



The annual review of the GCC Admissions Policy was approved at our Board of Management meeting on Monday 31 August 2026

Glanmire Community College Mission 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."

Glanmire Community College was established in 1997 and is a Designated Community College under the trusteeship of the Cork Education and Training Board. Cork ETB is the patron of the school. The Diocese of Cork and Ross is a co-trustee.

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

- Excellence in Education
- Care
- Equality
- Community
- Respect

Glanmire Community College Admissions Policy

The Glanmire Community College [GCC] Admissions Policy was reviewed and updated at the GCC Board of Management meeting on Monday 31 August 2026

Parents are asked to note that a decision on an application for admission will be based on:

1. the implementation of this policy
2. the information set out in the annual Admission Notice of the school
3. 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 Admissions Policy.

Glanmire Community College will consider the offer of a place to every student seeking admission to the school, unless one of the following applies:

1. The parent fails to confirm in writing that s/he accepts the student Code of Behaviour and that he/she shall make all reasonable efforts to ensure compliance with such code by the student.
2. 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 and/or the required NCSE eligibility letter.

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. Applicants are asked to note that Glanmire Community College has a maximum enrolment of 1100 students and has been oversubscribed on an annual basis since 2016.

Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out 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, subject to the provisions regarding the Special Class set out below.

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.

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 under-utilised.

GCC Admissions Process - Key Dates

- Thursday 1 October 2026: Applications can only be made through the link on the school website
- Thursday 22 October 2026: The closing date for receipt of completed applications. All applications received after this date are considered late applications
- Monday 19 October 2026: GCC Board of Management meeting

- Wednesday 4 November 2026: All applicants to the First-Year Group and/or Special Class will be notified of an offer of a place or refusal of admission.
- Wednesday 18 November 2026: Successful applicants to the First-Year Group and/or Special Class must confirm their acceptance of an offer of admission by completing and returning the Acceptance Form.
- Monday 7 December 2026: GCC Subject Option Information Seminar
- Saturday 6 February 2027: Assessment of Incoming 1st Years

Selection Criteria in Order of Priority

Glanmire Community College will apply the following criteria to prioritise admission to 1st Year and all other Year Groups:

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 (see list below) in our enrolment policy document (to a maximum of 25% of the places available).
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 our enrolment policy document (see list below).
5. Students who are not the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in our enrolment policy document (see list below).
6. All other applicants

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

Glanmire Community College - List of Feeder Primary National Schools

The following primary national schools (listed in alphabetical order) are considered feeder schools for Glanmire Community College:

1. Bishop Ahern NS Leamlara
2. Brooklodge NS, Scoil Chill Ruadhain, Brooklodge, Glanmire
3. Gaelscoil Ui Drisceoil NS; Dunkettle, Glanmire
4. Glounthaune NS, Scoil Náisiúnta an Chroí Naofa; Glounthane
5. Knockraha NS, Scoil Mhuire; Knockraha
6. Little Island NS, Scoil Inse Rátha; Little Island
7. New Inn NS, Scoil Ghleanna Maghair Íochtaraigh; New Inn, Glanmire
8. Riverstown NS, Scoil Naomh Iosaf; Riverstown, Glanmire
9. Upper Glanmire NS, Scoil Naomh Micheál; Upper Glanmire, Whites's Cross
Watergrasshill NS, Chocán na Biolraí; Watergrasshill

Application Procedures and Timelines

Closing date for the receipt of applications: Each year the GCC Board of Management will decide on a closing date for the receipt of applications into first year and all other year groups for the following school year. The closing date is usually in mid to late October. 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.

The number of students enrolled in 1st Year is set annually by the GCC 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 maximum class size directives and health and safety requirements
- The availability of specialist classrooms
- The availability of adequate space in areas such as corridors, social areas etc.

- Availability of grants and teaching resources provided by Cork ETB.
- The ability of the college to cater for the educational needs of children

GCC School Website: Parents of all applicants are advised to visit the school website www.glanmirecc.ie and to familiarize themselves with the school, our admissions policy and our enrolment process including the closing date for applications.

