BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

POLICY FOR ADMISSION TO AVONDALE COMMUNITY COLLEGE

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the 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 Avondale Community College is responsible for the implementation of this Admission Policy.

INTRODUCTION TO AVONDALE COMMUNITY COLLEGE

Avondale Community College was established in 1933 and is one of the twenty- seven schools under the patronage of Kildare & Wicklow Education & Training Board. Avondale Community College is an all ability school in the heart of Rathdrum which embraces diversity. We have embedded our vision and ethos into our mission statement 'Learning to Grow through Respect and Trust'. The school aims to enable every student to achieve at a level appropriate to his or her ability in a school community which encourages students to identify their strengths, abilities and talents. The approach to teaching is based on maximising potential so that every student achieves in a learning environment which respects their ability and nurtures their talents. Students are encouraged to become independent learners, to discover what it is that they are good at and follow their aspirations.

On September 1st 2026 the school is currently populated by 60 staff and 680 students. The school is part of a network of teachers across KWETB who are constantly sourcing new ways to improve the learning environment for students. A strong pastoral care system contributes to a respectful atmosphere throughout the school. Everyone within the school community has a responsibility to treat others with respect and courtesy. The school's caring culture enables students to settle in easily and engage in a positive learning environment and this is further enhanced by the contribution of the Board of Management and the Parents' Council.

Through our endeavours to bring our Mission Statement to fruition, Avondale provides a broad curriculum at both Junior Certificate and Leaving Certificate level. First and fifth year students are consulted annually on the subjects they wish to pursue for the course of their studies and they have a choice of 22 subjects at Junior Cycle and 22 subjects at Leaving Certificate level. Our school also offers the following programmes to students, Junior Cycle Level 2 Learning Programme (L2LP), Transition Year Option (TY), Leaving Certificate Vocational Programme (LCVP) and Leaving Certificate Applied (LCA). Our school community is inclusive and diverse and this is reflected in the broad range of extra-curricular activities available to students. Many students, male & female, participate in GAA, Soccer, Rugby, Basketball, Athletics and Debating. However, others have the opportunity to focus on niche activities including Equestrian and Golf.

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PART A

General Information for All Applicants

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

1 GLOSSARY OF TERMS

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

'**Student'** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that the application or acceptance of offer makes him/her a Student of Avondale Community College; a person is only regarded as a student of Avondale Community College once s/he is enrolled on his/her first day of attendance. It does not include a person formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

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

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

'**Catchment Area'** refers to the designated residential area for application to all classes other than the Special Class in Avondale Community College in respect of the person on whose behalf the application is being made. The catchment area for Avondale Community College is deemed to be the nearest school as determined by the School Transport Scheme of Bus Éireann.

'**Catchment Area for the Special Class(es)'** refers to the designated residential area for application to the Special Class(es) within Avondale Community College in respect of the person on whose behalf the application is being made. The catchment area for the

Special Class(es) within Avondale Community College is deemed to be the nearest school as determined by the School Transport Scheme of Bus Éireann.

'**Parent'** has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'**Feeder Primary Schools'** refers to the primary schools of preference for application to Avondale Community College. The local feeder primary schools for Avondale Community College are:

Boy's National School, Rathdrum, Co. Wicklow	Our Lady's National School, Rathdrum, Co. Wicklow.	Sacred Heart National School Aughrim, Co. Wicklow
Sacred Heart National School, Moneystown, Co. Wicklow	Scoil Chaoimhín Naofa, Laragh, Co. Wicklow	Scoil Náisiúnta Phádraig Naofa, Avoca, Co. Wicklow
St. Joseph's National School, Glenealy, Co. Wicklow	St. Saviour's National School, Rathdrum, Co. Wicklow	Scoil San Eoin, Redcross Village, Co. Wicklow

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, '**Sibling'** refers to full siblings, half-siblings, foster-siblings and step-siblings.

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

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

'**Special Class'** means a class that has, with the approval of the Minister of Education and Youth, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Youth. Avondale Community College has a Special Class, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders.

