

POLICY FOR ADMISSION TO SCHOOL YEAR 2022/2023

Glanmire Community College Post-Primary School

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of Glanmire Community College is responsible for the implementation of this Admission Policy.

INTRODUCTION TO GLANMIRE COMMUNITY COLLEGE

Glanmire Community College was established in 1997. It is a Designated Community College under the joint trusteeship of Cork Education and Training Board and the Diocese of Cork and Ross. It serves the second level education needs of the greater Glanmire area. Located on a spacious twelve-acre site and equipped with modern buildings and facilities, the college accommodates a pupil enrolment of over one thousand students.

The fundamental purpose of the college is expressed in its vision statement:

“Glanmire Community College strives to be a happy, safe, caring and inclusive Christian community that promotes quality teaching and learning in an environment of mutual respect.”

The College endeavours to provide the best possible education for all its pupils, taking account of each individual’s unique talents, aptitudes and interests. The pursuit of academic excellence is a central feature of college life, and our success to date has been based on making progression to third level education a core value of our college.

Cultural, spiritual and physical development are strongly supported in the college and given expression through a wide range of co-curricular activities.

The wide range of curricular subjects and programs provides for each individual child and assists them in achieving their potential.

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PART A

General Information for All Applicants

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- 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 Glanmire Community College.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Glanmire Community College by virtue of application alone.

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

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

‘Feeder Primary Schools’ refers to the primary schools of preference for application to Glanmire Community College. The feeder primary schools for Glanmire Community College are (in alphabetical order):

1.1 Bishop Ahern NS; Leamlara, Cork

1.2 Brooklodge NS, Scoil Chill Ruadhain, Brooklodge, Glanmire, Cork

1.3 Gaelscoil Ui Drisceoil NS; Dunkettle, Glanmire, Cork

1.4 Glounthaune NS, Scoil Náisiúnta an Chroí Naofa; Glounthane, Cork

1.5 Knockraha NS, Scoil Mhuire; Knockraha, Cork

1.6 Little Island NS, Scoil Inse Rátha; Little Island, Cork,

1.7 New Inn NS, Scoil Ghleanna Maghair Íochtaraigh; New Inn, Glanmire, Cork

1.8 Riverstown NS, Scoil Naomh Iosaf; Riverstown, Glanmire, Cork

1.9 Upper Glanmire NS, Scoil Naomh Micheál; Upper Glanmire, Whites's Cross, Cork

1.10 Watergrasshill NS, Cnocán na Biolraí; Watergrasshill, Cork

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

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, '**Sibling**' refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

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

'**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. Glanmire Community College has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

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

2 ADMISSION STATEMENT

Glanmire Community College 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. Cork ETB is the patron of the school. The model agreement provides for the participation of the Bishop of the Diocese of Cork & Ross in the organisation and management of the community college on an ongoing basis.

Glanmire Community College was established in 1997 in a spirit of partnership between Cork ETB and the Diocese of Cork & Ross on a greenfield site. The inherited traditions, values and founding intentions of Cork ETB and the Diocese of Cork & Ross remain enshrined in the characteristic spirit and in the life of our school.

Our school 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 Glanmire Community College 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, Glanmire Community College 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 need(s).

Glanmire Community College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

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

The board of management of Glanmire Community College 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 First-Year Group and in section 6.2 in respect of applications made to all years other than the First-Year Group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

Opting Out of Religious Instruction

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’, [XXX school] supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

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, Glanmire Community College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Glanmire Community College **shall not consider:**

4.1 The payment of fees or contributions to the school;

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

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

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

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

A Student's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Student concerned attending, or having attended, the school, or a parent having previously attended the school. However, the maximum number of

places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.

4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Glanmire Community College 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 and Skills in respect of that class.

Where Glanmire Community College 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***
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SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

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5.0 INTRODUCTION

5.0.1 Closing date for the receipt of applications

Each year the Board of Management will decide on a closing date for the receipt of applications into first year for the following school year. Please note the closing date is usually the last Friday before October mid-term. The enrolment process, including the closing date for the receipt of applications, will be made public by means of our school website www.glanmirecc.ie and at our Open Evening.

