



Ennis Community College / Gaelcholáiste an Chláir

Policy for Admission to the School Year 2026/2027

Version	v1
Date Ratified by Board of Management	07/10/2025

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

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).

Subjects	
Junior Cycle	Leaving Certificate (est.)
● Gaeilge* ● English/ Béarla* ● Maths/Mata* ● History/ Stair* ● Geography/ Tíreolaíocht* ● Science/ Eolaíocht* ● Physical Education/ Corpoideachas* ● Wellbeing/Folláine* ● SPHE* ● CSPE/OSSP* ● French/ Fraincis ● Business Studies/ Staidéar Gnó ● Home Economics/ Eacnamaíocht Bhaile ● Art/ Ealaín ● Applied Technology/ Teicneolaíocht Fheidhmeach ● Graphics/ Grafaic ● Wood Technology/ Teicneolaíocht an Adhmaid ● Engineering/ Innealtóireacht ● Music/ Ceol ● Guidance/ Treoir ● Spanish/Spáinnis ● Computer Studies/ Staidéar Ríomhaireachta	● Gaeilge* ● English/ Béarla* ● Maths/Mata* ● History/Stair ● Geography/ Tíreolaíocht ● Biology/ Bitheolaíocht ● Physics/ Fisic ● Chemistry/ Ceimic ● Physical Education/ Corpoideachas ● Wellbeing/Folláine ● French/ Fraincis ● Business/ Staidéar ● Economics/ Eacnamaíocht ● Accounting/ Cuntasaíocht ● Home Economics/ Eacnamaíocht Bhaile ● Art/ Ealaín ● Technology/ Teicneolaíocht ● Design & Communications Graphics/ Gnaí Deartha agus Cumarsáide ● Construction Studies/ Staidéar Foirgníochta ● Engineering/ Innealtóireacht ● Music/ Ceol ● Politics & Society/Polaitíocht & Sochaí ● Guidance/ Treoir ● LCVP
* denotes subjects that all students study (unless officially exempted) (note: an exemption from the study of Irish cannot be granted to a student attending Gaelcholáiste an Chláir, see circular 0055/2022)	



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

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
Wood Technology, Engineering, Applied Technology, Construction Studies, Science, Art, Graphics, DCG, Music	24
Home Economics	20

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

Setting	Maximum Class Size
Ennis Community College	24
Gaelcholáiste an Chláir	28



The Board of Management has set maximum base class size in certain programmes as follows:

Programme	Maximum Student Number
Transition Year	24
Leaving Certificate Applied	16

Other than first year 2026/2027 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

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.



TABLE OF CONTENTS

PART A – *General Information for All Applicants*

1. Glossary of terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions

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



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

‘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 / Gaelcholáiste an Chláir in respect of the person on whose behalf the application is being made. For the purpose of this admissions policy the catchment area for Ennis Community College / Gaelcholáiste an Chláir is deemed to be the County of Clare.

‘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, 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. Ennis Community College / Gaelcholáiste an Chláir has a Special Class established to cater for the special educational needs of Students with a Mild General Learning Disability and a Special Class established to cater for the special educational needs of students with a diagnosis of Autism.

‘Aonad Lán Ghaeilge’ offers instruction through Irish in a wide range 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

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.

Ennis Community College / Gaelcholáiste an Chláir will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Ennis Community College / Gaelcholáiste an Chláir will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.



3 LEGAL FRAMEWORK

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.

As ETB schools are 'multi-denominational', Ennis Community College / Gaelcholáiste an Chláir supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide religious instruction in one particular religion or belief. However, as per Section 30(2)(e) of the Education Act (1998), Ennis Community College / Gaelcholáiste an Chláir recognises the right of parents, or students over the age of 18, attending publicly-funded schools to withdraw from any subject contrary to their conscience, including religious education.

Parents or students over the age of 18 who wish to opt-out of religious education must make a written submission to the Principal in the first instance. The submission should outline reasons why the opt-out is being requested. The Principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of religious education, the school will facilitate this in the following way: The school does not have the resources from the Department of Education to offer an alternative at the time of the religious education class. The student will remain in the classroom and may study at the back of the class.

4 GENERAL ADMISSION PROVISIONS

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 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 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 providing education exclusively to Students with a specified category of special educational needs or a special class;
 - evidence of same is furnished by the Applicant as evidence of the Student's level of fluency in the Irish language and the school is oversubscribed;
- 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 in respect of that class.



