



Coláiste Éinde Admissions Policy



Coláiste Éinde
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1. Introduction

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

The school patron approved the policy on 25th September 2026. It is published on the school's website and will be made available in hard copy on request.

The relevant dates and timelines for Coláiste Éinde's 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 hard copy on request.

Online Applications for admission to First Year within the annual admissions window will be accepted using the link provided on the school website www.ColaisteEinde.ie. Applications may also be submitted via email to admissions@ColaisteEinde.ie or in hard copy to the Admissions Secretary, Coláiste Éinde, Threadneedle Road, Salthill, Galway, H91X798.

2. Characteristic spirit and general objectives of the school

Coláiste Éinde is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of Galway Diocese.

Catholic Ethos in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b) a living relationship with God and with other people; and
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and



d) the formation of the pupils in the Catholic faith, and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S. 15 (2) (b) of the Education Act, 1998, the Board of Management of Coláiste Éinde shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission Statement

Coláiste Éinde, a Catholic, co-educational, post-primary school, in cooperation with parents, the Church, the State, and the community, seeks the spiritual, intellectual, physical, moral, and cultural formation of its students in a Christian and caring atmosphere.

Aim

Our aim is to create and maintain an atmosphere within the school community which is conducive to the harmonious development of the individuals, academically, personally, physically, spiritually and morally, and enables them to grow to be mature adults, who think, reason and act under the guidance of the accepted Christian norms of society.

At Coláiste Éinde, all members of staff have a significant role to play in promoting relationships grounded in the Christian values of mutual respect, dignity, fairness, reconciliation, compassion and justice. In this environment, every person is encouraged to grow in self-esteem and to show respect for others without exception.

3. Admission Statement

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

- a. the gender ground of the student or the applicant in respect of the student concerned,
- b. the civil status ground of the student or the applicant in respect of the student concerned,
- c. the family status ground of the student or the applicant in respect of the student concerned,
- d. the sexual orientation ground of the student or the applicant in respect of the student concerned,
- e. the religion ground of the student or the applicant in respect of the student concerned,
- f. the disability ground of the student or the applicant in respect of the student concerned,



- g. the ground of race of the student or the applicant in respect of the student concerned,
- h. the Traveller community ground of the student or the applicant in respect of the student concerned, or
- i. the ground that the student or the applicant in respect of the student concerned has special educational needs.

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

Coláiste Éinde is a co-educational secondary school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate when admitting a student of the Catholic faith in preference to others.

Coláiste Éinde is a school that has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with categories of special educational needs specified by the Minister. The school may refuse to admit a student to the class if the student does not have the specified category of needs.

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

Coláiste Éinde will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. Categories of Special Educational Needs catered for in the special class

Coláiste Éinde, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Hearing Impairment and 3 classes for students with Autism Spectrum Disorder. Each class has a maximum approved capacity of six students, subject to the applicable Department of Education and Youth and NCSE requirements.

5. Admission of Students

This school shall admit each student seeking admission except where :



- a) the school is oversubscribed (please see section 6 below for further details)
- B) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- c) Coláiste Éinde is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special classes attached to Coláiste Éinde provide an education exclusively for students with Hearing Impairment and Autism Spectrum Disorder. In line with Circular 0039/2025, any application by a parent for a place in Coláiste Éinde Special Classes (both the Hearing Impairment and ASD special classes) must be accompanied by an eligibility letter from the NCSE. The school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription for First year

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

6.1 Selection Criteria:

- a. Applicants who are siblings of students who are currently attending, or who previously attended the school.
- b. Children of current staff of the school
- c. All remaining places
 - In the event of oversubscription, any student who does not get a place by virtue of the lottery will be placed on a waiting list for mainstream (Subject to clause 15.1 and Appendix A and B).
 - Where the number of eligible applicants exceeds the number of places available, places will be allocated by lottery among applicants who meet the NCSE eligibility requirements (NCSE letter of eligibility), subject to clause 15.1 and Appendix A and B)

An independent observer will be present when the lottery is conducted.



6.2 Multiple sibling application for First Year

In the case of a first-year student being allocated a place in the school, all sibling(s) who have applied for First Year in the mainstream that same year will automatically be allocated a place within quota. Where the quota has been reached, a lottery will apply to remaining siblings where applicable. These siblings will be placed first on the waiting list in alphabetical order. Places in the Special Classes will be allocated in the manner specified above and subject to **clause 15.1 and Appendix A and B**.

