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Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board



RCS

Admission Policy of Ramsgrange Community School

Address: Ramsgrange, New Ross, Co. Wexford

Roll number: 91431Q

School Patrons:

Le Cheile and Wexford Waterford Educational Training Board

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 patrons and with parents of children attending the school.

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

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

Ramsgrange Community School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a student.

The policy was approved by the school patrons prior to ratification by the Board of Management. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for Ramsgrange Community School's admission process are set out in the school's annual admission notice which is published 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 to any person who requests it.

1.1 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 Ramsgrange Community School.

'Student' means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that the application for the student has been accepted such that they are regarded as a student of Ramsgrange Community School by virtue of application alone. A person is only regarded as a student of Ramsgrange Community School 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.

'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.

'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.

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

'Feeder Primary Schools' refers to the primary schools of preference for application to Ramsgrange Community School. The feeder primary schools for Ramsgrange Community School are (in alphabetical order):

Full Name	Address
Ballycullane NS	S.N Baile Ui Coileain, Ballycullane, New Ross, Co. Wexford Y34YY76
Ballyhack NS	Scoil Chaitriona Naofa, Ballyhack, Arthurstown, New Ross, Co. Wexford Y34KD29
Ballymittie NS	Hilltown, Ballymittie, Co. Wexford Y35YW81
Bunscoil Rís	Bunscoil Rís Edmund Rice Senior School, Castlemoyle, New Ross, Co. Wexford Y34 XN32
Clongeen NS	Clongeen NS, Clongeen, Foulksmills, Co. Wexford Y35XD28
Danescastle NS	Scoil Náisiúnta Mhuire, Danescastle, Bannow, Co. Wexford Y35A029
Duncannon NS	St Oliver's NS, Duncannon, Co. Wexford Y34CY63
Dunmore East NS	Realt na Mara NS, Killea Campus (Senior Campus) Dunmore East, Co. Waterford X91 TX06
Educate Together NS	New Ross Educate Together NS, Barrett's Park, New Ross, Co. Wexford Y34 AY71
Educate Together NS	Wexford Educate Together NS, Whitemill, Clonard, Co. Wexford Y35 C520
Faithlegg NS	Faithlegg NS, Faithlegg, Coolbunna, Waterford X91TW82
Gusserane NS	Gusserane, New Ross, Co. Wexford Y34 HV08
Horeswood NS	Scoil Mhuire, Horeswood, Campile, New Ross, Co. Wexford Y34 PD77

Kilmore NS	Scoil Realt Na Mara, Ballask, Kilmore, Co. Wexford. Y35 YX20
Murrintown NS	Murrintown, Co. Wexford Y35D326
Newbawn NS	Sacred Heart NS, Newbawn, Co. Wexford Y35 VW27
Passage East NS	Passage East Co. Waterford. X91TX29
Poulfur NS	SN Mhaodhoig, Poulfur, Fethard-on-Sea, Co. Wexford Y34 DC82
Ramsgrange NS	Ramsgrange Central NS, Ramsgrange, New Ross, Co. Wexford Y34 HX56
Shielbaggan NS	Scoil Naomh Una, Shielbaggan, New Ross, Co. Wexford Y34 Y656
St. Anne's NS	St. Anne's NS, Rathangan, Duncormick, Co. Wexford Y35 KT65
St. Fintan's NS	Scoil Náisiúnta Fionntain, Taghmon, Co. Wexford, Y35 NP27
St Garvens NS, Taghmon	St, Garven's NS, Carrowreigh, Taghmon, Co. Wexford Y35 E773
St. John of God, The Faythe	St. John of God's Convent, 99 The Faythe, Maudlintown, Wexford Y35 YT38
St. Leonards NS	St. Leonards NS, St Leonards, Ballycullane, New Ross, Co Wexford Y34 KP84

'Staff member', for the purpose of this policy, refers to Teachers registered with the Teaching Council and who are currently contracted by the Board of Management to teach in this school in a Permanent Whole Time or CID capacity, and ancillary staff who are currently (at the time of application), employed on an ongoing and non-temporary basis in Ramsgrange Community School.

