



**POLICY FOR ADMISSION TO
COLÁISTE CLAVIN, LONGWOOD,
Co. MEATH
SCHOOL YEAR 2021/2022**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual admission notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of Coláiste Clavin is responsible for the implementation of this Admissions Policy.

Introduction to Coláiste Clavin School

Coláiste Clavin, Longwood, Co. Meath is a state, co-educational, multidenominational post primary school underpinned by the core values of;

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

Louth and Meath Education and Training Board (LMETB) is the largest comprehensive educational provider in the Louth and Meath region with a range of educational services from primary to post primary and further education and training. Louth and Meath Education and Training Board is committed to **excellence** and **innovation** in the education of young people and adults through the provision of **dynamic services** delivered by **professional staff**.

LMETB manages four Community National Schools, a Centre for European Schooling, seventeen post primary schools including one school with Post Leaving Certificate provision and two dedicated Post Leaving Certificate colleges. LMETB is also joint patron of six Community Schools located in Ardee, Ashbourne, Athboy, Drogheda, Kells and Trim.

Each LMETB school and college has proven itself as a centre of excellence in teaching, learning and assessment in its local community. LMETB schools provide a welcoming atmosphere for students, staff, parents and the local communities in which they operate. The LMETB school/college experience is one where a warm relationship exists between teachers and learners and the atmosphere in lessons is positive and conducive to learning. A broad and balanced curriculum with a diverse range of co-curricular and extra-curricular activities where the aptitudes of students are central to its design is available in LMETB schools. Each of these schools has built a very positive reputation in the local communities in which they operate and each school continues to enjoy strong parental support and a high level of satisfaction with the quality of teaching, learning and assessment.

At Further Education and Training level, LMETB manages Youthreach Centres, a Regional Skills and Training Centre and an extensive range of Adult Education Services throughout

counties Louth and Meath, including Adult Learning Services, Community Education, Back to Education Initiatives (BTEI), VTOS and Adult Guidance. Details of all LMETB schools and centres are included on our website www.lmetb.ie. You can also read more about LMETB on our Twitter page @LouthMeathETB

Coláiste Clavin is a bright vibrant growing school located in the rural landscape of Longwood in County Meath. Although a beautiful new building, with state of the art facilities our roots in Education are long established in Longwood with our predecessor school St. Fintina's providing educational opportunity for countless generations of people from the vicinity.

Our key aim in Coláiste Clavin is to provide a quality and holistic education to meet the needs of all our students. We have a very committed and enthusiastic staff who work exceedingly hard to help students achieve their potential in the school. We set out to ensure that our students work and learn within a positive, caring and encouraging environment where everyone is treated with respect and dignity.

We work hard to develop strong positive relationships with parents and members of the local community. Together teachers and management focus on achieving academic excellence. Students of all abilities are enabled to reach their full potential regardless of any challenges that might be before them. We are proud of the top grades and points achieved in the State Examinations by our students, and we will continue to strive to develop a wider range of options and subjects for students in our school.

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

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

As ETB schools are 'multi-denominational', Coláiste Clavin 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 of any particular religion or belief.

Every student is encouraged to participate fully in school life, to get involved in sporting and various extra-curricular activities as we regard these as an important part of their integration into school life and preparation for careers in later life. It is our vision that every student will benefit hugely from their educational opportunity in Coláiste Clavin and leave us as mature, confident and well educated young people who will progress to their chosen studies, career and lives as well rounded citizens

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PART A

General Information for All Applicants

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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 Coláiste Clavin, Longwood, Co. Meath.

‘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 Coláiste Clavin, Longwood, Co. Meath 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 one is female*” This does not prejudice any Student who is Intersex or who identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transexual or otherwise.

‘Catchment Area’ refers to the designated residential area for application to all classes other than the Special Classes in Coláiste Clavin, Longwood, Co. Meath in respect of the person on whose behalf the application is being made.

‘Catchment Area for the Special Classes’ refers to the designated residential area for application to the Special Classes within Coláiste Clavin School in respect of the person on whose behalf the application is being made.

