etb
Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharla
Kilkenny and Carlow
Education and Training Board
Training Services

Coláiste Eoin

ADMISSIONS POLICY 2027/2028

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

Introduction to Coláiste Eoin

Mission Statement

This School endeavours to nurture each student academically, physically, morally, socially and emotionally and to acknowledge the commitment of students, staff and parents in their overall contribution to the school as a community.

School Motto

"Small school with a big heart"

School Ethos

As a multi-denominational school, we are committed to providing religious education for all our students. Our goal is to offer an education that fosters:

- A recognition of personal worth and dignity.
- A commitment to truth, self-discipline, and responsibility.
- An appreciation for striving to do one's best.
- A willingness to collaborate with others.
- Respect and tolerance for different perspectives.

We aim to achieve this through a holistic approach that supports students' academic, practical, personal, social, physical and emotional development. To fulfil this mission, we work collaboratively with school management, staff, students, parents, the local community and relevant organisations.

Just as individuals have values, so do schools. A school's ethos reflects what it prioritises and the type of environment it seeks to create for its students and community. The core values of our school shape its ethos. The term "ethos," originates from the Greek word for "custom" or "character," and today refers to how we interact with one another within our school.

Location

Coláiste Eoin is regarded as one of the leading second level education providers in County Carlow serving the areas of North-East Carlow and South-West Wicklow.

School Description

Coláiste Eoin is a second level school under the auspices of Kilkenny and Carlow Education and Training Board. The school is multi-denominational. Kilkenny and Carlow ETB provides finances for the school from funding received annually from the Department of Education and Youth. Kilkenny and Carlow ETB is the patron of Coláiste Eoin. The school also has a Board of Management, which is a sub-committee of Kilkenny and Carlow ETB.

The school operates within the regulations laid down from time to time by the Department of Education and Science and follows the curricular programmes prescribed by the Department of Education and Youth, which may be amended from time to time, in accordance with sections 9 and 30 of the Education Act 1998.

Curricular Programmes

Coláiste Eoin provides a range of learning opportunities including curricular and extra-curricular activities that help students to explore their talents and to achieve their potential. We offer an exciting array of subjects which provide students with the knowledge and skills needed for progression to higher education and the world of work.
It prepares them for active participation in society and for living fully in all areas of life including the world of work. It encourages them to take increasing responsibility for their own learning and decision-making.

The School follows the curricular programmes prescribed by the Department of Education (DE), which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998. We provide a six-year curriculum consisting of a three-year Junior Cycle Programme, a one-year Transition Year Programme and a two-year Leaving Certificate Programme. The school depends on the grants and teacher resources provided by the Department of Education to Kilkenny and Carlow ETB and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

Extra-Curricular Opportunities

We encourage our students to participate in a wide range of extra and co-curricular activities to enable them to develop emotionally, physically, socially and creatively. Our goal is that each one of our students feels supported, respected and valued as a unique individual within a caring, inclusive, collaborative and

compassionate school environment. We aim to provide our students with a strong sense of self. In Coláiste Eoin we have an excellent pastoral care structure with a whole school approach to our Guidance provision.

Community Links

Coláiste Eoin maintains strong and active links with the local community, enriching the educational experience of its students and fostering a spirit of collaboration and civic responsibility. These links include:

- Ongoing partnership with **Carlow and Wicklow GAA** and local sports clubs, providing coaching sessions and promoting physical wellbeing.
- Continuous engagement with **local sports and recreational clubs**, encouraging student participation and connection beyond the school environment.
- Celebration of **Grandparents' and Special Persons' Day**, highlighting intergenerational connections and community values.
- Organisation of community-based events such as **Lip Sync annual whole school show** and the **Annual Transition Year Show**, which foster creativity and community involvement.
- Student involvement in the **Hacketstown Biodiversity Garden** project, promoting environmental awareness and sustainability.
- Regular **litter-picking initiatives** and other civic projects led by Transition Year students, encouraging active citizenship.
- A dynamic and supportive **Parents' Committee**, which plays an integral role in school life and community engagement.

