



Admission Policy of Coláiste/Gaelcholáiste Choilm 2022/2023 Academic Year

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the Board of Management on September 21st 2021. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the Coláiste/Gaelcholáiste Choilm admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

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/Gaelcholáiste Choilm is responsible for the implementation of this Admission Policy.

Introduction to Coláiste/Gaelcholáiste Choilm

In Coláiste/Gaelcholáiste Choilm we endeavour to create the context in which the miracle of growth can happen for each person in our school

Coláiste/Gaelcholáiste Choilm is a co-educational school situated in Ballincollig. Originally built in 1987 to cater for 400 pupils, it now has a student population of almost 1400. Coláiste/Gaelcholáiste Choilm has no selective entry policy and hence caters for a wide range of abilities and backgrounds. Students with special needs are well provided for and the needs of international students are also accommodated. The curriculum is designed to ensure that the academic progress of every student is catered for. The school's wide-ranging extra-curricular programme promotes participation of all students.

The culture and ethos of Coláiste/Gaelcholáiste Choilm is very much a product of our vision which is to 'Create the context in which the miracle of growth happens for each person in our school'. We strive to make this vision a living reality each day in Coláiste/Gaelcholáiste Choilm. We do this by providing high quality teaching and learning, by providing excellent support for our students and by creating rich opportunities for learning and development inside and outside the classroom.

Each year our students' academic achievements are outstanding and far exceed national averages. Our high expectations of every student and a caring and supportive ethos ensures that everyone can achieve their very best. The quality of teaching and learning in Coláiste/Gaelcholáiste Choilm has been acknowledged not just by the Department of Education but also by students, parents and teacher associations. Coláiste/Gaelcholáiste Choilm has the enviable reputation of providing a wide range of extra-curricular and co-curricular activities which is facilitated by the dedication of our staff to provide a truly holistic education. Our students are given wonderful opportunities to develop their skills and talents and to discover and explore new ones.

Our students are at the heart of everything we do. We want our students to be confident and independent learners, to be effective communicators, to be resilient in the face of challenges and to work well for and with others. Our aim is to best prepare our students to lead happy and fulfilled lives now and when they are adults.

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PART A

General Information for All Applicants

- 1. Glossary of terms***
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- 4. General Admission Provisions (for all Applicants)***

1 Glossary of Terms

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

‘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/Gaelcholáiste Choilm by virtue of application alone.

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

‘Catchment Area’ refers to the designated residential area for application to Coláiste Choilm in respect of the person on whose behalf the application is being made. The catchment area for Coláiste Choilm is defined as:



Please click on the following link for access to a detailed map of the catchment area:

https://earth.google.com/earth/rpc/cc/drive?state=%7B%22ids%22%3A%5B%221HPalot16wjA2H_dYMaDahIM6DVFxRMt-%22%5D%2C%22action%22%3A%22open%22%2C%22userId%22%3A%22101204638385203428792%22%7D&usp=sharing

‘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 Choilm or to Gaelcholáiste Choilm.

The feeder primary schools for Coláiste Choilm are:

Feeder Schools A

- Scoil Eoin
- Scoil Mhuire
- Scoil Barra
- Gaelscoil Uí Ríordáin
- Ovens National School
- Ballinora National School
- Goggins Hill National School
- Gurrans National School
- Gaelscoil An Chaisleáin

Feeder Schools B

- Cloghroe National School
- Clogheen Kerry Pike National School

The feeder primary schools for Gaelcholáiste Choilm are primary schools that provide education through the medium of Irish. The feeder schools for Gaelcholáiste Choilm are:

- Gaelscoil Uí Ríordáin
- Gaelscoil Uí Riada
- Gaelscoil An Chaisleáin

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

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

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

2 Admission Statement

Coláiste Choilm is a designated Community College. Designated Community Colleges are established by the signing of a model agreement between an ETB and the local Catholic Bishop and/or a religious congregation. Cork ETB is the patron of the school. The model agreement provides for the participation of the Bishop of the Diocese of Cork and Ross in the organisation and management of the community college on an ongoing basis.

