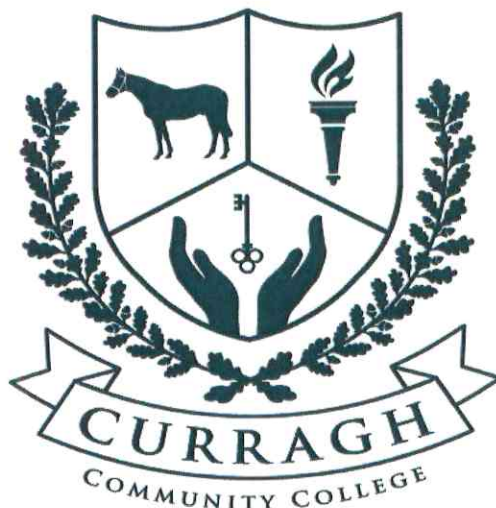


POLICY FOR ADMISSION TO SCHOOL



Address: McSwiney Road, Curragh Camp, Co. Kildare R56FW68

Roll No.: 706600

Patrons: Kildare Wicklow Education Training Board



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

The policy was approved by the school patron on September 15th 2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

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

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

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

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 Curragh Community College is responsible for the implementation of the Admission Policy.



Introduction to Curragh Community College (CCC)

Curragh Community College (CCC) was established in 1933, initially to educate the children of the members of the defence forces. The school is located in the heart of the Curragh Army Camp and resides on the property of the Department of Defence. (Planning Permission has been granted for the construction of a new school building for Curragh Community College on the old Magee Barracks site in Kildare Town on Melitta road. At the time of ratification of this document by the BOM of Curragh CC, 15.09.2025, there was no further update on start date for this new build.) Curragh Community College is a co-educational multi-denominational secondary school under the patronage of Kildare and Wicklow Education Board.

As outlined in the Annual Admissions Notice, the school caters 48 students in 1st, 48 students in 2nd, 48 students in 3rd year group, 24 in Transition Year, 12 students in LCA1 and LCA 2, and 60 in 5th year and 54 students in 6th year. However, if, given the fact the current 2025.026 3rd year group has 3 classes amounting to a max of 72, and following receipt of applications for TY, 5th year and 5th LCA in January 2026, the BOM may adjust the above senior cycle figures. The school offers the following educational programmes:

- Junior Cycle
- Leaving Certificate
- Transition Year
- Leaving Certificate Vocational Programme
- Leaving certificate applied.

Curragh Community College supports the principles of inclusiveness, equality of access and participation in the school, parental choice in relation to enrolments and respects the diversity of traditions, beliefs, languages and ways of life in society. It is inclusive in its intake and concerned for the disadvantaged and those with special educational needs.

The school supports its teachers to avail of a wide and varied upskilling and in-service opportunities to ensure the students experience is up to date learning in an active learning environment. Education in Curragh Community College is learner centred and the aim of 'opening the doors of the world' to all the students is at the heart of the planning and delivery of education in the school.



The school enjoys strong links and partnerships with the Defence Forces, Business in the Community Ireland, Horse Racing Ireland and Kildare Library. The access programmes in Trinity College Dublin, Carlow IT and NUI Maynooth are very strong supporters of the school's students. Communities of practice and shared learning networks are in place between a number of neighbouring schools. In recent years these shared learning networks have focused on Restorative practice, Team Teaching, Behaviour for Learning, Special Educational Needs and supporting Newly Qualified Teachers.

CCC shares a Home School Community Liaison Officer with St Catherine of Siena National School. CCC also enjoys the support of the Curragh Kildare School Completion Programme (SCP). Likewise, the school avails of the support of the National Educational Psychological Service (NEPS), the National Council for Special Education (NCSE) and the Professional Development Service for Teachers known as Óide, formerly known as the PDST. Locally CCC supports and enjoys the support of St Vincent de Paul, Suncroft, Kildare Credit Union and An Garda Síochána, amongst others.

