting list.

5.1.4 Late applications

An application received by Coláiste Iósaef 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 the relevant year group 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, irrespective of any selection criteria which may have been applied to applications received 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 the relevant year group is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, subject to sections 4.7 and 4.8

Where Coláiste Iósaef is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Iósaef, subject to section 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 Iósaef 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 or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

5.1.7 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 a offered a place in Coláiste Iósaef;

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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the applicant still desires a place for that academic year, a new application

must be made for the same academic year on behalf of that Student and 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 Iósaef 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 at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management for it to be reviewed by the board of management of Coláiste Iósaef. 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 office@cik.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', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/
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, whichever is earlier, and an appeal 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 Iósaef 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 at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management
for it to be reviewed by the board of management of Coláiste Iósaef. 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 office@cik.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', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-astudent-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-ifmy-child-has-been-refused-admission-and-the-school-has-places-available
and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. 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)

In the event that Coláiste Iósaef 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/es should see section 7 of this Admission Policy. If the student is also applying for a place in the mainstream year group other than First-Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

Incomplete applications received by the school will not be processed under this 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 Iósaef is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class/es.

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 an application is made on behalf of a student for both the Special Class/es and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the applicant accepts the place in the group to which the Student was successful.

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 and Leaving Certificate Applied Programme in Coláiste Iósaef are oversubscribed, a student applying for admission to such programmes 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 these programmes

6.1.2 Selection criteria in order of priority

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

6.1.2.1 If the student has siblings currently enrolled in the school

6.1.2.2 If the student had siblings who were previously enrolled in the school

6.1.2.3 Whether the student attended one of the feeder primary schools outlined in this policy document

6.1.2.4 The student is a child of a member of staff in Coláiste Iósaef

6.1.2.5 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 Iósaef school 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 against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Iósaef will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

Conduct of Lottery

- The lottery will be supervised by at least three of the following; member of the Garda Siochána, the Principal, the Chairperson of the Board of Management, the Chairperson of the Parents Council.
- Siblings (e,g. twins or triplets) will be treated as joint applicants and allocation of a place to one guarantees allocation of a place to another.
- Names will be drawn until all places are filled.
- When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
- If a vacancy arises it will be offered to the applicant highest on the waiting list.

Repeat Leaving Certificate Students

Applicants who completed their Leaving Certificate in Coláiste Iósaef will be interviewed by the Principal/Deputy Principal to assess their suitability for the course. Applications to repeat should be made by September 1st. Other applicants will be considered as transfer students.

Transition Year

Applicants who completed their Junior Certificate in Coláiste Iósaef who wish to take Transition Year will be asked to complete and application form and sit an interview.

A list of suitable candidates will be compiled. A letter will be issued to these students' Parents/Guardians offering a place in Transition Year. The Parents/Guardians will then have to accept or decline the place.

For entry into Transition Year, students are required to:

- Complete third year
- Have a commitment to good behaviour, hard work and study.
- Be committed to applying him/herself fully to Transition Year and to what it has to offer (e.g. to co-operate and participate in all events)

Students' suitability to undertake Transition Year and the suitability of the programme to the students will be considered during the application process. Students who are unsuccessful in their application for Transition Year have the right to appeal this decision to the principal.

All other applicants will be considered as transfer students and section 6.1 will apply.

Further information is provided in the TY Admissions Policy available from the school office.

Leaving Certificate Applied

Applicants who completed their Junior Certificate in Coláiste Iósaef or Transition Year who wish to take LCA 1 will be asked to complete and application form and sit an interview.

A list of suitable candidates will be compiled. A letter will be issued to these students' Parents/Guardians offering a place in LCA. The Parents/Guardians will then have to accept or decline the place.

For entry into LCA, students are required to:

- Complete third year or Transition Year
- Have a commitment to good behaviour, hard work and study.
- Be committed to applying him/herself fully to LCA and to what it has to offer (e.g. to co-operate and participate in all events)

Students' suitability to undertake LCA and the suitability of the programme to the students will be considered during the application process. Students who are unsuccessful in their application for LCA have the right to appeal this decision to the principal.

All other applicants will be considered as transfer students and section 6.1 will apply.

Further information is provided in the LCA Admissions Policy available from the school office.

6.1.4 Late applications

An application received by Coláiste Iósaef 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 Iósaef 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, irrespective of any selection criteria which may been applied to applications received 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.

For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Coláiste Iósaef is not oversubscribed, i.e., there is no waiting list, and it receives a late application, the student seeking admission will receive an offer of a place within Coláiste Iósaef, 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 Iósaef 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 a offered a place in Coláiste Iósaef,

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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that student and 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 Iósaef regarding admission to a year-group other than First-Year, see section 6.2.

