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**ST. FARNAN'S**  
POST PRIMARY SCHOOL  
**PROSPEROUS**  
COUNTY KILDARE

## **St. Farnan's Post-Primary School Prosperous, Co. Kildare**

# **ADMISSION TO SCHOOL POLICY**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of St Farnan's Post Primary School is responsible for the implementation of this Admission Policy.



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

## INTRODUCTION TO ST FARNAN'S POST PRIMARY SCHOOL

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St. Farnan's Post Primary School is a co-educational, non-designated, post primary second level school in Prosperous, Co. Kildare and is a DEIS status school. The school opened in 1941 with three classrooms, student numbers have grown over the years and we now have 638 students attending the school. The **catchment area** for our school are the villages/areas of Prosperous, Timahoe, Donadea, Allen, Allenwood, Coill Dubh, Robertstown, Staplestown and Kilmeague.

The school has a Board of Management, which is a subcommittee of Kildare and Wicklow Education Training Board (ETB). The Board of Management consists of representatives of the ETB, community and parent representatives, and teacher nominees. The School Principal is Secretary to the Board and the Deputy Principal is in attendance at the meetings.

The school runs several courses including Junior Cycle, Junior Cycle Schools Programme, L1LP, L2LP, Leaving Certificate, Leaving Certificate Applied, Leaving Certificate Vocational Programme and optional Transition Year. There is also a triple ASD class (Room 25) and a Moderate Learning class (Room 26) integrated into the school. St Farnan's offers its students many extracurricular activities and both boys and girls are actively encouraged to take part in these activities.

There are also courses offered to the parents of children attending the school under the umbrella of the Home School Community Liaison Programme. The school maintains strong links with the community through the Home School and Community Liaison Department and School Completion Programme Coordinator in association with Tusla/TESS.

## **St.Farnan's PostPrimary School: A Brief History**

St. Farnan's is maintained by Kildare and Wicklow Education Training Board (ETB) and has served the community since September 1941. The school is managed by the Board of Management and the internal senior leadership team.

The rapid educational developments of the sixties saw a growth in pupil numbers as well as the right of vocational school pupils to sit the Intermediate Certificate as well as the Group Certificate. From 1969 to 1975 pupils in St. Farnan's were restricted to following these Junior Cycle programmes only. Those wishing to follow Senior Cycle courses were expected to transfer to Naas to do so. In practice, only a small number of pupils did transfer. Because of this most pupils who had completed Junior Cycle left the education system. The school leaving age increased to 15 in 1972. In other words, the great majority of St. Farnan's pupils left school at or shortly after reaching the statutory age for compulsory education. After much agitation and protest the school was granted Senior Cycle status in 1975 and St. Farnan's pupils first sat the Leaving Certificate Examination in their own school in June 1976.

In more recent times, the school's educational development included the introduction of Transition Year, Leaving Certificate Vocational Programme (LCVP), and Leaving Certificate Applied Programme (LCA), Junior Cycle Schools Programme (JCSP) as well as the established Junior Cycle and Leaving Cert Programmes.

The original school building opened in 1941. The flat roofed extension was opened in 1971. The next phase was completed in 1989 with new classrooms and a full-sized gym and facilities in 2007, officially opened by Minister for Education Mary Hanafin.

Additional temporary accommodation, funded by the Department of Education, was completed in May 2024. A new 1,000 pupil Community College school will be built on the school pitches and should be ready to move into during the school year 2027/2028.

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# PART A

## *General Information for All Applicants*

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

### 1 GLOSSARY OF TERMS

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**‘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 St. Farnan’s Post Primary 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 an application or acceptance of offer makes him/her a student of St. Farnan’s PPS; a person is only regarded as a student of St. Farnan’s PPS once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

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

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

**‘Catchment Area for all classes including the Special Classes** refers to the designated residential area for application to St Farnan’s Post Primary School in respect of the person on whose behalf the application is being made. The catchment area for St. Farnan’s Post Primary School including all Special Classes within St. Farnan’s Post Primary School is defined as the villages/areas of Prosperous, Timahoe, Donadea, Allen, Allenwood, Coill Dubh, Staplestown, Robertstown and Kilmeague.

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

**‘Feeder Primary Schools’** refers to the primary schools of preference for application to St Farnan’s Post Primary School.

**The feeder primary schools for St Farnan’s Post Primary School are;**

- Allen National School, Co. Kildare.
- Allenwood National School, Allenwood, Co. Kildare.
- Coill Dubh National School, Coill Dubh, Co. Kildare.
- Robertstown National School, Robertstown, Co. Kildare.
- Scoil an Linbh Iosa, Prosperous, Co. Kildare.
- Staplestown National School, Donadea, Co. Kildare.
- Timahoe National School, Co. Kildare.