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

‘Feeder Primary Schools’ refers to the primary schools of preference for application to Coláiste Clavin, Co. Meath. The feeder primary schools for Coláiste Clavin, Longwood, Co. Meath are:

- 1.1. St. Nicholas Primary School, Longwood Roll No: 16655P
- 1.2. St. Mary's Primary School, Enfield, Roll No: 17821L
- 1.3. St. Michael's N.S. Kill, Rathmolyon, Roll No: 18453N
- 1.4. Clogherinkoe N.S., Clogherinkoe, Roll No: 18288B
- 1.5. St. Patrick's N.S. Baconstown, Enfield, Roll No: 02905J
- 1.6. Broadford N.S., Broadford, Roll No: 18287W
- 1.7. St. Finian's N.S., Killyon, Hill of Down, Roll Number 07120V
- 1.8. St. Brigid's N.S., Boardsmill, Trim, Roll Number 17947K
- 1.9. St. Finian's N.S., Clonard, Enfield, Roll Number 16067V
- 1.10. St. Patrick's N.S., Johnstownbridge, Enfield, Roll Number 18130M
- 1.11. St Columbanus N.S. Killaconnigan Ballivor, Roll Number 180160
- 1.12. Cadamstown N.S., Cadamstown, Roll Number 18092H
- 1.13. Newtown N.S., Newtown, Enfield, Roll Number 18650P

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

For the purpose of the selection criterion relating to the student having a sibling who is currently enrolled in the school, 'Sibling' refers to full siblings, half siblings, foster-siblings, and step siblings and students who reside in the same household.

'Special Class' means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister of Education and Skills. Coláiste Clavin has two Special Classes established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

'Relevant Report' as advised by the Department of Education and Skills 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,

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psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

‘First-Year’ means the intake group of Students for the most junior class or year in a school.

ADMISSION STATEMENT

ETB schools are state, co-educational, multid 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 ‘multidenominational’ 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, Coláiste Clavin Post Primary school shall not discriminate in its admission of a student based on the following grounds:

- 2.1 Gender of the Student or Applicant.
- 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;
- 1 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).

Coláiste Clavin, Longwood, Co. Meath shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

LEGAL FRAMEWORK

LMETB 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 Coláiste Clavin, Longwood, Co. Meath 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 (Admissions 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 5.4 in respect of applications made to the First-Year group and in section 6.4 in respect of applications made to all year other than the First-Year group.

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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.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Coláiste Clavin had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Coláiste Clavin, Longwood, Co. Meath **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
 - It is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 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. However the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.
- 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 admissions notice for that academic year.

Coláiste Clavin, Longwood, Co. Meath **will consider** the offer of a place to every Student seeking admission to the school, **unless [one of] the following applies:**

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

Where Coláiste Clavin, Longwood, Co. Meath 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.

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Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the special classes.

PART B

Information for Specific Categories of Applicants

- 5. *Application for First Year Group***
- 6. *Application for all Year Groups other than First Year***
- 7. *Application to the Special Classes***

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. Appeals

5.2 Appeals

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

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Coláiste Clavin, Longwood, Co. Meath is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.9.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the student is also applying for a place in the mainstream First Year Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

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 for the school year in respect of which the applications are made. Where Coláiste Clavin, Longwood, Co. Meath 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 an application is made on behalf of a student for both the Special Class and a Mainstream Year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the applicant accepts the place in the group to which student was successful.

5.1.2 Selection criteria in order of priority

Coláiste Clavin, Longwood, Co. Meath will apply the following criteria in order of priority for admission to the first-year group:

- 5.1.2.1 If the Student resides in the catchment area;
- 5.1.2.2 If the Student has siblings currently enrolled in the school:
- 5.1.2.3 If the Student has siblings who were previously enrolled in the school.
- 5.1.2.4 Whether the student has attended feed primary school as listed in this Policy :
- 5.1.2.5 St. Nicholas Primary School, Longwood Roll No: 16655P
- 5.1.2.6 St. Mary's Primary School, Enfield, Roll No: 17821L
- 5.1.2.7 St. Michael's N.S. Kill, Rathmolyon, Roll No: 18453N
- 5.1.2.8. Clogherinkoe N.S., Clogherinkoe, Roll No: 18288B
- 5.1.2.9. St Patrick's N.S. Baconstown, Enfield, Roll No: 02905J
- 5.1.2.10 Broadford N.S., Broadford, Roll No: 18287W
- 5.1.2.11 St. Finian's N.S., Killyon, Hill of Down, Roll Number 07120V
- 5.1.2.12 St. Brigid's N.S., Boardsmill, Trim, Roll Number 17947K
- 5.1.2.13 St. Finian's N.S., Clonard, Enfield, Roll Number 16067V
- 5.1.2.14 St. Patrick's N.S., Johnstownbridge, Enfield, Roll Number 18130M
- 5.1.2.15 St Columbanus N.S. Killaconnigan Ballivor, Roll Number 18016O
- 5.1.2.16 Cadamstown N.S., Cadamstown, Roll Number 18092H
- 5.1.2.17 Newtown N.S., Newtown, Enfield, Roll Number 18650P

