Ennis Community College / Gaelcholáiste an Chláir

Policy for Admission to the School Year 2027/2028

Version	v1
Date Ratified by Board of Management	22/10/2026

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 Chlair 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 Chlair.

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

With its educational partners, the school seeks to provide an environment where every student is cherished equally and supported to reach personal, intellectual and moral maturity. It promotes excellence in learning, appreciation of the arts, Irish culture and the cultures and ethnicities represented in an evolving society.

The ETB core values are excellence in education, care, equality, community and respect. Students have equal opportunities for enrolment under the Education (Admission to Schools) Act 2018. Once enrolled, they are supported to participate in the curriculum and school life. Members of the school community are treated equitably regardless of race, gender, religion or belief, age, family status, civil status, Traveller community membership, sexual orientation, ability or socio-economic status.

The school promotes a safe, inclusive environment and a sense of belonging. Students of all religions and beliefs are treated equally; the school does not privilege a particular religious or belief group. It prepares open-minded, culturally sensitive and responsible citizens.

The school provides Junior Cycle and Senior Cycle programmes, including Transition Year and Leaving Certificate pathways. Current curriculum information is available from the school. Subject choice, programme organisation and support planning are separate from the admission criteria in this policy. Further education admissions are outside its scope.

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.

Ennis Community College/Gaelcholáiste an Chláir provides Junior Cycle and Senior Cycle programmes in accordance with Department of Education requirements and subject to available resources and staffing allocations. Information on programmes and subject options is published separately by the school and does not form part of this Admissions Policy.

Student Numbers

The Board of Management determines annually the number of places available in each year group, programme and education setting, having regard to accommodation, staffing, health and safety requirements, Department of Education allocations and available resources. The number of places available for admission each year will be published in the Annual Admission Notice.

Applications to year groups other than First Year will be considered in accordance with section 6, the published admissions criteria, available places and the school's statutory duties. A vacancy may arise for reasons other than withdrawal of an 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.

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PART A

General Information for All Applicants

1. ***Glossary of terms***
2. ***Admission Statement***
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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 purposes of this policy, the catchment area shall comprise County Clare. The Board of Management reserves the right to review the catchment area in future admission policies following consultation with the Patron and local school communities.

'**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.

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

‘**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 Spectrum Disorder (ASD)

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‘**Aonad Lán Ghaeilge**’ Aonad Lán Ghaeilge provides instruction through the medium of Irish in accordance with the educational model operated by Gaelcholáiste an Chláir.

‘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 should notify the Principal in writing. Upon receipt of the request, the Principal will discuss the arrangements that can reasonably be made by the school during the relevant class period.

The school does not receive additional staffing resources to provide alternative tuition during Religious Education classes. Consequently, students who opt out will remain under school supervision and may engage in private study or other appropriate educational activity.

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;
- In an oversubscribed Irish-medium setting, oral fluency in Irish may be considered only to the extent expressly permitted by the Education Act 1998, as amended, and in accordance with the published selection criteria. This is not a general academic-ability test or an interview requirement.

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, **<u>unless</u> 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 minimum age requirements for entry to post-primary education will be applied in accordance with the Rules and Programme for Secondary Schools and any current Department

guidance; any proposed refusal on this ground must be verified against the current rule before issue.

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. Any decision to refuse admission on exceptional health and safety grounds shall be made only where permitted by law, following an individual assessment of the circumstances concerned, supported by objective evidence, and having regard to the school's obligations under the Education Act 1998, the Equal Status Acts and the Education for Persons with Special Educational Needs Act 2004.

4.11 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.

4.12 Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

4.13 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.

4.14 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 participating post-primary schools in Ennis operate a coordinated Unified Admissions Process (UAP) for applications to First Year. The 2027/2028 participating-school procedures, application form and dates must be confirmed by the Ennis UAP coordinator and must be consistent with this policy and the annual Admission Notice.

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

Applications for First Year entry in September 2027 to Ennis Community College / Gaelcholáiste an Chláir will be processed under the confirmed Ennis UAP arrangements, without displacing the statutory responsibility of the school and its Board of Management to apply its own published admission policy.

- 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.
- The current 2027/2028 Ennis UAP application form and information will be made available through the participating schools and their websites, and in accessible hard-copy form on request.
- Applications must be submitted using the confirmed Ennis UAP process within the opening and closing dates specified in the school's 2027/2028 Annual Admission Notice. Applications received within the published period will not be ranked by time or date of receipt.
- Applications will be assessed by the school/Board or its properly authorised admissions committee in accordance with this policy. The coordinated UAP facilitates applications and offers but does not create additional selection criteria.

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 <u>Oversubscription</u>

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 permanent employee of the school who has been employed in the school for not less than 12 months immediately preceding the application deadline.