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

**‘Special Class’** means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education. St. Farnan’s Post Primary School has **four** Special Classes, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders (**three classes, Room 25**) and **one** Moderate General Learning Disability class (**Room 26**).

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

- (a) provides detailed evidence of the Student’s needs,
- (b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and
- (c) makes a recommendation for Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

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

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

## 2 ADMISSION STATEMENT

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### CHARACTERISTIC SPIRIT STATEMENT FOR NON-DESIGNATED ETB SCHOOLS

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

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



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

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

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

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

Accordingly, St Farnan's Post Primary School shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant. [However, as St. Farnan's Post Primary School provides education exclusively for categories of special educational needs in our Special Classes, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational needs.

St. Farnan's Post Primary School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

### **3 LEGAL FRAMEWORK**

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

The board of management of St. Farnan's Post Primary School is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

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

Section 62(7) (n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

St. Farnan's Post Primary 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 in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St. Farnan's Post Primary 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.

## 4 GENERAL ADMISSION PROVISIONS

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

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

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1<sup>st</sup> February 2020, St. Farnan's Post Primary School had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1<sup>st</sup> February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application St Farnan's Post Primary School shall **not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
  - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school, or a parent having

previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.

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

St. Farnan's Post Primary School **will consider** the offer of a place to every Student seeking admission to the school, **unless one of the following applies:**

- 4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;
- 4.8 The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class. Please note a *Special School* is different to a *Special Class* in this case of admission.

Where St Farnan's Post Primary School considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

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

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

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.

# **PART B**

## ***Information for Specific Categories of Applicants***

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

# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

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### **5 APPLICATION TO THE FIRST-YEAR GROUP**

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#### **5.1 Admission Provisions (First-Year Group)**

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

#### **5.3 Appeals**

- 5.3.1. Appeal where refusal was due to oversubscription
- 5.3.2. Appeal where refusal was for a reason other than oversubscription
- 5.3.3. Basis for a review by the board of management

## **5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)**

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Where St Farnan's Post Primary School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

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

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St. Farnan's Post Primary 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, subject to the provisions of section 7.1.1 regarding the Special Class.

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

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

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

### **5.1.2. Selection criteria in order of priority**

St. Farnan's Post Primary School will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 If the Student has siblings currently enrolled in the school or If the Student previously had siblings enrolled in the school and the Student is currently living in the Catchment area or If a current full-time KWETB staff member working in St. Farnan's Post Primary School is the parent/guardian of the Student;
- 5.1.2.2 If the Student resides in the Catchment Area **AND** attends a feeder primary school as outlined in Part A of this policy;
- 5.1.2.3 If the student resides in the Catchment Area and does NOT attend a feeder primary school as outlined in Part A of this policy;
- 5.1.2.4 If the student attends a feeder primary school as outlined in Part A of this policy but does NOT reside in the Catchment Area;
- 5.1.2.5 If the student had parents previously enrolled in the school (to a maximum of 25% of the places available);
- 5.1.2.6 Applicants not meeting any of the above criteria.

### **5.1.3 Selection Processes**

St Farnan's Post Primary School will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, St Farnan's Post Primary 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 placements in the Special Classes are given to Students from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process

### **5.1.2. Selection criteria in order of priority**

St. Farnan's Post Primary School will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 If the Student has siblings currently enrolled in the school or If the Student previously had siblings enrolled in the school and the Student is currently living in the Catchment area or If a current full-time KWETB staff member working in St. Farnan's Post Primary School is the parent/guardian of the Student;
- 5.1.2.2 If the Student resides in the Catchment Area **AND** attends a feeder primary school as outlined in Part A of this policy;
- 5.1.2.3 If the student resides in the Catchment Area and does NOT attend a feeder primary school as outlined in Part A of this policy;
- 5.1.2.4 If the student attends a feeder primary school as outlined in Part A of this policy but does NOT reside in the Catchment Area;
- 5.1.2.5 If the student had parents previously enrolled in the school (to a maximum of 25% of the places available);
- 5.1.2.6 Applicants not meeting any of the above criteria.

### **5.1.3 Selection Processes**

St Farnan's Post Primary School will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, St Farnan's Post Primary 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 placements in the Special Classes are given to Students from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process

for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced<sup>1</sup>.