Note: See section 7 for selection criteria applicable to admission to the Special Class.

5.1.3 Selection process

Coláiste Clavin, Longwood, Co. Meath 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, Coláiste Clavin, Longwood, Co. Meath will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications

N.B. The number of places available in a year group is subject to reduction in the event that placements in the Special Classes are given to Students from that year group. Once the selection process for the Special Classes 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 of places in the relevant mainstream year groups are reduced.

5.1.4 Late applications

An application received by Coláiste Clavin, Longwood, Co. Meath after the closing date published by Coláiste Clavin, Longwood, Co. Meath, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Clavin, Longwood, Co. Meath is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Coláiste Clavin, Longwood, Co. Meath before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.7 and 4.9.

Where Coláiste Clavin, Longwood, Co. Meath is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Clavin, Longwood, Co. Meath, subject to sections 4.7 and 4.9, and the same process as applies to Applicants whose applications were received before the closing date will be operated *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 Coláiste Clavin, Longwood, Co. Meath 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 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 she/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 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 Coláiste Clavin, Longwood, Co. Meath.
- 5.1.7.2 Details of the Student's ranking against the published selection criteria.
- 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 and 4.9, an offer of admission may not be made where:

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

5.1.2 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.2.1 The information contained in the application is false or misleading in a material respect, or
- 5.1.7.6. 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
- 5.1.7.7. 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 Coláiste Clavin, Longwood, Co. Meath regarding admission to the First-Year group, see section 5.2.

5.2. APPEALS

5.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Clavin at Longwood, Co. Meath colaisteclavin@lmetb.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.

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

An Applicant who was refused admission to Coláiste Clavin for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Clavin. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by

the Minister for Education and Skills after the publication of this policy, same shall apply instead.

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

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.2.3 Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

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 Appeals

6.2.1. Appeal where refusal was due to oversubscription

6.2.2. Appeal where refusal was for a reason other than oversubscription

6.2.3. Basis for appeal

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where Coláiste Clavin, Longwood is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.9.

Coláiste Clavin does not offer 'Repeat 6th Year Classes. Applications for same will not be considered.

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 Admissions Policy. If the student is also applying for a place in the mainstream year group other than First Year

in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

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 for the school year in respect of which the applications are made. Where Coláiste Clavin, Longwood 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 an application is made on behalf of a student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the student was successful.

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.

Where the Transition Year Programme and/or Leaving Certificate Applied Programme in Coláiste Clavin are oversubscribed, a student applying for admission to such programmes in the relevant year group, will subject to this policy be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of the students enrolled in the school who have been placed on an internal waiting list for this/these programme/s.

6.1.2 Selection criteria in order of priority

Coláiste Clavin, Longwood will apply the following criteria for admission:

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

6.1.2.1 If the Student resides in the catchment area;

6.1.2.2 Whether the student attended feed primary school as listed in this Policy :

6.1.2.3 St. Nicholas Primary School, Longwood Roll No: 16655P

6.1.2.4 St. Mary's Primary School, Enfield, Roll No: 17821L

6.1.2.5 St. Michael's N.S. Kill, Rathmolyon, Roll No: 18453N

6.1.2.6. Clogherinkoe N.S., Clogherinkoe, Roll No: 18288B

6.1.2.7. St Patrick's N.S. Baconstown, Enfield, Roll No: 02905J

6.1.2.8 Broadford N.S., Broadford, Roll No: 18287W

6.1.2.9 St. Finian's N.S., Killyon, Hill of Down, Roll Number 07120V

6.1.2.10 St. Brigid's N.S., Boardsmill, Trim, Roll Number 17947K

6.1.2.11 St. Finian's N.S., Clonard, Enfield, Roll Number 16067V

6.1.2.12 St. Patrick's N.S., Johnstownbridge, Enfield, Roll Number 18130M

6.1.2.13 St Columbanus N.S. Killaconnigan Ballivor, Roll Number 18016O

6.1.2.14 Cadamstown N.S., Cadamstown, Roll Number 18092H

6.1.2.15 Newtown N.S., Newtown, Enfield, Roll Number 18650P

6.1.2.16 If the Student has siblings currently enrolled in the school;

6.1.2.17 If the Student has siblings who were previously enrolled in the school

Note: 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

Coláiste Clavin 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, Coláiste Clavin, Longwood will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.1.4 Late applications:

An application received by Coláiste Clavin, Longwood, after the closing date published by Coláiste Clavin, Longwood and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Clavin, Longwood is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Coláiste Clavin, Longwood, before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by Coláiste Clavin, Longwood and subsequently Coláiste Clavin's selection criteria will be applied in accordance with this Admissions Policy.

Where Coláiste Clavin, Longwood, is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Clavin, Longwood, subject to sections 4.7 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be operated *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 Coláiste Clavin, Longwood, but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

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 refusal 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 Coláiste Clavin, Longwood.
- 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 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.

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 2020/2021 academic year, 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 Coláiste Clavin, Longwood regarding admission to a year group other than First Year, see section 6.3.

6.2 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Clavin at Longwood, Co. Meath colaisteclavin@lmetb.ie . Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Coláiste Clavin for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Clavin. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

7 APPLICATION TO THE SPECIAL CLASSES

7.1 Admission Provisions for the Special Classes

- 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 CLASSES

Coláiste Clavin has two Special Classes, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that the needs of the Student be verified in a Relevant report which has been prepared within the 12 months immediately preceding the Student's application to the Special class.

Where the Special Class in Coláiste Clavin is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to sections 4.7 and 4.9.

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 Coláiste Clavin is in a position to offer further school places that become available in the Special Class 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.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

For the avoidance of doubt, if a Student does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to the Special Class 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 for the Special Class.

If a transfer student is offered a place in the 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 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 the list have first refusal at the place in the year group irrespective of any matters relating to the Special Class.

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 Classes 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 resides in the catchment area;
- 7.1.2.2 Whether the student attended feed primary school as listed in this Policy :
- 7.1.2.3 St. Nicholas Primary School, Longwood Roll No: 16655P
- 7.1.4.4 St. Mary's Primary School, Enfield, Roll No: 17821L
- 7.1.4.5 St. Michael's N.S. Kill, Rathmolyon, Roll No: 18453N
- 7.1.4.6. Clogherinkoe N.S., Clogherinkoe, Roll No: 18288B
- 7.1.4.7. St Patrick's N.S. Baconstown, Enfield, Roll No: 02905J
- 7.1.4.8 Broadford N.S., Broadford, Roll No: 18287W

- 7.1.4.9 St. Finian's N.S., Killyon, Hill of Down, Roll Number 07120V
- 7.1.4.10 St. Brigid's N.S., Boardsmill, Trim, Roll Number 17947K
- 7.1.4.11 St. Finian's N.S., Clonard, Enfield, Roll Number 16067V
- 7.1.4.12 St. Patrick's N.S., Johnstownbridge, Enfield, Roll Number 18130M
- 7.1.4.13 St Columbanus N.S. Killaconnigan Ballivor, Roll Number 18016O
- 7.1.4.14 Cadamstown N.S., Cadamstown, Roll Number 18092H
- 7.1.4.15 Newtown N.S., Newtown, Enfield, Roll Number 18650P

7.1.3 Selection process:

Coláiste Clavin 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 Special Class. 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, Coláiste Clavin School will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

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/es 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 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 groups are reduced.

7.1.4 Late applications:

An application received by Coláiste Clavin after the closing date published by Coláiste Clavin School, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Clavin 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 subject to sections 4.7 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 Coláiste Clavin, Longwood 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 Special Classes 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 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 Coláiste Clavin.
- 7.1.7.2 Details of the Student's ranking against the published selection Criteria.
- 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 and 4.9, an offer of admission may not be made where:

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 Coláiste Clavin at Longwood, Co. Meath colaisteclavin@lmetb.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 Coláiste Clavin for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Clavin . 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.