7. What will not be considered or taken into account

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

1. A student's prior attendance at a pre-school or pre-school service, including naionraí.
2. The payment of fees or contributions (howsoever described) to the school.
3. A student's academic ability, skills or aptitude other than in relation to admission to a special class, insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs.
4. The occupation, financial status, academic ability, skills or aptitude of a student's parents.
5. A requirement that a student, or his or her parents, attend an interview, open day or other meetings as a condition of admission.
6. A student's connection to the school by virtue of a member of his or her family attending or having previously attended the school, other than siblings of a student attending or having attended the school.
7. The date and time on which an application for admission was received by the school. This is subject to the application being received before the closing date outlined in the Annual Admission Notice of the school for the school year concerned (See point 14 below)

8. Decisions on applications

All decisions on applications for admission to Coláiste Éinde will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our Annual Admission Notice for receiving applications



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

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

9. Notifying applicants of decisions

Applicants will be informed in writing of the school's decision within the timeline outlined in the Annual Admissions Notice.

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

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

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Coláiste Éinde, you must indicate—

- i. whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- ii. whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Coláiste Éinde where

- i. it is established that information contained in the application is false or misleading.



- ii. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice of the school, (and/or in the notification of offering the place).
- iii. the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- iv. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12. Sharing of Data with other schools

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

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

The list may include any or all of the following.

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

13. Waiting list in the event of oversubscription

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

Placement on the waiting list of Coláiste Éinde is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admissions Policy.



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

14. Late Applications

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

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applications will be considered in accordance with the published selection criteria. Where places are available, a place will be offered to the applicant. Where no place is available, the applicant's name will be added to the end of the waiting list, in order of date and time of receipt of correctly fully-completed application.

15. Procedures for admission of students to other years and during the school year

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

15.1. The procedure for admission to Special Classes in the event of a vacancy arising. Places will be allocated by random lottery among all eligible applicants who hold a valid NCSE eligibility letter for the relevant school year. This includes children already enrolled in the school's mainstream classes. All applications for the special class must be accompanied by a valid NCSE eligibility letter. The random lottery will be conducted in accordance with the terms and conditions set out in Appendix A and B and Clause 6.

15.2 Transfer from Another School

Applications are only valid for the academic year of transfer requested. The transfer will be subject to:

15.2.1. A fully completed application form being submitted.

15.2.2. The allocation of a transfer place shall not cause the overall number of students in the school to exceed the overall number submitted to the DES at the time of application.

15.3. Should the overall number in the school (current or projected — in the case of applications for the next school year) be below the submitted number, transfers can then be considered. In each case, transfers can only be accommodated subject to the



submission of fully completed application form and a place being available in the relevant year group or class.

(Students from Coláiste Éinde who opt to transfer to another 2nd level school will have no automatic right of re-entry should they change their mind and indicate a wish to return to Coláiste Éinde (In such cases, the parent/student (if over 18 years of age) must apply for a place in the school as per Admissions Policy).

15.4 Application to Repeat a Year

Parents/guardians of students who wish their child(ren) to repeat a year must apply in writing to the principal of the school before the last week of May in the current academic year. The closing date for applications is 31st May, as per Department of Education circular M2/95. When allocating places for students to repeat a year, the school will follow the details outlined in the Department of Education's Circular M2/95. When filling the application form, parents must provide supporting documentation. Where a student seeks to complete a Senior Cycle subject in one year, the school will consider whether this is feasible having regard to the relevant subject specification, prescribed coursework, practical, oral, project and/or other assessment components, together with the requirements of the State Examinations Commission. The school will advise the student and their parent(s)/guardian(s) of any such limitations as part of the admissions process.

15.4.1 Application for repeat Leaving Certificate Criteria

The school will consider requests from students to repeat the Leaving Certificate. Priority will be given to students at the school and only thereafter to students from other schools. As distinct from students enrolled in Coláiste Éinde, repeat applicants from other schools are considered under Section 15 of the policy above, as requests for "Transfer from Another School". All repeat applications will be assessed based on the following criteria:

- a. capacity of the school, in terms of numbers, to take repeat candidates.

15.4.2. Requirements of students

- a. Repeat students are expected to behave like all other students and obey the school code of behaviour.
- b. The same expectations in terms of attendance apply to repeat students
- c. Full uniform is expected at all times.
- d. They must take at least 6 subjects.
- e. Students who have free classes during the day will attend supervised study provided by the school by attending the back of another class.
- f. Students must attend school on a full-time basis.

Breach of these requirements may result in termination of the repeat arrangements.

15.5. An offer of admission may not be made or may be withdrawn by Coláiste Éinde in any case under Section 15 where—



- a) It is established that information contained in the application is false or misleading.
- b) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the letter of offer.
- c) The parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

16. Declaration in relation to the non-charging of fees

The board of Coláiste Éinde or any persons acting on its behalf will not seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

Where a parent/guardian or in the case of a student who has reached the age of 18 requests that the student attends the school without attending religious education in the school the following arrangements will apply:

- There will be no reduction in the school day for such student(s)
- The parent/guardian or student of 18 years should make a written request to the Principal.
- A meeting will be arranged with the parent/guardian or the student to discuss how the request may be accommodated by the school in line with its policy on Religious Education.

