

POLICY FOR ADMISSION TO CASTLETROY COLLEGE

This policy is effective from October 16th 2026

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 Castletroy College is responsible for the implementation of this Admission Policy.

Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

Introduction to Castletroy College

Castletroy College was established in 2000.

Our mission in Castletroy College is the holistic education of the individual, enabling students to become responsible, caring members of society as well as encouraging them to reach their full potential.

In our daily lives we value the principles of justice and mutual respect embracing all denominations and cultures. We endeavour to nurture and maintain a school community, which involves the partnership of staff, students, parents, trustees, and the local community.

In the pursuit of this ideal we provide a broad and balanced range of curricular and extra-curricular experiences for all students.

In the pursuit of this ideal, the College will provide a broadly based curriculum for all pupils of the Community, allowing each pupil to attain the highest level of academic and skill-based attainment consonant with their interests, abilities, and talents.

This ideal can only be realised by the College by building on foundations which have already been laid in the home and being assisted at all times by the parents/guardians of the pupil.

Our vision is that education is a joint effort between school, home, and community. The aim of the College is:

- to be a centre of academic and educational excellence
- to provide a broadly based education for pupils of the community
- to provide conditions which will foster the fullest development of each pupil as an individual and as a member of society
- to teach moral values, attitudes and behaviour patterns and thus engender an attitude of respect towards oneself, others, and the environment
- to enable pupils to learn, preserve and respect their own religious beliefs and worship within their faith tradition
- to engender a spirit of ecumenism and dialogue, encouraging pupils to grow in their understanding of religious traditions other than their own
- to help pupils to embrace change, search for truth and develop a critical faculty
- to engender in each pupil a sense of self-esteem and an appreciation of their own dignity

- to encourage in pupils a respect for the rights and opinions of others, irrespective of their race, sex, social background, or religious beliefs
- to facilitate pupils to have an understanding of Irish heritage and culture and Ireland's role within the European and world community
- to impress upon pupils the need to respect personal, school and community property
- to promote a spirit of self-discipline and integrity
- to encourage an awareness of equality and a spirit of care and toleration
- to encourage pupils, parents, and staff, to make a positive contribution to the shaping of the College, its image, and its role in the community

The philosophy of Castletroy College is based on the education of the whole person. This co-educational College fosters the intellectual, spiritual, social, personal, artistic, physical, and vocational development of all its students. The confidence and self-esteem of our students is promoted through a range of curricular and extracurricular activities.

Curriculum

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

Subjects	
Junior Cycle	**Leaving Certificate (est.)**
• Gaeilge* • English* • Maths* • History* • Geography* • Science* • Physical Education* • Religious Education* • SPHE* • CSPE* • French • German • Spanish • Business Studies	• Gaeilge* • English* • Maths* • LCVP* • Religious Education* • Physical Education* • History • Geography • Biology • Physics • Chemistry • Applied Maths • Physical Education • French

• Home Economics • Visual Art • Graphics • Wood Technology • Engineering • Music • Computer Studies	• German • Spanish • Business • Economics • Accounting • Home Economics • Art • Technology • Design & Communications Graphics • Construction Studies • Engineering • Music • Politics and Society • Guidance
** denotes subjects that all students study (unless officially exempted, see circular 0055/2022)* *Subjects available are subject to change on an annual basis and certain limitations and therefore may or may not be available*	

Junior Cycle:

The school offers the Junior Cycle Programme for all students (curriculum outlined above).

Senior Cycle:

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

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

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

The aim of the programme is:

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

Student Numbers

Castletroy College aims to offer a broad curriculum which includes the provision of a variety of subjects. For reasons such as health and safety, the Board of Management has stipulated a maximum number of students that can be accommodated in certain classes. These are outlined below:

Subject	Maximum Class Size
Wood Technology, Engineering, Applied Technology, Construction Studies, Science, Art, Graphics, DCG, Music	24
Home Economics	22

The Board of Management has set the maximum base class size as follows:

Setting	Maximum Class Size
Maximum size of all classes other than those listed above	30

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

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

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

'Catchment Area' refers to the designated residential area determined by the Board of management of Castletroy College in respect of the person on whose behalf the application is being made (to all classes including the Special Class). The catchment area for Castletroy College is defined as the immediate locality of Ahane, Castleconnell, Lisnagry, Milford and Monaleen parishes.

'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 Castletroy College. The feeder primary schools for Castletroy College are:

- Ahane NS
- Castleconnell NS
- Gaelscoil Chaladh an Treoigh

- Lisnagry
- Milford NS
- Monaleen NS

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

'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. Castletroy College has Special Classes, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorder.