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

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

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

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

- provides detailed evidence of the student's needs,
- confirms that those needs constitute complex/severe education needs which arise from a named diagnosis relating to the student, and
- 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. Characteristic spirit and general objectives of the school

In accordance with S. 15 (2) (b) of the Education Act, 1998 the Board of Management of Ramsgrange Community School 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.

Ramsgrange Community School is a co-educational multi-denominational post primary school under the joint patronage of The Sisters of St. Louis (Le Chéile Schools Trust) and Waterford and Wexford Education and Training Board.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on September 1st, 1977. It was an amalgamation of Shielbaggan Vocational School and the secondary school of the Sisters of St. Louis. The values of WWETB as a multi-denominational state body and the inherited traditions, Christian values and founding intentions of Louis Boutain and the Sisters of St. Louis and are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Ramsgrange Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach their full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018), as amended in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Ramsgrange Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Ramsgrange Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Ramsgrange Community School we celebrate the partnership, collaboration and empathy

which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

2.1 Our Mission Statement and Vision:

"Ramsgrange Community School is a welcoming, open and inclusive school. Our aim is to develop each student as a whole person by promoting an atmosphere of respect, honesty and fairness in which all the school community can achieve their full potential. Our school vision is built upon the core pillars of Respect, Community, and Success.

3. Admission Statement

Ramsgrange Community School 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 religious 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. 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).

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.

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

Ramsgrange Community School with the approval of the Minister for Education and Youth, has established four classes, to provide an education exclusively for students with a diagnosis of Autism i.e. DSM IV/V or ICD 10/11.

A student applying for a 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 year group in the event of an unsuccessful application to the Special Class, section 5 is also applicable in the case of the First-year group and section 6 in the case of all other year groups. For clarity, it is possible to seek admission to both the Special Class and the relevant mainstream year group and be offered a place in both the Special Class and the mainstream year group or the mainstream year group only. It is not possible to be offered a place in the Special Class only and not in the relevant year group.

5. Admission of First Year Students

5.1 Admission Procedure

This school shall admit each student seeking admission except where:

- a) The school is oversubscribed (please see section 5.2 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) The student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Youth in respect of that class.

5.2 Oversubscription

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 applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

5.3 Selection Criteria for the First-Year Group

Ramsgrange Community School will apply the following criteria for admission:

1. If the Student has siblings currently enrolled in the school;
2. If the Student had siblings previously enrolled in the school;
3. A child of a staff member currently employed at Ramsgrange Community School.
4. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - Ballyhack Scoil Chaitriona Naofa, Ballyhack, Arthurstown, New Ross, Co. Wexford Y34KD29
 - Horeswood Scoil Mhuire, Horeswood, Campile, New Ross, Co Wexford Y34 PD77
 - Poulfur SN Mhaodhoig, Poulfur, Fethard On sea, co Wexford Y34 DC82
 - Ramsgrange Central NS, Ramsgrange, New Ross, Co Wexford Y34 HX56
 - Shielbaggan Scoil Naomh Una, Shielbaggan, New Ross, Co. Wexford Y34 Y656
 - St. Oliver's NS, Duncannon, Co Wexford Y34CY63
5. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - Ballycullane NS, Ballycullane, New Ross, Co. Wexford Y34YY76
 - Ballymitty NS, Hilltown, Ballymitty, Co. Wexford Y35YW81
 - Clongeen NS, Clongeen, Foulksmills, Co. Wexford Y35XD28
 - Danescastle Scoil Náisiúnta Mhuire, Danescastle, Bannow, Co. Wexford Y35A029
 - Gusserane NS, Gusserane, New Ross, Co. Wexford Y34HV08
 - St. Leonard's NS, St Leonards, Ballycullane, New Ross, Co. Wexford Y34KP84
6. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - Bunscoil Rís Edmund Rice Senior School, Castlemoyle, New Ross, Co. Wexford Y34XN32
 - Dunmore East NS Dunmore East Killea Campus, Killea, Dunmore East, Co. Waterford X91TX06
 - Educate Together NS, Barrettspark, New Ross, Co. Wexford Y34AY71
 - Educate Together NS, Whitemill, Clonard, Co. Wexford Y35C520
 - Faithlegg NS, Faithlegg, Cheekpoint, Co. Waterford X91TW82
 - Kilmore NS Ballask, Kilmore, Co. Wexford Y35YX20