5.0.2 School Website

Parents of all applicants are advised to visit the school website www.glanmirecc.ie and to study the College Prospectus, to familiarize themselves with the ethos of the school, the school's enrolment policy, closing date for applications and the student activity fee. When completing the application form parents of applicants are advised to familiarize themselves with the school's enrolment policy (available on the school's website), in particular, section 5.1.2 'Selection criteria in order of priority'. Parents are also advised to note carefully the closing date for receipt of applications.

5.0.3 Primary School Visits

In the period September to October of each year the Principal and/or Deputy Principal will make a request to visit only the named feeder primary schools on our enrolment policy. With the permission of the principal of the primary school, a presentation about Glanmire Community College will be given to 5th & 6th class pupils. Only 6th class pupils can apply to the school.

Continuing over subscription for places in Glanmire Community College has resulted in the school being unable to offer places to students in non-feeder primary schools. Consequently, the Board of Management has taken the decision that the senior management of Glanmire Community College will not conduct visits in non-feeder primary schools. This decision will be reviewed annually.

5.0.4 Open Evening

An Open Evening at the college will occur in the early part of the first term each year. The date of this night will be advertised in September. The Principal, Deputy

Principal and other staff members (such as the First Year Year Head and Learning Support Coordinator) will address parents and applicants. The aim of the Open Evening is to allow potential students and their parents see how the school operates. The classrooms and specialist rooms are open and teachers are available to answer questions on the academic and extra-curricular programmes that the school offers.

5.05 Access to Application Form

For all students an application can only be made by means of an application form which can only be accessed on our school website www.glanmirecc.ie. The Principal and/or Deputy Principal will be available to meet parents of prospective students to answer any queries concerning the ethos in GCC and the curricular programmes offered.

5.06 Minimum age requirement for Admission

Students who are eligible for admission into First Year must have reached the required age of 12 years old on the 1st of January in the calendar year following the child's entry into First Year. Students will only be eligible for admission to First Year from 6th class in Primary School.

5.0.7 Student Registration Form

Following the application process, if a student is offered a place in the school, to accept this place parents must return the student registration form by the assigned date accompanied by a cheque, postal order or bank draft for €250 made payable to 'Cork ETB'. The €250 contributes towards the cost of book rental scheme, 24-hour pupil insurance, school journal, photocopying, upgrading school facilities (such as the current development of our All-Weather facility), buses for activities, swimming and other expenses in first year. Please note we cannot accept cash as a means of payment. If you have any difficulty in paying this money, please contact the Principal, in confidence, so that a suitable arrangement can be put in place for you.

5.08 Refund of Fees

Every effort is made to accommodate applicants for whom it is clear GCC is their first choice of secondary school. It is important to note that if an applicant accepts the offer of a place in the college and subsequently declines the offer, the €250 paid towards the student development fund on acceptance of the place will not be

refunded. It is vital therefore that students and their parents/guardians are fully committed to taking up a place in the college before accepting the offer.

5.09 Entrance Assessment & Options Evening

An Assessment Examination is held for all incoming First Year students. The purpose of this examination is to assign each incoming student to a mixed ability class group. This examination has no bearing on admissions criteria and is held after places have been assigned to incoming First Years.

The college will arrange an Option Subject information session for new students and their parents/guardians prior to the commencement of the academic year.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Glanmire Community College seeks to balance this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the students already enrolled in the college. This requires balanced judgements, which are guided by the principles of natural justice; using fair and transparent procedures.

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Glanmire Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy.

5.1.1 Oversubscription

The number of students enrolled in 1st Year is set annually by the Board of Management and is subject to review, depending on the overall school enrolment and the criteria set out below:

- Availability of space in classrooms and limits to the number of students in each classroom dictated by Health and Safety requirements.
- The availability of specialist classrooms
- The availability of sufficient space along corridors and in social areas.
- Availability of grants and teaching resources provided by Cork ETB.
- The ability of the college to cater for the educational needs of children.
- Maximum class size directives.