Coláiste Eoin also welcomes opportunities to develop additional partnerships with local organisations, cultural groups, and service providers to further enhance student learning and wellbeing.

TABLE OF CONTENTS:

PART A – *General Information for All Applicants*

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

PART B - *Information for Specific Categories of Applicants*

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

PART A

General Information for All Applicants

1. *Glossary of terms*
2. *Admission Statement*
3. *Legal Framework*
4. *General admission provisions for all applicants*

Section 1
Glossary of Terms

1. Glossary of Terms

'Applicant' means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Coláiste Eoin.

'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. The use of the word "student" does not mean that an application or acceptance of an offer makes a person a student of Coláiste Eoin. A person is only regarded as a student once they are enrolled and attend on their first day.

'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, means 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.

'Feeder Primary Schools' means the primary schools listed below which have traditionally served as feeder schools to Coláiste Eoin for admissions purposes. Where attendance at a Feeder Primary School is used as an oversubscription criterion, the Student must, at the time of application, be attending one of the listed schools and have been enrolled there for at least one full academic year.

The Feeder Primary Schools for Coláiste Eoin are:

St. Brigid's N.S., Annacurra

Scoil Naomh Muire, Ballyconnell
Sacred Heart N.S., Aughrim
St. Mary's N.S., Coolafancy
St. Brigid's N.S., Crossbridge

St. Joseph's N.S., Hacketstown
Kilcommon N.S.
Kiltegan N.S.
Scoil Naomh Bríd, Knockananna
Rathcoyle N.S.
St. Patrick's N.S., Rathvilly
Scoil Mhuire na nAird, Shillelagh
Scoil Naomh Bríd, Talbotstown
Tinahely N.S.
Scoil Treasa Naofa, Tynock

'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.

'Sibling' – For the purpose of the selection criterion relating to a student having a sibling who previously attended Coláiste Eoin, 'Sibling' means a full sibling, half-sibling, foster-sibling or stepsibling. For the purpose of the selection criterion relating to a student having a sibling currently enrolled in Coláiste Eoin, 'Sibling' means a full sibling, half-sibling, foster-sibling, step-sibling or a Student who resides in the same household.

Note: The wider definition of 'Sibling' in respect of a student currently enrolled in the school is intended to facilitate families who are required to undertake more than one school drop-off and/or collection.

'Member of Staff' means a person who, at the closing date for applications specified in the school's Annual Admission Notice, is employed by Kilkenny and Carlow Education and Training Board (KCETB) and is assigned to work in Coláiste Eoin. For the purposes of the oversubscription criteria in this Policy, the person must be a current member of staff at that date.

'Past Pupil Connection' means that a parent or grandparent of the Student was previously enrolled as a student of Coláiste Eoin. Where this criterion is used in an oversubscription process, the number of Students admitted on the basis of this criterion shall not exceed 25% of the number of places available for the relevant admission group, in accordance with the Education (Admission to Schools) Act 2018.

'PPOD' refers to the Post-Primary On-line Database IT system hosted by the Department of Education.

'Special Classes' means classes that have, with the approval of the Minister for Education, been established by a school to provide education exclusively for Students with a category or categories of

special educational needs specified by the Minister. Coláiste Eoin has two Autism Special Classes, established to provide education for Autistic students who meet the applicable Department of Education and Youth and NCSE eligibility criteria.

'Relevant Report', as advised by the Department of Education and Youth and the National Council for Special Education (NCSE), means a written professional report based on an assessment of the Student which confirms the relevant diagnosis, describes the nature and complexity of the Student's educational needs, and includes a clear recommendation, with rationale, that an Autism Special Class placement is the most appropriate educational placement to meet those needs. The relevant professional may include an educational psychologist, psychologist, other relevant health professional, HSE disability service or HSE multidisciplinary team professional, in line with current NCSE guidance.