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

(a) provides detailed evidence of the Student's needs,

(b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and

(c) makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

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

Annual Review of Special Class Place

As per NCSE Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools (2024), Avondale Community College reviews annually the placement of each student in the Special Class. The purpose of the review process is to establish if the Special Class remains the best placement for the student. The review process involves the student, parents, teacher and relevant professionals involved with the student. A record of the review is recorded in the student support plan.

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

2 ADMISSION STATEMENT

CHARACTERISTIC SPIRIT

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

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



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

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

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities,

beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

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

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

2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;

2.2. Civil status of the Student or Applicant;

2.3. Family status of the Student or Applicant;

2.4. Sexual orientation of the Student or Applicant;

2.5. Religion of the Student or Applicant;

2.6. Disability of the Student or Applicant;

2.7. Race of the Student or Applicant;

2.8. The Student's or Applicant's membership of the Traveller community;

2.9. Special educational needs of the Student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).

Avondale Community College will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to

children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

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

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

3 LEGAL FRAMEWORK

Avondale Community College 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 Avondale Community College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

As ETB schools are 'multi-denominational', Avondale Community College supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

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 Avondale Community College **shall not consider**:

4.1 The payment of fees or contributions to the school;

4.2 A Student's academic ability, skills or aptitude; unless:

- it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class.

4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);

4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the student concerned attending, or having attended, the school.

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

Avondale Community College will consider the offer of a place to every Student seeking admission to the school, **<u>unless</u> one the following applies**:

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

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

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

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

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

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Class(es).

PART B

Information for Specific Categories of Applicants

5. ***Application to the First-Year Group***
6. ***Application to All Year Groups Other Than First-Year***
7. ***Application to the Special Class(es)***
8. ***Application to Specific School Programmes***

SECTION 5
APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

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5.1.3. Selection process

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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 review by the Board of Management

5.1 ADMISSION PROVISIONS (FIRST-YEAR GROUP)

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

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

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 Avondale Community College 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, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

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

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

5.1.2 Selection criteria in order of priority

Avondale Community College will apply the following criteria for admission to the First-Year Group.

5.1.2.1 Students who are deemed to be living in the catchment area and who have a brother or sister currently attending Avondale Community College.

5.1.2.2 A Student who is a child of a member of Staff in the school.

5.1.2.3 All other students who are deemed to be living in the catchment area.

5.1.2.4 Students who have attended one of the following local feeder schools:

Boy's National School, Rathdrum, Co. Wicklow	Our Lady's National School, Rathdrum, Co. Wicklow.	Sacred Heart National School Aughrim, Co. Wicklow
Sacred Heart National School, Moneystown, Co. Wicklow	Scoil Chaoimhín Naofa, Laragh, Co. Wicklow	Scoil Náisiúnta Phádraig Naofa, Avoca, Co. Wicklow
St. Joseph's National School, Glenealy, Co. Wicklow	St. Saviour's National School, Rathdrum, Co. Wicklow	Scoil San Eoin, Redcross Village, Co. Wicklow

5.1.2.5 Siblings of students currently enrolled in Avondale Community College, not living in the catchment area or attending one of the local feeder schools listed in 5.1.2.4.

5.1.2.6 All other applicants who have submitted a completed application form on or before the closing date for applications.

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

5.1.3 Selection Process

Avondale Community College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the 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, Avondale Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late Applications

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

Where Avondale Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section(s) 4.7 and 4.8

Where Avondale Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 and 4.8. and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

5.1.5 Second/third-round offers of a place

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

5.1.6 Acceptance of a place

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

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

5.1.7 Refusal

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

5.1.7.1. The reasons that the Student was not a offered a place in Avondale Community College.

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

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

5.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

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

5.1.8.3. An Applicant has not indicated:

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

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

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

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Avondale Community College regarding admission to the First-Year Group, see section 5.2.