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 Glanmire Community College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

5.1.2 Selection criteria in order of priority

Glanmire Community College will apply the following criteria for admission to the First-Year Group:

1. Siblings of students who are attending or who have attended Glanmire Community College.
2. Students, whose parent previously attended Glanmire Community College, and who attend one of the primary schools listed as a Feeder Primary School in this policy document (to a maximum of 25% of the places available). (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
3. Students who are the children of current staff members or current members of the Board of Management.
4. Students who are the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in this policy document. (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
5. Students who are not the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in this policy document. (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
6. All other applicants

5.1.3 Selection process

Glanmire Community College 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, Glanmire Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Glanmire Community College 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 Glanmire Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Glanmire Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Glanmire Community College 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 offered a place in Glanmire Community College;
- 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 on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Glanmire Community College 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 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 Glanmire Community College at Brooklodge. Please email gmirecol@glanmirecc.ie. Such an

appeal must be brought within fourteen 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 Glanmire Community College 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 Glanmire Community College. Please email gmirecol@glanmirecc.ie. Such an appeal must be brought within fourteen 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 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.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

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- 6.2.3 Basis for appeal

6.0 INTRODUCTION

6.0.1 Closing date for the receipt of applications

Each year the Board of Management will decide on a closing date for the receipt of applications into all year groups other than first year. Please note the closing date is usually the last Friday before October mid-term. The enrolment process, including the closing date for the receipt of applications is available on our school website www.glanmirecc.ie.

6.0.2 School Website

Parents of all applicants are advised to visit the school website www.glanmirecc.ie and to study the College Prospectus, to familiarize themselves with the ethos of the school, the school's enrolment policy, closing date for applications and the student activity fee. When completing the application form parents of applicants are advised to familiarize themselves with the school's enrolment policy (available on the school's website), in particular, section 5.1.2 'Selection criteria in order of priority'. Parents are also advised to note carefully the closing date for receipt of applications.

6.0.3 Oversubscription

Continuing over subscription for places in Glanmire Community College has resulted in the school being unable to offer places to students looking to transfer from other second level schools.

The number of students enrolled in the school is set annually by the Board of Management and is subject to review, depending on the overall school enrolment and the criteria set out below:

- Availability of space in classrooms and limits to the number of students in each classroom dictated by Health and Safety requirements.
- The availability of specialist classrooms
- The availability of sufficient space along corridors and in social areas.
- Availability of grants and teaching resources provided by Cork ETB.
- The ability of the college to cater for the educational needs of children.
- Maximum class size directives.

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 Glanmire Community College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

6.04 Access to Application Form

For all students an application can only be made by means of an application form which can only be accessed on our school website www.glanmirecc.ie. The Principal and/or Deputy Principal will be available to meet parents of prospective students to answer any queries concerning the ethos in GCC and the curricular programmes offered.

6.0.5 Student Registration Form & Refund of Fees

Following the application process, if a student is offered a place in the school, to accept this place parents must return the student registration form by the assigned date accompanied by a cheque, postal order or bank draft for €250 made payable to 'Cork ETB'. The €250 contributes towards the cost of book rental scheme, 24-hour pupil insurance, school journal, photocopying, upgrading school facilities (such as the current development of our All-Weather facility), buses for activities and other expenses. Please note we cannot accept cash as a means of payment. If you have any difficulty in paying this money, please contact the Principal, in confidence, so that a suitable arrangement can be put in place for you.

Every effort is made to accommodate applicants for whom it is clear GCC is their first choice of secondary school. It is important to note that if an applicant accepts the offer of a place in the college and subsequently declines the offer, the €250 paid towards the student development fund on acceptance of the place will not be refunded. It is vital therefore that students and their parents/guardians are fully committed to taking up a place in the college before accepting the offer.