Primary School Visits: In the period September to October of each year, the Principal and/or Deputy Principal of GCC may make a request to visit the named feeder primary schools in our Admissions policy. With the permission of the principal of the primary school, a presentation about Glanmire Community College may be given to 5th & 6th class pupils. Please note only 6th class pupils can apply to the school.

Continuing over subscription for places in Glanmire Community College has resulted in the school being consistently 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.

Open Evening: An Open Evening at the school 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 as required) 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, co-curricular and extra-curricular programmes that the school offers.

Access to Application Form: For all students, an application can only be made by means of an online application which can only be accessed on our school website www.glanmirecc.ie. If assistance is needed accessing the link please email glanmirecc@corketb.ie. The Principal and/or Deputy Principal will be available to speak with parents of prospective students to answer any questions about the school.

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.

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. Once this step is completed your child is now enrolled in Glanmire Community College.

GCC Student Development Fund

The GCC Student Development Fund allows us to maintain many of the supports we currently provide to our students. These include school buses, servicing of equipment, Junior & Leaving Certificate Pre-Exams, Staff CPD, Transition Year Activities, ICT maintenance and upgrades, student insurance, building repairs, school counselling, contract cleaning, wellbeing activities, print management, health and safety work, awards ceremonies and upgrading of school facilities.

In January 2027, parents of incoming 1st Year students will be contacted by the school and requested to pay the €300 contribution to the Student Development Fund. This annual voluntary contribution can be paid by cheque, postal order, or bank draft made payable to 'Cork ETB'. Please note we cannot accept cash as a means of payment. We kindly ask that this payment is made before the end of January in advance of the entrance assessment in early February. 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. We

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 after the 31st of January, the €300 paid towards the student development fund will not be refunded and cannot be transferred to another student or another school.

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.

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 our 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.

Admission Provisions for ASD Special Classes in Glanmire Community College

ASD Programme Mission Statement: The development of an Autistic Spectrum Disorder (ASD) programme in Glanmire Community College 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.

Glanmire Community College has 4 Special Classes established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders. The GCC ASD programme can enrol a maximum of 24 students.

The admissions criteria applied to the GCC ASD special classes are the same as the criteria for applications to the mainstream school with three additional conditions:

1. Applications must be 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.
2. Students must have a written recommendation for placement in an ASD special class in a mainstream secondary school setting. Students without such a recommendation are not eligible.
3. Students must have a letter of eligibility from the NCSE.

GCC ASD Programme Key Principles

- *GCC* will only consider applications to the ASD programme from students whose needs fall within the category of special educational needs provided for by the Special Class and enrol students whose educational needs can be met by the available model
- *GCC* will give priority in the admissions policy to students applying to the ASD programme who are already enrolled in the *GCC*
- After current *GCC* students, priority will be given to applications for enrolment into 1st Year of the ASD 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 the said student requires a level of support that can only be provided by participation in our ASD programme.
- 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.
- There is an expectation that the student can follow the school's Code of Behaviour.

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 review by the school. This review will be on an ongoing basis but at a minimum, a review will take place once a year. 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 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 better supported in a different setting, for example, a mainstream class placement in *GCC* or another school, a special school, national learning network etc.

In cases where the school considers that a student would benefit more from a place outside the GCC ASD Programme, this will be discussed with parents and referred to the SENO and/or the relevant ASD service for review to assess suitability for continuing in the programme. The final decision regarding the placement rests with the GCC Board of Management.

Where the change involves a move to a different school or educational setting, parents should apply to enrol their child in the new school/setting 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 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.

Procedures for Conducting a Lottery

In the instance where the number of applicants places exceeds the number of places in the school, a lottery will take place. Applications will be divided into categories based on the criteria for allocation of places stated in the policy. 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. Applicants will be placed on the waiting list in rank order, and all unsuccessful applicants must be allocated a place on the waiting list.

Appeals

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 for it to be reviewed by the board of management of

Glanmire Community College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit.

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 first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office for it to be reviewed by the Board of Management of Glanmire Community College. Such a review must be sought by the applicant within twenty-one calendar days of the school's decision to refuse to admit.

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

Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website.

As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

Signed:  [Chairperson GCC BOM]

Date: Monday 31/8/2026