5.2. APPEALS

5.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the Board of Management of Avondale Community College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing avondalecc@kwetb.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', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. 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 Avondale Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the Board of Management of Avondale Community College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing avondalecc@kwetb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at 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 Basis for 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

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6.1.9. Appeals

6.3 Appeals

6.3.1. Appeal where refusal was due to oversubscription
6.3.2. Appeal where refusal was for a reason other than oversubscription
6.3.3. Basis for review by the Board of Management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where Avondale Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8

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

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Avondale Community College 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, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all years other than the First-Year Group.

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

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

Where the Transition Year Programme and Leaving Certificate Applied Programme in Avondale Community College is oversubscribed, a Student applying for admission to such

a program in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for these programmes.

6.1.2 Selection criteria in order of priority

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

6.1.2.1 Students who are deemed to be living in the catchment area and who have a brother or sister currently attending Avondale Community College.

6.1.2.2 A Student who is a child of a member of Staff in the school.

6.1.2.3 All other students who are deemed to be living in the catchment area.

6.1.2.4 Students who have attended one of the following local feeder schools:

Boy's National School, Rathdrum, Co. Wicklow	Our Lady's National School, Rathdrum, Co. Wicklow.	Sacred Heart National School Aughrim, Co. Wicklow
Sacred Heart National School, Moneystown, Co. Wicklow	Scoil Chaoimhín Naofa, Laragh, Co. Wicklow	Scoil Náisiúnta Phádraig Naofa, Avoca, Co. Wicklow
St. Joseph's National School, Glenealy, Co. Wicklow	St. Saviour's National School, Rathdrum, Co. Wicklow	Scoil San Eoin, Redcross Village, Co. Wicklow

6.1.2.5 Siblings of students currently enrolled in Avondale Community College, not living in the catchment area or attending one of the local feeder schools listed in 6.1.2.4.

6.1.2.6 All other applicants who have submitted a completed application form on or before the closing date for applications.

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

Avondale Community College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the 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, Avondale Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

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

Transfer applications received mid- year, requesting a transfer into Avondale Community College for the following academic year (other than first year) will be processed during the month of June, of that school year. All applications received will be kept on file and dated. Priority first and foremost will be given to the students of Avondale Community College before transfer enrolment applications are considered.

6.1.4 Late applications:

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

Where Avondale Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section(s) 4.7 and 4.8.

Where Avondale Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Avondale Community College, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

6.1.5 Second/third-round offers of a place

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

6.1.6 Acceptance of a place:

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

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

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

6.1.7 **Refusal:**

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

6.1.7.1. The reasons that the Student was not a offered a place in Avondale Community College

6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed,

6.1.7.3. Details of the Student's place on the waiting list, if applicable, and

6.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

6.1.8 **Withdrawal of an offer**

An offer of admission may be withdrawn where:

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

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

application, or second/third-round offer, by the date stated for same in the letter offering the place , or

6.1.8.3. An Applicant has not indicated:

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

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place 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.

6.1.9 Appeals:

For information relating to an Applicant's right to appeal a decision of Avondale Community College regarding admission to a year group other than First-Year, see section

SECTION 7
APPLICATION TO THE SPECIAL CLASS(ES)

7 APPLICATION TO THE SPECIAL CLASS

7.1. Admission Provisions for the Special Class

7.1.1. Oversubscription
7.1.2. Selection criteria in order of priority
7.1.3. 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 review by the Board of Management

7.1. ADMISSION PROVISIONS FOR THE SPECIAL CLASS

Avondale Community College has a Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section.
The school also requires documentation from the NCSE (National Council for Special Education) confirming that the Student is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a Relevant Report. This letter of eligibility from the NCSE is applicable for admission for one school year only *i.e.* the school year for which admission is sought.

Where the Special Class in Avondale Community College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to sections 4.7 and 4.8.

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

Annual Review of Special Class Place:
As per NCSE Guidelines for Setting Up and Organising Special Classes for Boards of Management and Principals of Primary and Post-Primary Schools (2024), Avondale Community College reviews annually the placement of each student in the Special Class. The purpose of the review process is to establish if the Special Class remains the best placement for the student. The review process involves the student, parents, teacher and relevant professionals involved with the student. A record of the review is recorded in the student support plan.