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

Section 2
Admission Statement

2 Admission Statement

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

· Excellence in Education;

· Care;

· Equality;

· Community and

· Respect.

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

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

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

Accordingly, Coláiste Eoin 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).

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

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

SECTION 3

Legal Framework

3 Legal Framework

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

The board of management of Coláiste Eoin is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act 1998 provides for an appeal process in the event of a refusal. The appeal process is set out in section 5.2 for applications to the First-Year Group, section 6.2 for applications to all year groups other than First-Year and section 7.2 for applications to the Autism Special Classes.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

Coláiste Eoin is a multi-denominational school and offers religious education to all Students. A Parent, or a Student who has reached 18 years of age, who wishes the Student to opt out of religious instruction must submit a written request to the Principal. Following receipt of the request, the school will arrange that the Student is not required to attend religious instruction and, insofar as practicable having regard to available staffing and resources, will provide supervised alternative educational activity or study during that time. The Student will not be disadvantaged as a result of the request. The arrangements will be agreed with the Parent or Student, as appropriate, and kept under review.
Coláiste Eoin will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4 General Admission Provisions

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

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

In processing an application Coláiste Eoin **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 the Student's family attending or having previously attended the school, except where the connection is: (a) a sibling of the Student currently attending or having previously attended Coláiste Eoin; or (b) a parent or grandparent who previously attended Coláiste Eoin, subject to the statutory limit that no more than 25% of the available places may be allocated on that basis;

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

Coláiste Eoin **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 an Autism Special Class does not meet the applicable Department of Education and Youth and National Council for Special Education eligibility requirements for that class, as set out in section 7 of this Policy.

Where Coláiste Eoin 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.
Applications for admission to the Autism Special Class must be supported by a current Letter of Eligibility from the National Council for Special Education (NCSE) confirming that the student meets the eligibility criteria for a Special Class placement, together with the Relevant Report(s) supporting the student's diagnosis and recommendation for an Autism Special Class placement. For applicants transferring from a primary special class and seeking admission to First Year, all required documentation must be submitted by the closing date for applications specified in the school's Annual Admission Notice.

PART B

Information for Specific Categories of Applicants

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

SECTION 5
Application to the First-Year Group

5 Application to the First-Year Group

5.1 Admission Provisions (First-Year Group)

5.1.1. Oversubscription

5.1.2. Selection criteria in order of priority

5.1.3. Selection process

5.1.4. Late Applications

5.1.5. Second/third-round offers of a place

5.1.6. Acceptance of a place

5.1.7. Refusal

5.1.8. Withdrawal of an offer

5.1.9. Appeals

5.2 Appeals

5.3.1. Appeal where refusal was due to oversubscription

5.3.2. Appeal where refusal was for a reason other than oversubscription

5.3.3. Basis for a review by the board of management

5.1 Admission Provisions (First-Year Group)

Where Coláiste Eoin is not oversubscribed, all Students will be offered a school place, subject to section 4.7.

A Student applying for the First-Year Group but seeking admission to the Special Classes 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 Classes, this section 5 is also applicable.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Eoin is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission 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 a Special Class place and a place in the relevant mainstream year group, an offer of a place in the Special Class shall also confer a place in the relevant mainstream year group. Accordingly, a Student who is offered and accepts a place in the Special Class will not be placed on a waiting list for the corresponding mainstream year group.

Where the Student is successful in obtaining a place in the mainstream year group but is not successful in obtaining a place in the Special Class, the Student may accept the mainstream place and will retain his/her position on the waiting list for the Special Class in accordance with this Admission Policy.

For the purposes of determining the number of places available in the relevant mainstream year group, each place offered in the Special Class shall be included within, and shall reduce by one, the total number of places available in that year group.

