POLICY FOR ADMISSION TO SCHOOL YEAR 2027/2028

Maynooth 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 Maynooth Community College is responsible for the implementation of this Admission Policy.

INTRODUCTION TO MAYNOOTH COMMUNITY COLLEGE

Mission Statement:

Maynooth Community College (Roll Number 76193Q) is a community of students, staff and parents. We aim to create a warm and caring learning environment in which all students can achieve their full potential. We value the unique contribution of each individual in an atmosphere of tolerance, partnership and shared respect.

Maynooth Community College is multidenominational and welcomes and caters for students of all belief backgrounds (all faiths and none).

Maynooth Community College is an inclusive school. The school respects, values and accommodates diversity in the student community. The school seeks positive experiences, a sense of belonging and the achievement of academic potential for all students through the medium of English and Irish (Aonad: 5th to 6th Year)

Students with disabilities and/or special educational needs are welcomed in Maynooth Community College and the school requests that parents work with the school authorities in providing all relevant information to the school to ensure the timely planning for physical and educational needs and the applications for additional resources.

Our History:

Maynooth Community College was established in 2014 as a non-designated Community College and is co-educational and multi-denominational. The school was opened under the auspices of Kildare and Wicklow Education and Training Board to provide a comprehensive post primary education in Maynooth and to provide greater diversity and plurality of patronage in the area and having regard to neighbouring areas.

Kildare and Wicklow Education Training Board (KWETB) employs the staff of the school and allocates an annual budget to operate the school.

Maynooth Community College and Maynooth Post Primary School have moved to two state of the art school buildings in 2021, known as Maynooth Education Campus on the Moyglare Road. Both schools will operate under the patronage of KWETB.

Catchment Area:

Maynooth Community College is located on the Moyglare Road in the town of Maynooth, Co. Kildare. The feeder schools are the Primary/National Schools in Maynooth, Kilcloon, Mulhussey, Straffan, Rathcoffey and Kilcock (St. Joseph's N.S.; Scoil Choca Naofa & Scoil Uí Riada Gaelscoil) but it also offers places to provide greater diversity and plurality of patronage in the area and having regard to neighbouring areas.

Curriculum and Facilities:

The school follows an academic curriculum leading to the Junior Cycle Profile of Achievement and Leaving Certificate Examination. All subjects are taught at Common, Higher and Ordinary levels. English is studied at Common Level for the Junior Cycle. Irish and Mathematics may be taken at Higher or Ordinary Level. All students at Junior Cycle (1st – 3rd Year) follow courses in Gaeilge, English, Mathematics, Religious Education, History, Geography, Science, C.S.P.E., S.P.H.E., and PE. Students also choose to study a modern foreign language- French, German or Spanish and two subjects from the following: Business Studies, Visual Art, Music, Home Economics, Applied Technology, Wood Technology, Engineering and Graphics. The L1 and L2 Learning Programmes are also available within the school. There are also three special classes, one Moderate class and two ASD classes.

In Senior Cycle there is an optional one-year Transition Year Programme. In the Leaving Certificate Established Programme student study the core subjects of Irish, English and Mathematics. Students can choose from four additional subjects from the following range: French, German, Spanish, Physics, Chemistry, Biology, Business, Economics, Accounting, History, Geography, Music, Home Economics (Social & Scientific), Art, DCG, Agricultural Science, Politics and Society, Engineering and Construction Studies. Japanese, Russian, P.E. and Applied Maths are also available as exam subjects. P.E. and S.P.H.E are offered to all students as part of a two-year programme. Students may be eligible to participate in the Leaving Certificate Life, Community and Work (LCW). The Leaving Certificate Applied Programme offers an alternative to students who wish to follow a workplace-oriented course which also runs for 5th and 6th Year.

We also offer a wide range of extra-curricular activities, in particular sporting pursuits such as Gaelic Games, Soccer, Rugby, Athletics and Basketball. In addition, other areas such as Public Speaking, Debating, Young Scientist, European initiatives and a variety of other leadership and student voice activities are offered. Transition Year students also take part in an annual School Musical. All of these help us achieve our stated aim of providing a full educational experience.

School Plan:

The School Plan serves as a reference document that guides the activities of the school and facilitates monitoring and self-evaluation.

