

## **Admission policy**

### **Admission Policy of St Colmcille's Community School**

**School Address: Scholarstown Road, Knocklyon, Dublin 16**

**Roll number: 91510M**

**School Patron/s: Archdiocese of Dublin, the Dublin and Dun Laoghaire Education and Training Board (ETB) and the Carmelite Order**

#### **1. Introduction**

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

The policy was approved by the school patron on August 14<sup>th</sup> 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Colmcille's Community School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

#### **2. Characteristic spirit and general objectives of the school**

St Colmcille's Community school is a co-educational multi-denominational post-primary school under the joint patronage of the Carmelite Order, Archbishop of Dublin Diarmuid Martin and Dublin and Dun Laoghaire ETB

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of

students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened in September 2000 on a greenfield site on Scholarstown road in the heart of Knocklyon. The vision of the community in seeking a second level school was to retain its most valuable asset, its young people, in the local area. The values of Dublin and Dun Laoghaire ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Carmelite Order are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

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

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

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

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

In St Colmcille's Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

### 3. Admission Statement

St Colmcille's Community School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

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

### 4. Categories of Special Educational Needs catered for in the school

St Colmcille's Community School strives to create an inclusive learning environment where the needs of all students are catered for in a mainstream setting.

Where a child with a disability qualifies for a place on the basis of the selection criteria below, the Principal will discuss the child's needs with his/her parents, to ensure that the school is in a position to meet those needs, within the resources provided by the Department of Education and Skills.

### 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent of a student, or in the case of a student who has reached the age of 18 years, the student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

## 6. Oversubscription

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

Offers of places in St Colmcille's Community School, Knocklyon will be made to applicants in the following categories, in descending order of priority until the enrolment quota is reached.

### **Category 1**

Children who are living in the catchment area (See note 1) and who have a brother or sister currently (see note 2) attending St Colmcille's Community School. (For the purposes of the selection criteria, the catchment area of St Colmcille's Community School, Knocklyon is outlined under note 1. A map of the catchment area is displayed in the school office.

### **Category 2**

Children who are living in the catchment area and who have a brother or sister who completed their education in St Colmcille's Community School.

### **Category 3**

Children who are living in the catchment area and who have a parent that is a current permanent employee of St Colmcille's Community School

### **Category 4**

Children who are living in the catchment area and who are a child or grandchild of a past pupil of St Colmcille's Community School (up to a maximum of 25%)

### **Category 5**

All other children living in the catchment area.

### **Category 6**

Children who are not living in the catchment area and who have a brother or sister currently attending St Colmcille's Community School. (see note 1)

### **Category 7**

Children who are not living in the catchment area and who have a brother or sister who completed their education in St Colmcille's Community School

### **Category 8**

Children who are not living in the catchment area and who have a parent that is a current permanent employee of St Colmcille's Community School

### **Category 9**

Children who are not living in the catchment area and who are a child or grandchild of a past pupil of St Colmcille's Community School (up to a maximum of 25%, when combined with Category 4).

### **Category 10**

Children who are not living in the catchment area and attend a Primary school in the catchment area.

**Category 11**

Children not covered by any of the categories above.

**Note 1:** Knocklyon is defined as the area which lies within the boundary formed by Firhouse Road (starting at the junction with Ballyroan Road), Ballycullen Road, Oldcourt Road, Kilakee Road, Mount Venus Road, Edmondstown Road/Ballyboden Road and Ballyroan Road (ending at the junction with Firhouse Road) The catchment area encompasses all of the parish of Knocklyon as registered with South Dublin County Council by Knocklyon Community Council. This means that a small area on the north (Dodder) side of Firhouse Road is within the catchment area.

To be deemed to be “living within the catchment area”, the child should be permanently resident within the catchment area on the date of receipt of application for the relevant year of entry to the school.