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

5.1.2 Selection criteria in order of priority

The following criteria apply to Students who will have attained 12 years of age by 31 January of the academic year in which they seek admission to First Year and who have completed Sixth Class in primary school, or its equivalent. Coláiste Eoin will apply the following criteria in order of priority:

5.1.2.1 If the Student has a sibling currently enrolled in Coláiste Eoin;

5.1.2.2 Whether the Student, at the time of application, is attending one of the Feeder Primary Schools listed in section 1 of this Policy and has been enrolled there for at least one full academic year;

5.1.2.3 If the Student has a sibling who was previously enrolled in Coláiste Eoin;

5.1.2.4 If a parent/guardian of the Student is a Member of Staff of Coláiste Eoin, as defined in the Glossary of Terms;

5.1.2.5 If the Student has a Past Pupil Connection, as defined in the Glossary of Terms, subject to a maximum of 25% of the places available for the First-Year Group;

5.1.2.6 All other Applicants who satisfy the admission requirements for the First-Year Group.

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

5.1.3 Selection process

Coláiste Eoin will apply the selection process as follows:

Applications are considered against the published selection criteria in the order set out above. Places will first be offered to Applicants who meet the first criterion. Where places remain, the remaining Applicants will be considered against the next criterion in order. This process will continue until all available places have been offered and accepted.

Where two or more applications are tied at any stage of the foregoing selection process, Coláiste Eoin will apply a random lottery to assign the available place(s) and to determine the order of those Applicants on the waiting list.

Multiple births, including twins and triplets, will be entered into the lottery as one entry. Where that entry is selected, the Students will be offered places together, subject to sufficient places being available. If sufficient places are not available, the entry will be placed on the waiting list in the order determined by the lottery.

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 Classes is/are given to Student(s) from that year group, i.e. the selection process for the Special Classes 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 Classes will be the number by which the places in the relevant mainstream year group(s) are reduced.

5.1.4 Late applications

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

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

Where Coláiste Eoin is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to section 4.7 , 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 specified in the letter of offer issued by the School.

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Eoin 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 specified in the letter of offer issued by the School**. This applies to all offers, including those arising from late applications and second- or third-round offers. The Acceptance Form must also indicate whether or not the Applicant 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 specified in the letter of offer issued by the School may result in the withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below.

When inputting the Student's data on PPOD (Post-Primary Online Database hosted by the Department of Education), if it comes to Coláiste Eoin's attention that the Student is enrolled in more than one school, it will be necessary for Coláiste Eoin to contact the conflicting school to resolve the conflict. If it is confirmed that the Student will be attending the conflicting school, Coláiste Eoin will need to delete the Student's record from its PPOD and withdraw the offer of admission. If the Student is to be attending Coláiste Eoin, no further action is required by Coláiste Eoin.

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 Coláiste Eoin

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, 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 a second/third-round offer, by the date specified in the letter of offer issued by the School**, or

5.1.8.3. An Applicant has not indicated:

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

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

It is confirmed that the Student will be attending the conflicting school following it coming to Coláiste Eoin's attention on PPOD that the Student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an applicant's right to appeal a decision of Coláiste Eoin regarding admission to the first-year group, see section 5.2.

5.2. Appeals

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board

of management of Coláiste Eoin. 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 info@ceh.ie

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Coláiste Eoin for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Eoin. 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 info@ceh.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

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

in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

5.2.3. Basis for a review by the board of management:

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

SECTION 6
Application to All Year Groups Other Than First-Year

6 Application to All Year Groups Other Than First-Year

6.1 Admission Provisions (other than First-Year)

6.1.1. Oversubscription

6.1.2. Selection criteria in order of priority

6.1.3. Selection process

6.1.4. Late Applications

6.1.5. Second/third-round offers of a place

6.1.6. Acceptance of a place

6.1.7. Refusal

6.1.8. Withdrawal of an offer

6.1.9. Appeals

6.2 Appeals

6.2.1. Appeal where refusal was due to oversubscription

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

6.2.3. Basis for a review by the board of management

6.1 Admission Provisions (Other Than First-Year)

Where Coláiste Eoin is not oversubscribed, all Students will be offered a school place, subject to section 4.7.