7.1.1. <u>Oversubscription</u>:
When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be

compiled which shall remain valid only for the school year in respect of which the applications are made. Where Avondale Community College is in a position to offer further places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list subject to there being a place in the relevant mainstream year group. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, *i.e.* if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

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

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

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

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

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

7.1.2. <u>Selection criteria in order of priority:</u>

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

7.1.2.1 The greatest level of need, as determined by the Principal in consultation with the SEN team in the school, having considered the relevant report in respect of the Child. If two or more students are tied on this criterion, then the next selection criteria on the list will be applied to those students to determine the order of priority of those students.

7.1.2.2 Students who are deemed to be living in the catchment area and who have a brother or sister currently attending Avondale Community College.

7.1.2.3 A Student who is a child of a member of Staff in the school.

7.1.2.4 All other students who are deemed to be living in the catchment area

7.1.2.5 Students who have attended one of the following local feeder schools:

Boy's National School, Rathdrum, Co. Wicklow	Our Lady's National School, Rathdrum, Co. Wicklow.	Sacred Heart National School Aughrim, Co. Wicklow
Sacred Heart National School, Moneystown, Co. Wicklow	Scoil Chaoimhín Naofa, Laragh, Co. Wicklow	Scoil Náisiúnta Phádraig Naofa, Avoca, Co. Wicklow
St. Joseph's National School, Glenealy, Co. Wicklow	St. Saviour's National School, Rathdrum, Co. Wicklow	Scoil San Eoin, Redcross Village, Co. Wicklow

7.1.2.6 Siblings of students currently enrolled in Avondale Community College, not living in the catchment area or attending one of the local feeder schools listed in 7.1.2.5

7.1.2.7 All other applicants who have submitted a completed application form on or before the closing date for applications.

Please note, all applications for a place in the special class must include a Psychological Report which clearly specifies a diagnosis of AUTISTIC SPECTRUM DISORDER. The diagnosis must be determined by the DSM IV, ICD 10 criteria, Gillberg and Gillberg's (1989) or other recognised diagnostic tool.

7.1.3. <u>Selection process:</u>

Avondale Community College will apply the selection process as follows:

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

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

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

7.1.4. <u>Late applications:</u>

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

Where Avondale Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Avondale Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Avondale

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

7.1.5. Second/third-round offers of a place

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

7.1.6. Acceptance of a place:

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

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

7.1.7. Refusal:

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

7.1.7.1 The reasons that the Student was not a offered a place in Avondale Community College;

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

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

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

In addition to the conditions for consideration of an application as set out at 4.7 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. <u>Withdrawal of an offer</u>

An offer of admission may be withdrawn where:

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

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

7.1.8.3 An Applicant has not indicated:

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

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

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

7.1 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 at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management , for it to be reviewed by the board of management of Avondale Community College Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing avondalecc@kwetb.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 and Skills under section 29A of the Education Act 1998.
Appeals must be made in writing on a 'Section 29 Appeal Form', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full , and submitted to the Section 29 Appeals Administration Unit in the Department of Education, or the appeal can be submitted online by uploading the required documentation at

https://www.section29appeals.gov.ie/. 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 Avondale Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the Board of Management, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management for it to be reviewed by the board of management of Avondale Community College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing Avondale cc@kwetb.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', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places- and submitted to the Section 29 Appeals Administration Unit in the Department of Education, or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. 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.

SECTION 8
APPLICATION TO THE SPECIFIC SCHOOL PROGRAMMES

ADMISSION to SPECIFIC SCHOOL PROGRAMMES OR SUBJECTS (or level)

All such applications will be considered on an individual basis, subject to the availability of a place in a specific class or subject area at the time of application. From time to time it may arise that the demand for a particular subject or at a specific level for any subject or for a particular programme may exceed the number of places normally available on that programme. The school will make every effort within the constraints of its accommodation, teaching resources and equipment to accommodate all such students. Where all students cannot be accommodated the following shall apply:

Priority will be given to students:

- From within the school
- Who return fully completed application forms by the dates specified by the school
- Who meet the school's specific entry criteria which is outlined in this policy
- Who furnish a full and honest reason for seeking such admission

