



Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**  
LIMERICK & CLARE  
Education & Training Board



# **Ennis Community College / Gaelcholáiste an Chláir**

## **Policy for Admission to the School Year 2021/2022**

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 Ennis Community College / Gaelcholáiste an Chláir is responsible for the implementation of this Admission Policy.

## **INTRODUCTION TO ENNIS COMMUNITY COLLEGE / GAELCHOLÁISTE AN CHLÁIR**

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Ennis Community College operates under the auspices of the Limerick and Clare Education and Training Board. The College was founded in 1938 and caters for both boys and girls. Students are prepared for the Department of Education and Skills Junior Certificate and Leaving Certificate programmes. The College also offers a range of Further Education Courses to meet the needs of adult learners.

Is Aonad Lán-Ghaeilge de chuid Coláiste Pobail na hInse í Gaelcholáiste an Chláir. Cuireann Gaelcholáiste an Chláir roimpi sároideachas d'ardchaighdeán a chur ar fáil dá daltaí go léir trí mheán naGaeilge. Cothaítear gach aon ghné den chultúr gaelach i sainmheon an Ghaelcholáiste. Is í an Ghaeilge teanga cumarsáide na scoile. Fáiltítear roimh dhaltaí ó gach aon chúlra teangan agus ó gach aon bhunscoil.

Gaelcholáiste an Chláir is an All –Irish unit within Ennis Community College. Gaelcholáiste an Chláir endeavours to provide an excellent standard of education through the medium of Irish for all of its pupils. Every aspect of Irish culture is fostered in the ethos of the Gaelcholáiste. Irish is the language of communication in the Gaelcholáiste. Children from all language backgrounds and all primary schools are welcomed to Gaelcholáiste an Chláir.

At all times the language of communication at Gaelcholáiste an Chláir is Irish.

### **Missions Statement**

Ennis Community College / Gaelcholáiste an Chláir with the co-operation of its educational partners will continue to provide an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

The school is committed to creating an atmosphere of excellence in learning by challenging pupils to reach their full potential.

The school will foster an appreciation of the arts, our National culture and all other cultures and ethnicities in response to an ever changing society.

The school is multi-denominational and provides equality of access to children of all social, cultural & religious backgrounds. The characteristic spirit of the school is one of care and attention to all students, irrespective of economic circumstance, gender, sexual orientation, religious or philosophical outlook, race or social situation. It aspires to provide a holistic education encompassing, as far as practicable, all dimensions of the student's being.

### **Curriculum**

Ennis Community College follows the curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).



<b>Subjects</b>	
<b>Junior Cycle</b>	<b>Leaving Certificate (est.)</b>
<ul style="list-style-type: none"> <li>● Gaeilge*</li> <li>● English/ Béarla*</li> <li>● Maths/Mata*</li> <li>● History/ Stair*</li> <li>● Geography/ Tíreolaíocht*</li> <li>● Science/ Eolaíocht*</li> <li>● Physical Education/ Corpoideachas*</li> <li>● Religious Education/ Oideachas Reiligiúnach*</li> <li>● SPHE*</li> <li>● CSPE/OSSP*</li> <li>● French/ Fraincis</li> <li>● Business Studies/ Staidéar Gnó</li> <li>● Home Economics/ Eacnamaíocht Bhaile</li> <li>● Art/ Ealaín</li> <li>● Technology/ Teicneolaíocht</li> <li>● Technical Graphics/ Grafaic Theicniúil</li> <li>● Materials Technology (Wood)/ Adhmad Teicneolaíocht Ábhair</li> <li>● Materials Technology (Metal)/ Teicneolaíocht Ábhair Miotal</li> <li>● Music/ Ceol</li> <li>● Guidance/ Treoir</li> <li>● Computer Studies/ Staidéar Ríomhaireachta</li> </ul>	<ul style="list-style-type: none"> <li>● Gaeilge*</li> <li>● English/ Béarla*</li> <li>● Maths/Mata*</li> <li>● History/Stair</li> <li>● Geography/ Tíreolaíocht</li> <li>● Biology/ Bitheolaíocht</li> <li>● Physics/ Físic</li> <li>● Chemistry/ Ceimic</li> <li>● Physical Education/ Corpoideachas</li> <li>● Religious Education/ Oideachas Reiligiúnach</li> <li>● French/ Fraincis</li> <li>● Business/ Staidéar</li> <li>● Economics/ Eacnamaíocht</li> <li>● Accounting/ Cuntasaíocht</li> <li>● Home Economics/ Eacnamaíocht Bhaile</li> <li>● Art/ Ealaín</li> <li>● Technology/ Teicneolaíocht</li> <li>● Design &amp; Communications Graphics/ Gnaíochas Deartha agus Cumarsáide</li> <li>● Construction Studies/ Staidéar Foirgníochta</li> <li>● Engineering/ Innealtóireacht</li> <li>● Music/ Ceol</li> <li>● Guidance/ Treoir</li> <li>● LCVP</li> </ul>
<p><i>* denotes subjects that all students study (unless officially exempted)</i></p>	



## **Junior Cycle:**

### ***Junior Cycle Programme / Junior Certificate Schools Programme.***

The school offers both the traditional Junior Certificate Programme (curriculum outlined above) and, subject to demand and resources, the Junior Certificate Schools Programme.

This Junior Certificate Schools Programme is an intervention within the Junior Certificate. It provides a curricular framework, which will assist the school and individual teachers in adopting a student-centred approach to the Junior Certificate. It provides an opportunity for each student to obtain a Junior Certificate recording his/her level of attainment.

## **Senior Cycle:**

### ***Leaving Certificate***

At Senior Cycle level students may follow the Traditional Leaving Certificate Established (curriculum outlined above) or the Leaving Certificate Applied (LCA) programme.

### ***Leaving Certificate Applied***

The school may offer an alternative programme, subject to demand and resources, to the traditional Leaving Certificate called the Leaving Certificate Applied Programme. Some students will find this programme a very suitable route to pursue at senior cycle, and the school will consider applications from students and their parents on completion of Junior Cycle. This is a two-year programme incorporating a work experience module.

### ***Leaving Certificate Vocational Programme (LCVP)***

LCVP is a Senior Cycle Programme of the Department of Education and Skills, designed to give a strong vocational dimension to the Leaving Certificate Established. The programme combines the virtues of academic study with a new and dynamic focus on self-directed learning, enterprise, work and the community.

### ***LCVP Structure***

At least five Leaving Certificate subjects, two of which must be selected from one of the designated Vocational Subject Groupings

Irish (unless the student has an exemption)

A recognised course in a Modern European Language other than Irish or English

Two Link Modules: Preparation for the World of Work and Enterprise Education

### Transition Year:

The Transition Year is a one-year programme which comes immediately after completion of Junior Cycle.

The aim of the programme is:

- to provide a good academic basis for beginning the senior-cycle course
- to develop aspects of the curriculum which tend not to be catered for elsewhere in the school curriculum
- to develop teamwork through task oriented-projects
- to develop links between the school and the wider community
- to encourage students to become self-motivated learners
- to provide an opportunity for students to develop an understanding of how learning occurs generally, and with particular reference to their own learning styles
- to introduce students to a wide range of cultural and sporting activities
- to prepare students to become responsible members of society

### PLC and QQI Programmes:

Subject to demand and resources, the school may offer QQI accredited and/or PLC programmes. Details on the various courses offered may be obtained from the College.

### Student Numbers

Ennis Community College aims to offer a broad curriculum which includes the provision of a variety of subjects. For reasons such as health and safety, the Board of Management has stipulated a maximum number of students that can be accommodated in certain classes. These are outlined below:

Subject	Maximum Class Size
Materials Technology (Wood), Metalwork, Technology, Science, Art, Technical Graphics, DCG, Music	24
Home Economics	20

The Board of Management has set the maximum base class size in first year as follows:

<b>Setting</b>	<b>Maximum Class Size</b>
Ennis Community College	24
Gaelcholáiste an Chláir	28

The Board of Management has set maximum student numbers for particular programmes as follows:

<b>Programme</b>	<b>Maximum Student Number</b>
Transition Year	24
Leaving Certificate Applied	16

As the school is currently undergoing an extensive building project the Board of Management has set the maximum number of post primary students at 487 and the maximum number of PLC students at 120 for the 2020/2021 academic year. Other than first year 2021/2022 applications to all other year groups will only be considered in the context of a place becoming available due to the withdrawal of a previously enrolled student.

## CHARACTERISTIC SPIRIT STATEMENT FOR COMMUNITY NATIONAL SCHOOLS AND NON-DESIGNATED ETB SCHOOLS

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ETB schools are state, co-educational, multi 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 ‘multi denominational’ 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.

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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 Ennis Community College / Gaelcholáiste an Chláir.

**‘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 Ennis Community College / Gaelcholáiste an Chláir 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.

**‘Catchment Area’** refers to the designated residential area for application to all classes other than the Special Class in Ennis Community College / Gaelcholaiste an Chláir in respect of the person on whose behalf the application is being made. The catchment area for Ennis Community College / Gaelcholáite an Chláir is defined as all those who are eligible to avail, as of right, of the Bus Éireann School Transport Scheme.

**‘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 and graduated from 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-siblings, step-siblings and students who reside in the same household.

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

**‘Special Class’** means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills . Ennis

Community College / Gaelcholáiste an Chláir has a Special Class, established to cater for special educational needs of Students with Mild General Learning Disability.

**‘Aonad Lán-Gaeilge’** offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school.

**‘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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Definition of a ‘Multidenominational School’ in an ETB Context

ETB schools are state, co-educational, multi-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 ‘multi-denominational’ 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, Ennis Community College / Gaelcholáiste an Chláir 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, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).

Ennis Community College / Gaelcholáiste an Chláir 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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Limerick and Clare Education and Training Board 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 Ennis Community College / Gaelcholáiste an Chláir 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.

## 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, Ennis Community College / Gaelcholáiste an Chláir 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 Ennis Community College / Gaelcholáiste an Chláir **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);
- 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;
- 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.

Ennis Community College / Gaelcholáiste an Chláir **will consider** the offer of a place to every Student seeking admission to the school, **unless 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 will not have attained at least 12 years of age on the 1st day of January of the school year for which s/he is seeking to be enrolled, as is required



under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05;

- 4.9 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.

Where Ennis Community College / Gaelcholáiste an Chláir 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 Class.



# **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 Class***



# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

### 5 APPLICATION TO THE FIRST-YEAR GROUP

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- 5.3.1. Appeal where refusal was due to oversubscription
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- 5.3.3. Basis for appeal

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

Where Ennis Community College / Gaelcholáiste an Chláir is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8 and 4.9.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy.

### **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 Ennis Community College / Gaelcholáiste an Chláir 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 year groups other than First-Year.

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**

Ennis Community College / Gaelcholáiste an Chláir will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 Having completed sixth class standard in primary school, or equivalent;
- 5.1.2.2 If the Student has siblings currently enrolled in the school;
- 5.1.2.3 If the Student is the child of a current member of staff of Ennis Community College / Gaelcholáiste an Chláir;
- 5.1.2.4 If the Student has siblings who were previously enrolled in and graduated from the school;
- 5.1.2.5 If the Student resides in the Catchment Area;

### 5.1.3 **Selection process**

Ennis Community College / Gaelcholaiste an Chláir 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, Ennis Community College / Gaelcholaiste an Chláir will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### 5.1.4 **Late applications**

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

Where Ennis Community College / Gaelcholaiste an Chláir 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 and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Ennis Community College / Gaelcholaiste an Chláir is not oversubscribed 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 4.9 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 Ennis Community College / Gaelcholaiste an Chláir 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'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 withdrawal of an offer, 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 Ennis Community College / Gaelcholaiste an Chláir;
- 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, 4.8 and 4.9, 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 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 Ennis Community College / Gaelcholaiste an Chláir regarding admission to the First-Year Group, see section 5.3.

## 5.2. **ADMISSION TO THE AONAD LÁN GAEILGE**

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Ennis Community College / Gaelcholaiste an Chláir operates an Aonad Lán Gaeilge, which caters for Students who wish to be educated in an Irish-medium post primary setting. Applications made *only* for the Aonad Gaeilge will be considered solely for that purpose. Applications made for the Aonad Lán Gaeilge **and** the English-medium stream will be considered for the Aonad Lán Gaeilge in the first instance and subsequently the English-medium stream.

Where the Aonad Lán Gaeilge in Ennis Community College / Gaelcholaiste an Chláir is not oversubscribed, all Students who seek admission therein will be offered a place in the Aonad Lán Gaeilge, subject to sections 4.7 and 4.8.

### 5.2.1 **Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.2.2 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 Ennis Community College / Gaelcholaiste an Chláir 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 made 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.

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

Applications to the Aonad Lán Gaeilge will only be considered where the Aonad Lán Gaeilge was indicated on the application form provided to Ennis Community College / Gaelcholaiste an Chláir by the Applicant.

Ennis Community College / Gaelcholaiste an Chláir will apply the following criteria for admission to the Aonad Lán Gaeilge where the Aonad Lán Gaeilge is oversubscribed:

- 5.2.2.1. Having completed sixth class standard in primary school, or equivalent;
- 5.2.2.2. If the Student has siblings currently enrolled in the school
- 5.2.2.3. If the Student is the child of a current member of staff of Ennis Community College / Gaelcholáiste an Chláir;
- 5.2.2.4. If the Student has siblings who were previously enrolled in and graduated from the school;
- 5.2.2.5. If the Student has attended a Gaelscoil for at least five years;
- 5.2.2.6. The Student has attained a level of fluency in the Irish language and said fluency would be likely to regress were s/he not admitted to the Aonad. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language and how same would regress if the student were not admitted to the school;
- 5.2.2.7. If the Student resides in the catchment area;

#### 5.2.3 **Selection process:**

Ennis Community College / Gaelcholáiste an Chláir will apply the selection process as follows:

Having met the criteria for admission to the Aonad Lán Gaeilge, 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 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, Ennis Community College / Gaelcholáiste an Chláir will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **5.2.4 Late applications:**

An application received by Ennis Community College / Gaelcholáiste an Chláir after the closing date published by Ennis Community College / Gaelcholáiste an Chláir, and set out in the Admission Notice, will be considered a late application for the purposes of this Admission Policy.

Where Ennis Community College / Gaelcholáiste an Chláir 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 and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Ennis Community College / Gaelcholáiste an Chláir is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Ennis Community College / Gaelcholáiste an Chláir, subject to sections 4.7, 4.8 and 4.9 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.

#### **5.2.5 Second/third-round offers of a place:**

Where a Student is in receipt of an offer of a place within Ennis Community College / Gaelcholáiste an Chláir 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.

#### **5.2.6 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 withdrawal of an offer as set out below.

### **5.2.7 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:

- 5.2.7.1 The reasons that the Student was not offered a place in Ennis Community College / Gaelcholáiste an Chláir.
- 5.2.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed,
- 5.2.7.3 Details of the Student's place on the waiting list, if applicable, and
- 5.2.7.4 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 and 4.9 an offer of admission may not be made where:

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

### **5.2.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 5.2.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.2.8.2. 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
- 5.2.8.3. 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 or 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 5.2.4 above.

### **5.2.9 Appeals:**

For information relating to an Applicant's right to appeal a decision of Ennis Community College / Gaelcholáiste an Chláir regarding admission to the Aonad Lán Gaeilge in 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 submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Ennis Community College / Gaelcholáiste an Chláir at Harmony Row, Ennis, Co Clare, V95 XD66 or info@enniscc.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

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 and Skills under section 29A of the Education Act 1998.

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

An Applicant who was refused admission to Ennis Community College / Gaelcholáiste an Chláir for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office or info@enniscc.ie, for it to be reviewed by the board of management of Ennis Community College / Gaelcholáiste an Chláir. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal 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 and Skills under section 29A of the Education Act 1998.

5.3.3. **Basis for appeal:**

As required by section 29C(2) of the Education Act 1998, an application to appeal 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.



# SECTION 6

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

### 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

#### 6.2 Admission Provisions to the Aonad Lán Gaeilge (other than First-Year)

- 6.2.1. Oversubscription
- 6.2.2. Selection criteria in order of priority
- 6.2.3. Selection process
- 6.2.4. Late Applications
- 6.2.5. Second/third-round offers of a place
- 6.2.6. Acceptance of a place
- 6.2.7. Refusal
- 6.2.8. Withdrawal of an offer
- 6.2.9. 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 appeal

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

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Where Ennis Community College / Gaelcholáiste an Chláir is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8 and 4.9.

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.

### **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 Ennis Community College / Gaelcholáiste an Chláir 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.

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

Ennis Community College / Gaelcholáiste an Chláir 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;
- 6.1.2.2 If the Student is the child of a current member of staff of Ennis Community College / Gaelcholáiste an Chláir;
- 6.1.2.3 If the Student has siblings who were previously enrolled in and graduated from the school;
- 6.1.2.4 If the Student resides in the Catchment Area;

Note: See section 6.2.2 for selection criteria applicable to admission to the Aonad Lán Gaeilge. See section 7 for selection criteria applicable to admission to the Special Class.

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**

Ennis Community College / Gaelcholáiste an Chláir 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, Ennis Community College / Gaelcholáiste an Chláir 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 Ennis Community College / Gaelcholáiste an Chláir after the closing date published by Ennis Community College / Gaelcholáiste an Chláir, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Ennis Community College / Gaelcholáiste an Chláir 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 and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Ennis Community College / Gaelcholáiste an Chláir is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Ennis Community College / Gaelcholáiste an Chláir, subject to sections 4.7, 4.8 and 4.9 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 Ennis Community College / Gaelcholáiste an Chláir 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, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, 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 Ennis Community College / Gaelcholáiste an Chláir,
- 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, 4.8 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 Ennis Community College / Gaelcholáiste an Chláir regarding admission to a year-group other than First-Year, see section 6.3.

## **6.2 ADMISSION PROVISIONS FOR THE AONAD LÁN GAEILGE (OTHER THAN FIRST-YEAR)**

Aonad Lán Gaeilge offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school. Applications made ONLY for the Aonad Lán Gaeilge will be considered solely for that option. Applications made for the Aonad Lán Gaeilge **and** the English-medium stream will be considered for the Aonad Lán Gaeilge in the first instance and subsequently the English-medium stream.

Where the Aonad Lán Gaeilge in Ennis Community College / Gaelcholáiste an Chláir is not oversubscribed, all Students who seek admission therein will be offered a place in the Aonad Lán Gaeilge, subject to sections 4.7, and 4.8.

### **6.2.1 Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.2.2 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 Ennis Community College / Gaelcholáiste an Chláir 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 made 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.

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

Applications to the Aonad Lán Gaeilge will only be considered where the Aonad Lán Gaeilge was indicated on the application form provided to Ennis Community College / Gaelcholáiste an Chláir by the Applicant.

Ennis Community College / Gaelcholáiste an Chláir will apply the following criteria for admission to the Aonad Lán Gaeilge where the Aonad Lán Gaeilge is oversubscribed:

- 6.2.2.1 If the Student has siblings currently enrolled in the school
- 6.2.2.2 If the Student is the child of a current member of staff of Ennis Community College / Gaelcholáiste an Chláir;
- 6.2.2.3 If the Student has siblings who were previously enrolled in and graduated from the school;
- 6.2.2.4 If the Student has attended a Gaelscoil / Gaelcholáiste for at least five years;
- 6.2.2.5 The Student has attained a level of fluency in the Irish language and said fluency would be likely to regress were s/he not admitted to the Aonad. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language and how same would regress if the student were not admitted to the school;
- 6.2.2.6 If the Student resides in the catchment area;

### **6.2.3 Selection process:**

Ennis Community College / Gaelcholáiste an Chláir will apply the selection process as follows:

Having met the criteria for admission to the Aonad Lán Gaeilge, 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 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, Ennis Community College / Gaelcholáiste an Chláir will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.]

#### **6.2.4 Late Applications**

An application received by Ennis Community College / Gaelcholáiste an Chláir after the closing date published by Ennis Community College / Gaelcholáiste an Chláir, and set out in the Admission Notice, will be considered a late application for the purposes of this Admission Policy.

Where Ennis Community College / Gaelcholáiste an Chláir 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 and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Ennis Community College / Gaelcholáiste an Chláir is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Ennis Community College / Gaelcholáiste an Chláir, subject to sections 4.7, 4.8 and 4.9 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.

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

Where a Student is in receipt of an offer of a place within Ennis Community College / Gaelcholáiste an Chláir 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.

#### **6.2.6 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 withdrawal of an offer, as set out below.

### **6.2.7 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:

- 6.2.7.1. The reasons that the Student was not offered a place in Ennis Community College / Gaelcholáiste an Chláir;
- 6.2.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 6.2.7.3. Details of the Student's place on the waiting list, if applicable; and
- 6.2.7.4. 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 and 4.9 an offer of admission may not be made where:

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

### **6.2.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 6.2.8.1. The information contained in the application is false or misleading in a material respect, or
- 6.2.8.2. 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
- 6.2.8.3. 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 6.2.4 above.

### **6.2.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Ennis Community College / Gaelcholáiste an Chláir regarding admission to the Aonad Lán Gaeilge in all years other than the First-Year Group, see section 6.4.

## **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 submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Ennis Community College / Gaelcholáiste an Chláir at Harmony Row, Ennis, Co Clare, V95 XD66 or [info@enniscc.ie](mailto:info@enniscc.ie). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

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 and Skills under section 29A of the Education Act 1998.

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

An Applicant who was refused admission to Ennis Community College / Gaelcholáiste an Chláir for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and or [info@eniscc.ie](mailto:info@eniscc.ie), for it to be reviewed by the board of management of Ennis Community College / Gaelcholáiste an Chláir. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal 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 and Skills under section 29A of the Education Act 1998.

**6.3.3. Basis for appeal:**

As required by section 29C(2) of the Education Act 1998, an application to appeal 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.



# SECTION 7

## APPLICATION TO THE SPECIAL CLASS

### **7 APPLICATION TO THE SPECIAL CLASS**

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

- 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 CLASS**

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Ennis Community College / Gaelcholáiste an Chláir has a Special Class, established to cater for the special educational needs of Students with Mild 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 line with section 4.9, where the Special Class in Ennis Community College / Gaelcholáiste an Chláir is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 4.7 and 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 Ennis Community College / Gaelcholáiste an Chláir 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 made 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.

### **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 If the Student has siblings currently enrolled in the school;
- 7.1.2.2 If the Student is the child of a current member of staff of Ennis Community College / Gaelcholáiste an Chláir;

- 7.1.2.3 If the Student has siblings who were previously enrolled in and graduated from the school;
- 7.1.2.4 If the Student resides in the Catchment Area;

### **7.1.3 Selection process:**

Ennis Community College / Gaelcholáiste an Chláir 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 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, Ennis Community College / Gaelcholáiste an Chláir will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **7.1.4 Late applications:**

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

Where Ennis Community College / Gaelcholáiste an Chláir 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 and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Ennis Community College / Gaelcholáiste an Chláir is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Ennis Community College / Gaelcholáiste an Chláir, subject to sections 4.7, 4.8 and 4.9, 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 Ennis Community College / Gaelcholáiste an Chláir 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.

#### **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 Ennis Community College / Gaelcholáiste an Chláir;
- 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 and 4.9, 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 or 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 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 submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Ennis Community College / Gaelcholáiste an Chláir at Harmony Row, Ennis, Co Clare, V95 XD66 or [info@enniscc.ie](mailto:info@enniscc.ie). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

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 and Skills under section 29A of the Education Act 1998.

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

An Applicant who was refused admission to Ennis Community College / Gaelcholáiste an Chláir for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office or [info@enniscc.ie](mailto:info@enniscc.ie), for it to be reviewed by the board of management of Ennis Community College / Gaelcholáiste an Chláir. Such an appeal must be brought within

fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal 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 and Skills under section 29A of the Education Act 1998.

### **7.2.3. Basis for appeal:**

As required by section 29C(2) of the Education Act 1998, an application to appeal 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.