CALASANCTIUS COLLEGE

Admission Policy

2027-2028

ADMISSION POLICY OF CALASANCTIUS COLLEGE

SCHOOL ADDRESS: INNPLOT, ORANMORE, CO. GALWAY, H91 K7H2

ROLL NUMBER: 631001

NAME OF PATRON: CEIST

CHARITY NUMBER: 20147204

1. INTRODUCTION

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018, and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the School Patron, CEIST, on 22 September 2026. It is published on the school's website and will be made available in hardcopy on request to any person who requests it.

The relevant dates and timelines for **CALASANCTIUS COLLEGE** admission process are set out in the school's annual admission notice which is published on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of **CALASANCTIUS COLLEGE** shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school. 'Catholic Ethos' in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- the formation of the pupils in the Catholic faith in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

CALASANCTIUS COLLEGE draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of our founder, Nano Nagle, who began this school is of very significant importance in the life of the school.

As a CEIST school, Calasanctius College values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter.

These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- **Promoting Spiritual and Human Development**
- **Achieving Quality in Teaching and Learning**
- **Showing Respect for Every Person**
- **Creating Community**
- **Being Just and Responsible**

CALASANCTIUS COLLEGE is inspired by the words of Jesus Christ to his disciples, *'I have come that they may have life and have it to the full'* (Jn 10:10). Reflective of this, **CALASANCTIUS COLLEGE** provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. **CALASANCTIUS COLLEGE** offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In **CALASANCTIUS COLLEGE** the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

Calasanctius College Mission Statement

Calasanctius College is a Catholic, co-educational, voluntary secondary school under the patronage of CEIST. Our aim is to work with parents/guardians in promoting the full and balanced development of our students, in a safe, caring and inclusive community. Calasanctius College recognises that each student who enrols is unique and has different gifts as well as diverse needs. We strive to nurture appropriate academic excellence in a 21st century learning environment and endeavour to develop the skills, knowledge and resilience needed to contribute in a meaningful way to Calasanctius College and the wider community.

Aims

- To provide a holistic education in the Catholic tradition.
- To be open and accessible to all, welcoming students from all faith traditions in a warm, open, inclusive community.

- To enable each student to develop a positive self-image, creating a stable environment which will allow students to develop morally, emotionally, intellectually, physically, spiritually and creatively.
- To foster in our students a love for learning, enhancing their self-esteem and confidence, and preparing them for life.
- To enable each student to develop their abilities and gifts by having a broad and balanced curriculum with a variety of extra-curricular activities.
- To promote excellence in teaching and learning for the 21st Century.
- To give our students an excellent academic education which prepares them not only for State examinations but for Third Level Education, the world of work and life itself.
- To prepare and encourage students to take responsibility for their own learning and to be innovative.
- To respect the unique and intrinsic value of every person, showing special concern for those who are emotionally, materially and intellectually disadvantaged.
- To encourage staff, parents/guardians and students to work in partnership together with a shared vision and values.
- To maintain and develop links with the local Parish and wider community.
- To model the Christian values of compassion, justice, love, tolerance, forgiveness and reconciliation in the way conflict is resolved.
- To foster in our students a sense of respect for themselves and others so that they may be aware of their responsibilities as well as their rights.
- To promote participation and support excellence in sport and to encourage physical exercise as a healthy habit for life.
- To foster in our students and in our school community an awareness of the environment and our responsibility as stewards to its preservation and improvement.

3. ADMISSION STATEMENT

CALASANCTIUS COLLEGE will not discriminate in its admission of a student to the school on any of the following:

(a) the gender ground of the student or the applicant in respect of the student concerned,
(b) the civil status ground of the student or the applicant in respect of the student concerned,
(c) the family status ground of the student or the applicant in respect of the student concerned,
(d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
(e) the religion ground of the student or the applicant in respect of the student concerned,
(f) the disability ground of the student or the applicant in respect of the student concerned,
(g) the ground of race of the student or the applicant in respect of the student concerned,
(h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
(i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

- **CALASANCTIUS 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.