- 4.10 The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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(es).



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

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 Admission Provisions to the Aonad Lán Ghaeilge (First-Year Group)

- 5.2.1. Oversubscription
- 5.2.2. Selection criteria in order of priority
- 5.2.3. Selection process
- 5.2.4. Late Applications
- 5.2.5. Second/third-round offers of a place
- 5.2.6. Acceptance of a place
- 5.2.7. Refusal
- 5.2.8. Withdrawal of an offer
- 5.2.9. Appeals

5.3 Appeals

- 5.3.1. Appeal where refusal was due to oversubscription
- 5.3.2. Appeal where refusal was for a reason other than oversubscription
- 5.3.3. Basis for appeal



Admission Provisions (First Year Group)

The post-primary schools in Ennis have agreed with the approval of their respective patrons to co-operate with a Unified Admissions Process for admission to first year in September 2026.

This process is in accordance with the *Education (Admission to Schools) Act 2018*.

Application to Ennis Community College / Gaelcholáiste an Chláir for a place in first year in September 2026, as directed by our patron, Limerick and Clare Education and Training Board, will be processed through the Unified Admissions Process for Ennis.

- Parents/Guardians and students are invited to an Open Night.
- Information regarding the school's Open Night will be communicated to primary schools, on the school websites and social media platforms.
- A Unified Application Form (agreed by all Ennis post-primary schools) is available to all sixth-class students whose parents/guardians can access, either via the school website or on request from the school's office.
- A **fully completed** application form is required to be returned to the school of **first preference** on or prior to the closing date for the receipt of Application Forms, as agreed by the post-primary schools in Ennis.
- Each application form will be considered by the Board of Management of the first preference school.

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 at Ennis Community College - ie the English medium setting:

- 5.1.2.1 If the Student has siblings 'currently' enrolled in the school;
- 5.1.2.2 If the Student is the child of a current member of staff of the school;
- 5.1.2.3 Students currently (at the time of application) enrolled in sixth class in a primary school within the catchment area of the County of Clare (provided UAP application is in by due date);
- 5.1.2.4 If the Student resides in the Catchment Area of the County of Clare.

5.1.3 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. This lottery will be conducted by the Principal, Deputy Principal and a nominee of the Board of Management.

5.1.4 Late applications

An application received by Ennis Community College / Gaelcholáiste 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 / 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 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 / 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.

5.1.6 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/etc 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/etc 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 / Gaelcholáiste 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 / Gaelcholáiste an Chláir regarding admission to the First-Year Group, see section 5.3.



5.2. ADMISSION TO THE AONAD LÁN GHAEILGE

Ennis Community College / Gaelcholáiste an Chláir operates an Aonad Lán Ghaeilge, which caters for Students who wish to be educated in an Irish-medium post primary setting.

Where the Aonad Lán Ghaeilge 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 Ghaeilge, subject to sections 4.7 and 4.8. (note: an exemption from the study of Irish cannot be granted to a student attending Gaelcholáiste an Chláir, [see circular 0055/2022](#))

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 / 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.

5.2.2 Selection criteria in order of priority:

Applications to the Aonad Lán Ghaeilge will only be considered where the Aonad Lán Ghaeilge 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 Ghaeilge where the Aonad Lán Ghaeilge is oversubscribed:

- 5.2.2.1. If the Student has siblings 'currently' enrolled in the school
- 5.2.2.2. If the Student is the child of a current member of staff of the school;
- 5.2.2.3. If the Student has attended a Gaelscoil for at least five years;
- 5.2.2.4. If 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;

5.2.2.5. Students currently (at the time of application) enrolled in sixth class in a primary school within the catchment area of the County of Clare (provided UAP application is in by due date);

5.2.2.6. If the Student resides in the catchment area in the County of Clare.

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 Ghaeilge, 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. This lottery will be conducted by the Principal, Deputy Principal and a nominee of the Board of Management.

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 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 Ghaeilge in the First-Year Group, see section 5.3.

5.3. APPEALS

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 review by the Board of Management:

As required by section 29C(2) of the Education Act 1998, any request for the Board of Management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review of the decision.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

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 Ghaeilge (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)

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 at Ennis Community College - ie the English medium setting:

- 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 the school;
- 6.1.2.3 If the Student resides in the Catchment Area in the County of Clare.