The school's *"Mission Statement"* is

Curragh Community College is a vibrant and diverse learning community, fostering a culture of respect amongst our students, parents and staff in a safe and inclusive space. With the support of our Board of Management, our students are challenged to engage with a rich variety of learning experiences and to develop the skills necessary to reach their full potential, while experiencing a strong sense of belonging and pride in our school. We encourage all members of our school community to express their individuality in an environment that celebrates our core values of care, community, equality, respect and excellence in education. It is our school's mission to challenge and support our students to build resilience and confidence to become the best versions of themselves.





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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)*



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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 Curragh Community College

'Student' means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that an application or acceptance of offer makes him/her a student of Curragh Community College; a person is only regarded as a student of Curragh 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.



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'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 Curragh Community College. The feeder primary school groups for Curragh Community College are:

1.1 Group 1

St Catherine of Siena NS, Curragh Camp (Roll No. 20558Q)

Suncroft NS (Roll No. 18031K),

St Brigid's National School, Ballysax (Roll No. 16302F)

1.2 Group 2

Kildare Town Educate Together (Roll No. 20403K)

Gaelscoil Mhic Aodha (Roll No. 20428D)

1.3 Group 3

St Brigid's Primary School, Kildare Town (Roll No. 20427B)

Scoil Bhride National School, Nurney (Roll No. 16345A)

1.4 Group 4

Ballyshannon National School (Roll No. 15456E)

Gaelscoil Chill Dara, An Currach (Roll No. 20023A)

Scoil Bhride, Athgarvan (Roll No. 13350B)

Newbridge Educate Together (Roll No. 20177E)



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.]

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



2 Admission Statement

ETB schools are state, co-educational, multid denominational 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.



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Accordingly, Curragh 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.

Curragh 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

KWETB 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 Curragh 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 admit a Student. 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.

It is important to understand that our school does not provide 'religious instruction' and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. There is an important distinction between 'religious instruction' and 'religious education':

- Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.



- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally. As ETB schools are 'multi-denominational', Curragh Community College supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

Curragh 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.

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



4 General Admission Provisions

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

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

In processing an application Curragh 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;
- 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, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.
- 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.



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Curragh Community College will consider the offer of a place to every Student seeking admission to the school, unless 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;

Where Curragh 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.



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*



SECTION 5

Application to the First-Year Group

5 Application to the First-Year Group

5.1 Admission Provisions (First-Year Group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals

5.2 Appeals

- 5.2.1 Appeal where refusal was due to oversubscription
- 5.2.2 Appeal where refusal was for a reason other than oversubscription
- 5.2.3 Basis for appeal



5.1 Admission Provisions (First-Year Group)

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

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

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 Curragh 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.

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 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

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

- 5.1.2.1 If the Student has siblings currently enrolled in the school;
- 5.1.2.2 Whether the student at the time of application, is one of the attending Group 1 Feeder Primary Schools, having been enrolled there for at least one full academic year;
- 5.1.2.3 Whether the student is the child of a member of the Curragh Community College staff at the time of application;
- 5.1.2.4 Whether the student at the time of application, is attending one of the Group 2 Feeder Primary Schools, having been enrolled there for at least one full academic year;
- 5.1.2.5 Whether the student at the time of application, is attending one of the Group 3 Feeder Primary Schools, having been enrolled there for at least one full academic year;
- 5.1.2.6 Whether the student at the time of application, is attending one of the Group 4 Feeder Primary Schools, having been enrolled there for at least one full academic year;
- 5.1.2.7 If the student had a sibling who previously attended the school;
- 5.1.2.8 If the student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available)

5 Selection process

Curragh 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, Curragh Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6 Late applications

An application received by Curragh 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 Curragh 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 4.7. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Curragh Community College is not oversubscribed, ie there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7, and the same process as applies to Applicants whose applications were received before the



closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7 Second/third-round offers of a place

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

8 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 within 2 weeks of issuing by the school if it is a late application or if it is a second, third or subsequent round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second, third or subsequent round



offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

9 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 Curragh 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, 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.



10 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, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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



mission 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.