Coláiste Choilm was established in 1987 in a spirit of partnership between Cork ETB and Bishop of the Diocese of Cork and Ross. The inherited traditions, values and

founding intentions of Cork ETB and the Bishop of Cork and Ross remain enshrined in the characteristic spirit and in the life of our school.

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

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



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

Coláiste Choilm provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

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

1. Admission Statement

Coláiste/Gaelcholáiste Choilm will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,

- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

Coláiste/Gaelcholáiste Choilm shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a student.

3 Legal Framework

Coláiste/Gaelcholáiste Choilm 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/Gaelcholáiste Choilm is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

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

Coláiste/ Gaelcholáiste Choilm offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual, values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

It is important to understand that our school does not provide ‘*religious instruction*’ and therefore the need to opt-out 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/Gaelcholáiste Choilm supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide *religious instruction* in one particular religion or belief.

However, as per Section 30(2)(e) of the Education Act (1998), Coláiste Choilm recognises the right of parents, or students over the age of 18, attending publicly-funded schools to withdraw from any subject contrary to their conscience, including *religious education*.

Parents or students over the age of 18 who wish to opt-out of *religious education* must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the following way:

Through discussion, consultation and with consideration of available resources Coláiste Choilm will make specific arrangements for students where required. There will not be a reduction in the school day for the students involved.

4 General Admission Provisions

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

In processing an application Coláiste/Gaelcholáiste Choilm **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Student concerned attending, or having attended, the school.
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.
- 4.7 **Coláiste/Gaelcholáiste Choilm will consider** the offer of a place to every Student seeking admission to the school, **unless one of the following applies:**
 - The school is oversubscribed.
 - The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student.
 - The student seeking admission will not have attained at least 12 years of age on the 1st of January of the school year for which he/she is seeking to be enrolled or has not completed a full course of primary education or the equivalent.

Where Coláiste/Gaelcholáiste Choilm 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.

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***

Section 5

Application to the First-Year Group

5 Application to the First-Year Group

5.1 Admission Provisions (First-Year Group)

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

5.2 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 review by the board of management

5.1 ADMISSIONS PROVISION (First Year Group)

Where Coláiste Choilm or Gaelcholáiste Choilm are not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Choilm or Gaelcholáiste Choilm is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

5.1.2 Selection criteria in order of priority

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

Coláiste Choilm will apply the following criteria for admission to the First-Year Group:

COLÁISTE CHOILM

1. (i) Brothers and sisters of students who are already attending the school;
(ii) Brothers and sisters of students who previously attended the school;
(iii) Children of a member of staff of Coláiste Choilm
2. Students who are the first in family and attend one of the named National Schools **(A)** and who reside in the catchment area. (see below)
3. Students who are the first in the family and attend one of the named National Schools **(A)**.
4. Students attending one of the National Schools **(A)** and living within the catchment area.
5. Students attending one of the National Schools **(A)**.
6. Students living within the catchment area but attending a National School outside the area
7. Students who are first in the family and attend one of the named National Schools **(B)**.
8. Students attending one of the National Schools **(B)**
9. Students who live outside the catchment area and attend a National School outside the area.

**An offer of a place based on fraudulent or misleading information will be withdrawn.
(Documents verifying address will be required)**

In the event that the total number of places remaining available in any of the above categories is less than the number of pupils in that category, then the places will be allocated by a lottery. (See Appendix 1)

(A)

Scoil Eoin
Scoil Mhuire
Scoil Barra
Gaelscoil Uí Ríordáin
Ovens National School
Ballinora National School
Goggins Hill National School
Gurrans National School
Gaelscoil An Chaisleáin

(B)

Cloghroe National School
Clogheen Kerry Pike National School

MAP OF CATCHMENT AREA



Please follow this link for access to a detailed map of the catchment area:

https://earth.google.com/earth/rpc/cc/drive?state=%7B%22ids%22%3A%5B%221HPalot16wjA2H_dYMaDahlM6DVFxRMt-%22%5D%2C%22action%22%3A%22open%22%2C%22userId%22%3A%22101204638385203428792%22%7D&usp=sharing