A Student applying for admission to a year group other than First-Year but seeking admission to the Special Classes 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 Classes, this section 6 is also applicable.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Eoin is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission 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 for a Special Class place, an offer of a place in the Autism Special Classes shall also confer a place in the relevant mainstream year group. Where a Student is successful in obtaining a place in the mainstream year group but is not successful in obtaining a place in the Autism Special Classes, the Student may accept the mainstream place and will retain his/her position on the waiting list for the Autism Special Classes in accordance with this Admission Policy.

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

Where the Transition Year Programme in Coláiste Eoin is oversubscribed, a Student applying for admission to that 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 include students already enrolled in the school who have been placed on the internal waiting list for the programme.

6.1.2 Selection criteria in order of priority

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

6.1.2.1. If the Student has a sibling currently enrolled in Coláiste Eoin;

6.1.2.2. If the Student has a sibling who was previously enrolled in Coláiste Eoin;

6.1.2.3. If a parent/guardian of the Student is a Member of Staff of Coláiste Eoin, as defined in the Glossary of Terms;

6.1.2.4. If the Student has a Past Pupil Connection, as defined in the Glossary of Terms, subject to a maximum of 25% of the places available in the relevant year group;

6.1.2.5. All other Applicants who satisfy the admission requirements for the relevant year group.

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

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

6.1.3 Selection process

Coláiste Eoin will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Coláiste Eoin will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. Multiple births, including twins and triplets, will be entered into the lottery as one entry. Where that entry is selected, the Students will be offered places together, subject to sufficient places being available.

If sufficient places are not available, the entry will be placed on the waiting list in the order determined by the lottery.

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 Classes is/are given to Student(s) from that year group, *i.e.* the selection process for the Special Classes 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 Classes will be the number by which the places in the relevant mainstream year group(s) are reduced[1].

6.1.4 Late applications:

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

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

Where Coláiste Eoin is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Eoin, 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 specified in the letter of offer issued by the School.**

6.1.5 Second/third-round offers of a place

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

---

[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."*

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's Admission Notice, **or, in the case of a late application or a second/third-round offer, by the date specified in the letter of offer issued by the School**. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the School by the date set out in the School's Admission Notice, **or, in the case of a late application or a second/third-round offer, by the date specified in the letter of offer issued by the School**, may result in the withdrawal of an offer in line with the grounds for withdrawal of an offer, as set out below.

When inputting the Student's data on PPOD (Post-Primary Online Database hosted by the Department of Education), if it comes to Coláiste Eoin's attention that the Student is enrolled in more than one school, it will be necessary for Coláiste Eoin to contact the conflicting school to resolve the conflict. If it is confirmed that the Student will be attending the conflicting school, Coláiste Eoin will need to delete the Student's record from its PPOD and withdraw the offer of admission. If the Student is to be attending Coláiste Eoin, no further action is required by Coláiste Eoin.

6.1.7 Refusal:

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

6.1.7.1. The reasons that the Student was not offered a place in Coláiste Eoin,

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 the date specified in the letter of offer issued by the School in the case of a late application, or second/third-round offer, or

6.1.8.3. An Applicant has not indicated:

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

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

It is confirmed that the Student will be attending the conflicting school following it coming to Coláiste Eoin's attention on PPOD that the Student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

6.2 Appeals

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Eoin 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 info@ceh.ie .

