

POLICY FOR ADMISSION TO COLÁISTE CLAVIN, LONGWOOD, CO. MEATH SCHOOL YEAR 2020/2021

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.

TABLE OF CONTENTS

PART A – *General Information for All Applicants*

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

PART B - *Information for Specific Categories of Applicants*

5. Application to the First-Year Group
6. Application to All Year Groups Other Than First-Year
7. Application to the Special Classes

PART A

General Information for All Applicants

- 1. Glossary of terms***
- 2. Admission Statement***
- 3. Legal Framework***
- 4. General Admission Provisions (for all Applicants)***

1 GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to 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.

‘Sex’ refers to the designation of a person, on that person’s birth certificate, or gender recognition certificate, as male or female based on their anatomy (genitalia and/or reproductive organs) or biology (chromosomes and/or hormones). This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Nonbinary, Transgender, Transsexual or otherwise.

‘Catchment Area’ refers to the designated residential area for application to Coláiste Clavin, Longwood, Co. Meath in respect of the person on whose behalf the application is being made. The catchment area for, Coláiste Clavin, Longwood, Co. Meath is defined as: Catchment Area outlined in Appendix A.

‘Parent’ has the same meaning as in the Education Act 1998 and includes 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 18016O
- 1.12. Cadamstown N.S., Cadamstown, Roll Number 18092H
- 1.13. Newtown N.S., Newtown, Enfield, Roll Number 18650P

'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, Longwood, Co. Meath has Special Classes, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders

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

ADMISSION STATEMENT

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; and
- Community

Coláiste Clavin, Longwood, Co. Meath shall not discriminate in its admission of a student based on the following grounds:

- 2.1. Sex or 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;

2

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.

The Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05 sets out rules to which post-primary schools must adhere in the provision of education. However, should such rules be amended or replaced in the future the interpretation of this Policy shall be construed accordingly.

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 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 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 admissions notice for 2020/2021.

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 student seeking admission will not have attained at least 12 years of age on the 1st day of January of the school year for which s/he is seeking to be enrolled and has not completed a full course of primary education or the equivalent, as is required under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05;
- 4.8 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;
- 4.9 The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where 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.

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

SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

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 Classes***

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

5.1 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, 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 Admissions Policy.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid 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 the 2020/2021 school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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. See Appendix B

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:

Should the number of applicants within any category exceed the number of available places, the category will be sub-divided to give priority to applicants with siblings currently in the school over those without siblings in the school:

- 5.1.2.1 If the Student resides in the catchment area;
- 5.1.2.2 If the Student has a Co. Meath OR Co Kildare address and has attended a catchment feeder school (name schools);
- 5.1.2.6 All other applicants

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. The lottery will be overseen by the Chairperson of the Board of Management, the Principal, a parents' representative and an independent observer (eg Garda Síochána, Peace Commissioner etc)

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 Coláiste Clavin, Longwood, Co. Meath and subsequently Coláiste Clavin's selection criteria will be applied in accordance with this Policy.

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, 4.8, 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 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.

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 refusal 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.

An offer of admission may be withdrawn where:

- 5.1.7.5. 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 2020/2021 academic year, 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).

5.1.8 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

An Applicant wishing to appeal the decision to refuse to admit, under section 29(9) of the Education Act 1998, may do so by completing the *Section 29 Appeal Application Form*, available at Coláiste Clavin reception office and on Coláiste Clavin's website, and submitting it to the Chief Executive of LMETB, at Abbey Road, Navan, Co. Meath, 046 9068200, education@lmetb.ie within fourteen calendar days of receipt by him/her of the school's decision to refuse to admit.

A maximum period of 30 days from date of receipt of the appeal by the Chief Executive of the Education & Training Board is allowable for conclusion of the appeal process.

In the event of an appeal not being upheld by the Education & Training Board, the Applicant may further appeal the decision to refuse to admit to the Department of Education and Skills in line with section 29(1) of the Education Act 1998.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

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

6.2 Appeals

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, 4.8, and 4.9.

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

Coláiste Clavin does not offer places for external students to sit Junior or Leaving Certificate examinations. 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.

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 the 2020/2021 school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list. See Appendix B.

6.1.2 Selection criteria in order of priority

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

Should the number of applicants within any category exceed the number of available places, the category will be sub-divided to give priority to applicants with siblings currently in the school over those without siblings in the school:

- 6.1.2.1 If the Student resides in the catchment area;
- 6.1.2.2 If the Student has a Co. Meath address and has attended a catchment feeder school (name schools);
- 6.1.2.3 If the Student is a child of a staff member;
- 6.1.2.4 All other applicants

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. The lottery will be overseen by the Chairperson of the Board of Management, the Principal, a parents' representative and an independent observer (eg Garda Síochána, Peace Commissioner etc)

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 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, 4.8, 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, and
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable
- 6.1.7.4. Details of the Applicant's right to appeal the decision

An offer of admission may be withdrawn where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 6.1.7.6. 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 2020/2021 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.7.7. 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).