18. Reviews/appeals

Review of decisions by the Board of Management

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

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



The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998. Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

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

Right of appeal

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

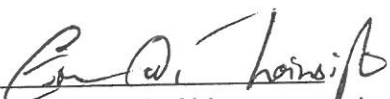
An appeal may be made under Section 29 (l)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

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

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

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

This Policy was adopted by the Board of Management on 16 September 2026

Signed: 
Chairperson, Board of Management

Date: 16/9/26

Signed: 
Principal

Date: 16/9/26

Appendices:

Appendix A: Hearing Impairment – Circular Special Education 02/05

Appendix B: Eligibility for Enrolment in Autism Spectrum Disorder Class



Appendix A.

Hearing Impairment — Circular Special Education 02/05

"Such pupils have a hearing disability that is so serious as to impair significantly their capacity to hear and understand human speech, thus preventing them from participating fully in classroom interaction and from benefiting adequately from school instruction ' (This category is not intended to include pupils with mild hearing loss)

To gain admission to this class in Coláiste Éinde, hearing impairment must be the student's predominant barrier to accessing the curriculum. The maximum number of places available in this class is 6.

Parents/Guardians are required to:

- (i) Apply to the school using the school's application form and indicate on the form that your son/daughter wishes to be considered for a place in the Hearing Impairment Class.
- (ii) Submit a letter of eligibility issued by the NCSE, following consultation with the Special Educational Needs Organiser (SENO) and the Visiting Teacher for Deaf and Hard of Hearing Children.
- (iii) Provide all relevant documentation within 5 school days after the closing date for receipt of applications for First Year.

Students who meet the criteria for enrolment but are not offered a place for September will remain on that year's waiting list in the event that a mid-school year vacancy should arise.



Appendix B

Eligibility for Enrolment in Autism Spectrum Disorder Class

The following conditions, along with the general criteria outlined above, must be satisfied for enrolment to be considered;

Admission to the ASD Special class will be determined in accordance with the eligibility criteria set by the Department of Education and NCSE for the relevant school year.

- a. Letter of eligibility for ASD special class from the NCSE for relevant school year
- b. Under the Education Act 1998, the school's Enrolment/Admissions Policy is subject to any directions which may be issued from time to time by the Minister of Education and Skills.
- c. No application will be considered valid until all relevant information and documents including NCSE eligibility letter for relevant school year have been furnished to the school.

Autism Spectrum Disorder (ASD) Class Enrolment Policy:

All vacancies in the ASD Class will be filled as per the criteria outlined in the Admissions Policy and subject to all the conditions above being in place, i.e. an eligibility letter from NCSE for relevant school year to apply for a place in an ASD special class.

- a. Students who meet criteria for enrolment but are not offered a place for September will remain on that year's waiting list in the event that a mid-school year vacancy should arise.
- b. The ASD special class will operate in accordance with the approved number of places and the staffing organisational arrangements determined by the Department of Education and the NCSE.
- c. An Annual Review of the student's placement within the ASD Class will be held by the ASD Class team together with the SENO and any other significant professional/personnel involved in the student's life to ensure that the ASD Class continues to be the most suitable placement option available to the student.



d. Prior to enrolment each application should be supported by a report from the primary school, previous secondary school if transferring, outlining the student's academic, social, emotional and behavioural needs and outlining the current extent of social inclusion.

e. Prior to enrolment each application should be supported by a report from the primary school, previous secondary school if transferring, outlining the student's academic, social, emotional and behavioural needs and outlining the current extent of social inclusion.

f. All potential applicants may be visited by a member of the Special Education Team from the school to observe the student in their existing placement and to provide for feedback to the school.

Note. Students require an eligibility letter from NCSE to apply for a place in an ASD special class.

ASD Application Process:

1. Applications should be made to the school on the standard application form and indicate on the form that they would like to be considered for a place in the ASD special class.
2. Provide a letter of eligibility for a special class from the NCSE with the application.
 - a. Applications from a third party will not be considered.
 - b. Applications should be made to the school on the standard application form.
 - c. The completion of a written application or a letter of eligibility from the NCSE form for placement of a student does not mean an automatic right to placement in the ASD class.
 - d. If parents/guardians have decided to avail of a place in another school rather than accept a place in the ASD Class within Coláiste Éinde they are required to inform the Principal, in writing, immediately. This will enable the school to offer the place to another student.

ASD Class Notification of Vacancies:

- a. The Principal will notify the Special Educational Needs Organiser (S.E.N.O.) of the number of vacancies in the existing class in the school for the following year.



- b. When the places for the following school year have been filled, the Principal will inform the S.E.N.O. of the number of children who still remain on the waiting list.

ASD Class Transition Programmes:

- a. The school will endeavour to make arrangements for staff to visit and observe new pupils in their existing placements, during the last school term to gain information about the students.
- b. Transitional Programmes will be arranged on an individual basis with successful applicants in consultation with parents, educational and multi-disciplinary personnel.