Our Five-Year Plan broadly focuses on:

1. Curricular Planning: implementation of Junior Cycle Reform, continued roll out of the Leaving Cert Applied Programme and the implementation of Wellbeing across the school.
2. Settle down the move to the new school building in the new campus.
3. Implementation and monitoring of School Self-Evaluation & School Improvement plans.

TABLE OF CONTENTS

PART A – *General Information for All Applicants*

1. Glossary of Terms

2. Admission Statement

3. Legal Framework

4. General Admission Provisions

PART B - *Information for Specific Categories of Applicants*

5. Application to the First-Year Group

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

7. Application to the Special Classes

PART A

General Information for All Applicants

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

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

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

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

'**Catchment Area'** refers to the designated residential area for application to all classes other than the Special Classes, in respect of the person on whose behalf the application is being made. The catchment area for Maynooth Community College is defined in the attached Catchment Area Map (as attached).

'**Catchment Area for the Special Class(es)'** refers to the designated residential area for application to the Moderate and ASD Units within Maynooth Community College in respect of the person on whose behalf the application is being made. The catchment area for the Special Classes within Maynooth Community College is defined in the Catchment Area Map (as attached).

'**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 Maynooth Community College. The feeder primary schools for Maynooth Community College are:

1.1. St. Marys Boys National School, Maynooth, Co. Kildare
1.2. Presentation Girls National School, Maynooth, Co. Kildare
1.3. Educate Together National School, Maynooth, Co. Kildare
1.4. Gaelscoil Ruairí, Maigh Naud, Co. Chill Dara
1.5. Gaelscoil Ui Fhiaich, Maigh Nuad, Co. Chill Dara
1.6. Scoil Oilibheir Naofa, Kilcloon, Co. Meath
1.7. St Joseph's National School, Mulhussey, Co. Meath
1.8. Straffan National School, Straffan, Co. Kildare
1.9. Rathcoffey National School, Rathcoffey, Co. Kildare
1.10. St. Joseph's National School, Kilcock, Co. Kildare
1.11. Scoil Choca Naofa, Kilcock, Co. Kildare
1.12. Scoil Uí Riada, Gaelscoil, Kilcock, Co. Kildare

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, 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. Maynooth Community College has a Moderate Learning Unit which was established to

cater for special educational needs of students with Moderate General Learning Disability and an ASD Unit established to cater for the 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.

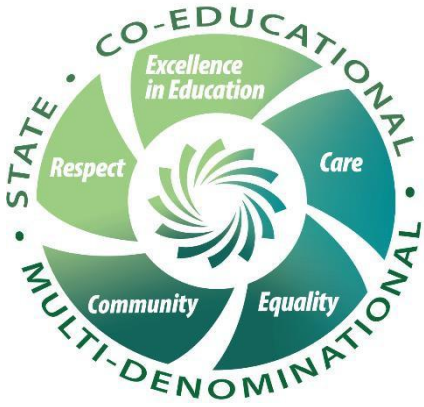
The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

'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, multi-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 'multi-denominational' 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, Maynooth Community College shall not discriminate in its admission of a Student based on the following grounds:

2.1. Gender of the Student or Applicant;

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).

Maynooth 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

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

The board of management of Maynooth 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 requirements to advice 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 oral development of all students equally.

As ETBI schools are 'multi-denominational', Maynooth 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.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Maynooth Community College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Maynooth 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 providing education exclusively to Students with a specified category of special educational needs or a special class;
- evidence of same is furnished by the Applicant as evidence of the Student's level of fluency in the Irish language and the school is oversubscribed;

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 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.

Maynooth Community College will consider the offer of a place to every Student seeking admission to the school, **unless [one of] the following applies**:

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

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

Where Maynooth 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 Classes.

PART B

Information for Specific Categories of Applicants

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

SECTION 5
APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year Group)

5.1.1. Oversubscription

5.1.2. Selection criteria in order of priority

5.1.3. Selection process

5.1.4. Late Applications

5.1.5. Second/third-round offers of a place

5.1.6. Acceptance of a place

5.1.7. Refusal

5.1.8. Withdrawal of an offer

5.1.9. Appeals

5.2 Admission Provisions to the Aonad Lán Gaeilge (First Year Group)

*Does not apply as there is no Aonad Lán Gaeilge class in Maynooth Community College.