'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

Statement on Characteristic Spirit

Castletroy 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. Limerick and Clare Education and Training Board is the patron of the school. The model agreement provides for the participation of the Bishop of Limerick in the organisation and management of the community college on an ongoing basis.

Castletroy College was established in 2000 in a spirit of partnership between Limerick and Clare Education and Training Board and the Bishop of Limerick. The inherited traditions, values and founding intentions of Limerick and Clare Education and Training Board and the Bishop of Limerick remain enshrined in the characteristic spirit and in the life of our school.
Our school is a state, co-educational, multi-denominational school underpinned by the core values of:

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



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

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

Our school is multi-denominational. We welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship, and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

Accordingly, Castletroy College shall not discriminate in its admission of a Student based on the following grounds:

2.1 Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
2.2 Civil status of the Student or Applicant;
2.3 Family status of the Student or Applicant;
2.4 Sexual orientation of the Student or Applicant;
2.5 Religion of the Student or Applicant;
2.6 Disability of the Student or Applicant;
2.7 Race of the Student or Applicant;
2.8 The Student's or Applicant's membership of the Traveller community;
2.9 Special educational needs of the Student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a student who does not have the specified special educational need(s).

Castletroy 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.

Castletroy 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.

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

3. Legal Framework

Limerick and Clare Education and Training Board 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 Castletroy College is a committee established under section 44 of the Education and Training Board Act 2013 and 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.

Statement on Opting-Out of Religious Education

Castletroy 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 school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

It is important to understand that our school does not provide 'religious instruction' and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. 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 religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are 'multi-denominational,' Castletroy College supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs. Parents or students over the age of 18 who wish to opt-out of religious education must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of religious education, the school will facilitate this in the following way:

A student who has formally opted out of Religious Education will be obliged to remain in the Religious Education classroom. The student will be provided with an alternative programme of work or read a book from their own beliefs / complete a book review.

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 of February 2020, Castletroy College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st of February 2025, then this confirmation is still valid, and the Applicant will be offered that place.

In processing an application Castletroy 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 having previously attended the school, unless the connection is a sibling of the student concerned currently attending 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

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

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

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

Where Castletroy College considers an application, each student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

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

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

PART B

Information for Specific Categories of Applicants

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

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
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5.2 Appeals

5.2.1 Appeal where refusal was due to oversubscription
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5.2.3 Basis for a review by the board of management

5.1 Admission Provisions (First Year Group)

In the event that Castletroy College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for the First-Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy. If the Student is also applying for a place in the mainstream First-Year Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

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

Enrolment for places in First Year is processed through the Limerick Area Post-Primary Common Application System (CAS). First Year Students who are eligible for admission must:

- Have reached the required age in the calendar year following the child's entry into First Year
- Have completed sixth class standard in Primary School, or equivalent
- Be willing to accept the school ethos

- Be willing, with parents/guardians to accept the school's Code of Behaviour and sign the student's diary where this is outlined to confirm this

Limerick Area Post-Primary Schools Common Application System

The Limerick Area Post-Primary Schools Common Application System is the process by which the transfer of sixth class primary school students to the participating post-primary schools is managed. Castletroy College is listed as one of these participant schools. Students are required to rank the following schools in order of preference.

Post-Primary Schools Participating in the System for 2027-2028:

- Ardscoil Mhuire (girls), Corbally, Limerick
- Ardscoil Rís (boys), North Circular Road, Limerick
- Castletroy College (co-ed), Newtown, Castletroy, Co. Limerick
- Coláiste Chiaráin (co-ed), Croom, Co. Limerick
- Coláiste Mhichil (boys), Sexton Street, Limerick
- Coláiste Nano Nagle (girls), Sexton Street, Limerick
- Crescent College Comprehensive S.J. (co-ed), Dooradoyle, Limerick
- Gaelcholáiste Luimnigh (co-ed, All Irish), Sir Harry's Mall, Limerick
- Laurel Hill Coláiste F.C.J. (girls, All Irish), South Circular Road, Limerick
- Laurel Hill Secondary School F.C.J. (girls), South Circular Road, Limerick
- Limerick Educate Together Secondary School (co-ed), Castletroy, Co. Limerick
- Mungret Community College (co-ed), Mungret, Co. Limerick
- St. Clement's College (boys), South Circular Road, Limerick
- St. Munchin's College (boys), Corbally, Limerick
- Salesian Secondary College (co-ed), Pallaskenry, Co. Limerick
- Thomond Community College (co-ed), Moylish Park, Limerick
- Villiers Secondary School (co-ed, Fee Charging), North Circular Road, Limerick.

