

Admissions Policy

Coláiste Pobail Acla

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

INTRODUCTION TO COLÁISTE POBAIL ACLA

School Mission

At Coláiste Pobail Acla we strive to motivate our school community to realise its full potential academically, spiritually, physically and emotionally in a safe, supportive environment.

We promote inclusivity and equality among all our stakeholders. Our school community does not discriminate on the grounds of; gender, marital or family status, sexual orientation, religion, age, disability, race or membership of any ethnic minority.

Vision

At Coláiste Pobail Acla we build on past traditions, affirm current good practices, and encourage innovation. We work to create an environment where all members of the school community feel safe, protected and supported; a place where learning and teaching is enjoyed; an environment where hard work, participation and contribution is rewarded.

We expect tolerance, respect, politeness, courtesy and cooperation for all members of our school community. Our school endeavours to create a stimulating learning environment where academic study and intellectual pursuits are cherished and valued. We want our students to be questioning, reflective young people who can appropriately use their knowledge to understand, interpret and interact in today's world.

Brief History and Context of Coláiste Pobail Acla

Coláiste Pobail Acla opened on Sept. 1st, 2011, following the amalgamation of McHale College (a vocational school under Mayo VEC) and Scoil Damhnait (a lay voluntary secondary school). The amalgamation was announced on Dec. 8, 2009 following discussions between the Department of Education and Skills, Dr. Katie Sweeney, CEO, Mayo VEC and Ms. Máire Sweeney (on behalf of herself and the late Sheila Sweeney, as patrons of Scoil Damhnait).

A Steering Committee was established and operated during 2010/2011 to lead and guide the set-up of the new school. Towards the end of 2010/2011 an Interim Board of Management for Coláiste

Pobail Acla was set up. The function of this Board was to oversee the management of the school on an interim basis until a full Board could be established once the school opened.

Coláiste Pobail Acla officially opened its doors on Sept. 1, 2011 with Mr. Barry Kilgannon as Principal and Ms Anita Gallagher as Deputy Principal. The official opening of the new extension to the school, the ASD Unit and the MUGA AstroTurf Facility took place on March 1, 2013.

The period of transition and amalgamation was a time of major change in education in Achill for all involved. It was a period of promise and potential opportunity, not without its challenges and concerns. The fact that the transition was achieved over a short period of time (2 years) indicates the level of cooperation and teamwork committed to it. The school is now 9 years in operation and is proudly carrying on the traditions and standards of its predecessors in offering a quality education for the young people of Achill and its hinterland.

School Profile

Coláiste Pobail Acla is a designated community college within the scheme of Mayo Sligo Leitrim ETB serving the catchment area of Achill, Mulranny, Currane and Ballycroy. The school is located on the campus of the former McHale College. In September 2012 a new extension was opened consisting of four general classrooms, offices and an ASD unit.

Coláiste Pobail Acla is a co-educational community college with DEIS status, that delivers tuition in academic and vocational subjects. The programmes available in Coláiste Pobail Acla include Junior Cycle Student Award (JCSA), Junior Cycle Schools Programme (JCSP), Transition Year (TY) and Leaving Certificate Vocational Programme (LCVP). The ASD unit caters for students with extra needs and provides a blended curriculum of mainstream classes and adapted classes.

Our school ethos places caring for and nurturing students at the forefront of what we do. The school's atmosphere is based around the key values of respect for others and encouragement of others in their pursuits. Recognition is given to students' individual strengths and capabilities. Our belief is that this characteristic spirit will allow our students to thrive and achieve their potential.

Coláiste Pobail Acla has a proven record of academic achievement. There is a heavy emphasis placed on teaching and learning and providing methods of instruction that meet the needs of our learners. Central to this is the commitment of our teaching staff who continually engages in professional development. They adapt their skillset and teaching methodologies when working with students to encourage and inspire them.

Location, Catchment Area and Feeder Schools

Coláiste Pobail Acla is located in Polranny, Achill; situated on the mainland side of the Michael Davitt Bridge that serves Achill Island. The school serves a large catchment area that encompasses both island national schools and those on the mainland.

The feeder national schools include:

1. Dooagh N.S.	2. Dookinella N.S.
3. Achill Sound N.S.	4. Tonragee N.S.
5. The Valley N.S.	6. Mulranny N.S.
7. Newport N.S.	8. Saula N.S.
9. Drumgallagh N.S.	10. Scoil Naomh Bríd

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PART A

General Information for All Applicants

- 1. Glossary of terms***
- 2. Admission Statement***
- 3. Legal Framework***
- 4. General Admission Provisions (for all Applicants)***

