



**Coláiste Pobail Charraig Thuathail**  
**CARRIGTWOHILL COMMUNITY COLLEGE**



# **POLICY FOR ADMISSION TO SCHOOL**

## **CARRIGTWOHILL COMMUNITY COLLEGE**

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 college 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 Carrigtwohill Community College is responsible for the implementation of this Admission Policy.

[Admissions Policy approved by Board of Management on 17<sup>th</sup> September 2024]

## INTRODUCTION TO CARRIGTWOHILL COMMUNITY COLLEGE

---

*Carrigtwohill Community College is a community of learning and teaching where all members have the opportunity, and are expected, to reach their potential, where talents are nurtured, and positive relationships fostered through mutual respect.*

Established in August 2016, Carrigtwohill Community College is a co-educational designated Community College under the patronage of Cork Education & Training Board and under the trusteeship of The Diocese of Cloyne. As a Community College, the concept of ‘community’ is central to the philosophy and ethos of the college and our primary aim is to create an environment where each person feels accepted, valued and cherished as an individual, regardless of ability, background or the beliefs to which they may subscribe. Carrigtwohill Community College is committed to the academic, social, moral and intellectual development of each boy and girl. The college provides a safe, caring, inclusive and happy Christian environment that promotes quality teaching and learning in an atmosphere of mutual respect and tolerance. The college has a Catholic ethos but is open to, and welcomes, students of all denominations and none. An inclusive environment in which Christian values are fostered and all faiths are welcomed is central to the beliefs underpinning this ethos.

The school is located on a greenfield site in Carrigtwohill village. The new, state-of-the-art building has every facility needed to provide a well-rounded education to include outdoor activity space and fully equipped art, music, metalwork, multi-media, home economics, prayer room, playing courts, technical graphics, engineering, construction, technology, sports hall, science rooms. It is also an iPad school so that students are not required to carry heavy bags whilst also experiencing new and exciting ways of learning. Students are exposed to a wide range of subjects and opportunities with a taster programme in place in first year to facilitate the sampling of all subjects on offer. Students are expected to work hard to reach their potential and are supported by their teachers, who work equally hard, to achieve this. There is also a broad range of extra-curricular activities to assist personal and social development whilst boosting self-esteem.

# TABLE OF CONTENTS

## **PART A – *General Information for All Applicants***

1. Glossary of Terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions

## **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 Classes

# **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 Carrigtwohill 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 an application or acceptance of offer makes him/her a student of Carrigtwohill Community College; a person is only regarded as a student of Carrigtwohill Community College once s/he is enrolled on his/her first day of attendance.

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

**‘Gender’**, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male and the other is female*”. This does not prejudice any student who is intersex or identifies as androgynous/androgynous, bigender, demi gender, gender fluid, genderqueer, multigender, neutrois, non-binary, transgender, transsexual or otherwise.

**‘Catchment Area’** refers to the designated residential area for application to all classes in Carrigtwohill Community College in respect of the person on whose behalf the application is being made. The catchment area for Carrigtwohill Community College is defined as the area within the boundaries marked on the map (see Appendix 1), from the middle of the road where applicable, and applies to the family residence of the student for whom the application is being made.

**Catchment Area for the Special Classes** refers to the designated residential area for application to the Special Classes within Carrigtwohill Community College in respect of the person on whose behalf the application is being made. The catchment area for the Special Classes within Carrigtwohill Community College is defined as the area within the boundaries marked on the map (see Appendix), from the middle of the road where

applicable, and applies to the family residence of the student for whom 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 Carrigtwohill Community College. The feeder primary schools are divided into two groupings with Grouping 1 having a priority over Grouping 2. Within Grouping 1, schools are listed in alphabetical order and are of equal weighting:

Grouping 1:

- 1.1. Carrigtwohill Community National School, Carrigtwohill
- 1.2. Scoil Chlochair Mhuire National School, Carrigtwohill
- 1.3. Scoil Mhuire Naofa, Carrigtwohill

Grouping 2:

- 2.1 Bishop Ahern National School, Leamlara

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 stepsiblings.