- Murrintown NS, Murrintown, Co. Wexford Y35D326
- Newbawn NS, Sacred Heart NS, Newbawn, Co. Wexford Y35WT27
- Passage East NS, Crooke, Passage East, Co. Waterford X91TX29
- St. Anne's NS, Rathangan, Milbrook, Co. Wexford Y35KT65
- St. Fintan's NS, Taghmon, Co. Wexford Y35NP27
- St. Garven's NS, Carrowreigh, Taghmon, Co. Wexford Y35E773
- St. John of God NS, The Faythe, St. John of God's Convent, 99 The Faythe, Maudlintown, Wexford Y35YT38

5.4 Selection Process

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.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), Ramsgrange Community School 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 reduced¹.

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."

5.5 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:

- a) The payment of fees or contributions (howsoever described) to the school;
- b) 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 for Education and Youth providing education exclusively to students with a specified category of special educational needs or a special class;
- c) The occupation, financial status, academic ability, skills or aptitude of a student's parents;
- d) A requirement that a student, or their parents, attend an interview, open day or other meetings as a condition of admission;
- e) 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 currently attending, or having attended, the school;
- f) The date and time on which an application for admission was received by the school; (This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned).

5.6 Decisions on applications

All decisions on applications for admission to Ramsgrange Community School 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

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

5.7 Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school 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 the right to seek a review/right of appeal of the school's decision (see section 10 below for further details).

5.8 Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Ramsgrange Community School you must indicate:

- a) 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
- b) whether or not you have applied for and 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.

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, 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.

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

5.9 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 Ramsgrange Community School 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 annual admission notice of the school or the date stated 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; or
- d) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 5.8 above.
- e) It is confirmed that the student will be attending the conflicting school following it coming to Ramsgrange Community School's attention on PPOD that the student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that student shall be treated as a late application in line with section 5.12 below.

5.10 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:

- a) an application for admission to the school has been received,
- b) an offer of admission to the school has been made, OR
- c) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- a) the date on which an application for admission was received by the school;
- b) the date on which an offer of admission was made by the school;
- c) The date on which an offer of admission was accepted by an applicant;
- d) 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).

5.11 Waiting list in the event of oversubscription

In the event that the number of applications for admission to a particular year group exceeds the number of places available, a waiting list will be compiled for that year group. The waiting list will consist of applicants whose applications were unsuccessful due to the school being oversubscribed and will remain valid for the school year for which admission is being sought

Placement on the waiting list of Ramsgrange Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission 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.

For the avoidance of doubt, if a student is not offered a place for the school year for which they applied, they will not remain on the waiting list for future school years. To be considered for admission in a subsequent school year, a new application must be submitted during the application period set out in the school's Annual Admission Notice for that year.

5.12 Late Applications

An application for first year received by Ramsgrange Community School after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy. This includes applications received after the commencement of the school year.

Where Ramsgrange Community School 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:

- a) The parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Youth in respect of that class.

Where Ramsgrange Community School is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place in the relevant year group, subject to:

- c) The parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- d) The student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Youth in respect of that class and meets the requirements set out in Section 7 of this policy.

The same process applies as to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school by the date specified in the offer letter.

6. Admission of students to other years

6.1 Admission Procedure

Students who wish to apply for a place in a particular year group (excluding first year) for the following academic year can do so during the transfer period April to May in the current school year.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are considered late applications- See section 6.12 below.

This school shall admit each student seeking admission except where:

- a) The school is oversubscribed (please see section 6.2 below for further details).
- b) 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.
- c) The student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Youth in respect of that class.

6.2 Oversubscription

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 applications that are received within the transfer window of April-May for applications for the upcoming year or all year round for mid-year transfers.