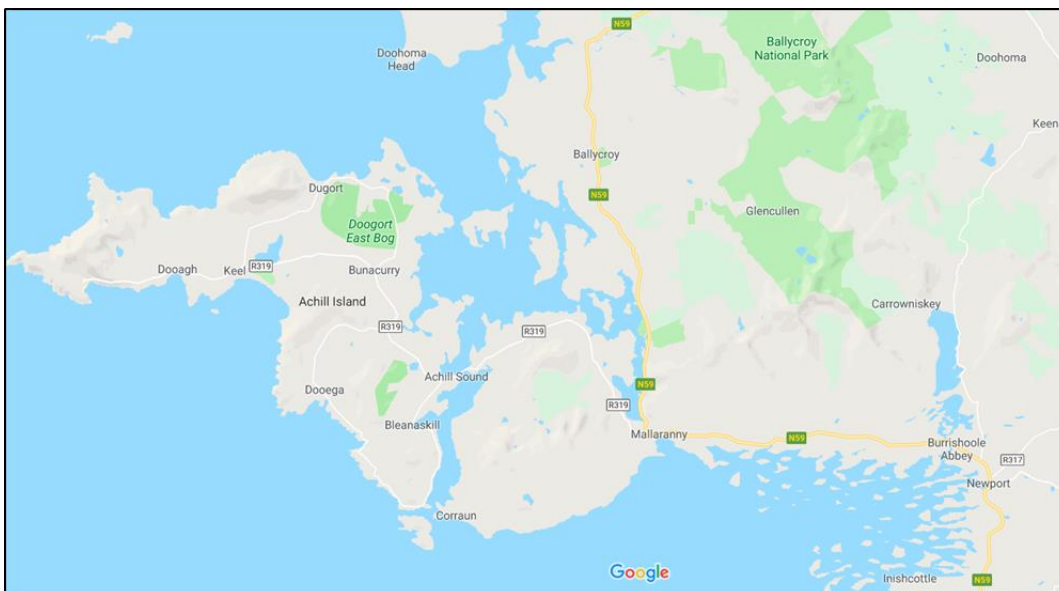
1 GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Coláiste Pobail Acla

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that an application or acceptance of offer makes him/her a student of Coláiste Pobail Acla; a person is only regarded as a student of Coláiste Pobail Acla once s/he is enrolled on his/her first day of attendance.

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

‘Catchment Area’ refers to the designated residential area for application to [all classes other than the Special Class in] Coláiste Pobail Acla in respect of the person on whose behalf the application is being made. The catchment area for Coláiste Pobail Acla is defined as: Achill, Mulranny, Ballycroy and Newport.



‘Catchment Area for the Special Class’ refers to the designated residential area for application to the Special Class within Coláiste Pobail Acla in respect of the person on whose behalf the application is being made.

‘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 Coláiste Pobail Acla. The feeder primary schools for Coláiste Pobail Acla are:

1. Dooagh N.S, Dooagh, Achill Co. Mayo
2. Dookinella N.S, Dookinella, Achill, Co. Mayo
3. Achill Sound N.S, Polranny, Achill, Co. Mayo
4. Tonragee N.S, Tonragee, Achill, Co. Mayo
5. The Valley N.S, The Valley, Achill, Co. Mayo
6. Mulranny N.S, Mulranny, Westport, Co. Mayo
7. Saula N.S, Saula, Achill, Co. Mayo
8. Drumgallagh N.S, Drumgallagh, Ballycroy, Co. Mayo
9. Scoil Naomh Bríd, Ballycroy, Co. Mayo
10. Newport N.S, Newport, Co. Mayo

‘Sibling’ 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, step-siblings and students who reside in the same household.

‘Special Class’ means a class that has, with the approval of the Minister of Education 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 . Coláiste Pobail Acla has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

‘Relevant Report’, as advised by the Department of Education and Skills and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

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

2 ADMISSION STATEMENT

ETB schools are state, co-educational, multid denominational schools underpinned by the core values of:

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



As the state provider of education, the ETB sector defines a 'multidenominational' school in the following way:

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

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

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

Accordingly, Coláiste Pobail Acla 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, as Coláiste Pobail Acla provides an education exclusively for special educational need in our Special Class ASD Unit, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational needs.

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

3 LEGAL FRAMEWORK

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

The board of management of Coláiste Pobail Acla 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 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

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

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a **particular** religion or denomination for pupils of that religious tradition.

Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

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

Coláiste Pobail Acla will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Coláiste Pobail Acla will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4 GENERAL ADMISSION PROVISIONS

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Coláiste Pobail 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 Coláiste Pobail Acla **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;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school.

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

Coláiste Pobail Acla **will consider** the offer of a place to every Student seeking admission to the school, **unless 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 Coláiste Pobail Acla 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 Class

PART B

Information for Specific Categories of Applicants

- 5. Application to the First-Year Group***
 - 6. Application to All Year Groups Other Than First-Year***
 - 7. Application to the Special Class***
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SECTION 5

APPLICATION TO THE FIRST-YEAR

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year Group)

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

5.2 Appeals

- 5.3.1. Appeal where refusal was due to oversubscription
- 5.3.2. Appeal where refusal was for a reason other than oversubscription
- 5.3.3. Basis for appeal

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Coláiste Pobail Acla 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. If the student is also applying for a place in the mainstream First-Year Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Pobail Acla 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 an application is made on behalf of a student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the student was successful.