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

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

**‘Special Class’** means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister of Education. Carrigtwohill Community College currently has three Special Classes, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders.

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

- a. provides detailed evidence of the student’s needs,
- b. confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the student, and
- c. makes a recommendation for a Special Class placement for the student on the basis of his/her complex/severe educational needs arising from said diagnosis.

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

**‘First year’** means the intake group of students for the most junior class or year in a school.

## **2 ADMISSION STATEMENT**

---

Carrigtwohill 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 Cloyne in the organisation and management of the Community College on an ongoing basis.

Carrigtwohill Community College was established in 2016 in a spirit of partnership between Cork ETB and the Bishop of the Diocese of Cloyne. The inherited traditions, values and founding intentions of Cork ETB and the Diocese of Cloyne remain enshrined in the characteristic spirit and in the life of our college. Our college is a state, co-educational, Catholic college underpinned by the core values of:

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

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 college'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.

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 college, all students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act 2018. Once enrolled, our college strives to provide all our students with equal opportunities to engage with the curriculum and school life. Carrigtwohill 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 college 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.

Accordingly, Carrigtwohill Community College shall not discriminate in its admission of a student based on the following grounds:

- a. Gender of the student or applicant
- b. Civil status of the student or applicant
- c. Family status of the student or applicant
- d. Sexual orientation of the student or applicant
- e. Religion of the student or applicant
- f. Disability of the student or applicant
- g. Race of the student or applicant
- h. The student's or applicant's membership of the Traveller community
- i. Special educational needs of the student or applicant. However, as the school provides education exclusively for a category or categories of special educational needs in a Special Class, it is not discriminatory to refuse to admit to that class a student who does not have the specified special educational needs.

Carrigtwohill 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 Carrigtwohill 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.

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

Parents or students over the age of 18 who wish to opt-out of *religious education* must make a written submission to the Principal in the first instance. The submission should outline reasons why the opt-out is being requested. The Principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the following way: the student will remain in the class and can study texts of their own faith or another subject at that time. Homework cannot be completed at that time.

Carrigtwohill Community College 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.

Carrigtwohill Community College will comply with any direction served on the patron or the Board, as the case may be, under Section 37A and any direction served on the Board under Section 67 (4B) of the Education Act.

## 4 GENERAL ADMISSION PROVISIONS

---

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

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

In processing an application Carrigtwohill 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 providing education exclusively to students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a student's parent(s);
- 4.4 A requirement that a student or his or her parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the student concerned attending, or having 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

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

- 4.7 The parent fails to confirm in writing that s/he accepts the student Code of Behaviour, and he/she shall make all reasonable efforts to ensure compliance with such code by the student
- 4.8 The student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class.

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

- i. That a suitable place does not exist in the year group or in core or option classes
- ii. That the school cannot offer the student the subject(s) or programme requested by the student and the student is not willing to change to the programme/subject(s) available in the college
- iii. That the student has been expelled from another post-primary school

Applications will be divided into categories based on the criteria for allocation of places stated in the policy. In the instance where the number of applicants for a place exceeds the number of places in the college, the following procedure should apply.

- i. Starting with category 1, where there are sufficient places to offer a place to all applicants who qualify under category 1, this will be done, and the process of offering places will move on to criterion 2.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.

The Board of Management will oversee this process. The allocation of places will be conducted in the presence of an independent observer.

Section 5 of this policy addresses the selection criteria and other matters related to the admission provisions for the first-year group.

Section 6 of this policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than first year.

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

# **PART B**

## ***Information for Specific Categories of Applicants***

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

# **SECTION 5**

## **APPLICATION TO THE FIRST-YEAR GROUP**

---

### **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. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals

#### **5.2 Appeals**

- 5.2.1 Appeal where refusal was due to oversubscription
- 5.2.2 Appeal where refusal was for a reason other than oversubscription
- 5.2.3 Basis for a review by the Board of Management



## **5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)**

---

Where Carrigtwohill Community College is not oversubscribed, all students will be offered a place, subject to sections 4.7, 4.8 and 4.9.

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 Carrigtwohill Community College is in a position to offer further places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list subject to the provisions of section 7.1.1 regarding the Special Classes.