11 Appeals

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



5.2. Appeals

5.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Curragh 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 curraghcc@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' 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 Curragh Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Curragh 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 curraghcc@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' 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.

5.3.1. 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 appeal

6.3 Transition Year

- 6.3.1 Application for Transition Year for students enrolled in CCC
- 6.3.2 Application for Transition Year for students not enrolled in CCC

6.4 Leaving Certificate Applied

- 6.4.1 Leaving Certificate Applied application for students enrolled in CCC
- 6.4.2 Leaving Certificate Applied application for students not enrolled in CCC



6.1 Admission Provisions (Other Than First-Year)

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

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 Curragh 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.

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

Where 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 and/or Leaving Certificate Applied Programme in Curragh Community College is oversubscribed, a Student applying for admission



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

6.1.2 Selection criteria in order of priority

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

- 6.1.2.1. If the Student has siblings currently enrolled in the school;
- 6.1.2.2. If the Student has siblings who were previously enrolled in the school;
- 6.1.2.3. If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);

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

Curragh 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, Curragh Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.1.4 Late applications:

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

Where Curragh 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 4.7.

Where Curragh Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Curragh Community College 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 within 2 weeks of issue.

6.1.5 Second, third or subsequent round offers of a place

Where a Student is in receipt of an offer of a place within Curragh 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 within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

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 Curragh 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, 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, within 2 weeks, or
- 6.1.8.3. An Applicant has not indicated:



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

If an offer of a place is withdrawn by the 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 Curragh Community College regarding admission to a year group other than First-Year, see section 6.2.



6.2 Appeals

6.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Curragh 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 curraghcc@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' 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 Curragh Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Curragh 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 curraghcc@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' 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 appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.



6.3 Transition Year

6.3.1 Application for Transition Year for 3rd year students enrolled in Curragh Community College

Applications for Transition Year will open to students enrolled in 3rd year in Curragh Community College following the parents' information evening. Application forms must be returned to the school no later than the January date assigned in each given year. As per the Annual Admissions Notice, the number of places is limited to 24. However, if, given the fact the current 2025-2026 3rd year group has 3 classes amounting to a max of 72, and following receipt of applications for TY, 5th year and 5th LCA in January 2026, the BOM may adjust the number of TY classes .

Places will be offered following receipt of application form and performance at interview to determine suitability and commitment to the programme.

6.3.2 Application for Transition Year for students not enrolled in Curragh Community College

Should there be any remaining places available, students who are not enrolled in Curragh Community College may apply for Transition Year 2026-2027 from the February date assigned in each given year. Places will be offered following receipt of;

- APPLICATION FORM FOR ADMISSION (All year except First Year)
- Transition Year Application form

Places will be offered based on receipt of the above documents and performance at interview to determine suitability and commitment to the programme.



6.4 Leaving Certificate Applied

6.4.1 Application for Leaving Certificate Applied for 3rd/Transition Year students enrolled in Curragh Community College

Applications for Leaving Certificate Applied 1 for the academic year will open to students enrolled in 3rd year or Transition Year in Curragh Community College following the parents' information evening. Application form must be returned to the school no later than the January date assigned in the given year. As per the Annual Admissions Notice, the number of places is limited to 12. Places will be offered following receipt of application form and performance at interview to determine suitability and commitment to the programme.

6.4.2 Application for Leaving Certificate Applied 1, for students who are not enrolled in Curragh Community College

Should there be any remaining places available, students who are not enrolled in Curragh Community College may apply for Leaving Certificate Applied from the February date assigned in each given year. Places will be offered following receipt of;

- APPLICATION FORM FOR ADMISSION - (All year except First Year)
- Leaving Certificate Applied 1 Application form

Places will be offered based on receipt of the above documents and performance at interview to determine suitability and commitment to the programme.



This Policy was adopted by the Board of Management of Curragh Community College on May 11th 2026.

Signed: 
Chairperson of the Board of Management

Signed: 
Principal

Date: 11 May 2026

Date: 11/05/2026.

Date of next review: September 2026.