- **CALASANCTIUS 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.

POST-PRIMARY DENOMINATIONAL SCHOOLS

CALASANCTIUS COLLEGE is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

ALL DENOMINATIONAL SCHOOLS

CALASANCTIUS COLLEGE is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

SCHOOL WITH SPECIAL EDUCATION CLASS(ES)

CALASANCTIUS COLLEGE is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SPECIAL CLASS

(a) In the case of a mainstream school with a SEN class attached

CALASANCTIUS COLLEGE with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Autism, DSM IV/V or ICD 10/11 .

5. ADMISSION OF STUDENTS

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 6 below for further details)

b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

ALL DENOMINATIONAL SCHOOLS

CALASANCTIUS COLLEGE is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

SCHOOL WITH SPECIAL EDUCATION CLASS(ES)

The special class attached to **CALASANCTIUS COLLEGE** provides an education exclusively for students with Autism Spectrum Disorder, DSM IV/V or ICD 10/11, and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. The following evidence is required in support of such an application:

Professional report(s) outlining:

- Diagnosis of Special Educational Needs *(e.g. Autism: DSM IV/V or ICD 10/11; psychologist, psychiatrist, multi-disciplinary report)*

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for *autism.*

6. OVERSUBSCRIPTION

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Enrolment Categories

Category 1

Applicants with a sibling attending or having attended Calasanctius College.

Applicants whose parent(s)/guardian(s) are staff member(s) on the closing date of application. (A staff member means an individual who holds at least a year-long remunerated contract of employment with the school.)

Category 2

Henceforth, these schools will be referred to as the **Category 2 Local Schools**:

- Scoil Íosa, Oranmore
- Gaelscoil de hÍde, Oranmore
- Maree Primary School

Applicants who are enrolled in one of the **Category 2 Local Schools** for at least one year on the closing date of application and whose parent(s)/guardian(s) attended Calasanctius College.

Applicants who were enrolled in one of the **Category 2 Local Schools** for at least one year on the closing date of application and whose parent(s)/guardian(s) attended Calasanctius College but are currently attending the Language Class or the Reading Class in Scoil Chaitríona, Renmore.

Category 3
Applicants who are enrolled in one of the **Category 2 Local Schools** on the closing date of application and have been attending a **Category 2 Local School** for at least one year on the closing date of application.

Applicants who were enrolled in one of the **Category 2 Local Schools** for at least one year on the closing date of application but are currently attending the Language Class or the Reading Class in Scoil Chaitríona Renmore.

Category 4
Applicants who are not eligible for Category 2 or 3 but are enrolled in one of **the Category 2 Local Schools** on the closing date of application.

Category 5
Henceforth, these schools will be referred to as the **Category 5 Local Schools**:

- Clarinbridge Primary School
- Killeeneen Primary School
- Kilcolgan Educate Together National School

Applicants who are enrolled in one of the **Category 5 Local Schools** on the closing date of application

Category 6
Henceforth, these schools will be referred to as the **Category 6 Local Schools**:

- Gael Scoil Dara, Renmore
- Scoil Chaitríona, Renmore
- Carnmore Primary School
- Craughwell National School

Applicants who are enrolled in one of the **Category 6 Local Schools** on the closing date of application.

Category 7
All other applicants.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Random selection, independently observed, will apply.

NOTES

Places will be offered to applicants in the order of Category 1 to Category 7

In the event that the school is oversubscribed in a category at the time of offering a place, the determining factor in allocating places and establishing a waiting list will be random selection. The random selection process will be independently witnessed.

Where an applicant is eligible for more than one category, the applicant will be placed in the category most advantageous to the applicant.

Clarification and verification of any of the stated criteria or of information relating to the placement in a particular category may be sought by the Principal and must be provided by the parent/guardian/applicants (over 18 years of age). False or misleading information provided by parents/guardians/ applicants may lead to withdrawal of an application or an offer of a place at Calasanctius College.

Siblings of applicants who are randomly selected will be allocated the next available place.