Where it is not possible to accommodate all applicants,

- Entry to specific subject levels will be determined by the student's previous performance at that subject relative to the other applicants; their results in state examinations where available will also be considered
- Entry to specific subjects will be determined by reference to the preferences indicated by students on their application form/or via Tyro options form and by reference to the student's previous performance at that subject relative to the other applicants; their results is state examinations where available will also be considered. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teacher(s) about their suitability for the subject or alternative subjects and the school may also take into account the availability of other suitable subjects available to competing applicants.
- Entry to specific programmes will be determined following a review of the application forms and possibly an interview process designed to ascertain the relative suitability of the applicants for the specific programme. Where this does not satisfactorily resolve the issue, the school may survey the students' previous teachers about their suitability for the programme. The school may also take into account the availability of other suitable courses within the school to competing applicants.
- Where the above criteria have been exhausted then a final decision on this matter will be made by the school Principal under the direction of the Board of Management.

8.1.1 ADMISSION TO REPEAT A YEAR

All such applications are subject to the relevant Department of Education and Youth guidelines. The Department normally restricts students to a maximum of six years at second level and does not allow students to repeat a year unless there are exceptional circumstances:

- Applications to repeat a year will be considered in the light of Department of Education and Skills Circular Letters and official guidelines
- Furnish to the school a full and honest reason for seeking a repeat year placement
- Applications will also be considered in the light of places available on the relevant programme, subject to the class size and overall enrolment restrictions set out elsewhere in this policy
- Applications must be made in writing
- Applications must be accompanied by supporting documentation as appropriate
- Applications will not be considered until written application and supporting documentation have been submitted to the school
- Students taking a programme for the first time may be given priority in terms of subject choices within the programme

APPENDICES

Appendix 1 **Application for Admission to Avondale Community College**
Appendix 2 **Procedures for Admission to Transition Year Programme**
Appendix 3 **Procedures for Admission to Leaving Certificate Applied Programme**

Appendix 1 **Application for Admission to Avondale Community College**

This will be:

a) Incoming first year enrolment: online application form available on school website for a specified time under 'Admissions'.

Appendix 2 **Procedures for Admission to Transition Year Programme**

Applying for Transition Year Programme

a) In September all 3rd Year Students attend an assembly regarding the Transition Year application process alerting students to the weighting/marking scheme linked to attendance and code of behaviour while in 3rd year.

b) All 3rd Year student and their parents are invited to a Transition Year Information Evening in January. At this meeting details of the Transition Year course are shared and all relevant information distributed including the Transition Year Admissions Policy. Application forms for Transition Year are also given out.
c) Application forms must be completed and returned by a set date that is communicated to the parents and may also be obtained on the school website.
d) Application forms are scored and marks awarded as per policy by the Transition Year Core Team and Year Head. Suitability to the programme may be further ascertained through interview process when deemed necessary.
e) Should the number of suitable applicants exceed the capacity of the programme a lottery will take place to fill all available positions.
f) Students and parents are informed in writing of the outcome of the selection process in line with the Transition Year Admissions Policy.
g) Students accept their place in writing, together with a non-refundable deposit, by a set date.
h)

Appendix 3 Procedures for Admission to Leaving Certificate Applied Programme

a) Information on the Leaving Certificate Applied Programme is presented to 3rd and Transition Year students and their parents at the Senior Cycle Information night in January.
b) Students are encouraged to discuss their academic and career options with the Career Guidance teacher, the L.C.A Co-ordinator and with their parents.
c) Application forms are distributed to interested students and must be returned completed by a communicated given date or as stated on the school website.
d) Applications are screened by Management, Co-ordinating Team & Pastoral Care Team according to: availability of places, personal academic record, suitability, needs of the student, interview process.
e) Students and parents are informed in writing of the outcome of the selection process.
f) Students accept their place in writing, together with a non-refundable deposit, by a set date.

g) Students accept their place in writing, together with a non-refundable deposit, by a set date.

Admissions Policy Avondale Community College

Board of Management Ratification **Date 08/09/2026**

Board of Management Renewal **Date September 2027**