For the avoidance of doubt, if a student does not receive a place in the college 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 college 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 a 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 college is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether a student is admitted to the school.

### **5.1.2    Selection criteria in order of priority**

Carrigtwohill Community College will apply the following criteria for admission to the first-year group:

- 5.1.2.1    Siblings of current/former student(s) of Carrigtwohill Community College
- 5.1.2.2    Children of current staff members of Carrigtwohill Community College
- 5.1.2.3    Students from feeder primary schools listed in Grouping 1 i.e. 1.1, 1.2, and 1.3 who have been enrolled there for at least one full academic year and are the eldest in their family (unless where older children in the family commenced post-primary education prior to the establishment of Carrigtwohill Community College in 2016)
- 5.1.2.4    Students from feeder primary schools listed in Grouping 1 i.e. 1.1, 1.2, and 1.3 who have been enrolled there for at least one full academic year and are not the eldest in their family
- 5.1.2.5    Students from the designated catchment area as per map in the Appendix who are the eldest in their family (unless where older children in the family commenced post-primary education prior to the establishment of Carrigtwohill Community College in 2016)
- 5.1.2.6    Students from the designated catchment area as per map in the Appendix who are not the eldest in their family
- 5.1.2.7    Students from feeder primary school listed in Grouping 2 i.e. 2.1 who have been enrolled there for at least one full academic year and are the eldest in their family (unless where older children in the family commenced post-primary education prior to the establishment of Carrigtwohill Community College in 2016)
- 5.1.2.8    Students from feeder primary school listed in Grouping 2 i.e. 2.1 who have been enrolled there for at least one full academic year and are not the eldest in their family
- 5.1.2.9    All other students who are the eldest in their family (unless where older children in the family commenced post-primary education prior to the establishment of Carrigtwohill Community College in 2016)
- 5.1.2.10   All other students who are not the eldest in their family

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

### **5.1.3     Selection process**

Carrigtwohill 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 college 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 college. 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, Carrigtwohill Community College 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 a Special Class is/are given to student(s) from that year group, *i.e.* the selection process for a 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 a Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced<sup>1</sup>.

### **5.1.4     Late applications**

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

Where Carrigtwohill 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 college before the closing date for applications.

---

<sup>1</sup> This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: *“A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated.”*

Such late applications will be placed on the waiting list in accordance with the date and time they were received by the college, subject to sections 4.7, 4.8 and 4.9.

Where Carrigtwohill Community College is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within the college, subject to sections 4.7, 4.8 and 4.9, and the same process as applies to applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the applicant for completion and must be returned to the college 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 Carrigtwohill Community College but does not accept the offer, or the college 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. This process will continue until all places within the college 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 college.

The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the college's Admission Notice, or within 2 weeks of issuing by the college 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 college by the date set out in the college's Admission Notice, or within 2 weeks of issuing by the college 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 college place, the applicant will be provided in writing with:

- 5.1.7.1. the reasons that the student was not offered a place in Carrigtwohill 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, 4.8 and 4.9, 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 college for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. an applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and
  - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the college, the student on whose behalf the application was made shall lose his/her place for that academic year. If the applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that student and shall be treated as a late application in line with section 5.1.4 above.

### **5.1.9 Appeals**

For information relating to an applicant's right to appeal a decision of Carrigtwohill 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 first request a review by the Board of Management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the Board of Management of Carrigtwohill Community College. Such a review must be sought by the applicant within twenty-one calendar days of receipt by the applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [carrigtwohillcc@corketb.ie](mailto:carrigtwohillcc@corketb.ie).

If an applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' 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.