6.06 Considerations before Transfer

When considering applications for enrolment/transfer into Glanmire Community College the following steps will be taken:

- The school will investigate if there is a place available in the school based on the school's overall intake.
- The school will investigate if there is a place available in the Year group to which the student is applying. Please note students can only apply to one individual Year Group.
- The school will investigate if the subject options the student wishes to pursue are available in the school. Applicants are reminded that The Board of Management reserves the right to refuse the offer of a place to any applicant where the school cannot offer the student the subject(s) requested by the applicant.
- The principal and/or deputy principal will meet with the student and their parent.
- When the school has made the decision to support the application the applicant is asked to complete an application form.
- Once the school has made the decision to support the application Glanmire Community College will seek completion of a student reference form from the student's previous school.
- Applicants are reminded that that an offer of Admission can be withdrawn if the information contained in the application is false or misleading in a material respect.

6.07 Reasons for Refusal

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Glanmire Community College seeks to balance

this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the students already enrolled in the college. This requires balanced judgements, which are guided by the principles of natural justice; using fair and transparent procedures.

The Board of Management reserves the right to refuse the offer of a place to any applicant on the following basis:

- That no suitable accommodation/ place exists in the year group.
- That the school cannot offer the student the subject(s) requested by the applicant.
- That an offer of a place at the time may have a negative impact/outcome on students already enrolled in the school
- That an offer of a place may have a negative impact/outcome on the student himself/herself.
- That the applicant has been expelled from another Post Primary school.
- That the applicant has a poor disciplinary record in another school.
- That the applicant already has a place in another post-primary school in the area.

6.0.8 Applications to Transition Year, Leaving Certificate Applied & Leaving Cert Vocational Programmes

- The decision to offer these programmes is taken on an annual basis by school management. The school currently offers the Transition Year Programme and the Leaving Cert Applied Programme. The number of places available on these programmes will be determined each year by the school management, having regard to the resources available within the college.
- The parents/guardians of students in third year (Junior Certificate) will be invited to attend an information session wherein the procedures for applying for places on the programmes will be outlined. Students will be required to return a completed application form by the notified closing date.

Applicants may be required to attend for a suitability interview with the Programme Co-ordinator who will make a recommendation to the Principal on whether a place should be offered to a student.

A decision to offer a place will be based on the following criteria.

- The academic record of the student.
- The disciplinary record of the student.
- Performance at interview.
- Suitability of the applicant to the programme.

The final decision on whether a place should be made available to a student will be made by the Principal.

The signed Contract of Learning and Code of Conduct must accompany confirmation of acceptance to the Transition Year or the Leaving Certificate Applied Programme.

6.0.9 Pupils wishing to repeat a year

The school does not offer repeat Leaving Certificate courses. For other year groups consideration will only be given to students wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education & Skills.

6.1 Admission Provisions (other than First-Year)

6.1.1 Selection criteria in order of priority

Glanmire Community College will apply the following criteria for admission to a year-group other than First-Year:

1. Siblings of students who are attending or who have attended Glanmire Community College.
2. Students, whose parent previously attended Glanmire Community College, and who attend one of the primary schools listed as a Feeder Primary School in this policy document (to a maximum of 25% of the places available). (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
3. Students who are the children of current staff members or current members of the Board of Management.

4. Students who are the eldest in the family and attended one of the primary schools listed as a Feeder Primary School in this policy document. (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
5. Students who are not the eldest in the family and attended one of the primary schools listed as a Feeder Primary School in this policy document. (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
6. All other applicants

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

6.1.2 Selection process

Glanmire Community College 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, Glanmire Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.]

6.1.3 Late applications:

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

Where Glanmire Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently

the school's selection criteria will be applied in accordance with this Admission Policy.

Where Glanmire Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Glanmire Community College, 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.

6.1.4 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Glanmire Community College 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.

6.1.5 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.

6.1.6 Refusal:

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

- 6.1.7.1. The reasons that the Student was not offered a place in Glanmire Community College,
- 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.