#### **5.1.4 Late applications**

Please note, an application received by St. Farnan's Post Primary School after the closing time and date published by the school, as set out in the annual Admission Notice is considered as a late application for the purposes of this Admission Policy.

Where St. Farnan's Post Primary 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, irrespective of any selection criteria which may be applied to applications received before the closing date for applications.

Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where St. Farnan's Post Primary School is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 & 4.8, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### **5.1.5 Second/third-round offers of a place (if a place is/becomes available)**

Where a Student is in receipt of an offer of a place within St. Farnan's Post Primary School but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will

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<sup>1</sup>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.*"

be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

#### **5.1.6 Acceptance of a place**

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

#### **5.1.7 Refusal**

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

- 5.1.7.1. The reasons that the Student was not offered a place in St Farnan's Post Primary School;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

### **5.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);  
and
  - (ii) Whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of St. Farnan's Post Primary School regarding admission to the First-Year Group, see section 5.3.

## **5.3. APPEALS**

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### **5.3.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of St. Farnan's Post Primary School. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing *info@stfarnans.ie*

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to St. Farnan's Post Primary School for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of St. Farnan's Post Primary School. Such a review must be sought by the

Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR<sub>1</sub> Forms should be submitted to the school office or online by emailing [info@stfarnans.ie](mailto:info@stfarnans.ie) (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **5.3.3. Basis for a review by the board of management:**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

# **SECTION 6**

## **APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR**

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### **6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST- YEAR**

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#### **6.1 Admission Provisions (other than First-Year)**

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer
- 6.1.9. Appeals

#### **6.3 Appeals**

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

## **6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)**

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Where St. Farnan's Post Primary School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

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

### **6.1.1 Oversubscription**

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

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

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

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

Where the Transition Year Programme and/or Leaving Certificate Applied Programme in St. Farnan's Post Primary School are oversubscribed, a Student applying for admission to such programm(es) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/ese programm(es).

### **6.1.2 Selection criteria in order of priority**

St. Farnan's Post Primary School will apply the following criteria for admission to a year group other than First-Year:

- 6.1.2.1 If the Student has siblings currently enrolled in the school; If the Student previously had siblings enrolled in the school and the Student is currently living in the Catchment area; If a current full-time KWETB staff member working in St. Farnan's Post Primary School is the parent/guardian of the Student;
- 6.1.2.2 If the Student resides in the Catchment Area **AND** attended a feeder primary school as outlined in Part A of this policy;
- 6.1.2.3 If the student resides in the Catchment Area and did NOT attend a feeder primary school as outlined in Part A of this policy;
- 6.1.2.4 If the student attended a feeder primary school as outlined in Part A of this policy but does NOT reside in the Catchment Area;
- 6.1.2.5 If the student had parents previously enrolled in the school (to a maximum of 25% of the places available);
- 6.1.2.6 Applicants not meeting any of the above criteria.

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

### **6.1.3 Selection process**

St. Farnan's Post Primary School will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place

within the school. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, St. Farnan's Post Primary School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **6.1.4 Late applications:**

An application received by St Farnan's Post Primary School after the closing date published by St. Farnan's Post Primary School, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St. Farnan's Post Primary 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, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where St Farnan's Post Primary School is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within St Farnan's Post Primary School, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### **6.1.5 Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within St Farnan's Post Primary School but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within

the school have been filled.

**6.1.6 Acceptance of a place:**

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

**6.1.7 Refusal:**

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

- 6.1.7.1. The reasons that the Student was not offered a place in St. Farnan's Post Primary School.
- 6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7 and 4.9, an offer of admission may not be made where:

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

### **6.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 6.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 6.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.8.3. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);  
and
  - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

### **6.1.9 Appeals:**

For information relating to an Applicant's right to appeal a decision of St. Farnan's Post Primary School, please see section 6.3 Appeals.

## 6.3 APPEALS

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### **6.3.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of St. Farnan's Post Primary School. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [info@stfarnans.ie](mailto:info@stfarnans.ie)

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

### **6.3.1. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to St. Farnan's Post Primary School for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of St. Farnan's Post Primary School. Such a review must be sought

by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR<sub>1</sub> Forms should be submitted to the school office or online by emailing [info@stfarnans.ie](mailto:info@stfarnans.ie)

An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **6.3.2. Basis for a review by the board of management:**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

# SECTION 7

## APPLICATION TO THE SPECIAL CLASSES

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### **7 APPLICATION TO THE SPECIAL CLASSES**

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#### **7.1 Admission Provisions for the Special Classes**

- 7.1.1. Oversubscription
- 7.1.2. Selection criteria in order of priority
- 7.1.3. Selection process
- 7.1.4. Late Applications
- 7.1.5. Second/third-round offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. Withdrawal of an offer

#### **7.2 Appeals**

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for appeal

## 7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASSES

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St. Farnan's Post Primary School has Special Classes, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders, and Moderate General Learning Disability.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section, which has been prepared within the 24 months immediately preceding the Student's application to the Special Class.

