

# Coláiste Pobail Caisleán Cnucha

## Castleknock Community College Admissions Policy & Procedures

### 2023-2024



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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 Castleknock Community College is responsible for the implementation of Admission Policy.

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This policy was ratified by the Board of Management of Castleknock Community College Thursday 22<sup>nd</sup> September 2022. The policy was updated on the 14<sup>th</sup> December as required by the Education (provision in respect of children with special educational needs) act 2022

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## Introduction to Castleknock Community College

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Castleknock Community College is part of the Dublin and Dún Laoghaire Education and Training Board and was established in 1995. Our College is a co-educational post-primary school catering to an ever-increasing population growth within the greater Castleknock area. A comprehensive academic curriculum is promoted in addition to a wide-ranging programme of extra-curricular activities. The College was established as a Designated Community College.

ETB schools are state, multidenominational, co-educational schools underpinned by the core values of Excellence in Education, Care, Equality, Community & 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.

Conscious that our College is situated in an area where education is valued, and expectations are high, the challenge has been to set standards which will command the respect and the pride of the community.

Aspiring towards excellence, creating high expectations, developing a holistic approach to education, and instilling a sense of pride and respect among parents, pupils and staff are among our goals.

“Mol an Óige agus Tíocfaidh Sí” underlines our philosophy of fostering self-esteem, a positive attitude towards learning, the promotion of responsible behaviour and the encouragement of dignity and respect in all our endeavours.

In honouring our commitment to the core values and the College motto, the College in consultation with the Student Council and Parents Association has created a statement of purpose for each of its students:

“A graduate from CCC is recognised as a young person who possesses a strong moral purpose and holds the courage of their convictions. Graduates will be equipped with the life skills to understand their own well-being so that they can manage their emotional, mental, spiritual, and physical needs.”

The philosophy of Castleknock Community College is one of inclusiveness in which the College supports the principles of partnership, equality of access and participation in the school. We respect diversity, parental choice, and equality. Parental involvement in all aspects of our development is an essential and appreciated part of our College. Parents are represented on the Board of Management and there is a vibrant Parents' Association.

The College operates within the regulations laid down from time to time by the **Department of Education** and follows the curricular programmes prescribed by the **Department of Education**, which may be amended from time to time, in accordance with **Section 9 and 30 of the Education Act 1998**.

Pupils at Junior and Senior Cycle follow a core programme, with a number of optional subjects. The College also offers the option of the Transition Year Programme. Furthermore, where there is a demand, the College may offer the Leaving Certificate Applied Programme and the Leaving Certificate Vocational Programme.

We are very proud of our academic success in the Leaving and Junior Certificate examinations. The College has created its own awards scheme, known as the Academic Excellence Awards, which recognises students for their high academic achievement in both Junior and Leaving Certificate.

Castleknock Community College will always strive for greater achievement. We pride ourselves in providing a high-quality education to all our students, inspiring them to develop their abilities to the full but conscious of the potential for further development. All who are associated with our College are focused on our success and on providing a quality education for the youth of the community which we serve.

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## Section 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 Castleknock Community College.

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‘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 or acceptance of offer makes him/her a student of Castleknock Community College; a person is only regarded as a student of Castleknock Community College once they are enrolled on their first day of attendance.

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

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‘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.

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‘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.

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### Sibling

- For the purpose of the selection criterion relating to the student having a **sibling who was previously enrolled at the College**. ‘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.

### Twins/Triplets etc:

- In the case of twins/triplets etc. they are treated as separate applications. Please see further details on how the College will manage twins/triplets etc who are entered into a lottery system when the College is oversubscribed.
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‘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. Castleknock Community College has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders, Moderate General Learning Disability, Mild General Learning Disability, Severe Profound General Learning Disabilities, Specific Speech and Language Disorder, Hearing Impairment, Emotional Disturbance, Multiple Disabilities.

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‘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 who makes a recommendation for a Special Class placement. 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.

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‘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**
- 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.

**‘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.

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## Section 2 - Admission Statement

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### Definition of a 'Multidenominational School' in a Designated Community College.