6.1.7 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

6.1.8 Appeals:

For information relating to an Applicant's right to appeal a decision of Glanmire Community College 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 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 Glanmire Community College at Brooklodge. Please email gmirecol@glanmirecc.ie. Such an appeal must be brought within fourteen 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.

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

An Applicant who was refused admission to Glanmire Community College 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 Glanmire Community College. Please email gmirecol@glanmirecc.ie. Such an appeal must be brought within fourteen 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 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.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998.

SECTION 7

APPLICATION TO SPECIAL CLASSES

7 APPLICATION TO SPECIAL CLASSES

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7.0 INTRODUCTION: APPLICATION TO ASD SPECIAL CLASS

7.0.1 ASD Programme Mission Statement

The development of an Autistic Spectrum Disorder (ASD) programme in Glanmire Community College (GCC) is based on the philosophy of educational inclusion such that students with specialised needs should receive their education within the most supportive environment with a focus on realising the full potential of each individual student. The ASD programme in GCC will develop the students' life skills and prepare them for life after school in an ever-evolving model of best practice.

7.0.2 GCC ASD Programme Key Principles

- Will enrol pupils whose educational needs can be met by the available model of service.
- Will give priority in the enrolment policy to students who are already enrolled in the GCC.
- After existing GCC students priority will be given to applications for enrolment into 1st year of the programme.
- A student cannot apply for a place in both the mainstream school and GCC ASD Programme. An application to the GCC ASD Programme and recommendation for placement in an ASD programme in a 2nd level school carries with it an acknowledgement that said student requires a level of support that can only be provided by participation in our ASD programme.
- The GCC ASD programme can enrol a maximum of 18 students. Under Department of Education and Skills guidelines the maximum number of students enrolled in the three special classes of the GCC ASD Programme is 18 students.

7.0.3 Student Engagement in the GCC ASD Programme

In cases where the attendance and/or participation of a student enrolled in the ASD programme is of a nature that causes the ASD programme Staff and School Management to be significantly concerned about his/her engagement with the

programme, the impact on the attendance/non-attendance on the progress of the other students enrolled on the programme, and the possibility that a place is being denied to a more suitable applicant, the case for the students removal from the programme will be referred to the Board of Management.

7.0.4 Required Documentation

Glanmire Community College requires that all applications are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with an Autistic Spectrum Disorder in accordance with DSM IV, DSM V or ICD 10 by an approved multi-disciplinary team, specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry. Students must also have a written recommendation for placement in an ASD special class in a mainstream secondary school setting. This documentation being in-date (in the previous 3 years) can be a determining factor in the allocation of places.

We require that parents/guardians of applicant pupils provide the college with a full, written original diagnostic history. Psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis.

In order to determine our suitability for a student we strongly recommend that applicant students have School Transition Reports completed by a psychologist in conjunction with the feeder school and parents/guardians.

Ideally all applicant students should have a School Transition Report but it is especially important for applicant students whose most recent psychological, cognitive, multi-disciplinary, educational, developmental, clinical assessment etc. are more than three years old by the closing date for applications. The application of students without a School Transition Report may be affected if these are not provided.

School Transition Report and most recent psychological/cognitive/multi-disciplinary etc. assessment must recommend placement in an ASD special class in a mainstream post-primary setting. Students without such a recommendation are not eligible.

The GCC ASD programme is not designed to meet the educational needs of students with a recommendation for a special school placement. Students with a recommendation for an ASD class will be given priority over students with a joint recommendation for an ASD class and/or a Special School.

Where a School Transition Report is not available applications should have a “Statement of Need” from the relevant HSE service. In this instance the student’s current school will also be asked to complete a School Transition Report. Applications without a “Statement of Need” or school completed School Transition Report where needed may be affected by their absence.

In order to best support students and without affecting their eligibility for a place in the GCC ASD Programme we require that we are made aware of:

- Any additional medical conditions and / or dietary restrictions / requirements that the individual may have.
- Any medications that the applicant pupils may be in receipt of either at home or in the course of the school day.