6.3 Selection Criteria for all other year groups

Ramsgrange Community School will apply the following criteria for admission:

1. If the Student has siblings currently enrolled in the school;
2. If the Student had siblings previously enrolled in the school;
3. A child of a staff member currently employed at Ramsgrange Community School.
4. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - Ballyhack Scoil Chaitriona Naofa, Ballyhack, Arthurstown, New Ross, Co. Wexford Y34KD29
 - Horeswood Scoil Mhuire, Horeswood, Campile, New Ross, Co Wexford Y34PD77
 - Poulfur SN Mhaodhoig, Poulfur, Fethard On sea, Co Wexford Y34DC82
 - Ramsgrange Central NS, Ramsgrange, New Ross, Co Wexford Y34HX56
 - Shielbaggan Scoil Naomh Una, Shielbaggan, New Ross, Co. Wexford Y34Y656
 - St. Oliver's NS, Duncannon, Co Wexford Y34CY63
5. Whether the Student attended one of the feeder schools listed below up to the completion

of 6th class: (alphabetical order)

- Ballycullane NS, Ballycullane, New Ross, Co. Wexford Y34YY76
- Ballymitti NS, Hilltown, Ballymitti, Co. Wexford Y35YW81
- Clongeen NS, Clongeen, Foulksmills, Co. Wexford Y35XD28
- Danescastle Scoil Náisiúnta Mhuire, Danescastle, Bannow, Co. Wexford Y35A029
- Gusserane NS, Gusserane, New Ross, Co. Wexford Y34HV08
- St. Leonard's NS, St Leonards, Ballycullane, New Ross, Co. Wexford 34KP84

6. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)

- Bunscoil Rís Edmund Rice Senior School, Castlemoyle, New Ross, Co. Wexford Y34XN32
- Dunmore East NS Dunmore East Killea Campus, Killea, Dunmore East, Co. Waterford X91TX06
- Educate Together NS, Barrettspark, New Ross, Co. Wexford Y34AY71
- Educate Together NS, Whitemill, Clonard, Co. Wexford Y35C520
- Faithlegg NS, Faithlegg, Cheekpoint, Co. Waterford X91TW82
- Kilmore NS Ballask, Kilmore, Co. Wexford Y35YX20
- Murrintown NS, Murrintown, Co. Wexford Y35D326
- Newbawn NS, Sacred Heart NS, Newbawn, Co. Wexford Y35WT27
- Passage East NS, Crooke, Passage East, Co. Waterford X91TX29
- St. Anne's NS, Rathangan, Milbrook, Co. Wexford Y35KT65
- St. Fintan's NS, Taghmon, Co. Wexford, Y35NP27
- St. Garven's NS, Carrowreigh, Taghmon, Co. Wexford Y35E773
- St. John of God NS, The Faythe, St. John of God's Convent, 99 The Faythe, Maudlintown, Wexford Y35YT38

6.4 Selection Process for all other year groups

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.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), Ramsgrange Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

If necessary, a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made.

Where Ramsgrange Community School is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the relevant year group for a given academic year but they wish 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.

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

Where the Transition Year Programme and Leaving Certificate Applied Programme in Ramsgrange Community School are oversubscribed, a Student applying for admission to such programme(s) 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/these programme(s).

6.5 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:

- a) The payment of fees or contributions (howsoever described) to the school;
- b) 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 for Education and Youth providing education exclusively to students with a specified category of special educational needs or a special class;
- c) The occupation, financial status, academic ability, skills or aptitude of a student's parents;
- d) A requirement that a student, or their parents, attend an interview, open day or other meetings as a condition of admission;
- e) 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 currently attending, or having attended, the school;
- f) The date and time on which an application for admission was received by the school; (This is subject to the application being received during the transfer window of April-May for applications for the upcoming academic year).

6.6 Decisions on applications

All decisions on applications for admission to Ramsgrange Community School 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

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

6.7 Notifying applicants of decisions

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

6.8 Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Ramsgrange Community School you must indicate:

- a) 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
- b) whether or not you have applied for and 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.

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, 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.

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

6.9 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 Ramsgrange Community School 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 annual admission notice of the school or the date stated 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; or
- d) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 6.8 above.
- e) It is confirmed that the student will be attending the conflicting school following it coming to Ramsgrange Community School's attention on PPOD that the student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that student shall be treated as a late application in line with section 6.12 below.

6.10 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:

- a) an application for admission to the school has been received,
- b) an offer of admission to the school has been made, OR
- c) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- a) the date on which an application for admission was received by the school;
- b) the date on which an offer of admission was made by the school;
- c) The date on which an offer of admission was accepted by an applicant;
- d) 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).