Where the Special Classes in St. Farnan's Post Primary School are not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Classes, as confirmed by the NCSE, will be offered a place in the Special Class, subject to sections 4.7 & 4.8.

### **7.1.1. Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St. Farnan's Post Primary School is in a position to offer further places that become available in the Special Classes for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list subject to there being a place in the relevant mainstream year group. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder

of that school year, *i.e.* if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

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

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

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

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

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

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

- 7.1.2.1 The greatest level of need, as determined by the Principal in consultation with the SEN team in the school, having considered the Relevant Report\* in respect of the Child; (\*These reports should be written within a two-year time frame from time of application).
- 7.1.2.2 The report must state that placement in a special class, either an ASD class or a Moderate Learning Unit class, and *not a special school* within a mainstream school setting is the professional recommendation of the report.
- 7.1.2.3 Subject to requirements 7.1.2.1 & 7.1.2.2 applying - the Student currently has siblings enrolled in the school; the Student previously had siblings enrolled in the school and the Student is currently living in the Catchment area; the Student has a parent/guardian who is a current full-time KWETB staff member working in St. Farnan's Post Primary School.
- 7.1.2.4 Subject to requirements 7.1.2.1 & 7.1.2.2 applying - the Student currently resides in the Catchment Area **AND** attends/attended a feeder primary school as outlined in Part A of this policy, whether or not the Student is enrolled in a special class/unit (as special classes do not exist in all prioritised primary schools in our catchment).
- 7.1.2.5 Subject to requirements 7.1.2.1 & 7.1.2.2 applying - the Student resides in the Catchment Area and does/did NOT attend a feeder primary school as outlined in Part A of this policy.
- 7.1.2.6 Subject to requirements 7.1.2.1 & 7.1.2.2 applying – the Student attends/attended a feeder primary school as outlined in Part A of this policy but does not live in the Catchment Area as outlined in Part A of this policy.
- 7.1.2.7 Subject to requirements 7.1.2.1 & 7.1.2.2 applying - the Student had parents previously enrolled in the school (to a maximum of 25% of the places available).
- 7.1.2.8 Subject to requirements 7.1.2.1 & 7.1.2.2 applying - the Student attends a special class/unit in another primary school outside of the catchment/(other second level school) and lives outside of the Catchment Area as outlined in Part A of this policy.
- 7.1.2.9 Subject to requirements 7.1.2.1 & 7.1.2.2 applying - the Student does not meet any of the above criteria.

### **7.1.3 Selection process:**

St Farnan's Post Primary 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 against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, St. Farnan's Post Primary 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 reduced.<sup>2</sup>

### **7.1.4 Late applications:**

An application received by St. Farnan's Post Primary School after the closing date published by St. Farnan's Post Primary School, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St. Farnan's Post Primary 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

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<sup>2</sup> 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."

date for applications, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7 & 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where St. Farnan's Post Primary School is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within St. Farnan's Post Primary School, subject to sections 4.7 & 4.8. and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### **7.1.5. Second/third-round offers of a place**

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

#### **7.1.6. Acceptance of a place:**

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

#### **7.1.7. Refusal:**

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

7.1.7.1 The reasons that the Student was not offered a place in St. Farnan's Post Primary School;

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

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

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

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

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

#### **7.1.8. Withdrawal of an offer**

An offer of admission may be withdrawn where:

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

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

7.1.8.3 An Applicant has not indicated:

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

and

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

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

## **7.2 APPEALS**

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### **7.2.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of St. Farnan's Post Primary School. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing *info@stfarnans.ie*

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

### **7.2.1. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to St. Farnan's Post Primary School for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of St. Farnan's Post Primary School. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing *info@stfarnans.ie*

An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **7.2.2. Basis for a review by the board of management:**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

This policy was adopted by the Board of Management on 17/9/2024.

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Chief Executive of KWETB for sanction and to Department of Education, if requested.

This Admission's policy and its implementation is reviewed by the school's Board of Management annually.

Signed:  Signed: 

(Chairperson of Board of Management)

(Principal)

Date: 17/09/24

Date: 17/9/24