7.0.5 Determining suitability for the ASD Programme

In order to determine our suitability for a student we require that the Principal and/or selected member/members of the ASD Programme staff are facilitated in interviewing the Principal of the feeder school and/or any other school personnel (such as mainstream teachers, resource teachers and Special Needs Assistants) who are deemed to have played a significant role in the applicant pupil’s education to that point. Consultation with the SENO will also be part of this process.

In order to determine the suitability of a student for our ASD programme, we require that the parents/guardians of the applicant pupil, and the Principal of the feeder school, agree to facilitate selected member/members of the ASD team in conducting as many observations as appropriate of the pupil in his/her current educational placement.

In order to determine the suitability of a student for our ASD programme we require that the feeder school, with parental permission, supply the GCC ASD Programme staff with copies of the applicant students' work, their up to date attainments and their most recent IEP.

Students must have a reasonable expectation of being able to follow school rules to be considered for enrolment in the GCC ASD Programme.

Priority will be given to those students who are most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the GCC ASD Programme.

Students who apply must have learning needs of not less than mild general learning disability in order to be considered for enrolment in the GCC ASD Programme and will be enrolled subject to the suitability of the GCC ASD Programme to meet their needs.

Where the number of students meeting the above criteria to an equal degree exceeds the number of places available priority will be given to applicants in accordance with the criteria set out in section 7.1.2.

Where the selection criteria outlined in section 7.1.2 cannot prioritize the selection of students for the ASD programme the students' applications will be brought to a GCC ASD Programme Steering Committee for the selection of those students who will be offered places in the GCC ASD Programme.

For the avoidance of doubt, if there are (for example) three Category 4 applications for one available place in the ASD programme and all applicants have an appropriate ASD diagnosis and recommendation the GCC ASD Programme Steering Committee will convene to decide which applicant is the most suitable and should be offered the place.

7.0.6 GCC ASD Programme Steering Committee

The GCC ASD programme steering committee is comprised of:

1. Glanmire Community College Principal (Mr Ronan McCarthy)
2. Glanmire Community College Deputy Principal (Mr Sean McGrath and/or Ms Gertie Cahill and/or Mr Seamus Kennefick)
3. Glanmire Community College ASD Programme Coordinator (Ms Caitriona Shanahan)
4. Glanmire Community College Learning Support Coordinator (Ms. Grace Hickey)
5. Psychologist (where available)
6. Cork ETB Director of Schools (Mr Pat McKelvey) or his representative
7. Special Education Needs Organiser (Ms Maria Moriarty)

In making its decision, the steering committee will have regard for relevant Department of Education and Skills guidelines in relation to special class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of existing and prospective students.

The steering committee and Board of Management of GCC respect the rights of the existing school community and students already enrolled. This will be taken into account when assessing entry into the GCC ASD Programme.

Parents/guardians of applicant students will be informed of the outcome within ten working days of relevant steering committee meeting.

7.0.7 On-going review of students in the ASD Programme

As learning needs may change over time, a student's enrolment in the GCC ASD programme will be kept under continual review by the school. This review will be on an ongoing basis (but at a minimum, a review will take place once a year) and will include a careful examination of the student's progress in achieving his/her learning targets.

This review process will consider the student's progress and the GCC ASD Programme's ability to meet his/her needs and deliver the most beneficial educational programme.

The review will include regular assessing of:

- The academic, social and behavioural benefits of the student being enrolled in the GCC ASD Programme.
- The level and quality of mainstream participation.
- Students' progression through IEPs.

The review will include the student's views and those of parents, teachers and other relevant professionals. The review will look at the suitability of the special class placement and whether the student's needs might be best addressed in a mainstream setting or whether a more supported setting is required (e.g. special school setting).

In cases where it is our professional opinion that a student is not benefitting from his/her place in the GCC ASD Programme this will be discussed with parents and referred to the Board of Management to assess suitability for continuance on the programme. It will also be referred to the relevant ASD service for review.