6.2 APPEALS

6.2.1. Appeal where refusal was due to oversubscription

An applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management for it to be reviewed by the board of management of Coláiste Iósaef. 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 office@cik.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', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/
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, whichever is earlier, and an appeal 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 Iósaef 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 at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management
for it to be reviewed by the board of management of Coláiste Iósaef. 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 office@cik.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', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-astudent-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-ifmy-child-has-been-refused-admission-and-the-school-has-places-available
and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. 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
APPLICATION TO THE SPECIAL CLASS

7 APPLICATION TO THE SPECIAL CLASS

7.1 Admission Provisions for the Special Class

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 a review by the board of management

7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS

Coláiste Iósaef has Special Classes, established to provide education to Students with severe/complex educational needs arising from Autism/Autistic Spectrum Disorders and Deaf and Hard of Hearing.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section, and which has been prepared within the 24 months immediately preceding the Student's application to the Special Class, unless the application is for First Year and the student is already in a Special Class in primary school at the time of application, in which case the Relevant Report does not need to be dated within 24 months of the application. The school also requires documentation from the NCSE (National Council for Special Education) confirming that the Student is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to the Relevant Report.

In the event that the Special Class in Coláiste Iósaef is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class and who submit the requisite Relevant Report together with the documentation from the NCSE, will be offered a place in the Special Class, subject to sections 4.7 and 4.8.

Incomplete applications received by the school will not be processed under this policy.

7.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Iósaef is in a position to offer further places that become available in the Special Class/es for and during that academic year, places will be

offered in accordance with the order of priority in which students have been placed on the waiting list subject to there being a place in the relevant mainstream year group.

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

For clarity, if a place becomes available in a given mainstream class group, before that place is offered to a Student on the waiting list for that mainstream year group, the waiting list for the Special Class shall be reviewed and if there is a place available in the Special Class and there is a Student on the waiting list who would be able to take-up the place due to the available place in the given mainstream year group, that Student will be offered the place in the Special Class (thereby removing the place in the mainstream year group). This is in the interest of ensuring that the scarce resources of the Special Class are never underutilised.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

For the avoidance of doubt, if a Student does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to the Special Class 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 for the Special Class.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

7.1.2 Selection criteria in order of priority

Applications to the Special Class/es will only be considered if the student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

7.1.2.1 The greatest level of need, as determined by the Principal in consultation with the AEN/SEN team in the school, having considered the Relevant Report in respect of the Child; If two of more Students are tied on this criterion then the next selection criteria in the list will be applied to those students to determine the order of priority of those students.

7.1.2.2 If the student has siblings currently enrolled in the school

7.1.2.3 If the student had siblings who were previously enrolled in the school

7.1.2.4 Whether the student attended one of the feeder primary schools outlined in this policy document

7.1.2.5 The student is a child of a member of staff in Coláiste Iósaef

7.1.2.6 All other applicants.

Further information on Selection Criteria for the ASD Special Class and DHH Special Class is attached in **Appendix A** and **Appendix B**.

7.1.3 Selection process

Coláiste Iósaef school will apply the selection process as follows:

Having met the criteria for admission to the Special Class/es, 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 against the second criterion and those applicants who meet this criterion will be offered a place within the Special Class. This process is continuously carried out against all the selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Iósaef will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

Conduct of Lottery

- The lottery will be supervised by at least three of the following; member of the Garda Siochána, the Principal, the Chairperson of the Board of Management, the Chairperson of the Parents Council.
- Siblings (e,g. twins or triplets) will be treated as joint applicants and allocation of a place to one guarantees allocation of a place to another.
- Names will be drawn until all places are filled.
- When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
- If a vacancy arises it will be offered to the applicant highest on the waiting list.

7.1.4 Late applications

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

Where the special class/es are 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, irrespective of any selection criteria which may have been applied to applications received 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. For the avoidance of doubt, the selection criteria are not relevant to, and will not be applied to, late applications.

Where the special class/es are not oversubscribed, i.e., there is no waiting list, and it receives a late application, the student seeking admission will receive an offer of a place within Coláiste Iósaef, 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 the special class/es 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 Special Class/es have been filled.

7.1.6 Acceptance of a place

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

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

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

7.1.7.2 Details of the student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;

7.1.7.3 Details of the student's place on the waiting list, if applicable; and

7.1.7.4 Details of the applicant's right to appeal the decision

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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that student and 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 first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management for it to be reviewed by the board of management of Coláiste Iósaef. 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 office@cik.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', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/
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, whichever is earlier, and an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Coláiste Iósaef 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 at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management
for it to be reviewed by the board of management of Coláiste Iósaef. 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 office@cik.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', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-astudent-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-ifmy-child-has-been-refused-admission-and-the-school-has-places-available
and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. 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.

7.2.3. 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.

Ratification and Publication

This admissions policy was ratified by the Board of Management on the 18th August 2025

Signed: Rev William Fitzmaurice
Chairperson of Board of Management

Signed: Noel Kelly
Principal

Date of next review: August 2026

Appendix A

Eligibility for Enrolment in Autism Spectrum Disorder Class

The following conditions, along with the general criteria outlined above, must be satisfied for enrolment to be considered.