Castleknock Community College is a designated Community College. Designated Community Colleges are established by the signing of a model agreement between an ETB and the local Catholic Bishop and/or a religious congregation. Dublin & DunLaoghaire ETB is the patron of the school. The model agreement provides for the participation of the Catholic Archbishop of Dublin and the Church of Ireland in the organisation and management of the community college on an ongoing basis.

Castleknock Community College was established in 1995 in a spirit of partnership between Dublin & DunLaoghaire ETB and the Catholic Archbishop of Dublin (3 Nominees) and the Church of Ireland (1 Member). The inherited traditions, values and founding intentions of Dublin & DunLaoghaire ETB, the Catholic Archbishop of Dublin and the Church of Ireland remain enshrined in the characteristic spirit and in the life of our school.

Our school is a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in Education
- Care
- Equality
- Community &
- Respect.



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

Castleknock Community College 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 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, culturally sensitive, and responsible citizens with a strong sense of shared values.

Castleknock Community College is multi-denominational. 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.



Accordingly, Castleknock Community College 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.

Castleknock Community College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

## Section 3 - Legal Framework

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Dublin & Dun Laoghaire ETB 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 Castleknock Community College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a Board of Management within the meaning of the Education Act 1998.

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

The Education Act, 1998 provides for an appeal process in the event of a refusal to admit a student. The appeal process is set out in Section 7 in respect of applications made to College.

It is important to understand that our school does not provide '*religious instruction*' and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. There is an important distinction between '*religious instruction*' and '*religious education*':

- *Religious instruction* is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.
- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are 'multi-denominational', Castleknock Community College supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs.

## Section 4 - General Admission Provisions & Proof of Residence

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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.

In processing an application Castleknock Community College **shall not consider**:

- 4.1 The payment of fees or contributions to the school
- 4.2 A Student's academic ability, skills, or aptitude
- 4.3 The occupation, financial status, academic ability, skills, or aptitude of a Student's Parent(s)/Guardian(s)
- 4.4 A requirement that a Student or his or her Parent(s)/Guardian(s), attend an interview, open day, or other meetings 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
- 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.

Castleknock Community College **will consider** the offer of a place to every student seeking admission to the school, **unless**:

- 4.7 The Parents(s)/Guardian(s) 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.

### Proof of Residence

Where Castleknock Community College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

- ✓ Due to the increasing demand for places in the College, the Board of Management has decided that proof of residence in the catchment area will be required at the time of application.
- ✓ Parents will be required to produce when requested, **two original pieces of documentation** (see recommended list below). This documentation cannot be more than three months old. The Board of Management reserves the right to make enquiries to ascertain proof of residence.

- ✓ The onus will be on the Parent(s)/Guardian(s) to offer evidence with regard to the criteria required concerning proof of residency in the catchment area.
- ✓ Only the applicant's **primary resident** will be considered for the purpose of enrolment.
- ✓ The College Guidelines for dealing with separated parents in relation to school meetings and communications is available on request from the College.

Acceptable documentation or verification purposes from **two separate companies**:

- Utility Bill Electricity/Phone/Gas/Cable Television/Broadband Provider, Motor Tax Documentation
- Mobile Phone & E Flow bills are not acceptable.
- Correspondence from an insurance company regarding an insurance policy.
- Original Statement (not an e-statement) from Bank/Building Society/Credit Union
- Letter from Department of Social Protection/Revenue
- Other official correspondence from an Irish state agency.
- This documentation cannot be more than three months old.
- The above documentation must contain the name of the parent(s) residing at the applicant's primary address.

**Please note:**

- **Incomplete Application Forms will not be accepted by the College.**
- **Proof of delivery of applications to the school will be the responsibility of the Parent(s)/Guardian(s).**
- **All applications must be delivered in person to the main office at Castleknock Community College. The College does not accept postal or emailed applications.**



## Section 5- Application to First Year

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Where Castleknock Community College is not oversubscribed, all Students will be offered a school place, subject to Section 4.

### 5.1 Admission Provisions for First Years

- 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

#### 5.1.1. 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 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. Siblings of students, including past pupils, enrolled at Castleknock Community College. Families who secure a place in the College for the first time from the academic year 2023/24 and who reside outside the defined catchment area or may subsequently reside outside the defined catchment area should note that future siblings of these applicants will be placed in Category 4 of the selection criteria.
2. Applicants living in the catchment area as outlined on Page 5 of this policy and attending one of the listed Primary Schools.