**Note 2** “Currently” in this context means that a sibling is attending St Colmcille’s Community School for the academic year which immediately precedes the academic year for which the enrolment is sought; in the case of a student who completes Sixth Year in St Colmcille’s Community School having availed of 5 rather than 6 years of second level education, his/her sibling will be deemed to be in Category 1 subject to (a) the sibling meeting the requirement to be living in the catchment area and (b) the student having completed Sixth Year in St Colmcille’s Community School no later than the year preceding the proposed year of entry to the school (i.e. the previous calendar year to the proposed year of entry to the school).

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places) the remaining places will be allocated in accordance with existing waitlists up to the year 2025 after which they will be allocated by way of lottery

In the case of categories 4 and 10, should the number of applicants exceed 25% of total intake selection will be made in accordance with the current waitlist up to 2025 and by lottery thereafter. Unsuccessful applicants in these categories may be re-entered into subsequent categories.

**7. What will not be considered or taken into account**

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

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these and schools must retain the exceptions that apply to them and delete those

that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;  
(other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to St Colmcille's Community School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

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

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

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

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

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from St Colmcille's Community School, you must state:

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

An offer of admission may not be made or may be withdrawn by St Colmcille's Community School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, or in the case of a student who has reached the age of 18 years, the student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Colmcille's

Community School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

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

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

#### **14. Late Applications**

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

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

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

##### **Entry into a Year other than First Year**

Students may transfer into the school at any time subject to the criteria set out in section 6 and in conjunction with:

- Available space and subject choice
- The school regarding the move in the best interest of the student.
- The schools curricular provision being suitable for the student.
- Consultation with the Educational Welfare Officer if appropriate.

and subject to a parent of a student, or in the case of a student who has reached the age of 18 years, the student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Admissions to Programmes within the School

##### **Transition Year (TY)**

It is best educational practice that students complete a 6 year secondary school cycle. Normally all students transfer from the Junior Cycle to Transition Year. Students and Parents are invited to an Information Evening prior to the commencement of Transition Year.

In exceptional circumstances consideration may be given to direct transfer to Fifth Year. A

completed application form is required. Each case will be considered on an individual basis. In making a decision regarding a student's suitability to transfer directly to Fifth Year the following considerations may be taken into account:

- Students Age
- Career Aspirations
- Subject Choices
- Attendance & Punctuality record

### **Leaving Certificate Applied Programme (LCA)**

The provision of the LCA programme is based on appropriate demand. The programme is offered every other year. Therefore, depending on the programme cycle a student wishing to follow the LCA may have to forfeit participation in the TY programme.

Students who express an interest in following the LCA programme or those for whom the School believes the LCA is the most appropriate programme are given relevant information and support by the Guidance Counsellor and when appropriate the SEN Department.

Each applicant is dealt with on an individual basis and the decision to place a student on the LCA programme is made in consultation with Student, Parents, Year Head, Guidance Counsellor, SEN Department (if appropriate) and Principal/Deputy Principals.

The Board of Management reserves the right in relation to the above programmes to decide on the numbers entering each programme on an annual basis

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

The decision to admit a student to the school after the commencement of the school year in which admission is sought will be made by the Board of Management according to:

A student who applies to be admitted into 1<sup>st</sup> year- the selection criteria set out in Section 6

A student who applies to be admitted into any other year- the criteria set out in Section 15

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

This rule applies to all schools.

The board of St Colmcille's Community School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

St Colmcille's Community School offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust.

It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers. In this context it is important to understand the distinction between 'religious education' and 'religious instruction':

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

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

## 18. Reviews/appeals

### **Review of decisions by the board of Management**

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

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

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management within one month of receiving notification of that decision and prior to making an appeal under section 29 of the Education Act 1998.

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

### **Right of appeal**

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

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

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

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

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

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

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

**This policy was sanctioned by the Board of Management of St Colmcille's Community School on Wednesday 23<sup>rd</sup> September, 2020.**



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**John McKennedy**  
Principal & Secretary  
Board of Management  
St Colmcille's Community School



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**Majella Henchion**  
Chairperson  
Board of Management  
St Colmcille's Community School