5.3 Appeals

5.3.1. Appeal where refusal was due to oversubscription

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

5.3.3. Basis for a review by the board of management

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Maynooth 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 ie. 170, 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 Maynooth 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 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

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

All applicants must have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent);

In the event of the number of applications being greater than the number of places available the following criteria will be applied in the following order for the allocation of these places.

5.1.2.1. Applicants as follows:

a. Applicants who are siblings of existing students currently enrolled in the school at time of application.
b. Applicants who are siblings of past students.
c. Children of staff of Maynooth Community College

5.1.2.2. Applicants living in the catchment area of Maynooth (see attached map), and at the time of application, attending Primary Schools in Maynooth.

5.1.2.3. Applicants living in the catchment area of Maynooth (see attached map), and at the time of application, attending Primary Schools in Mulhussey, Kilcloon, Rathcoffey and Straffan.

5.1.2.4. Applicants living in the catchment area of Maynooth (see attached map), and at the time of application, attending Primary School outside the catchment area.

5.1.2.5. Applicants living outside the catchment area of Maynooth and at the time of application, attending primary schools in Maynooth, Mulhussey, Kilcloon, Rathcoffey and Straffan.

5.1.2.6. Applicants at the time of application, attending primary schools in Kilcock (St. Joseph's N.S.; Scoil Choca Naofa & Scoil Uí Riada Gaelscoil) and living outside the catchment areas of Maynooth.

5.1.2.7. All other applicants seeking multi denominational education provision, where this is not available.

5.1.2.8. Late Applicants i.e. application forms received after the closing date of **11.59pm on Thursday 22nd October 2026**.

- Maynooth Catchment Area is defined on attached Map.

In the event of applications in any of the above categories being greater than the number of places available, a Lottery will be used to allocate these places.

Procedures for the conduct of this Lottery will be determined by the Board of Management.

See Appendix 1 re Conduct of Lottery.

In the event of an application for a place in the school received after the closing date, the application will be placed on the waiting list after the Lottery has been conducted as in Appendix 1. All late applicants will be placed on a waiting list as per category 8 above, in order according to the date and time applications were received after closing date as specified.

5.1.3 Selection Process

Maynooth 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, Maynooth 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[1].

5.1.4 Late applications

An application received by Maynooth Community College after the closing date published by the school, and set out in the Admission Notice as, **11.59pm on Thursday 22nd October 2026**, is considered a late application for the purposes of this Admission Policy.

Where Maynooth 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 4.7 and 4.8.

Where Maynooth 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 Maynooth Community College but does not accept the offer, or fails to accept within the specified time period, 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

[1] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out …. or the effective provision of education for children with whom the child is to be educated.*"

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 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'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 refusal 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 Maynooth 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 on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Maynooth Community College regarding admission to the First Year Group, see section 5.3.

5.2. ADMISSION TO THE AONAD LÁN GAEILGE

There is no Aonad Lán Gaeilge in Maynooth Community College.

5.3 Appeals

5.3.1. 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 (www.mcc.edu.ie) 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 Maynooth 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 prinicpal@mcc.edu.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available 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.

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

An Applicant who was refused admission to Maynooth 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, 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 Maynooth 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 principal@mcc.edu.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 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 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.

5.3.3. 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 put 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 Admission Provisions to the Aonad Lán Gaeilge (other than First Year)

Does not apply as there is no Aonad Lán Gaeilge in Maynooth Community College.

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 a review by the board of management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST YEAR)

Where Maynooth 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 Maynooth 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.

"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/or Leaving Certificate Applied Programme in Maynooth Community College is/are oversubscribed, a Student applying for admission to such programm(es) 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 this/ese programm(es).

6.1.2 Selection criteria in order of priority

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

6.1.2.1. Applicants as follows:

a. Applicants who are siblings of existing students currently enrolled in the school at time of application
b. Applicants who are siblings of past students.
c. Children of staff of Maynooth Community College

6.1.2.2. Applicants living in the catchment area of Maynooth (see attached map)

6.1.2.3. Applicants living outside the catchment area of Maynooth (see attached map),

6.1.2.4. Late Applicants i.e. application forms received after the closing date of 12.30pm on **24th May 2027**.

- Maynooth Catchment Area is defined on the attached Map.