6.1.8 Appeals:

For information relating to an Applicant's right to appeal a decision of Coláiste Clavin, Longwood regarding admission, see section 6.2.

6.2 APPEALS

An Applicant wishing to appeal the decision to refuse to admit, under section 29(9) of the Education Act 1998, may do so by completing the Section 29 Appeal Application

Form, available at Coláiste Clavin's reception office and on Coláiste Clavin's website,

SECTION 7

APPLICATION TO THE SPECIAL CLASSES

and submitting it to the Chief Executive of LMETB, at Abbey Road, Navan, Co. Meath, 046 9068200, education@lmetb.ie within fourteen calendar days of receipt by him/her of the school's decision to refuse to admit.

A maximum period of 30 days from date of receipt of the appeal by the Chief Executive of the Education & Training Board is allowable for conclusion of the appeal process.

In the event of an appeal not being upheld by the Education & Training Board, the Applicant may further appeal the decision to refuse to admit to the Department of Education and Skills in line with section 29(1) of the Education Act 1998.

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. Appeals

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.

The following documentation is required:

- a. An educational/clinical psychologists report recommending the candidate as suitable for a placement in an ASD Class i.e. the student has a DSM-IV/V or ICD 10 diagnosis
Coláiste Clavin's ASD Classes cater for students with mild general learning difficulties or moderate learning difficulties. It does not cater for students with severe or profound learning difficulties.
- b. Reports from all previous schools attended
- c. Signed consent from Parent/Guardian granting the school permission to access relevant reports from any previous schools attended.
Following receipt of a completed application, supported with all required documentation, applications will be considered in conjunction with the Special Education Needs Organiser (SENO) for the area.

Criteria for Allocating Places in the ASD Class

The following prioritised criteria will apply in allocating places in Coláiste Clavin's ASD Class

1. The needs of the student as identified can be met within the ASD Class.
2. The recommendation of the Special Education Needs Organiser (SENO) for the area is based on the needs of the applicants
3. All recommendations will then be considered by the Board of Management of the school who will make the final decision on all applications.

Where the Special Class in Colaiste Clavin, Longwood 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, 4.8 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 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 for and during the 2020/2021 school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

7.1.2 Selection criteria in order of priority:

Applications to the Special Class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

7.1.2.1 If the Student resides in the catchment area;

7.1.2.2 If the Student has a Co. Meath or Co. Kildare address and has attended a catchment feeder school;

- 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 18016O
- 1.12 Cadamstown N.S., Cadamstown, Roll Number 18092H
- 1.13 Newtown N.S., Newtown, Enfield, Roll Number 18650P

7.1.2.4 If the Student is a child of a staff member;

7.1.2.6 All other applicants

7.1.3 Selection process:

Coláiste Clavin, Longwood, 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, Coláiste Clavin will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. The lottery will be overseen by the Chairperson of the Board of Management, the Principal, a parents' representative and an independent observer (eg Garda Síochána, Peace Commissioner etc.)

7.1.4 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 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, 4.8 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.

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 fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

7.1.6 Acceptance of a place:

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

7.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 7.1.7.1 The reasons that the Student was not offered a place in Coláiste Clavin, Longwood.
- 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

An offer of admission may be withdrawn where:

- 7.1.7.5 The information contained in the application is false or misleading in a material respect, or
- 7.1.7.6 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 2020/2021 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.7.7 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).

7.1.8 Appeals:

An Applicant wishing to appeal the decision to refuse to admit, under section 29(9) of the Education Act 1998, may do so by completing the Section 29 Appeal Application Form, available at Coláiste Clavin's reception office and on Coláiste Clavin's website, and submitting it to the Chief Executive of LMETB, at Abbey Road, Navan, Co. Meath, 046 9068200, education@lmetb.ie within fourteen calendar days of receipt by him/her of the school's decision to refuse to admit.

A maximum period of 30 days from date of receipt of the appeal by the Chief Executive of the Education & Training Board is allowable for conclusion of the appeal process.

In the event of an appeal not being upheld by the Education & Training Board, the Applicant may further appeal the decision to refuse to admit to the Department of Education and Skills in line with section 29(1) of the Education Act 1998.

The student capacity of Coláiste Clavin to provide the current curriculum provision is 500