Note: See section 6.2.2 for selection criteria applicable to admission to the Aonad Lán Ghaeilge. 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. This lottery will be conducted by the Principal, Deputy Principal and a nominee of the Board of Management.

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 GHAeilGE (OTHER THAN FIRST-YEAR)

Aonad Lán Ghaeilge 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 Ghaeilge will be considered solely for that option. Applications made for the Aonad Lán Ghaeilge *and* the English-medium stream will be considered for the Aonad Lán Ghaeilge in the first instance and subsequently the English-medium stream. (note: an exemption from the study of Irish cannot be granted to a student attending Gaelcholáiste an Chláir, [see circular 0055/2022](#))

Where the Aonad Lán Ghaeilge 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 Ghaeilge, 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 Ghaeilge will only be considered where the Aonad Lán Ghaeilge 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 Ghaeilge where the Aonad Lán Ghaeilge 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 the school;
- 6.2.2.3 If the Student has attended a Gaelscoil / Gaelcholáiste for at least five years;
- 6.2.2.4 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;
- 6.2.2.5 If the Student resides in the catchment area in the County of Clare.

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 Ghaeilge, 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. This lottery will be conducted by the Principal, Deputy Principal and a nominee of the Board of Management.



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 Ghaeilge in all years other than the First-Year Group, see section 6.3.

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. 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 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, 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 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 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 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

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

Ennis Community College / Gaelcholáiste an Chláir has two Special Classes, one established to cater for the special educational needs of Students with Mild General Learning Disability and the second for students with Autism/Autistic Spectrum Disorders.

Ennis Community College / Gaelcholáiste an Chláir is a school which has established classes, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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 this respect, the school requires that such needs of the student be verified in a relevant report* which has been prepared within the 24 months immediately preceding the student's application to the special class and that this report recommends placement in a special class.

*Relevant report as advised by the Department of Education and the National Council for Special Education (NCSE) means a written report based on an assessment by a relevant professional who makes a recommendation for a special class placement. The relevant professional may include an educational psychologist, psychologist, other health professionals, HSE disability services, or HSE multidisciplinary team staff in line with guidance issued by the NCSE on this point.

Department of Education/NCSE policy outlines that all ability levels should be catered for within the Autism/ASD (Autistic Spectrum Disorder) Class. The Board of Management supports such a policy. Under guidelines from the Department of Education the number of places in an Autism/ASD Class is limited to six students.

The following criteria additionally apply to the enrolment of students in the Autism/ASD (Autistic Spectrum Disorder) Class:

- Students should be engaged with on-going external services.
- Priority will be given to those students who are, in the consideration of the school, most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the school's ASD Programme.
- Placement within the special class will be reviewed by the school on an annual basis.

With regard to both Special Classes students will be considered for admission in line with this policy unless the nature and degree of the needs of the student are such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for other students with whom the student concerned is to be



educated. Students with severe behavioural difficulties will not be enrolled ^[1]. Students in the Special Classes are subject to the school's Code of Behaviour.

Furthermore, if a transfer Student is offered a place in a Special Class from the waiting list, the offer is subject to there being a place available in the relevant year group for that Student. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, i.e. if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, even if a place becomes available in a given mainstream year group, if there is a waiting list for that year group, the students on that list have first refusal of the place in the year group irrespective of any matters relating to the Special Class.

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, 4.8 and 7.1.

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 the school;
- 7.1.2.3** If the Student resides in the Catchment Area in the County of Clare.

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. This lottery will be conducted by the Principal, Deputy Principal and a nominee of the Board of Management.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

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 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

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. 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, 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.

^[1]This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated."



Ratification and Implementation

The Board of Management has ratified and will implement this policy with effect from 7th October 2025

Signed:

Chairperson, Board of Management

07/10/2025

Signed:

James O'Shaughnessy, Principal

07/10/2025

Applications to the Special Class must include documentation from the NCSE confirming that the Student is known to the NCSE and has the required diagnosis and recommendation, in addition to a Relevant Report. Incomplete applications will not be processed under this Admissions Policy.

For further details on appeals under Section 29 of the Education Act, applicants should consult the Department of Education's website: www.gov.ie/section29appeals