In the event of applications in any of the above categories being greater than the number of places available, a Lottery will be used to allocate these places. Procedures for the conduct of this Lottery will be determined by the Board of Management.

See Appendix 1 re Conduct of Lottery.

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

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

6.1.3 Selection process

Maynooth 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, Maynooth 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[2].

6.1.4 Late applications:

An application received by Maynooth Community College after the closing date published by Maynooth Community College and set out in the Admission Notice is considered a late application for the purposes of this Admission Policy. Closing date for Second-Sixth Year applicants is **12.30 pm 24th May 2027**.

Where Maynooth 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 4.7 and 4.8.

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

[2] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out …. or the effective provision of education for children with whom the child is to be educated.*"

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 Maynooth Community College but does not accept the offer, or fails to accept within the specified time period, 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 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 Maynooth 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 and 4.8, an offer of admission may not be made where:

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

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

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

6.1.8.3. An Applicant has not indicated:

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

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place 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 Maynooth Community College regarding admission to a year group other than First Year, see section 6.3

6.2 ADMISSION PROVISIONS TO THE AONAD LÁN GAEILGE

Not applicable as Maynooth Community College does not have an Aonad Lán Gaeilge.

6.3 Appeals

6.3.1. 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 (www.mcc.edu.ie), 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 Maynooth 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 prinicpal@mcc.edu.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available 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.

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

An Applicant who was refused admission to Maynooth 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, 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 Maynooth 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 principal@mcc.edu.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 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.

6.3.3. 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 put the grounds of the request to review the decision.

SECTION 7
APPLICATION TO THE SPECIAL CLASSES

7 APPLICATION TO THE SPECIAL CLASS(ES)

7.1 Admission Provisions for the Special Class(es)

7.1.1. Oversubscription

7.1.2. Selection criteria in order of priority

7.1.3. Selection process

7.1.4. Late Applications

7.1.5. Second/third-round offers of a place

7.1.6. Acceptance of a place

7.1.7. Refusal

7.1.8. Withdrawal of an offer

7.2 Appeals

7.2.1. Appeal where refusal was due to oversubscription

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

7.2.3. Basis for a review by the board of management

7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS(ES)

Maynooth Community College has four Special Classes, established to provide education to Students with severe/complex educational needs arising from Autism/Autistic Spectrum Disorders and Moderate General Learning Disability.

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.

In the event that the Special Class in Maynooth Community College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class, as confirmed by the NCSE, 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.

7.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Maynooth 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 there being a place in the relevant mainstream year group. If there is not a place available in the relevant year group, the next person on the waiting list

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

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

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

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

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

7.1.2 **Selection criteria in order of priority:**

7.1.2.1 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. Applicants must be in receipt of a letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class (ASD/Moderate) 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 and the Student will have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in the Special Class; If two of more Students are tied on this criterion then the next selection criteria in the list will be applied to those students to determine the order of priority of those students.

Maynooth Community College will apply the following criteria for admission to a year group other than First Year in the following order:

Applicants as follows:

7.1.2.1.

a. Applicants who are current Students enrolled in Maynooth Community College at time of application.
b. Applicants who are siblings of existing students currently enrolled in the school at time of application
c. Applicants who are siblings of past students
d. Children of staff of Maynooth Community College

7.1.2.2. Applicants living in the catchment area of Maynooth (see attached map), and attending or who had attended Primary Schools in Maynooth.

7.1.2.3. Applicants living in the catchment area of Maynooth (see attached map), and attending or who had attended Primary Schools in Mulhussey, Kilcloon, Rathcoffey and Straffan.

7.1.2.4. Applicants living in the catchment area of Maynooth (see attached map), and attending or who had attended Primary School outside the catchment area.

7.1.2.5. Applicants living outside the catchment area of Maynooth and at the time of application, attending primary schools in Maynooth, Mulhussey, Kilcloon, Rathcoffey and Straffan.

7.1.2.6. Applicants attending primary schools in Kilcock (St. Joseph's N.S.; Scoil Choca Naofa & Scoil Uí Riada Gaelscoil) and living outside the catchment areas of Maynooth.