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 a 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 permanent employee of the school who has been employed in the school for not less than 12 months immediately preceding the application deadline.

5.2.2.3. If the Student has attended a Gaelscoil for at least five years;

5.2.2.4. 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. Evidence of fluency may include confirmation from a recognised primary school, Gaelscoil, Gaeltacht educational setting or other relevant evidence supplied by the applicant. No interview, test or assessment of the student will be conducted by the school for admissions purposes.

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 <u>Withdrawal of an offer</u>

An offer of admission may be withdrawn where:

5.2.8.1. The information contained in the application is false or misleading in a material respect, or

5.2.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

5.2.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

(ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.2.4 above.

5.2.9 <u>Appeals:</u>

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)

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6.2.4. Late Applications
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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 permanent employee of the school who has been employed in the school for not less than 12 months immediately preceding the application deadline.

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 <u>Acceptance of a place:</u>

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 <u>Refusal:</u>

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 a 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 <u>Withdrawal of an offer</u>

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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 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: Aonad Lán Ghaeilge provides instruction through the medium of Irish in accordance with the educational model operated by Gaelcholáiste an Chláir. 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 form the study or 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 <u>Selection criteria in order of priority:</u>

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 permanent employee of the school who has been employed in the school for not less than 12 months immediately preceding the application deadline.

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. Evidence of fluency may include confirmation from a recognised primary school, Gaelscoil, Gaeltacht educational setting or other relevant evidence supplied by the applicant. No interview, test or assessment of the student will be conducted by the school for admissions purposes.

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

6.2.3 <u>Selection process:</u>

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 a 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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

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. <u>Basis for appeal:</u>

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 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.

Eligibility for each approved special class will be established only by reference to the category of special educational need for which that class is sanctioned and the current Department/NCSE eligibility guidance. Evidence requested will be limited to professional documentation necessary to confirm eligibility. No requirement is imposed that a professional report be issued within the previous 24 months.
Relevant professional evidence means evidence sufficient under current Department/NCSE guidance to confirm eligibility for the particular sanctioned special class. The school will not request additional professional reports, a fresh assessment solely because of the age of a report, or documentation beyond what is necessary to establish eligibility.

The school will work with the NCSE regarding sanctioned special-class provision and appropriate supports. Admission is not contingent on the availability of additional resources where the applicant otherwise meets the published lawful criteria.

The following principles apply to admission to an Autism Spectrum Disorder (ASD) special class:

- No requirement to be engaged with ongoing external services applies as a condition of admission.
- No preference or exclusion will be based on a prospective student's perceived capacity to participate in mainstream classes, potential behaviour, level of learning disability, or perceived ability to benefit from a placement.
- Any review of a student's educational placement following admission is separate from the admissions decision and will be undertaken in accordance with current Department/NCSE guidance, in consultation with the student and parents/guardians.

The school will not refuse an eligible applicant on the basis of the nature or degree of the student's needs, predicted behaviour, ability to integrate into mainstream classes, or anticipated resource requirements. Any statutory exception to admission must be assessed and documented strictly in accordance with applicable law.
Special-class applications will be assessed against the sanctioned category and the published lawful oversubscription criteria. The school will not make an offer contingent upon a separate mainstream-year-group vacancy unless that condition is expressly required by law and approved by the patron.

A special-class applicant will not be disadvantaged by a mainstream-year-group waiting list. The school will coordinate special-class and mainstream admissions consistently with current statutory and NCSE requirements.

Where places are available in a sanctioned special class, eligible applicants will be offered admission in accordance with the law and this policy. Oversubscription, if any, will be addressed through the published selection criteria in this section.

7.1.1 <u>Oversubscription</u>:

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 <u>Selection criteria in order of priority:</u>

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 permanent employee of the school who has been employed in the school for not less than 12 months immediately preceding the application deadline.

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.

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 <u>Acceptance of a place:</u>

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 <u>Refusal:</u>

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 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 <u>Withdrawal of an offer</u>

An offer of admission may be withdrawn where:

7.1.8.1. The information contained in the application is false or misleading in a material respect, or

7.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

7.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

(ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 7.1.4 above.

7.2 Appeals

7.2.1. <u>Appeal where refusal was due to oversubscription:</u>

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. <u>Appeal where refusal was for a reason other than oversubscription:</u>

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."*

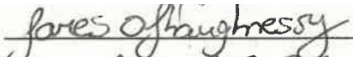
Ratification and Implementation

This policy is for Board consideration on 22 October 2026. It shall take effect only following required consultation, patron approval, formal Board adoption and publication. Ratification date:

Signed: 

Chairperson, Board of Management: Ann Norton

Date: 22/10/2026

Signed: 

Principal: James O Shaughnessy

Date: 22/10/2026

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