Gaelcholáiste Choilm will apply the following criteria for admission to the First-Year Group:

GAELOHOLAISTE CHOILM

1. (i) Brothers and sisters of pupils who are already attending Gaelcholáiste Choilm
(ii) Brothers and sisters of pupils who previously attended Gaelcholáiste Choilm
(iii) Brothers or sisters of pupils who attend Coláiste Choilm provided they attended a Gaelscoil for their primary education.
(iv) Children of a member of staff of Coláiste Choilm.
2. Students who are the first in family and attend Gaelscoil Uí Riordáin or Gaelscoil Uí Riada or Gaelscoil An Chaisleáin.
3. Students who attend Gaelscoil Uí Riordáin or Gaelscoil Uí Riada or Gaelscoil An Chaisleáin.
4. Students who live in the catchment area and wish to attend a Gaelcholáiste who have attained a level of fluency in the Irish language and said fluency would be likely to regress were they not admitted to the Gaelcholáiste. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language.
5. Students who attend a Gaelscoil
6. Students who wish to attend a Gaelcholáiste who have attained a level of fluency in the Irish language and said fluency would be likely to regress were they not admitted to the Gaelcholáiste. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language.

An offer of a place based on fraudulent or misleading information will be withdrawn.

In the event that the total number of places remaining available in any of the above categories is less than the number of pupils in that category, then the places will be allocated by a lottery. (See Appendix 1)

5.1.3 Selection process

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

5.1.4 Late applications

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

Where Coláiste Choilm or Gaelcholáiste Choilm 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 section 4.7.

Where Coláiste Choilm or Gaelcholáiste Choilm are not oversubscribed and receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Choilm or Gaelcholáiste Choilm but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next

Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

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

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

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

5.1.7 Refusal

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

- 5.1.7.1. The reasons that the Student was not offered a place in Coláiste Choilm or Gaelcholáiste Choilm;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.2. 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 first request a review by the board of management, via a Review Form, available from the school office (office@coláistechoilm.ie) and on the school's website, for it to be reviewed by the board of management of Coláiste/Gaelcholáiste Choilm. Such a review must be brought by the Applicant within twenty one calendar days of the date 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. Completed Review Forms should be submitted to the school office or online by emailing office@colaistechoilm.ie.

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. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Coláiste/Gaelcholáiste Choilm for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to put to request a review by the board of management, via a Review Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste/Gaelcholáiste Choilm. Such a review must be brought by the applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed Review Forms should be submitted to the school office or online by emailing office@colaistechoilm.ie. (An Applicant may withdraw a request to review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review to the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the preceding paragraph.

5.2.3 Basis for a review by the board of management:

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

Section 6

Application to All Year Groups Other Than First-Year

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

6.2 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 review by the board of management

6.1 Admission Provisions (Other Than First-Year)

Coláiste/Gaelcholáiste Choilm will consider the offer of a place to every Student seeking admission to the school, **unless one of the following applies:**

- The school is oversubscribed.
- That no suitable accommodation/place exists in the year group.
- That the relevant subject options are not available
- That the applicant was registered at another post primary school and has been excluded from his/her school for disciplinary reasons

- The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student.

6.1.1 Oversubscription

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

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

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

Where the Transition Year Programme and/or the Leaving Certificate Applied Programme in Colaiste/Gaelcholáiste Choilm are oversubscribed, a Student applying for admission to such programm(es) 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 students enrolled in the school who have been placed on an internal waiting list for these programm(es).

6.1.2 Selection criteria in order of priority

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

Coláiste Choilm will apply the following criteria for admission to year groups other than the First-Year Group:

COLÁISTE CHOILM

1. (i) Brothers and sisters of students who are already attending the school;
(ii) Brothers and sisters of students who previously attended the school;
(iii) Children of a member of staff.
2. Students living within the catchment area.
3. All other students

An offer of a place based on fraudulent or misleading information will be withdrawn.