7.1.2.7. All other applicants seeking multi denominational education provision, where this is not available.

7.1.2.8. Late Applicants i.e. application forms received after the closing date **11.59pm Thursday 22nd October 2026**.

- Maynooth Catchment Area is defined on attached Map.

In the event of applications in any of the above categories being greater than the number of places available, a Lottery will be used to allocate these places.

Procedures for the conduct of this Lottery will be determined by the Board of Management.

See Appendix 1 re Conduct of Lottery.

7.1.3 Selection process:

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

See Appendix 1 re Conduct of Lottery.

In the event of an application for a place in the school received after the closing date, the application will be placed on the waiting list after the Lottery has been conducted as in Appendix 1. All late applicants will be placed on a waiting list as per category 8 above, in order according to the date and time applications were received.

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.[3]

7.1.4 Late applications:

An application received by Maynooth Community College after the closing date of **11.59pm on Thursday 22nd October 2026**, published by Maynooth Community College and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the special class in Maynooth 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 4.7 and 4.8.

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

[3] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out …. or the effective provision of education for children with whom the child is to be educated.*"

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 Maynooth Community College but does not accept the offer, or fails to accept within the specified time period, 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.

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 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 refusal 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 Maynooth 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 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

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

7.1.8.3. An Applicant has not indicated:

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

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place 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 7.1.4 above.

7.2 Appeals

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, 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 Maynooth 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 principal@mcc.edu.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' available 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, whichever is earlier, and the appeal 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 Maynooth 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 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 Maynooth 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 principal@mcc.edu.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 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

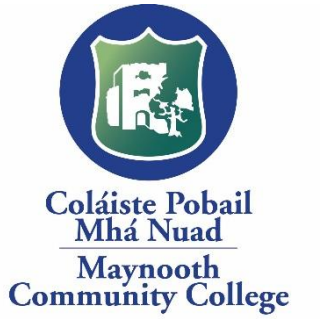
https://www.section29appeals.gov.ie/. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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 put the grounds of the request to review the decision.

Appendix 1 re Conduct of Lottery



APPENDIX 1

Procedure for Conduct of Lottery

In the event of applications in any of the categories 1-8, as stated in Maynooth Community College's Admission Policy, being greater than the number of places available (i.e. 170 in First Year) a lottery will be used to allocate these places.

The Board of Management of Maynooth Community College at its' meeting on 26th August, 2026 has decided that the procedures for the conduct of the lottery shall be as follows:

1. **The Lottery will take place as soon as is practicable after the stated closing date on the School's Admission Policy / Application for First Year Enrolment Form 2027/2028 or Application to all year groups other than First Year.**

2. **The Lottery for First Year 2027/2028 will be conducted in the presence of the Principal teacher of Maynooth Community College. A representative of Maynooth Community College Board of Management and a representative of MCC PTA will also be in attendance in an observation role.**

3. **If the figure of 170 applicants is exceeded, then all the names of the applicants in the category where over subscription occurs will be uploaded to an online platform which will be used to generate the allocation of places. All applicants names will be checked and verified by those present at the meeting prior to the generation of allocation of places. The order in which the applicant names are generated online will be verified by all members present at the meeting.**

4. **Procedure 3 above will be followed in all the remaining categories down to Category 8 so a full waiting list can be created.**

5. **All such lists must be verified by those present and signed accordingly to ensure / confirm the fairness and transparency of the process.**

6. **Only those applicants numbered 1 – 170 will be offered places, according to the Policy, and only after an applicant declines an offer of a place in writing to the Principal can the next person on the waiting list be offered the place.**