3. Applicants living in the catchment area as outlined on Page 5 of this policy and **not** attending one of the listed Primary Schools.
4. Siblings of students, including past pupils, enrolled at Castleknock Community College attending a listed primary school not living in the catchment area.
5. Applicants attending a listed primary school not living in the catchment area.
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.**

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### 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 case a draw will be made for students placed in category three and a separate draw for each subsequent oversubscribed category.

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 will be entered into the draw as two /three etc. separate applications. When the first of these siblings is drawn the other(s) will automatically receive the next place in the draw.**

#### **5.1.4 Late Applications:**

An application received by Castleknock Community College after the closing date published by Castleknock Community College and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Castleknock Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath all 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.

Where Castleknock Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Castleknock Community College subject to Section 4, 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**

Where a student is in receipt of an offer of a place within Castleknock Community College 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 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 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, will result in withdrawal of an offer, in line with the grounds for withdrawal 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 reason(s) that the Student was not offered a place in Castleknock Community College
- 5.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed
- 5.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 5.1.7.4 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at Section 4, 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 will 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 College 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 College, the student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

#### 5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Castleknock Community College regarding admission to a year-group other than First Year, see section 7.1. of this Policy.



## **Section 6- Application to All Year Groups Other Than First Year**

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Where Castleknock Community College is not oversubscribed, all Students will be offered a school place, subject to Section 4.

### **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

#### **6.1.1. 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 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 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.

Where the Transition Year Programme and the Leaving Certificate Applied Programme in Castleknock Community College are oversubscribed, a student applying for admission to such programmes in the relevant year group, will, subject to this policy, be placed in the appropriate waiting list already compiled by the school, which will contain the names of students enrolled in the school who have been places on an internal waiting list for these programmes.



### 6.1.2 Selection criteria in order of priority

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

1. Siblings of students, including past pupils, enrolled at Castleknock Community College. Families who secure a place in the College for the first time from the academic year 2023/24 and who reside outside the defined catchment area or subsequently reside outside the defined catchment area should note that future siblings of these applicants will be placed in Category 3 of this selection criteria.
2. Applicants living in the catchment area as outlined on Page 5 of this policy.
3. Applicants living outside the catchment area as outlined on Page 5 of this policy.
4. Applications received after the closing date as stated in the Admissions Notice will be treated as late applications and will be processed based on the date/time of application.

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

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. The process for this lottery is as follows:

- 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 category one and cannot offer a place to applicants in category two and subsequent categories, then a draw will take place.
- In this example there are twenty applicants in category two 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.

#### **6.1.4 Late Applications:**

An application received by Castleknock Community College after the closing date published by Castleknock Community College and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Castleknock Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school.

Where Castleknock Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Castleknock Community College subject to Section 4, 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 Castleknock Community College 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 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, will result in withdrawal of an offer, in line with the grounds for withdrawal 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 reason(s) that the Student was not offered a place in Castleknock Community College
- 6.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed
- 6.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at Section 4, 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 will 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 College 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:
  - (iii) 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
  - (iv) 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 College, 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 Castleknock Community College regarding admission to a year-group other than First Year, see section 7.1.

## Section 7 - Appeals

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### 7.1. 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 BOMR 1 Form, available from the school office and on the school's website, for it to be reviewed by the Board of Management of Castleknock Community College, Carpenterstown Road, Castleknock, Dublin 15. Such a review must be brought 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 1 Forms should be submitted to the school office or online by emailing [admin@castleknockcc.ie](mailto:admin@castleknockcc.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 of Education website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit area available on the Department of Education website. As per the Department of Education '*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 Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Castleknock Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the Board of Management via a BOMR 1 available from the school office and on the school's website, for it to be reviewed by the Board of Management of Castleknock Community College. Such a Review must be brought 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 [admin@castleknockcc.ie](mailto:admin@castleknockcc.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 of Education website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit area available on the Department of Education website.

As per the Department of Education '*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 to the Board of Management is not satisfied with the decision of the Board of Management, the 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.

### 7.3 Basis for appeal

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 appeal the decision.

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**etb**

Bord Oideachais & Oiliúna  
*Áth Cliath & Dún Laoghaire*  
Education & Training Board  
*Dublin & Dún Laoghaire*