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

An applicant who was refused admission to Carrigtwohill 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 and on the school's website, for it to be reviewed by the Board of Management of Carrigtwohill Community College. Such a review must be sought by the applicant within twenty-one calendar days of receipt by the applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing carrigtwohillcc@corketb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the Board of Management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' 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 may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an applicant who seeks a review by the Board of Management is not satisfied with the decision of the Board of Management, that applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **5.2.3 Basis for a review by the Board of Management:**

As required by section 29C(2) of the Education Act 1998, any request for the Board of Management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to 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. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer
- 6.1.9. Appeals

#### **6.2 Appeals**

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for a review by the Board of Management



## **6.1 ADMISSION PROVISIONS (OTHER THAN FIRST YEAR)**

---

Where Carrigtwohill Community College is not oversubscribed, all students will be offered a school place, subject to sections 4.7, 4.8 and 4.9. A student applying for admission to a year group other than First Year but seeking admission to a 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 a Special Class, this section 6 is also applicable.

Students who wish to transfer to Carrigtwohill Community College should apply to the college between 01 March and 01 April of the year prior to the September the student wishes to begin in the school. Applications after 01 April will be deemed late applications. Should a place be available, the student will be offered a place. Otherwise, the student will be placed on a waiting list that will be valid until the end of the school year for which the application is being made.

### **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 Carrigtwohill Community College is in a position to offer further places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list subject to the provisions of section 7.1.1 regarding the Special Classes.

For the avoidance of doubt, if a student does not receive a place in the college 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 college 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 a 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 college 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 college.

Where the Transition Year Programme in Carrigtwohill Community College is oversubscribed, a student applying for admission to such programme, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which 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 in order of priority**

Carrigtwohill Community College will apply the following criteria for admission to a year group other than first year:

- 6.1.2.1        Students of current/former sibling(s) of Carrigtwohill Community College
- 6.1.2.2        Students whose parents are current staff members of Carrigtwohill Community College
- 6.1.2.3        Students who have moved into the catchment area and who do not have an offer of a placement in a school in the area.
- 6.1.2.4        All other students

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

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

#### **6.1.3    Selection process**

Carrigtwohill 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 college 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 college. 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, Carrigtwohill Community College will apply a random lottery to assign any available places in the college, 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<sup>2</sup>.

#### **6.1.4 Late applications:**

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

Where Carrigtwohill 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 college before the closing date for applications, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7, 4.8 and 4.9. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

---

<sup>2</sup> This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: *“A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated.”*

Where Carrigtwohill Community College is not oversubscribed *i.e.* there is no waiting list, and it receives a late application, the student seeking admission will receive an offer of a place within Carrigtwohill Community College, subject to sections 4.7, 4.8 and 4.9 and the same process as applies to applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the applicant for completion and return to the school within 2 weeks of issue.

#### **6.1.5    Second/third-round offers of a place**

Where a student is in receipt of an offer of a place within Carrigtwohill Community College but does not accept the offer, or the college 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. This process will continue until all places within the college 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 college.

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 college if it is a late application or if it is a second/third-round offer. This includes indicating whether s/he has applied for and is awaiting confirmation of an offer of admission from another college.

Failure to fully complete and return the Acceptance Form to the college by the date set out in the School Admission Notice, or within 2 weeks of issuing by the college 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 offered a place in Carrigtwohill 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, 4.8 and 4.9, 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 college 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 college, the student on whose behalf the application was made shall lose his/her place for that academic year. If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application in line with section 6.1.4 above.

#### **6.1.9    Appeals:**

For information relating to an applicant's right to appeal a decision of Carrigtwohill 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 first request a review by the Board of Management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the Board of management of Carrigtwohill Community College. Such a review must be sought by the applicant within twenty-one calendar days of receipt by the applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing carrigtwohillcc@corketb.ie.

If an applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' 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.

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

An applicant who was refused admission to Carrigtwohill 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 and on the school's website, for it to be reviewed by the Board of Management of Carrigtwohill Community College. Such a review must be sought

by the applicant within twenty-one calendar days of receipt by the applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [carrigtwohillcc@corketb.ie](mailto:carrigtwohillcc@corketb.ie). (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the Board of Management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' 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 may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an applicant who seeks a review by the Board of Management is not satisfied with the decision of the Board of Management, that applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **6.2.3 Basis for a review by the Board of Management:**

As required by section 29C(2) of the Education Act 1998, any request for the Board of Management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.