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Coláiste Eoin for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Eoin. 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 info@ceh.ie . (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

6.2.3. Basis for a review by the board of management:

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

SECTION 7
Application to the Special Classes

7 Application to the Special Classes

7.1. Admission Provisions for the Special Classes

7.1.1. Oversubscription

7.1.2. Selection criteria in order of priority

7.1.3. Selection process

7.1.4. Late Applications

7.1.5. Second/third-round offers of a place

7.1.6. Acceptance of a place

7.1.7. Refusal

7.1.8. Withdrawal of an offer

7.2. Appeals

7.2.1. Appeal where refusal was due to oversubscription

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

7.2.3. Basis for a review by the board of management

7.1. Admission Provisions for the Special Classes

Coláiste Eoin has two Special Classes established, with the approval of the National Council for Special Education (NCSE), to provide education for Autistic students.

Eligibility for admission to the Special Classes is determined by the current Department of Education and Youth and NCSE eligibility criteria. An application will be considered eligible where the following are provided in support of the application: (a) professional report(s) confirming a diagnosis of Autism/Autistic Spectrum Disorder; (b) professional report(s) demonstrating the complexity of the Student's overall level of need; (c) a clear professional recommendation, with rationale, that a Special Class placement is the most appropriate educational placement to meet the Student's needs; and (d) a Letter of Eligibility from the NCSE confirming that the Student is known to the NCSE and has the required diagnosis and recommendation for an Autism Special Class placement. No additional eligibility criteria will be applied by the school.

Where a place is available and the Student meets the eligibility requirements above, the Student will be offered a place in the Special Classes, subject to the general admission provisions in section 4 of this Policy. A requirement that a professional report must have been prepared within a specified recent period will not be imposed. The NCSE Letter of Eligibility must relate to the school year for which admission is sought.

7.1.1. <u>Oversubscription:</u>

Where the number of eligible applications exceeds the number of Special Class places available for the relevant school year, the selection criteria set out at section 7.1.2 will be applied. A waiting list will be compiled in the resulting order of priority and will remain valid only for the school year for which admission is sought. If a Special Class place becomes available during that school year, it will be offered to the next eligible Student on the waiting list in accordance with that order.

The availability of a Special Class place will be determined by the number of places available in the Special Classes as published in the Annual Admission Notice. Admission to the Special Classes will not be made conditional on the Student's ability to participate in mainstream classes, prospective behaviour, the availability of additional school resources, or the provision of documentation beyond that required to establish the Department/NCSE eligibility criteria.

Where an application is made for a Special Class place, an offer of a place in the Autism Special Classes shall also confer a place in the relevant mainstream year group. A separate mainstream application is therefore not required in order to take up an offered Special Class place. Where a Student is offered a mainstream place but is not offered a Special Class place, acceptance of the mainstream place will not alter the Student's position on the Special Class waiting list for that school year.

If a Student does not obtain a Special Class place for a particular school year and wishes to seek admission for the following school year, a new application must be made during the application period specified in the Annual Admission Notice. A new NCSE Letter of Eligibility for the relevant school year will also be required.

Only the selection criteria expressly stated in this Policy will be used to rank eligible applications where the Special Classes are oversubscribed.

7.1.2. Selection criteria in order of priority:

The criteria below are selection criteria for use only after an Applicant has satisfied the eligibility requirements for an Autism Special Class placement set out at section 7.1. They do not determine whether a Student is eligible for a Special Class placement.

7.1.2.1 Priority 1: Eligible Students who are currently enrolled in Coláiste Eoin.

7.1.2.2 Priority 2: Eligible Students who have a sibling currently enrolled in Coláiste Eoin.

7.1.2.3 Priority 3: Eligible Students who, at the time of application, are attending one of the Feeder Primary Schools listed in section 1 of this Policy and have been enrolled there for at least one full academic year.

7.1.2.4 Priority 4: Eligible Students who have a sibling who was previously enrolled in Coláiste Eoin.

7.1.2.5 Priority 5: Eligible Students whose parent/guardian is a Member of Staff of Coláiste Eoin, as defined in the Glossary of Terms.