(Documents verifying address will be required)

In the event that the total number of places remaining available in any of the above categories is less than the number of pupils in that category, then the places will be allocated by a lottery. (see Appendix 1)

Gaelcholáiste Choilm will apply the following criteria for admission to year groups other than the First-Year Group:

GAELCHOLÁISTE CHOILM

1. (i) Brothers and sisters of students who are already attending Gaelcholáiste Choilm
(ii) Brothers and sisters of students who previously attended Gaelcholáiste Choilm
(iii) Brothers or sisters of students who attend Coláiste Choilm provided they attended a Gaelscoil for their primary education.
(iv) Children of a member of staff.
2. Students who wish to attend a Gaelcholáiste who have attained a level of fluency in the Irish language and said fluency would be likely to regress were they not admitted to the Gaelcholáiste. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language.

An offer of a place based on fraudulent or misleading information will be withdrawn.

In the event that the total number of places remaining available in any of the above categories is less than the number of pupils in that category, then the places will be allocated by a lottery. (See Appendix 1)

Map of Catchment Area



Please click on the following link for access to a detailed map of the catchment area:

https://earth.google.com/earth/rpc/cc/drive?state=%7B%22ids%22%3A%5B%221HPalot16wjA2H_dYMaDahIM6DVFXRmt-%22%7D

6.1.3 Selection process

Coláiste Choilm and Gaelcholáiste Choilm 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 Choilm 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 Choilm or Gaelcholáiste Choilm after the closing date published by Coláiste/Gaelcholáiste Choilm, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Choilm or Gaelcholáiste Choilm 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 section 4.7.

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

6.1.5 Second/third-round offers of a place

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

6.1.6 Acceptance of a place:

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round

offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

6.1.7 Refusal:

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

- 6.1.7.1. The reasons that the Student was not offered a place in the school,
- 6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 6.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the

case of a late application, or second/third-round offer, within 2 weeks, or

- 6.1.8.3. An Applicant has not indicated:
- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

6.2 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 first request a review by the board of management in writing via a Review Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste/Gaelcholáiste Choilm at Ballincollig, Cork, office@colaistechoilm.ie. Such a review must be brought by the Applicant within twenty one calendar days of the date of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed Review Forms should be submitted to the school office or online by emailing office@colaistechoilm.ie.

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

be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Coláiste/Gaelcholáiste Choilm for a reason other than the school being oversubscribed and who wishes to appeal this decision may first request a review by the board of management, via a Review Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste/Gaelcholáiste Choilm. Such a review must be brought within twenty one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed Review Forms should be submitted to the school office or online by emailing office@colaistechoilm.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit

in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who chooses to seek a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

6.2.3 Basis for review by the board of management:

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

APPENDIX 1

Oversubscription – Allocation of places

In the instance where the number of applicants for a place exceeds the number of places in the school the following process should apply. The Board of Management will oversee this process. The allocation of places will be conducted at a Board of Management meeting, in the presence of an independent observer.

1. Applications will be divided into categories based on the criteria for allocation of places stated in the policy.
2. Starting with category Number 1, places will be offered to applicants. Where there are sufficient places to offer all applicants who qualify under category Number 1 a place, this will be done and the process of offering places will move on to criterion number 2.
3. The process outlined above will be repeated for the subsequent categories until the process reaches a category where the remaining number of places available is less than the number of applicants within this category.
4. Where the remaining number of available places is less than the total number of applicants within a category, the remaining places will be offered by means of a lottery involving all the applicants within this category.
5. When all available places have been allocated, the remaining applicants within the category will be placed on a waiting list in rank order based on the lottery.
6. The process of placing applicants on the waiting list in rank order will then be repeated for each subsequent category until all unsuccessful applicants have been allocated a place on the waiting list.

7. The waiting list will be recorded on school headed paper and the record will be signed in the presence of the Board of Management by the Chairperson of the Board of Management and the independent observer.