IN ADDITION, IF THE SPECIAL CLASS IS OVERSUBSCRIBED PRIORITY MAY BE GIVEN TO

- Students already enrolled in the school with the required diagnosis as outlined in Section 4 and the supporting evidence as outlined in Section 5.

7. WHAT WILL NOT BE CONSIDERED OR TAKEN INTO ACCOUNT

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student's academic ability, skills or aptitude other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than (1) siblings of a student attending or having attended the school and (2) parents of a student having attended the school as outlined in Section 6 above.

In relation to (2) parents having attended, the school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on Applications

All decisions on applications for admission to **Calasanctius College** will be based on the following:

- The school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

  (Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in the school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying Applicants of Decisions

Applicants will be informed as to the decision of the school using the application portal, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from **Calasanctius College** you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which Offers May Not Be Made or May Be Withdrawn

An offer of admission may not be made or may be withdrawn by Calasanctius College where—

(i) it is established that information contained in the application is false or misleading.
(ii) an 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.
(iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12. SHARING OF DATA WITH OTHER SCHOOLS

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. Section 66(6) allows a board to provide a patron or another board of management with a list of the students in relation to whom—

(i) an application for admission to the school has been received,
(ii) an offer of admission to the school has been made, or
(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school;
(ii) the date on which an offer of admission was made by the school;
(iii) the date on which an offer of admission was accepted by an applicant;
(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education's statutory function to ensure that there is made available to each person resident in the State a level and quality of education appropriate to meeting the needs and abilities of that person and to plan and co-ordinate the provision of education in recognised schools, having regard to the resources available.'

13. WAITING LIST IN THE EVENT OF OVERSUBSCRIPTION

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to **CALASANCTIUS COLLEGE** were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of **CALASANCTIUS COLLEGE** is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applications will be processed strictly in order of the date and time of receipt, and places will be offered only where vacancies remain, after all on-time applications have been considered.

15. Procedures for Admission of Students to Other Years and During the School Year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- Application Forms are available on the school website (www.calasanctius.ie) or from the school office.
- Applications for a place in the next academic year will be accepted up to 31 May of the preceding academic year. Following 31 May, the school will apply the selection criteria and in the case of over-subscription a waiting list will be formed.
- An offer of a place can only be made if there is space in the year group in question.
- If there is no place available, the student will be placed on the school's Waiting List.
- All such applications for admission will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
- The waiting list remains valid for the duration of the school year for which the application was made and expires on the last day of tuition of that school year. This is in relation to students other than the intake group applying for places before the school year begins.
- Applications under the provisions of this section will only be considered for admission to the following academic year.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- Application Forms are available on the school website (www.calasanctius.ie) or from the school office.
- An offer of a place can only be made if there is space in the year group in question.
- If there is no place available the student will be placed on the school's Waiting List for the year group for which application was made.
- All such applications for admission will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
- Applications under the provisions of this section will only be considered for admission to the current academic year.

Decision timelines and communications

The school will notify applicants in writing of the decision on a correctly completed application as soon as practicable, and this is within 21 calendar days of decision.

Where an application is refused (including "waiting list" outcomes), the decision letter will state: the reason(s) for refusal, and (where relevant) the applicant's position on the waiting list for the school year concerned.

Capacity and oversubscription

If the number of eligible applications exceeds available places at the time of decision, the selection criteria below are applied.

Selection criteria (order of application)

When oversubscribed for the relevant year, the following categories are applied in order:

- Sibling currently attending Calasanctius College.
- Sibling who has previously attended Calasanctius College a minimum of one academic year.
- All other applicants.

Tie-break: Where a category is oversubscribed, places are allocated by random selection. The random selection will be independently observed and a brief record retained.

Notes (selection):

In respect of applications received on or before the specified closing date, the date and time on which an application is received will not be used as a selection criterion.

Late applications and waiting list

Where an application received on or before the closing date specified in the Admission Policy or Annual Admission Notice is refused due to oversubscription, the applicant will be placed on the waiting list for the school year concerned in the order determined by the selection criteria and tie-break set out above.