6.11 Waiting list in the event of oversubscription

In the event that the number of applications for admission to a particular year group exceeds the number of places available, a waiting list will be compiled for that year group. The waiting list will consist of applicants whose applications were unsuccessful due to the school being oversubscribed and will remain valid for the school year for which admission is being sought

Placement on the waiting list of Ramsgrange Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission 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.

For the avoidance of doubt, if a student is not offered a place for the school year for which they applied, they will not remain on the waiting list for future school years. To be considered for admission in a subsequent school year, a new application must be submitted during the application period set out in the school's Annual Admission Notice for that year.

6.12 Late Applications

An application for admission received by Ramsgrange Community School after the commencement of the school year is considered a late application for the purposes of this Admission Policy.

Where Ramsgrange Community School 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:

- a) The parent of a student, when required by the Principal in accordance with Section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Youth in respect of that class.

Where Ramsgrange Community School is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place in the relevant year group, subject to:

- a) The parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Youth in respect of that class and meets the requirements set out in section 7 of this policy.

The same process applies as to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school by the date specified in the offer letter.

7. Admission of students to the Special Class

7.1 Admission Procedure

Ramsgrange Community School has been sanctioned for four special classes, established to cater for the special educational needs of students with Autism/Autistic Spectrum Disorder (ASD).

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.

Children and young people are eligible for enrolment in a special class for Autism when the following is provided in support of such an application:

Professional report(s) outlining:

Diagnosis of special educational needs (Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

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 for Autism

Where the Special Class in Ramsgrange Community School is not oversubscribed, all students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to Section 7 of this Admissions Policy.

7.2 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out 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 Ramsgrange Community School is in a position to offer further places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

Where an application is made on behalf of a student for both the Special Class and a mainstream year group, and their application for mainstream is successful, they will remain in the same position on the waiting list for the special class, (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 they wish to be considered for admission to the Special Class in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications for the Special Class.

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

For clarity, even if a place becomes available in a given mainstream year group, if there is a waiting list for that year group, the students on that list have first refusal at the place in the year group irrespective of any matters relating to 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.

7.3 Selection Criteria

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:

1. If the student is currently enrolled in the school;
2. If the Student has siblings currently enrolled in the school;
3. If the Student has siblings previously enrolled in the school;
4. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
 - Ballyhack Scoil Chaitriona Naofa, Ballyhack, Arthurstown, New Ross, Co. Wexford Y34KD29
 - Horeswood Scoil Mhuire, Horeswood, Campile, New Ross, Co Wexford Y34PD77
 - Poulfur SN Mhaodhoig, Poulfur, Fethard On sea, co Wexford Y34DC82

- Ramsgrange Central NS, Ramsgrange, New Ross, Co Wexford Y34HX56
 - Shielbaggan Scoil Naomh Una, Shielbaggan, New Ross, Co. Wexford Y34Y656
 - St. Oliver's NS, Duncannon, Co Wexford Y34CY63
5. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
- Ballycullane NS, Ballycullane, New Ross, Co. Wexford Y34YY76
 - Ballymitti NS, Hilltown, Ballymitti, Co. Wexford Y35YW81
 - Clongeen NS, Clongeen, Foulksmills, Co. Wexford Y35XD28
 - Danescastle Scoil Náisiúnta Mhuire, Danescastle, Bannow, Co. Wexford Y35A029
 - Gusserane NS, Gusserane, New Ross, Co. Wexford Y34HV08
 - St. Leonard's NS, St Leonards, Ballycullane, New Ross, Co. Wexford 34KP84
6. Whether the Student attended one of the feeder schools listed below up to the completion of 6th class: (alphabetical order)
- Bunscoil Rís Edmund Rice Senior School, Castlemoyle, New Ross, Co. Wexford Y34XN32
 - Dunmore East NS Dunmore East Killea Campus, Killea, Dunmore East, Co. Waterford X91TX06
 - Educate Together NS, Barrettspark, New Ross, Co. Wexford Y34AY71
 - Educate Together NS, Whitemill, Clonard, Co. Wexford Y35C520
 - Faithlegg NS, Faithlegg, Cheekpoint, Co. Waterford X91TW82
 - Kilmore NS Ballask, Kilmore, Co. Wexford Y35YX20
 - Murrintown NS, Murrintown, Co. Wexford Y35D326
 - Newbawn NS, Sacred Heart NS, Newbawn, Co. Wexford Y35WT27
 - Passage East NS, Croke, Passage East, Co. Waterford X91TX29
 - St. Anne's NS, Rathangan, Milbrook, Co. Wexford Y35KT65
 - St. Fintan's NS, Taghmon, Co. Wexford Y35NP27
 - St. Garven's NS, Carrowreigh, Taghmon, Co. Wexford Y35E773
 - St. John of God NS, The Faythe, St. John of God's Convent, 99 The Faythe, Maudlintown, Wexford Y35YT38