# **SECTION 7**

## **APPLICATION TO THE SPECIAL CLASSES**

---

### **7 APPLICATION TO THE SPECIAL CLASSES**

---

#### **7.1. Admission Provisions for the Special Classes**

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

#### **7.2. Appeals**

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for a review by the Board of Management

## **7.1. ADMISSION PROVISIONS FOR THE SPECIAL CLASSES**

---

Carrigtwohill Community College currently has four Special Classes, established to provide education to students with severe/complex educational needs arising from 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 severe/complex educational needs and the related diagnosis of the student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section, which has been prepared within the 24 months immediately preceding the student's application to the Special Class.

Where the Special Classes in Carrigtwohill Community College are not oversubscribed, all students whose needs fall within the category of special educational needs provided for by the Special Classes, as confirmed by the NCSE, will be offered a place in a Special Class, subject to sections 4.7, 4.8 and 4.9.

### **7.1.1. Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Carrigtwohill Community College is in a position to offer further places that become available in the Special Classes for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list subject to there being a place in the relevant mainstream year group. If there is not a place available in the relevant year group, the next person on the waiting list for a 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 a Special Class for the remainder of that school year, *i.e.* if another place subsequently became available in a Special Class during that school year, the initial student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that student.

For clarity, 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 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 Special Class in the following academic year, a new application must be made on behalf of that student during the dates specified by the school as being the period when it will accept applications for the Special Class.

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

#### **7.1.2. Selection criteria in order of priority:**

Applications to the Special Class will only be considered if the student's needs fall within the specified category of special educational needs provided for by these classes. Please see reference to these severe/complex educational needs arising from Autism/Autistic Spectrum Disorders at the beginning of Section 7.1 with reference to a Relevant Report. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Classes will apply:

- 7.1.2.1** Existing students of Carrigtwohill Community College
- 7.1.2.2** Siblings of students currently/formerly registered in Carrigtwohill Community College
- 7.1.2.3** Children of current staff members of Carrigtwohill Community College
- 7.1.2.4** Students from feeder primary schools listed in Grouping 1 i.e. 1.1, 1.2, and 1.3 who have been enrolled there for at least one full academic year
- 7.1.2.5** Students from the designated catchment area as per map in Appendix 1

- 7.1.2.6** Students from feeder primary school listed in Grouping 2 i.e. 2.1 who have been enrolled there for at least one full academic year
- 7.1.2.7** The greatest level of need, as determined by the Principal in consultation with the SEN team in the school, having considered the Relevant Report in respect of the Child
- 7.1.2.8** All other students

#### **7.1.3. Selection process:**

Carrigtwohill Community College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Carrigtwohill Community College will apply a random lottery to assign any available places in the Special Classes, 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.<sup>3</sup>

#### **7.1.4. Late applications:**

---

<sup>3</sup> This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: “A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated.”

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

Where Carrigtwohill 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, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7, 4.8 and 4.9.

Where Carrigtwohill Community College is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within Carrigtwohill Community College, subject to sections 4.7, 4.8 and 4.9. and the same process as applies to applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the applicant for completion and return to the school within 2 weeks of issue.

#### **7.1.5. Second/third-round offers of a place**

Where a student is in receipt of an offer of a place within Carrigtwohill 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 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 Carrigtwohill 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, 4.8 and 4.9, 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 for that academic year. If the applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that student and shall be treated as a late application in line with section 7.1.4 above.

## **7.2. APPEALS**

---

### **7.2.1. Appeal where refusal was due to oversubscription:**

An applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the Board of Management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the Board of Management of Carrigtwohill 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. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing carrigtwohillcc@corketb.ie.

If an applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' 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.

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

An applicant who was refused admission to Carrigtwohill 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 and on the school's website, for it to be reviewed by the Board of Management of Carrigtwohill 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. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [carriktwohillcc@corketb.ie](mailto:carriktwohillcc@corketb.ie). (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the Board of Management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' 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 may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an applicant who seeks a review by the Board of Management is not satisfied with the decision of the Board of Management, that applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **7.2.3. Basis for a review by the Board of Management:**

As required by section 29C(2) of the Education Act 1998, any request for the Board of Management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

## APPENDIX 1 - CATCHMENT AREA- BOUNDARY MAP