The student has a diagnosis of Autism i.e., DSM-IV, DSM-IV-TR, DSM-V or ICD-10, from a professional recognised by the HSE **and a written recommendation from them for placement in a Special Class** attached to a mainstream secondary school.

A detailed psychological and cognitive assessment noting the student's intellectual ability for the sole purpose of ensuring that the support structures in place at Coláiste Iósaef can fully facilitate the student with ASD both within the Special Class and wider school environment.

A detailed Psychological and Cognitive Assessment noting that the student is assessed to be within the "mild/general to above average range of intellectual ability."

Each application should be supported by a report from the primary school, previous secondary school if transferring, outlining the student's academic, social, emotional and behavioural needs and outlining the current extent of social inclusion.

No application will be considered valid until all relevant documents and information have been furnished to the school.

Under the Education Act 1998 the school's Enrolment/Admissions Policy is subject to any directions which may be issued from time to time by the Minister of Education.

Autism Spectrum Disorder (ASD) Class Enrolment Policy

All vacancies in the ASD Class will be filled as per the criteria outlined in the Admissions Policy and subject to all the conditions above being in place i.e. diagnostic criteria etc.

Students who meet criteria for enrolment but are not offered a place for September will remain on that year's waiting list in the event that a mid-school year vacancy should arise.

The number of students enrolled in the ASD Class each year will depend on resources and the ability of the school to integrate the students into mainstream classes. The total capacity of the ASD Classes is 12 students. This will not be exceeded. The number of students enrolled each year is determined in consultation with the National Council for Special Educational Needs (NCSE).

Admission to the ASD Class is based on the understanding that the intellectual ability of students enrolling in the special class is similar to the profile of the population of students attending the mainstream section of the school.

In certain circumstances and following assessment, Coláiste Iósaef may be unable to meet the needs of an ASD student on the grounds that:

i. They are considered a risk to themselves or others.
ii. Coláiste Iósaef would not have the capacity to meet their diagnosed needs.
iii. Admission of the student would make it impossible to deliver, or have a serious detrimental effect on, the provision of an educational service to the applicant and to other students.

An Annual Review of the student's placement within the ASD Class may be held by the ASD and AEN team together with the SENO and any other significant professional/personnel involved in the students' life to ensure that the ASD Class continues to be the most suitable placement option available to the student.

All potential applicants may be visited by a member of the AEN Team from the school to observe the student in their existing placement and to provide for feedback to the school.

Note. Students are given a conditional offer of a place in the ASD unit subject to sanctioning by the SENO (Special Educational Needs Organiser) for the school.

ASD Application Process

a. Applications should be made to the school on the standard application form.

b. Parent /Guardians are required to:

i. Inform the school in writing that their son /daughter wishes to be considered for a place in the ASD class.

ii. Provide all relevant documentation to the school within 5 school days after the closing date for receipt of applications for First Year.

c. Applications from a third party will not be considered.

d. Applications for enrolment will be assessed, for eligibility, by the Principal, AEN Team and, the Regional Special Educational Needs Organiser where appropriate.

e. The completion of a written application form for placement of a student does not mean an automatic right to placement in the ASD class.

f. If parents/guardians have decided to avail of a place in another school rather than accept a place in the ASD class within Coláiste Iósaef they are required to inform the principal, in writing, immediately. This will enable the school to offer the place to another student.

Appendix B

Class for Deaf & Hard of Hearing (DHH) - Circular Special Education 02/05

Enrolmnet in the class for Deaf & Hard of Hearing should note the following guidelines:

"Such pupils have a hearing disability that is so serious to impair significantly their capacity to hear and understand human speech, thus preventing them from participating fully in classroom interaction and from benefitting adequately from school instruction " ... (This category is not intended to include pupils with mild hearing loss)

To gain admission to this class in Coláiste Iósaef, hearing impairment must be the student's pre-dominant barrier to accessing the curriculum. The maximum number of places available in this class is 6.

Parent /Guardians are required to:

(1) Inform the school in writing that their son /daughter wishes to be considered for a place in the Class for Deaf & Hard of Hearing
(2) Provide all relevant documentation within 5 school days after the closing date for receipt of applications for First Year.

An admissions committee comprised of the visiting teacher for the deaf, the SENO. AEN Team and Principal shall consider all valid applications. Decisions of the committee will be informed by Circular Sp Ed 02/05 and the school Admission Policy.

Students who meet criteria for enrolment but are not offered a place for September will remain on that year's waiting list in the event that a mid-school year vacancy should arise.

**At the time of publication of this policy, the NCSE have a team currently working on a policy that can be adapted by all such classes. The VT for the Deaf will communicate any updates to the school.*