Application Process:

- Limerick Area Post-Primary Schools have agreed to operate a Common Application Procedure for 2027-2028.
- Application to Castletroy College shall be processed in accordance with the agreed Common Application Form via an oline portal.
- Completed application forms must be returned to Castletroy College on or prior to the closing date of **Monday, 11th January 2027 at 5pm**.

- Parents/guardians and pupils will be invited to view information on the school website regarding admissions in accordance with the common application procedure.
- It is the responsibility of the applicant/parent(s)/guardian(s) to ensure that an application form is received by Castletroy College. When an application form is received by Castletroy College, an acknowledgement receipt of application will be issued.

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 Castletroy College can offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

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

5.1.2 Selection criteria in order of priority

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

5.1.2.1 Siblings of students currently enrolled in Castletroy College
5.1.2.2 Children of Castletroy College Staff

5.1.2.3 At the time of application children permanently residing in the Catchment area (Ahane, Castleconnell, Lisnagry, Milford and Monaleen parishes) **and** attending a Feeder primary School (as per definitions earlier defined)
5.1.2.4 At the time of application children permanently residing in the Catchment area but not attending a Feeder Primary School (as per definitions earlier defined)
5.1.2.5 At the time of application children attending a feeder Primary School (as per definitions earlier defined) but not permanently residing in the catchment area
5.1.2.6 All remaining applicants

*Permanently residing is defined as living at an address in the immediate locality (that is - Ahane, Castleconnell, Lisnagry, Milford and Monaleen parishes).

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

5.1.3 Selection process
Castletroy College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Castletroy College will apply a random lottery to assign any available places in the relevant year group, 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 [1].

[1] *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."*

The Board of Management reserves the right to verify all information provided by parents. False or misleading information will invalidate an application.

Proof of Residence:
Due to the increasing demand for places in the College, the Board of Management has decided that proof of residence in the catchment area will be required at the time of application. Parents/Guardians will be required to produce two original documents as evidence of address (see list below - one document must be from Group 1 and the second document must be from Group 2). These documentation cannot be more than three months old.

The Board of Management reserves the right to make enquiries to ascertain proof of residence, including reference to the Electoral Register.
Only the applicant's primary residence will be considered for the purpose of enrolment.

Acceptable documentation or verification:

Group 1	Group 2
Letter from the Department of Social Protection	A utility bill such as Electricity/Phone/Gas/Broadband Provider
An original Statement from Bank/Building Society/Credit Union	Correspondence from an insurance company regarding an insurance policy
Other official correspondence from an Irish state agency	

5.1.4 Late applications
An application received by Castletroy College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Castletroy 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 section(s) 4.7 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Castletroy 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 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 by the date stated for same in the letter offering the place.

5.1.5 Second/third-round offers of a place

Where a student is in receipt of an offer of a place within Castletroy College but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

5.1.6 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the applicant will be issued with an acceptance form by the school.

The applicant shall indicate acceptance of an offer by fully completing and returning the acceptance form by the date set out in the School's Admission Notice, or by the date stated for same in the letter offering the place 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 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 by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.1.7 Refusal

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

5.1.7.1 The reasons that the student was not offered a place in Castletroy College

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

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

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

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8, an offer of admission may not be made where:

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

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

5.1.8.2 The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, by the date stated for same in the letter offering the place, or

5.1.8.3 An Applicant has not indicated:

I. whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s)
and
II. whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s)

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Castletroy 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 or school website here, for it to be reviewed by the board of management of Castletroy 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 admin@castletroycollege.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 here or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. The appeal can be submitted online by uploading the required documentation obtained from the Department's website here. 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 Castletroy 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 or school website here, for it to be reviewed by the board of management of Castletroy 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 admin@castletroycollege.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' which is available from the Department's website here and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The appeal can also be submitted online by uploading the required documentation obtained from the Department's website here. 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 set out the grounds of the request to appeal the decision.

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

A student applying for admission to a year group other than First-Year but seeking admission to the Special Class 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 Castletroy College can offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission 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 a student is admitted to the school.

Where the Transition Year Programme in Castletroy College is oversubscribed, a student applying for admission to such programme in the relevant year group, 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

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

6.1.2.1 If the Student has siblings currently enrolled in the school
6.1.2.2 At the time of application if the student resides in the catchment area (as per definitions earlier defined)
6.1.2.3 All remaining applicants

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

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

6.1.3 Selection process

Castletroy College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process Castletroy 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 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 [2].