Following a decision that the special class is no longer the most appropriate placement, a student may move to:

- a mainstream class in the same school or
- a mainstream class in a school more local to the student's home or
- a different category of special class or
- a special school

Where the change involves a move to a different school, parents should apply to enrol their child in the new school and the student should remain in the existing special class until the new placement is organised. GCC will help support the student's transition to a more suitable placement e.g. mainstream or special school.

The school should also notify the SENO when a student has left a special class, either to return to mainstream or enrol in another school, as this creates a vacancy in a special class that can be utilised for another student who may need it.

The rules for the maximum period that a student can be educated in a special class are generally the same as those for mainstream primary and post-primary classes.

Relevant parents are informed by the SENO and school of the location of special classes that have places available. Parents should also be informed that enrolment of their child will be subject to the particular school's enrolment policies.

7.0.8. Exceptional Cases

The Board of Management of Glanmire Community College reserves the right to refuse enrolment, to rescind an offer of enrolment or current enrolment to any student, in exceptional cases. Such an exceptional case could arise where either:

- The child has special needs such that, even with additional resources available from the Cork Education Training Board, the school cannot meet such needs and/or provide the student with an appropriate education, or
- In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASSES

Glanmire Community College has a Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered.

Where the Special Class in Glanmire Community College is not oversubscribed, all Students 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 4.7 and 4.8.

In line with section 4.8, where the Special Class in Glanmire Community College is 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 section 4.7.

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 Glanmire Community College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

7.1.2 Selection criteria in order of priority:

Applications to the Special Class 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:

1. Siblings of students who are attending or who have attended Glanmire Community College.
2. Students, whose parent previously attended Glanmire Community College, and attend one of the primary schools listed as a Feeder Primary School in this policy document (to a maximum of 25% of the places available). (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
3. Students who are the children of current staff members or current members of the Board of Management.
4. Students who are the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in this policy document. (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
5. Students who are not the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in this policy document. (Please refer to the Glossary of terms for the names of our Feeder Primary Schools).
6. All other applicants.

7.1.3 Selection process:

Glanmire Community College 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 against 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, [XX School] will apply a random lottery 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 Glanmire Community College after the closing date published by Glanmire Community College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

Where Glanmire Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Glanmire Community College, 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 Glanmire Community College but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

7.1.6 Acceptance of a place:

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 offered a place in Glanmire Community College;
- 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 on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 7.1.4 above.

7.2 APPEALS

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must 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 Glanmire Community College. Please email gmirecol@glanmirecc.ie. Such an appeal must be brought within fourteen 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 Glanmire Community College 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 Glanmire Community College. Please email gmirecol@glanmirecc.ie. Such an appeal must be brought within fourteen 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 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.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under Section 29 of the Education Act 1998.

This policy was ratified by the GCC Board of Management on ***24 September 2020***

A handwritten signature in black ink on a light background. The signature reads "Aida Shulligta" in a cursive, flowing script.

[Chairperson of the Board of Management]

Appendix A
Procedures for conducting a Lottery

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

1. Applications will be divided into categories based on the criteria for allocation of places stated in the policy.
2. Starting with category Number 1, places will be offered to applicants. Where there are sufficient places to offer all applicants who qualify under category Number 1 a place, this will be done and the process of offering places will move on to criterion number 2.
3. The process outlined above will be repeated for the subsequent categories until the process reaches a category where the remaining number of places available is less than the number of applicants within this category.
4. Where the remaining number of available places is less than the total number of applicants within a category, the remaining places will be offered by means of a lottery involving all the applicants within this category.
5. When all available places have been allocated, the remaining applicants within the category will be placed on a waiting list in rank order based on the lottery.
6. The process of placing applicants on the waiting list in rank order will then be repeated for each subsequent category until all unsuccessful applicants have been allocated a place on the waiting list.
7. The waiting list will be recorded on school headed paper and the record will be signed in the presence of the Board of Management by the Chairperson of the Board of Management and the independent observer.