7.1.2.6 Priority 6: All other eligible Students.

7.1.3. Selection process:

Coláiste Eoin will apply the selection process as follows:

All applications will first be checked against the eligibility requirements in section 7.1. Only eligible applications will proceed to the oversubscription selection process. Eligible applications will then be considered against the published priority criteria in the order set out above. Places will first be offered to eligible Applicants in Priority 1. Where places remain, the remaining eligible Applicants will be considered successively under Priorities 2, 3, 4, 5 and 6 until all available places have been offered and accepted.
The NCSE Letter of Eligibility is a prerequisite for admission to the Special Classes and applies only to the school year for which it is issued.

Where the number of eligible Applicants within any priority group exceeds the number of places available at that stage, Coláiste Eoin will use a random lottery to determine the order in which places are offered and the order in which Applicants are placed on the waiting list within that priority group. Multiple births, including twins and triplets, will be entered into the lottery as one entry. Where that entry is selected, the Students will be offered places together, subject to sufficient places being available. If sufficient places are not available, the entry will be placed on the waiting list in the order determined by the lottery.

The Autism Special Class admission process will be completed before the mainstream admission process for the relevant year group. Each Student offered an Autism Special Class place will also occupy a place in the relevant mainstream year group and the number of mainstream places available in that year group will be reduced accordingly, as reflected in the Annual Admission Notice. If an Autism Special Class place becomes available during the school year, the next eligible Student on the Special Class waiting list will be considered in accordance with the published priority order and subject to a corresponding place being available in the relevant mainstream year group.

7.1.4. Late applications:

An application for a Special Class place received after the closing date set out in the Annual Admission Notice will be treated as a late application.

Where the Special Classes are oversubscribed, an eligible late application will be placed on the waiting list after all eligible applications received within the published application period. Eligible late applications will be ordered according to the date and time they were received by the school. The waiting list remains valid only for the school year concerned.

Where the Special Classes are not oversubscribed and a place is available, an eligible Student whose application is received late will be offered a place, subject to the general admission provisions in section 4. An Acceptance Form will issue and must be returned by the date specified in the letter of offer.

7.1.5. Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Eoin 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 Classes 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 specified in the letter of offer issued by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or, in the case of a late application or a second/third-round offer, by the date specified in the letter of offer issued by the School, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

When inputting the Student's data on PPOD (Post-Primary Online Database hosted by the Department of Education), if it comes to Coláiste Eoin's attention that the Student is enrolled in more than one school, it will be necessary for Coláiste Eoin to contact the conflicting school to resolve the conflict. If it is confirmed that the Student will be attending the conflicting school, Coláiste Eoin will need to delete the Student's record from its PPOD and withdraw the offer of admission. If the Student is to be attending Coláiste Eoin, no further action is required by Coláiste Eoin.

7.1.7. Refusal:

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

7.1.7.1 The reasons that the Student was not offered a place in Coláiste Eoin;

7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year group to which the applicant is applying is oversubscribed;

7.1.7.3 Details of the Student's place on the waiting list, if applicable; and

7.1.7.4 Details of the Applicant's right to appeal the decision

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

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

7.1.8. Withdrawal of an offer

An offer of admission may be withdrawn where:

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

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

7.1.8.3 An Applicant has not indicated:

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

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

It is confirmed that the Student will be attending the conflicting school following it coming to Coláiste Eoin's attention on PPOD that the Student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application.

7.2. Appeals

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Eoin. 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 info@ceh.ie

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Coláiste Eoin for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Eoin. 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 info@ceh.ie . (An applicant may

withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

7.2.3. Basis for a review by the board of management:

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

Review and Ratification

The Board of Management of Coláiste Eoin will review this Admission Policy annually and whenever required by legislative, Departmental, NCSE or Patron guidance.

Ratified by the Board of Management on: 23/09/2026

Signed: _____
Chairperson, Board of Management
Date:

Signed: Alan Costello
Principal/Secretary to the Board of Management
Date: