



# **POLICY FOR ADMISSION TO SCHOOL YEAR 2023/2024**

## **St Anne's Community College, Killaloe, Co. Clare Post-Primary School**

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

## INTRODUCTION TO ST ANNE’S COMMUNITY COLLEGE

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St. Anne’s Community College, Clarisford, Killaloe, Co Clare is a very modern co-educational, post primary school. The school in Clarisford replaced the old St. Anne’s Secondary School on Convent Hill, where the Mercy sisters had been providing Secondary education since 1945. Since opening in 1987 on the Clarisford site, under the auspices of Clare VEC initially and subsequently Limerick and Clare Education & Training Board (LCETB), the school has expanded several times due to an increasing enrolment. An impressive extension opened in August 2019. Facilities now include 4 Science Laboratories, 2 Engineering rooms, 2 Graphics/DCG rooms, 2 Home Economics rooms 2 Computer rooms and specialist rooms for Art, Woodwork Studies/Construction, Music and Modern European Languages.

We have a full size PE hall with fitness suite, a 2nd PE hall, an Astroturf pitch, grass pitch and 4 hard courts to support curricular PE and an extensive extra -curricular programme which typically includes Hurling, Gaelic Football, Camogie, Rugby, Soccer, Badminton and Softball. We are well known for our outstanding school musical productions. Other extra-curricular activities generally include Film Club, Chess Club, Speech & Drama, Public Speaking/Debating, concerts and talent shows. We host Coder DoJo and we are a Music Generation hub.

The extensive facilities support the broad curriculum on offer at St Anne’s.

St Anne’s 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).

Junior Cycle Subjects	Leaving Cert Subjects
<ul style="list-style-type: none"><li>● Gaeilge*</li><li>● English*</li><li>● Maths*</li><li>● History*</li><li>● Geography</li><li>● CSPE*</li><li>● Physical Education*</li><li>● Religious Education*</li><li>● SPHE*</li><li>● Geography</li><li>● French</li><li>● Business Studies</li></ul>	<ul style="list-style-type: none"><li>● Gaeilge*</li><li>● English*</li><li>● Maths *</li><li>● History</li><li>● Geography</li><li>● Biology</li><li>● Physics</li><li>● Chemistry</li><li>● Physical Education</li><li>● Religious Education</li><li>● French</li><li>● Business</li></ul>

<ul style="list-style-type: none"> <li>● Home Economics</li> <li>● Art</li> <li>● Technical Graphics</li> <li>● Materials Technology (Wood)</li> <li>● Engineering</li> <li>● Music</li> <li>● Career Guidance</li> <li>● Computer Studies</li> </ul>	<ul style="list-style-type: none"> <li>● Economics</li> <li>● Accounting</li> <li>● Home Economics</li> <li>● Art</li> <li>● Physical Education LC Exam</li> <li>● Design &amp; Communications Graphics/</li> <li>● Construction Studies</li> <li>● Engineering</li> <li>● Music</li> <li>● Career Guidance</li> <li>● LCVP</li> </ul>
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\* denotes subjects that all students study (unless officially exempted)

### **Junior Cycle Programme**

The school offers the Junior Cycle (curriculum outlined above). The Framework for Junior Cycle, provides the basis for post-primary schools to plan quality, inclusive and relevant education programmes with improved learning experiences for all students, including those with special educational needs.

The Framework contains 24 statements of learning, underpinned by the eight principles, provide the basis for schools to plan for, design and evaluate their junior cycle programmes. That process of planning focuses on the combination of curriculum components (subjects, PLU's, and short courses) and other learning experiences. Schools will ensure that all statements of learning, alongside the key skills feature in the programmes of all junior cycle students.

### **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 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

### **St. Anne's Community College Mission Statement**

St. Anne's Community College provides an inclusive post-primary education for students from the local and wider communities by fostering an atmosphere where students of diverse ability and backgrounds can flourish. Personal and academic development are central to our holistic approach which encompasses physical, social, emotional and spiritual wellbeing. We strive towards developing a school leaver who is respected as an individual and educated to reach their full potential. At St. Anne's, we believe in inspiring minds, nurturing spirit and respecting difference.

At St Anne's Community College we seek to develop the full potential of every student in an orderly caring environment where quality teaching & learning takes place. Key to this is the strong spirit of collaboration between LCETB, the Board of Management, staff, pupils, parents and the wider community. Central to our ethos is the care of our students. To that end we have many supports including Guidance Counsellors, a Chaplain, qualified Learning Support teachers, Year Heads, Class Tutors for First Year students and Student Mentors.

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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 StAnne’s Community College.

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

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

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

**‘Feeder Primary Schools’** refers to the primary schools of preference for application to St Anne’s Community College. The feeder primary schools for St Anne’s Community College are:

- 1.1. Ballina Primary School, 2 Grange Road, Ballina, Co Tipperary.
- 1.2. Boher National School, Boher, Killaloe, Co Tipperary.
- 1.3. Bridgetown National School, O’ Briensbridge, Killaloe, Co Clare.
- 1.4. Broadford & Kilbane National School, Coolagh, Broadford, Co Clare,
- 1.5. Killaloe Boys National School, Shauntraud, Killaloe, Co Clare.
- 1.6. Mercy Convent Girls’ School, Convent Hill, Shauntraud, Killaloe, Co Clare.
- 1.7. Ogonnelloe National School, Ogonnelloe, Tuamgraney, Scariff, Co Clare.

- 1.8. Raheen Wood Steiner School, Raheen Road, Raheen, Scariff, Co Clare.
- 1.9. Scoil Seanáin Naofa, Clonlara, Co Clare.

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, '**Sibling**' refers to full siblings, half-siblings, foster- siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, '**Sibling**' refers to full siblings, half-siblings, foster-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.]

**'First-Year'** means the intake group of Students for the most junior class or year in a 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. St. Anne's has a Special Class, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders.



## 2 Admission Statement

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

St Anne's Community College is a designated Community College. Designated Community Colleges are established by the signing of a model agreement between an ETB and the local Catholic Bishop and/or a religious congregation. LCETB is the patron of the school. The model agreement provides for the participation of the Bishop of Killaloe Diocese in the organisation and management of the community college on an ongoing basis. St Anne's Community College was established in 1987 in a spirit of partnership between Clare VEC (subsequently amalgamated with Limerick city and county VECs to form LCETB) and the Bishop of Killaloe. The school in Clarisford replaced St Anne's Secondary School on Convent Hill, where the Mercy sisters had been providing Secondary education since 1945. The inherited traditions, values and founding intentions of LCETB and the Bishop of Killaloe remain enshrined in the characteristic spirit and in the life of our school.

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

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



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

St Anne's Community College provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to

enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

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

St Anne's Community College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant. [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).

St Anne's Community College 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 St Anne's Community College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

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

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

St Anne's Community College 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 the model agreement. 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.

It is important to understand that our school does not provide 'religious

instruction’ and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. It is also important to understand the distinction between ‘religious instruction’ and religious education’.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are ‘multi-denominational’, St Anne’s Community College supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

However, if there is a request to opt-out of the NCCA Religious Education course, the Parent/Student over 18 must make a written request to the Principal in the first instance. The request should outline the reasons that s/he is seeking to opt-out. The Principal will then arrange a meeting to discuss the request. If after that meeting the parent/student over 18 still wishes to opt-out of the subject, the school will facilitate this in the following way” (as per s.62(7)(n) of the Education Act 1998, the school day cannot be shortened for the student as a result of opting out of religious instruction):

We do not have the resources to offer any alternative tuition during a scheduled Religious Education class, therefore the student may remain in the classroom under the supervision of the subject teacher and do school work quietly. Alternatively, the parent/guardian may remove the student from the school premises for the duration of the class.



## 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. In processing an application St Anne's Community

College **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude unless: it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.5 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.6 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;

St. Anne's Community College will consider the offer of a place to every Student seeking admission to the school, unless [one of] the following applies:

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

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

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 Special Class***



# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

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

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

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

#### **5.2 Appeals**

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal

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

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Where St Anne's Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St Anne's Community College is in a position to offer furtherschool 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**

St Anne's Community College will apply the following criteria for admission to the First- Year Group:

- 5.1.2.1 If the Student has siblings currently enrolled in the school;
- 5.1.2.2 If the student has siblings who were previously enrolled in the school
- 5.1.2.3 If the student is attending one of the feeder primary schools listed 1.1 to 1.9
- 5.1.2.4 If the student has just moved in to the locality of the school
- 5.1.2.5 All other applicants

### **5.1.3 Selection process**

St. Anne's Community College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, St. Anne's Community College 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 St Anne's Community College 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 St Anne's Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where St Anne's Community College 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 section 4.7, 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 St Anne's Community College but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

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

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School'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 St Anne's Community College;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7, 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 St Anne's Community College regarding admission to the First-Year Group, see section 5.2.

## **5.2 Appeals**

### **5.2.1 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, [www.killaloecc.ie](http://www.killaloecc.ie) or [stanneskillaloe@lcbtb.ie](mailto:stanneskillaloe@lcbtb.ie) (email) for it to be reviewed by the board of St Anne's Community College. 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.

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

An Applicant who was refused admission to St Anne's Community College 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 on the school's website, for it to be reviewed by the board of management of St Anne's Community College. 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.

### **5.2.3 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.

# **SECTION 6**

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

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

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

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

#### **6.2 Appeals**

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for appeal

#### **6.3 Transition Year**

#### **6.4 Repeating a Year**



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

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Where St Anne's Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7. Application will be for a particular year, not a general application

### **6.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St Anne's Community College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

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

St Anne's Community College will apply the following criteria for admission to a year- group other than First-Year:

- 6.1.2.1 If the student has just moved in to the locality of the school
- 6.1.2.2 All other applicants
- 6.1.2.3 If the student can be accommodated in terms of subjects and at the correct level if applicable.

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

### **6.1.3 Selection process**

St Anne's Community College will apply the selection process as follows:

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

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

### **6.1.4 Late applications:**

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

Where St Anne's Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where St Anne's Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within St Anne's Community College, subject to section 4.7, and the same process as applies to Applicants

whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

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

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

#### **6.1.6 Acceptance of a place:**

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, 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 St Anne's Community College,

- 6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

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

An offer of admission may be withdrawn where:

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

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

### **6.1.9 Appeals:**

For information relating to an Applicant's right to appeal a decision of St Anne's Community College regarding admission to a year-group other than First-Year, see section 6.2.

## 6.2 Appeals

### **6.2.1 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, [www.killaloecc.ie](http://www.killaloecc.ie) or [stanneskillaloe@lcteb.ie](mailto:stanneskillaloe@lcteb.ie) (email) for it to be reviewed by the board of management of St Anne's Community College. 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.

**6.2.2 Appeal where refusal was for a reason other than oversubscription:** An Applicant who was refused admission to St Anne's Community College 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 on the school's website, for it to be reviewed by the board of management of St Anne's Community College. 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.

### **6.2.3 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.

## **6.3 TRANSITION YEAR (TY)**

**Transition Year is not compulsory at St. Anne's Community College.  
The application process is as follows-**

- An information evening for third year students and their parents/guardians is held in the second term.
- Transition Year (TY) application forms will be available on the school website [www.killaloecc.ie](http://www.killaloecc.ie) and must be submitted electronically as instructed.
- A closing date will be indicated on the application form and late applications may not be considered.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme. Factors such as attendance record and adherence to the Code of Behaviour may in the opinion of senior management in consultation with the Year Head and the TY coordinator deem TY to be unsuitable for a student. For acceptance on to the TY programme the school must be of the opinion that a student is capable of benefitting from participation in TY and equally that his/her participation will not prevent any other student(s) from benefitting from TY. The final decision rests with the Principal.
- A student may be accepted into TY under strict conditions having signed a contract of behaviour. Failure to comply with the conditions may result in the student losing his/her TY place.
- External applications will only be considered after the closing date for applications from third year students attending the school and only if places are still available.
- The number of students that can be accommodated and the number of classes that can be formed is determined by available resources.

- Where the number of applicants exceeds the number of places available the following criteria may be used to allocate places in the TY programme-
  - a. The reasons given by the student for wanting to do TY on the application form
  - b. The student's adherence, as a Junior student to the Code of behaviour, school records may be referred to and staff consulted as needed.
  - c. Attendance record
  - d. The student's age
  - e. Pastoral needs as communicated by the Year Head, Guidance Counsellor, Chaplain and/ or other professionals in the school
  - f. Case made at an interview
  - g. All things being equal initially or at a later stage in the process, a lottery system may be used.
- Successful applicants will be required to pay a fee to cover the additional expenses arising from their participation in the programme. TY students are expected to organise their own work placements with the assistance of the Transition Year Coordinator.
- Candidates must be willing to participate in all elements of the TY Programme both school based and external. Failure to do so may result in the student losing his/her TY place.

(\* St Anne's Community College TY Policy applies to all TY related issues and is available at [www.killaloecc.ie](http://www.killaloecc.ie))

#### **6.4 PUPILS WISHING TO REPEAT A YEAR**

Consideration will only be given to pupils wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education and Skills set out in circular letters M57/87, M33/89, M47/93 and M02/95.



# 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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St. Anne's Community College has a Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

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.

Where the Special Class in St. Anne's Community College is not oversubscribed, all Students 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 sections 4.7 and 4.8.

In line with section 4.9, where the Special Class in St. Anne's Community College 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.

### **7.1.1 Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St. Anne's Community College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications 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 has siblings who were previously enrolled in the school
- 7.1.2.3** If the student is attending one of the feeder primary schools listed 1.1 to 1.9
- 7.1.2.4** If the student has just moved in to the locality of the school

### **7.1.3 Selection process:**

St. Anne's Community College 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, St. Anne's Community College 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 after St. Anne's Community College the closing date published by St. Anne's Community College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St. Anne's Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

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

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

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

#### **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 refusal 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 a offered a place in St. Anne's Community College

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

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

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place 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, [www.killaloecc.ie](http://www.killaloecc.ie) - E-mail: [stanneskillaloe@lcteb.ie](mailto:stanneskillaloe@lcteb.ie) for it to be reviewed by the board of management of St. Anne's Community College at 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 St. Anne's Community College 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 on the school's website, for it to be reviewed by the board of management of St. Anne's Community College. 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.

### **ADOPTED**

This policy will be reviewed by the Board of Management periodically.

This policy was approved and adopted by the Board of Management on 13<sup>th</sup> October 2021.

### **REVIEW**

This policy was reviewed by the Board of Management on 28<sup>th</sup> September 2022

Signed:

*Eleanor Walsh* (Chairperson)