Applications received after the specified closing date will be treated as late applications and will be considered when received. Where the relevant year group is oversubscribed and a waiting list has already been established, a late applicant will be placed on the waiting list at the next position after the last applicant already on that list.

The waiting list remains valid for the duration of the school year concerned and expires on the last day of tuition of that school year.

The school will communicate an update to applicants quarterly regarding their position on the waiting list. No other updates will be issued by the school.

The procedures of the school in relation to the admission of students to classes or years other than the school's intake group (1st Yr) are as follows:

- Application Forms are available on the school website (www.calasanctius.ie) or from the school office.
- Applications for a place in the next academic year will be accepted up to the deadline of **31 May** of the academic year preceding the academic year for which admission is sought. Following 31 May of the academic year preceding the academic year for which admission is sought, the school will process all applications received in accordance with the selection criteria listed below.
- An offer of a place can only be made if there is space in the year group in question.
- In the case of over-subscription a waiting list will be formed.
- If there is no place available, the student will be placed on the school's waiting list.
- The waiting list remains valid for the duration of the school year for which the application was made and expires on the last day of tuition of that school year. This is in relation to students other than the intake group applying for places before the school year begins.
- All such applications for admission will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
- Applications under the provisions of this section will only be considered for admission to the 2027/28 academic year.

Capacity & Oversubscription Selection Criteria

If the number of eligible applications exceeds available places at the time of decision, the selection criteria below are applied, in the order listed.

1. Sibling currently attending Calasanctius College.

2. Sibling who has previously attended Calasanctius College a minimum of one academic year.

3. All other applicants.

Tie-break: Where a category is oversubscribed, places are allocated by random selection. The random selection will be independently observed and a brief record retained.

Notes (selection):

In respect of applications received on or before the specified closing date, the date and time on which an application is received will not be used as a selection criterion.

The procedures of the school in relation to the admission of students to classes or years other than the school's intake group (1st Yr), but who are applying after the stated deadline of May 31 of preceding academic year are as follows:

- Application Forms are available on the school website (www.calasanctius.ie) or from the school office.
- Applications submitted after the deadline of 31 May 2027 will be processed as a 'late application' in accordance with the procedures outlined below.
- An offer of a place can only be made if there is space in the year group in question.
- If there is no place available, the student will be placed on the school's waiting list for the year group for which application was made.

- The waiting list remains valid for the duration of the school year for which the application was made and expires on the last day of tuition of that school year. This is in relation to students other than the intake group applying for places after the stated deadline of May 31 of preceding academic year.
- All such applications for admission will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
- Applications under the provisions of this section will only be considered for admission to the 2027/28 academic year.

Late Applications & Waiting List

Applications received after any processing window or deadline specified in the admission policy or Annual Admissions Notice are considered when received. If the relevant year is oversubscribed at that point, the applicant will join the existing waiting list for that year group at the next point after the last applicant on the list.

Decision Timelines & Communications

In respect of applications received on or before the closing date, the school will notify applicants in writing of its decision as soon as practicable and not later than 21 days after the closing date.

In respect of applications received after the closing date, the school will notify the applicant in writing of its decision as soon as practicable and not later than 21 days after the date on which the school received the correctly completed application.

Where an application is refused, including where an applicant is placed on a waiting list due to oversubscription, the decision letter will state the reason or reasons for the refusal and, where relevant, the applicant's position on the waiting list for the school year concerned.

16. Declaration in Relation to the Non-Charging of Fees

The board of **Calasanctius College** or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

(a) an application for admission of a student to the school, or
(b) the admission or continued enrolment of a student in the school.

17. Arrangements Regarding Students Not Attending Religious Instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A parent of a student, or a student who has reached the age of 18, who wishes to attend Calasanctius College without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how that request may be accommodated by the school.

18. Reviews/Appeals

Review of Decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note:

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

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

Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education & Youth.

This Admission Policy was ratified by the Board of Management of **Calasanctius College** on **21 September 2026**

Chairperson of the Board of Management

Secretary to the Board of Management