6.1.4 Late applications:

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

Where Castletroy 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 and 4.8 For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

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[2] 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 Castletroy 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 Castletroy College, subject to sections 4.7 and 4.8, and the same process as applies to applicants whose applications were received before the closing date will be applied i.e., an Acceptance Form will be issued to the applicant for completion and return to the school by the date stated for same in the letter offering the place.

6.1.5 Second/third-round offers of a place:
Where a student is in receipt of an offer of a place within Castletroy College but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

6.1.6 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 by the date stated for same in the letter offering the place 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 school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or by the date stated for same in the letter offering the place 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 Castletroy College
6.1.7.2 Details of the student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed
6.1.7.3 Details of the student's place on the waiting list, if applicable, and
6.1.7.4 Details of the applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8, an offer of admission may not be made where:

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

6.1.8 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, by the date stated for same in the letter offering the place, or

6.1.8.3 An Applicant has not indicated:

I. whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s) and

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

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that student and shall be treated as a late application in line with section 6.1.4 above.

6.1.9 Appeals:

For information relating to an Applicant's right to appeal a decision of Castletroy 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 or website here, for it to be reviewed by the

board of management of Castletroy 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 admin@castletroycollege.ie.

If an applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available on the Department's website here and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or online by uploading the required documentation to the Department's website here. 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 Castletroy 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 or website here for it to be reviewed by the board of management of Castletroy 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 admin@castletroycollege.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available on the Department's website here and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or online by uploading the required documentation to the Department's website

here. 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

7.1 Admission Provisions for the Special Class

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

7.2 Appeals

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

7.1 Admission Provisions for the Special Classes

Castletroy College has 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 arising from 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. The school also requires documentation from the NCSE (National Council for Special Education) confirming that the Student is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a Relevant Report. This letter of eligibility from the NCSE is applicable for admission for one school year only i.e. the school year for which admission is sought.

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

Department of Education/NCSE policy outlines that all ability levels should be catered for within the ASD (Autistic Spectrum Disorder) Class. The Board of Management supports such a policy unless the nature and degree of the needs of the student are such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for other students with whom the student concerned is to be educated. Students with severe behavioural difficulties will not be enrolled.

Students in the Special Class are subject to the school's Code of Behaviour

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

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

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 a student is admitted to the school.

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

7.1.2.1 Siblings of students currently enrolled in Castletroy College
7.1.2.2 Children of Castletroy College Staff
7.1.2.3 At the time of application children permanently residing in the catchment area (Ahane, Castleconnell, Lisnagry, Milford and Monaleen parishes) and attending a Feeder primary School (as per definitions earlier defined)
7.1.2.4 At the time of application children permanently residing in the catchment area but not attending a Feeder Primary School (as per definitions earlier defined)
7.1.2.5 At the time of application children attending a Feeder Primary School (as per definitions earlier defined) but not permanently residing in the catchment area
7.1.2.6 All remaining applicants

The greatest level of need is determined by the Principal in consultation with the SEN team in the school, having considered the Relevant Report in respect of the Child.

7.1.3 Selection process:
Castletroy College will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the 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, Castletroy College will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

If the Special Class is oversubscribed priority will be given to students already enrolled in the school with the required diagnosis and the supporting evidence as outlined above.

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. [4]

7.1.4 Late applications:
An application received by Castletroy College after the closing date published by Castletroy College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

[4] 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 the Special Class is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may have been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the Special Class 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 in the Special Class (provided there is a place available in the year group relevant to the student as previously outlined), 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 by the date stated for same in the letter offering the place.

7.1.5 Second/third-round offers of a place:
Where a student is in receipt of an offer of a place within the Special Class 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 by the date stated for same in the letter offering the place 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 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 by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

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

7.1.7.1 The reasons that the student was not a offered a place in Castletroy 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
7.1.2.3 Details of the Student's place on the waiting list, if applicable; and
7.1.2.4 Details of the Applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8, an offer of admission may not be made where:

7.1.2.5 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, by the date stated for same in the letter offering the place, or
7.1.8.3 An Applicant has not indicated:

I. whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and
II. whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application in line with section 7.1.4 above.

7.2 Appeals

7.2.1 Appeal where refusal was due to oversubscription:

An applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office or here, for it to be reviewed by the board of management of Castletroy 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 admin@castletroycollege.

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 here or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. The appeal can be submitted online by uploading the required documentation obtained from the Department's website here. 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 Castletroy 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 or school website here, for it to be reviewed by the board of management of Castletroy 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 admin@castletroycollege.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'which is available from the Department's website here and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The appeal can also be submitted online by uploading the required documentation obtained from the Department's website here. 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 set out the grounds of the request to review the decision.

Signed: Angela Canny
Chairperson of Board of Management
16th October 2026