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

5.1.2 Selection criteria

Coláiste Pobail Acla will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 If the Student attends one of our Feeder Schools;
- 5.1.2.2 If the Student resides in the Catchment Area;

See section 7 for selection criteria applicable to admission to special class.

5.1.3 Selection process

Coláiste Pobail Acla will apply the selection process as follows:

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

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

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

5.1.4 Late Applications

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

Where Coláiste Pobail Acla is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7 and 4.8..

Where Coláiste Pobail Acla 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.

5.1.3 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Pobail Acla 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.

5.1.4 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.

5.1.5 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:

- 5.1.6.1. The reasons that the Student was not offered a place in Coláiste Pobail Acla;
- 5.1.6.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.6.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.6.4. 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, 4.8 an offer of admission may not be made where:

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

5.1.6 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

- 5.1.7.2. 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
- 5.1.7.3. 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.

5.1.7 Appeals

For information relating to an Applicant's right to appeal a decision of Coláiste Pobail Acla regarding admission to the First-Year Group, see section 5.3.

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, for it to be reviewed by the Board of Management of Coláiste Pobail Acla, Polranny, Achill, Co. Mayo. Phone number 098-45139 email: info@cpacla.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 Coláiste Pobail Acla 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, for it to be reviewed by the Board of Management of Coláiste Pobail Acla. 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 appeal:

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

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

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

6.2 Appeals

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

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

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

A Student applying for admission to a year-group other than First-Year but seeking admission to the Special Class should see section 7 of this Admission Policy. If the student is also applying for a place in the mainstream year group other than First-Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Pobail Acla 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 an application is made on behalf of a student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the student was successful.

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

Where the Transition Year Programme or Leaving Certificate Applied (LCA) in Coláiste Pobail Acla is oversubscribed, a Student applying for admission to such programmes in the relevant year group, will subject to this policy, be placed on a waiting list compiled (annually) by the school. This will contain the names of students enrolled in the school who have been placed on an internal waiting list for this programme.

6.1.2 Selection Criteria

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

6.1.2.1. If the Student resides in the catchment area

6.1.2.2. If the Student attended one of our Feeder Schools.

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

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

6.1.3. Selection Process

Coláiste Pobail Acla will apply the selection process as follows:

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

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

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

6.1.4 Late Applications:

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

Where Coláiste Pobail Acla is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7 and 4.8.

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

6.1.5. Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Pobail Acla but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This

process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

6.1.6. Acceptance of a place:

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

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

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

6.1.7. Refusal:

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

- 6.1.7.1 The reasons that the Student was not a offered a place in Coláiste Pobail Acla,
- 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, 4.8 an offer of admission may not be made where:

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

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

6.1.8.1 The information contained in the application is false or misleading in a material respect, or

6.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

6.1.8.2. 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.

6.19. Appeals:

For information relating to an Applicant's right to appeal a decision of Coláiste Pobail Acla 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 Coláiste Pobail Acla at Polranny, Achill, Co. Mayo Phone 098-45139 or email info@cpacla.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 Coláiste Pobail Acla 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 Coláiste Pobail Acla. 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 appeal:

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

SECTION 7

APPLICATION TO THE SPECIAL CLASS

7 APPLICATION TO THE SPECIAL CLASS

7.1 Admission Provisions for the Special Class

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

7.2 Appeals

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

7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS

Coláiste Pobail Acla 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. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within 12 months immediately preceding the Student's application to the Special Class.

Where the Special Class in Coláiste Pobail Acla 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, 4.8.

7.1.1 Oversubscription:

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

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

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

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

For clarity, even if a place becomes available in a given mainstream year group, if there is a waiting list for that year group, the Students on that list have first refusal at the place in the year group irrespective of any matters relating to the Special Class.

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

7.1.2 **Selection criteria**

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:

- 7.1.2.1** If the Student resides in the catchment area
- 7.1.2.2** The greatest level of educational need, as determined by the Principal in consultation with the NCSE and/or NEPS, having considered the Relevant Report in respect of the Child

7.1.3. Selection process:

Coláiste Pobail Acla will apply the selection process as follows:

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

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

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

7.1.4 Late applications:

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

Where Coláiste Pobail Acla is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed

on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7 and 4.8.

Where Coláiste Pobail Acla is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Pobail Acla, subject to sections 4.7, 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 Coláiste Pobail Acla but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the Special Class 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 Coláiste Pobail Acla;
- 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, 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 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 Coláiste Pobail Acla at Polranny, Achill, Co. Mayo Phone: 098-45138 Email info@cpacla.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 Coláiste Pobail Acla 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 Coláiste Pobail Acla. 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 appeal:

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

Declaration

This Coláiste Pobail Acla Policy was formed following consultation with all staff, members of the Board of Management, Parents/Guardians and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of Coláiste Pobail Acla on: _____

Signed: _____

Date: _____

Mrs Bina Munnelly

Chairperson of the Board of Management

Signed: _____

Date: _____

Mr. Paul Fahy

Board Secretary & School Principal (Acting)