7.4 Selection Process

Ramsgrange Community School will apply the selection process as follows:

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

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

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

year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced¹.

7.5 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:

- a) The payment of fees or contributions (howsoever described) to the school;
- b) 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 for Education and Youth providing education exclusively to students with a specified category of special educational needs or a special class;
- c) The occupation, financial status, academic ability, skills or aptitude of a student's parents;
- d) A requirement that a student, or their parents, attend an interview, open day or other meetings as a condition of admission;
- e) 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 currently attending, or having attended, the school;
- f) The date and time on which an application for admission was received by the school; (This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned).

7.6 Decisions on applications

All decisions on applications for admission to Ramsgrange Community School 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

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

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."

7.7 Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school 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 the right to seek a review/right of appeal of the school's decision (see Section 10 below for further details).

7.8 Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Ramsgrange Community School you must indicate:

- a) 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
- b) whether or not you have applied for and 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.

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or by the date stated for same in the letter offering the place if it is a late application or if it is a second/third-round offer.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, 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.

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

7.9 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 Ramsgrange Community School where:

- f) It is established that information contained in the application is false or misleading.
- g) 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 or the date stated in the letter of offer.
- h) 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
- i) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in Section 7.8 above.
- j) It is confirmed that the student will be attending the conflicting school following it coming to Ramsgrange Community School's attention on PPOD that the student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that student shall be treated as a late application in line with Section 7.12 below.

7.10 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:

- a) an application for admission to the school has been received,
- b) an offer of admission to the school has been made, OR
- c) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- a) the date on which an application for admission was received by the school;
- b) the date on which an offer of admission was made by the school;
- c) The date on which an offer of admission was accepted by an applicant;
- d) 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).

7.11 Waiting list in the event of oversubscription

In the event that the number of applications for admission to the special class exceeds the number of places available, a waiting list will be compiled. The waiting list will consist of applicants whose

applications were unsuccessful due to the school being oversubscribed and will remain valid for the school year for which admission is being sought.

Placement on the waiting list of Ramsgrange Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission 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.

For the avoidance of doubt, if a student is not offered a place for the school year for which they applied, they will not remain on the waiting list for future school years. To be considered for admission in a subsequent school year, a new application must be submitted during the application period set out in the school's Annual Admission Notice for that year.

7.12 Late Applications

An application for the Special Class received by Ramsgrange Community School after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy. This includes applications received after the commencement of the school year.

Where Ramsgrange Community School 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:

- a) The parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Youth in respect of that class.

Where Ramsgrange Community School is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place in the relevant year group, subject to:

- a) The parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Youth in respect of that class and meets the requirements set out in Section 16 of this policy.

The same process applies as to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school by the date specified in the offer letter.

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

The Board of Management of Ramsgrange Community School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or 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.

9. Arrangements regarding students not attending religious instruction

Ramsgrange Community School offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'religious education' and 'religious instruction':

Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

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

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

10. Reviews/appeals

10.1 Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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 Youth.

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.

10.2 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.

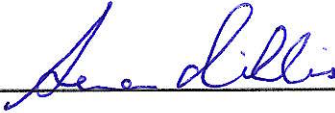
An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed. 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. (see 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)

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 Youth.

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 Youth.

Signed: 
SENAN LILLIS
Chairperson of the Board of Management

Signed: 
Tracey Edwards
Acting Principal

Date: 15/9/26

Date: 15/9/26