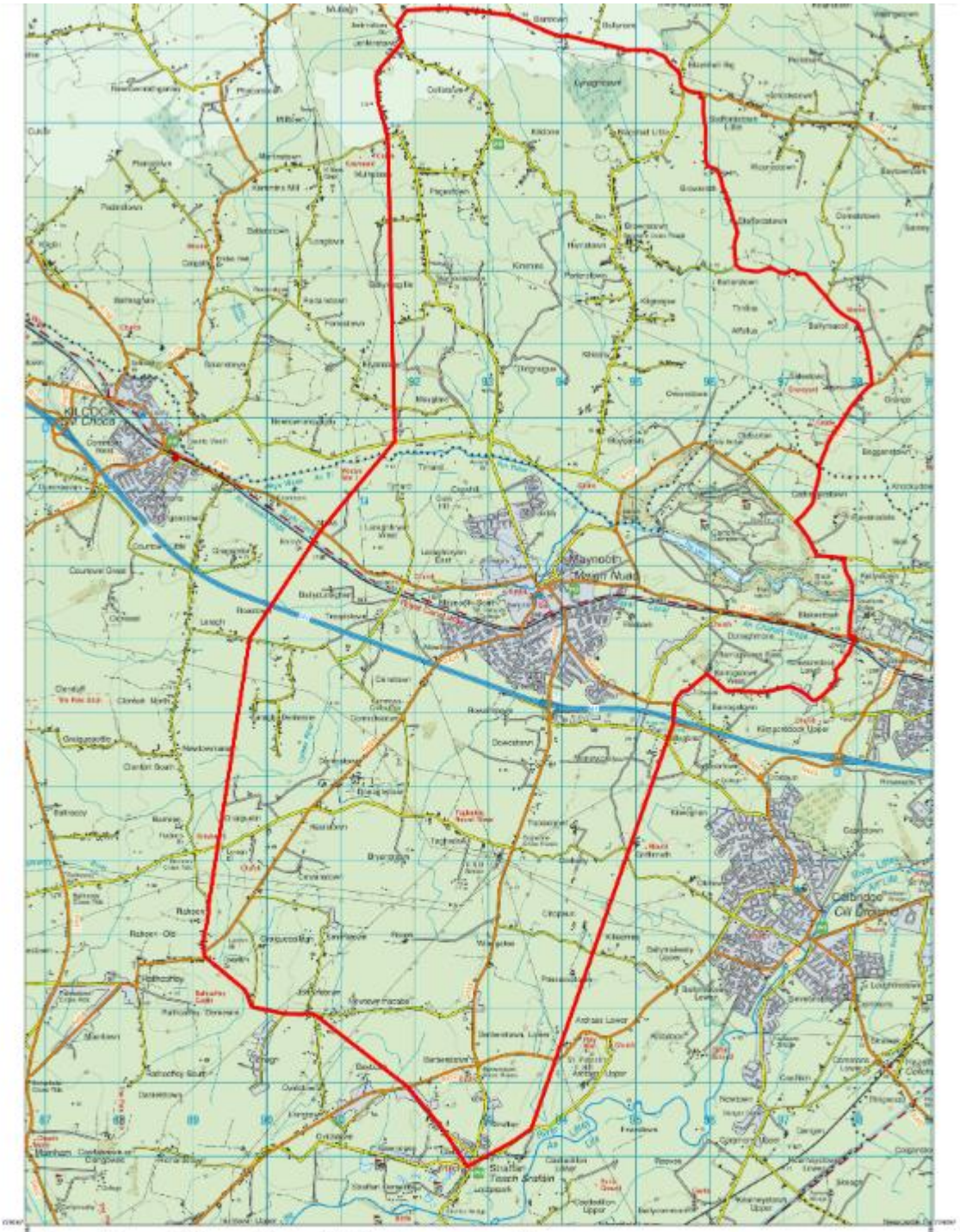
7. **The above procedure will also apply where oversubscription occurs within the transfer application system for applicants seeking admission to any other year group for the academic year to which the application relates.**

Signed: _____

Chairperson to the Board of Management of Maynooth Community College

Date: *26th August 2026*

Catchment Area Map


Maynooth
Maigh Nuad
Celbridge
Clane
Straffan
Rathcoffey
Rathcoffey Demesne
Rathcoffey Stud
Rahoon
Rahoon Old
Rhyanagh
Clongowes
Clongowes Wood
Courtown Great
Courtown Demesne
Clonkeen
Clonkeen Bog
Clonkeen Demesne
Clonkeen Lower
Clonkeen Upper
Clonkeen Cross
Clonkeen Stud
Clonkeen Stud Farm
Clonkeen Stud Farm Ruins
Clonkeen Stud Farm Ruins
Clonkeen Stud Farm Ruins