

Draft Copy of 2021-2022 Enrolment Policy (Selection Criteria & Process)

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

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

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

5.1.2 Selection criteria in order of priority

1. Church of Ireland students attending Castleknock Church of Ireland National School.
(See Note 1.a & 1.b)
2. Siblings of students, including past pupils, enrolled at Castleknock Community College.
3. Applicants living in the catchment area as outlined on Pages 3&4 of this policy and attending one of the listed Primary School.
4. Applicants living in the catchment area as outlined on Pages 3&4 of this policy and **not** attending one of the listed Primary Schools.
5. Applicants living in the Extended Catchment Area as outlined on Page 4 of this policy.
6. Applicants from outside the Catchment Area.
7. Finally, places will be offered to those students on the late waiting list as per date and time of receipt of application form.

If any category is oversubscribed random selection will be used to determine places except in the case of the late waiting list.

Note 1.a - Church of Ireland Applicants

There is no non-fee paying Church of Ireland School in North-West Dublin. Consequently when the College was established in 1995, it was designated as a listed post-primary school for Church of Ireland children in order to protect the rights of this minority, thus ensuring that a significant number of this community could be educated together. It was also agreed that a representative of the Church of

Enrolment to First Year 2021-22 – Draft Policy Only

Ireland community would be a member of the Board of Management. All Applicants in this category will be verified by the Church of Ireland parish office in Castleknock.

Note 1.b - Request for Religion Details

Please note that the application form requests that you enter your daughter/son's religion if any. This request is made to ensure fair processing of the enrolment procedures.

5.1.3 Selection Process

Castleknock Community College will apply the selection process as follows:

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

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

In the event of any category being oversubscribed each applicant's name will be placed in an envelope and a draw will take place.

By way of example, if the College is in a position to offer places to all applicants in categories one and two and cannot offer a place to applicants in category three and subsequent categories, then a draw will take place.

In this example there are twenty applicants in category three but there are only ten places available.

All applicants receive a number. The first ten names drawn from the envelope will be offered a place at the College. The remaining ten applicants will be placed on a waiting list based on the order in which they are drawn.

The same process will apply to subsequent categories until all applicants have been assigned a number on the waiting list.

In the case of twins/triplets etc. they are treated as separate applications and there will be no additional provision made for such applications in a random lottery.

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 Castleknock Community College.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Castleknock Community College by virtue of application alone.

‘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.

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

‘Catchment Area’ refers to the designated residential area for application to Castleknock Community College in respect of the person on whose behalf the application is being made. The catchment area for Castleknock Community College is defined as follows:

- The Catchment Area commences at the boundary of the N3 and Castleknock Road (Halfway House Roundabout)
- The Boundary extends from The Navan Road N3 (Halfway House Roundabout) to the Auburn Avenue Roundabout to include Morgan Place
- The Boundary continues from the Auburn Avenue/Old Navan Road to the M50
- The Boundary cuts across the M50 from Castleknock Tennis Club to the Castleknock Road at Castleknock Railway Station. **It does not include Woodpark, Roselawn & Talbot Downs and environs**
- The Boundary borders The Maynooth Railway line from Castleknock Train Station to the boundary of the Diswellstown Road
- The Boundary continues from the intersection of the Maynooth Railway line and the Diswellstown Road to the Porterstown Road. **It does not include the developments of Woodbrook and Annfield**

Enrolment to First Year 2021-22 – Draft Policy Only

- The Boundary continues from the Porterstown road and Rugged Lane Junction but not including Rugged Lane to the Lower Road (Strawberry Beds)
- The Boundary continues From the Junction of the Lower Road (Strawberry Beds) & Rugged Lane to Tower Road
- The Boundary continues from the Junction of Tower Road and Lower Road to White's Lane
- The Boundary continues along White's Lane to the entrance to the Phoenix Park at White's Road
- The Boundary continues from White's Road Gate along the boundary of the Phoenix Park to the Junction of Castleknock Road and Blackhorse Avenue. **The catchment area does not include properties in the Phoenix Park or on Blackhorse Avenue**
- The Boundary continues from the Junction of Castleknock Road and Blackhorse Avenue to the Half-Way House Roundabout.

Please refer to the attached Ordnance Survey Map.

Extended Catchment Area represent the following developments & environs:

Annfield, Woodbrook, St Mochtas, Station Court, Station View, Portersfield, Windmill, Larch Grove, Lambourn, The Orchard, Weaver's Row, Weaver's Hall, Weaver's Walk, The Village. Aspen, Sorrel Park, Shelerin Road to Ongar Junction, Limelawn, Castlefield, Charnwood, Allendale Square, Windermere, Aldemere, Portersgate, Mount Symon, Kellystown Road, Rugged Lane, Barberstown & Barnhill.

'The Listed Primary' Schools for Castleknock Community College are:

- Castleknock Educate Together N.S.
- Castleknock National School
- Scoil Choilm C.N.S.
- Scoil Oilibhéir.
- Scoil Thomáis N.S. Laurel Lodge.
- St. Brigid's N.S. Castleknock.
- St. Patrick's N.S. Diswellstown.
- St. Mochta's N.S. Porterstown

*In the case where a student is required to attend a special school for a period of time (e.g. The Catherine McAuley School) the applicant may list the Primary School that he/she was attending prior to her/his attendance at the Special School.
